

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, January 26, 2005

ATTENDANCE:

Board Members: Al de Jaager, Jim Frum, John Gompers, Dan Joseph, Roseanna Keller, Mary Kosar, Andrew Lewis, Will Turani, Bernie Twigg,

Unable to Attend: Larry Miller, John Moore, Niall Paul

Administration/Faculty/Staff: J. D. Carpenter, John Davis, Patrick Henry, John McCullough, Genny McIntyre, Richard Owens, Tammi Secrist

1. **Call to Order:**

Mr. Twigg called the meeting to order at 5:50 p.m.

2. **Approval of Minutes:**

Full Board
12/08/04

Executive Committee
None

ACTION ITEM I:

Mr. Twigg asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of December 8, 2004, was then made by Jim Frum and seconded by Roseanna Keller; motion passed unanimously.

3. **President's Report:**

Dr. Owens gave an update on various campus projects. Additional state money may be available for ADA compliance, lighting and HVAC in Main Hall. There has been no movement to date on the possibility of reversing previous higher education cutbacks. The Media Arts Center is progressing with the groundbreaking targeted for April 27, 2005, and opening in fall of 2006. West Liberty will be hosting a summer honors academy for high school students beginning this summer. This will be a great tool for student marketing and recruitment. Another new program is the Emerging Minority Business Leaders (EMBL) and will take place in June. The School of Business Administration continues work on their national accreditation with the International Association for Collegiate Business Education (IACBE).

The Development Office continues its success in fundraising. Fundraising last year nearly doubled from the previous year. So far this year we are running ahead of last year. There are significant improvements in West Liberty's financial picture since 2002. We are seeing surpluses, covering unfunded liabilities, and building reserves. Accuracy and better tracking on the part of Pat Henry and the Finance Committee are bringing things into alignment.

Dr. Owens also gave an overview of the Vision of West Liberty. This vision needs strong support from the college's various Boards. WLSC is seen as a quality, affordable institution that could be known as the West Virginia arts and sciences college. There are many models to follow. There will need to be college-wide planning meetings and a half-day retreat for planning and brainstorming.

4. **Funding of Intercollegiate Athletics Policy:**

Mr. Henry presented the policy to the Board. Mr. Gompers could see no problems with the document, but the Board reserves the right to striken the word "extraordinary" in paragraph 1c. A discussion followed with regard to what areas fall under this policy.

Based on West Virginia Code and Higher Education Policy Commission rule, this policy document must be reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to its final adoption by the Board of Governors. The WLSC Board of Governors is asked to approve the dissemination of this document for comment. Following a 30-day period for the receipt of comments, the Board of Governors will take final action on this policy.

ACTION ITEM II:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the dissemination of the *Funding of Intercollegiate Athletics Policy* to constituent groups for comment. Motion was made by John Gompers and seconded by Jim Frum; motion passed unanimously.

5. **FY '05 Budget – Information Items:**

After distributing a handout on the FY '05 budget and where it stands as of January 26th, Mr. Henry discussed shortfalls and how monies are disbursed from the state. The budget is going well and on the positive side. At this point, nothing has been heard from Charleston on mid-year cuts, so they probably will not happen. Everything is in line with the bond covenants with no problems from Charleston. Mr. Twigg stated that the auditors were complimentary of our process with budget information being on time for this year.

6. **FY '06 Preliminary Budget and Fees:**

Mr. Henry distributed the latest draft of the Fiscal-Year 2006 budget. The only change from the previous document was a change in variables. The document is simplistic at this point, but will be a much larger, detailed document. A discussion followed on projected headcounts, feasibility, and the fact that the budget is a working document.

The Board of Governors is asked to review the proposed draft of the Fiscal-Year 2006 budget as presented. The Finance Committee has made institutional recommendations and approves the draft of the budget. All work is in compliance with the Chancellor's office guidelines.

ACTION ITEM III:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the draft Fiscal Year 2006 budget as presented and directs the administration to prepare to implement said budget subject to change per legislation, executive or Higher Education Policy Commission direction, and final approval of this or a revised budget by the West Liberty State College Board of Governors prior to July 1, 2005. Motion was made by Jim Frum and seconded by Dan Joseph; motion passed unanimously.

7. **Finance Committee:**

(a) Report

Mr. Henry presented for Mr. Turani who had a previous appointment. Deloitte & Touche presented the audits to the Finance Committee and President's council. There were no material weaknesses for June 30, 2004. All Foundation changes have been included. One adjustment will be made to the draft and sent to the printer today. WLSC's audit will be removed from the HEPC meeting agenda next week.

(b) FY '03 and '04 Audits

The West Liberty State College Board of Governors is asked to approve Fiscal-Year 2003 and Fiscal-Year 2004 audit reports. The Finance Committee has met with the auditors and approve the audit findings.

ACTION ITEM IV:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the submission of the Fiscal-Year 2003 and Fiscal-Year 2004 audit reports. A motion was made by Jim Frum and seconded by John Gompers to approve these reports; motion passed unanimously.

(c) Audit Committee Charter

Based on West Virginia Code and Higher Education Policy Commission rule, this charter document must be reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to its final adoption by the Board of Governors. The WLSC Board of Governors is asked to approve the dissemination of this document for comment. Following a 30-day period for the receipt of comments, the board of Governors will take final action on this policy.

ACTION ITEM V:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the dissemination of the Audit Committee Charter to constituent groups for comment. A motion was made by John Gompers and seconded by Al de Jaager; motion passed unanimously.

8. **Bylaw Revision Approval:**

At the October 13, 2004 meeting, the Board of Governors approved the dissemination of the WLSC Revised Bylaws of the Board of Governors of West Liberty State College. The first change to allow members to participate and vote by telephone was suggested after attending the training workshop for Board members in Charleston. The second change will institute a formal notification/recognition of the Finance Committee under Standing Committees. No comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve this policy as attached.

ACTION ITEM VI:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the revised Bylaws of the Board of Governors of West Liberty State College. A motion was made by John Gompers and seconded by Jim Frum; motion passed unanimously.

9. **HEPC Update (www.hepc.wvnet.edu):**

A brief update was given with regard to full funding of financial aid and the reinstatement of budget cuts. John Hoblitzell is retiring from the HEPC.

10. **Academic Update:**

Dr. McCullough reported WLSC would be advertising for seven full-time faculty positions for the 2005-06 academic year. These are all replacements, not new positions, replacing 12 vacancies. Full-time faculty are needed for academic advising and retention purposes. A salary savings of at least \$140,000-150,000 can be realized.

The College's newly formed Retention Committee will meet for the first time in the next two weeks. Representatives on this committee are from all areas, including Student Affairs, deans, chairs, with Dr. McCullough and J. D. Carpenter as ex-officio members. The committee's goal is to improve student retention, provide a quick response to situations with at-risk students, and to follow protocol with students to stay in school. Areas of improvement are advisement and quality of student/teacher relationship.

Planning continues on the Emerging Minority Business Leaders program, as well as with the summer honors program. This is a positive for WLSC and a great marketing tool. Instrumental in developing this program are deans, Student Affairs, faculty and staff.

Five academic programs, as scheduled by the Higher Education Policy Commission, are up for review. The BOG's Academic Affairs Committee, represented by Jim Frum, will evaluate the Program Reviews prior to March Board meeting. Jim has done an outstanding job representing the Board for the past several years. If Jim does not continue to represent this committee, a new representative will need to be selected from the Board.

11. **Enrollment Update:**

Dr. Carpenter distributed a Spring 2005 Enrollment Snapshot and discussed trends of the coming and going of students. A discussion followed on this information and the impact of Project START. Foreign students and what it takes to get them to West Liberty were also discussed.

12. **Town of West Liberty Easement Request:**

The Board of Governors is asked to review documents drafted by legal counsel for the Town of West Liberty. Said documents would create a permanent easement in favor of the Town so that it may construct a sanitary sewer system. On advice of Messrs. John L. Davis, Patrick J. Henry, and Jeff A. Turner, President Owens has approved the documents.

John Davis presented the easement request to the Board. The easement does not impact anything substantive on campus or our way of life. The easement is very straight forward, and the town will be installing the sewer system. The Board, before going to the Higher Education Policy Commission, must approve the easement. The town would like to go across our property to get to a collection center. The map distributed to members shows in blue where this will run. Jeff Turner, Director of Facilities Management, has assured this does not go through anywhere we would not want the system to go. A temporary 30-foot easement for equipment is also requested.

ACTION ITEM VII:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the easement right of way documents. A motion was made by John Gompers and seconded by Jim Frum; motion passed unanimously.

13. **Adjournment:**

The meeting adjourned at 7:00 p.m.

Bernie Twigg _____
Chair

John Gompers _____
Secretary

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