

Minutes
West Liberty State College Board of Governors
R. Emmett Boyle Conference Center
Wednesday, 11 July 2001

ATTENDANCE:

Board Members: Brad Blair, Debra Boger, John Cole, Derek Ennis, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Roseanna Keller, Larry Miller, and Will Turani. Unable to attend: John Moore

WLSC Administrative Staff: Ronald Zaccari, Marsha Krotseng, John McCullough, and Mike Turbanic. Unable to attend: Nelson Cain.

Guests: Chancellor Michael Mullen, Larry Jones, Andi Mullen, Barbara Neuman, and Judge Fred Stamp.

WLSC Presidential Search Committee: All current members of the WLSC Board of Governors and Dick Edge, Jeff Filak, Cheryl Harshman, Jody Seabright, Allison Adler, (staff) and Angie Steele (staff). Unable to attend: R. Emmett Boyle.

Others in Attendance: Butch Maxwell, Robert Schramm, and Paula Tomasik

1. **Call to Order:** Dr. Ronald Zaccari called the meeting to order at 6:15 pm. Dr. Zaccari introduced The Honorable Judge Fred Stamp, who is a member of the WLSC President's Circle and the Foundation. Dr. Zaccari also introduced Chancellor Mike Mullen and his staff, Angie Steele and Allison Adler.
2. **First Order of Business:** The Oath of Office was administered by Judge Fred Stamp, who officially swore in the members of the new Board of Governors.
3. **Election of Officers:** The floor was opened for nominations to fill the offices of Board Chair, Vice Chair, and Secretary for 2001-02.

ACTION ITEM I:

- **Chair of the Board: John Gompers**
Nomination of John Gompers for the position of Board Chair was made by Mr. Will Turani and seconded by Mr. Jim Frum; Mr. Gompers was elected.
 - **Vice Chair: Jim Frum**
Nomination of Jim Frum for the position of Board Vice Chair was made by Mr. Larry Miller and seconded by Mr. Will Turani; Mr. Frum was elected.
 - **Secretary: Debra Boger**
Nomination of Debra Boger for the position of Board Secretary was made by Mr. Jim Frum and seconded by Ms. Roseanna Keller; Ms. Boger was elected.
4. **Recognition of Out-Going Board Members:** Retiring board members, Dr. Lawrence Jones and Mrs. Barbara Neuman were each presented with a gift and thanked for their contributions this past year as active members of the West Liberty State College Institutional Board of Advisors.
 5. **Presidential Search Committee:**
 - A. Chancellor Mullen gave an overview of the presidential search and screening process explaining that this is the first governing board involved in the process, officially established through Policy 20. The Search Committee is comprised of the Board of Governors and five additional members selected by WLSC alumni, students, faculty, staff, and the Foundation Board. In addition, the Committee will be assisted by two members of the Chancellor's staff, Ms. Angie Steele and Ms. Allison Adler. The Chancellor encouraged the Committee members to feel free to contact his office with any questions or concerns. John Gompers is the official spokesperson for the Committee. Committee members were cautioned to maintain confidentiality concerning the presidential candidates. Public comments should be restricted to "official releases" only.

B. Need for confidentiality, points to remember:

- only John Gompers and Allison Adler are to make public comments for the committee,
- do not release the names of any candidates who apply (including the final five),
- do not mention anything concerning a candidate's personal history since this could jeopardize his/her current career or position,
- any member who disregards the Committee's rules of confidentiality will be asked to leave the Committee,
- do not make copies of anything from the résumé packets

C. Process for evaluating candidates: Allison Adler discussed the evaluation form. The categories for evaluation correspond directly with the qualifications listed in the position advertisement. Ms. Adler advised members to keep up with the applications or the evaluation process will become overwhelming. Ms. Adler also cautioned members to be consistent in the way each candidate is ranked. After the committee members have ranked the candidates, the Chancellor's staff will rank them in numerical order in Excel. Sixteen résumés were distributed at the meeting.

In accordance with Senate Bill 653, when the Board has established finalists, a member of the Policy Commission will become involved in the process. However, he/she will not interfere with the Board's decision. At this point, the Search Committee members were introduced and welcomed to the meeting. A revised timeline was distributed. The next Search Committee meeting will take place on 29 August and will be an all day session at Oglebay Park, Wilson Lodge. The rating sheets are crucial to the evaluation process and will be used during the 29 August meeting to establish the top ten candidates, who will be invited to Pittsburgh on 17 and 18 September. Committee members were asked:

- to bring the résumés to the 29 August meeting,
- to keep them alphabetical order,
- to highlight (directly on the application) the candidates' strengths and weaknesses, and
- to make good notes directly on the applications.

At the Pittsburgh session, suggested questions will be given to the Committee. Interviews will be continuous and individual candidates will not be discussed in-between interviews. Discussion will take place at the end of the day, and in-depth discussions will take place on Tuesday. Qualifications to consider when reviewing the applications and during the interviews are:

- skills,
- academic leadership,
- fund-raising, and
- being a spokesperson for the college.

The Committee then reviewed the form created for the evaluation of the candidates. Travel funds are available and Committee members are to contact Dr. Krotseng for further information on travel arrangements.

Presidential Search Committee Action Item:

Motion to adopt the form for evaluating candidates was made by Mr. Jim Frum, and seconded by Ms. Roseanna Keller; motion unanimously adopted.

Presidential Search Committee Adjourned

5. **Approval of Minutes:**

Full Board: Wednesday, 11 April 2001
Executive Committee: Thursday, 31 May 2001
Full Board: Tuesday, 12 June 2001

ACTION ITEM II:

Motion to approve the minutes was made by Mr. Brad Blair and seconded by Mr. Jim Frum; motion passed unanimously.

6. **Adoption of By-Laws:** The Board reviewed proposed by-laws for its operation.

ACTION ITEM III:

Proposed Resolution: Resolved, That the West Liberty State College Board of Governors adopts the attached Bylaws as the Board's basic framework for operation. Motion to adopt the Bylaws by Mr. John Cole, and seconded by Ms. Roseanna Keller; motion passed unanimously.

7. **Board procedure for Search Process:** The Board discussed the formal procedure developed to guide the presidential search process.

ACTION ITEM IV:

Proposed Resolution: Resolved, That the West Liberty State College Board of Governors adopts the attached procedure to govern the College's presidential search process. Motion to adopt the procedure to govern the presidential search process by Dr. Dan Joseph and seconded by Mr. John Cole; motion passed unanimously.

8. **Higher Education Policy Commission Rule on Adoption of Rules by Governing Boards:** WV Code requires the Higher Education Policy Commission to adopt rules to guide the development and approval of rules, guidelines, and other policy statements by individual boards of governors. Provisions include:

- procedure to ensure that public notice is given and the right of interested parties to have fair and adequate opportunity to respond is protected,
- designate a single location where all proposed and approved rules, guidelines, and other policy statements can be accessed by the public,
- procedure to ensure Internet access to all approved rules, guidelines, and other policy statements.

This is an information item so that Board Members will be aware of the procedures and types of rules the Policy Commission will be using. The Rule-on-Rules establishes that the Board and the Policy Commission do not adopt rules/policies without public notice. This type of change must first be distributed to staff, faculty, and students for comment. In addition, Web access must be available. Currently, a Web site is being developed that will include Board minutes, agendas, and policy decisions for West Liberty State College.

9. **Budget Update:** Mike Turbanic reported on the budget for FY2002. Estimated educational and general revenues increased by 4.14% over actual FY2001 and expenditures increased by 1.56% over actual FY2001. Auxiliary revenue for FY 2002 increased by 3.25% over actual FY 2001 and expenditures increased by 2.25% over actual FY2001.

10. **Changes in Administrative Structure:** The title of the Chief Development Officer will be changed to Director of Advancement, and the Office of Public Relations, which currently reports to the President, will report to that position. This change in the administrative structure is recommended because Ms. McIntyre is preparing to launch the College's first Capital Campaign. A larger staff is going to be required which will include a director of development, two regional directors, and one additional staff person. These positions will be paid for by the initial lead gifts of the Capital Campaign, and their longevity will depend solely on the success of the campaign. This change will give Ms. McIntyre the control she will need in her division and remove the responsibility of overseeing Public Relations from the President, freeing him to devote more of his time to the responsibility of fund-raising. Mr. Gompers stated that since the Foundation Board has already made its recommendation to move ahead with the Capital Campaign, and professional consultants have argued for this restructuring, the Board should also endorse this change. Much discussion followed concerning this change, and Board members decided to support the change in administrative structure.

ACTION ITEM V:

Proposed Resolution: Resolved, That the West Liberty State College Board of Governors approves the proposed change in administrative structure. Motion to adopt the change to the current administrative structure by Dr. Dan Joseph and seconded by Mr. Larry Miller; motion passed unanimously.

11. **Strategic Plan and Compact Update:** The West Liberty State College Compact and Compact Action Plan were approved by the Higher Education Policy Commission on 25 April. Currently, the Compact is being incorporated into the College's Strategic Plan. The Strategic Planning Retreat has been scheduled for 6 and 7 September and all Board members are invited to attend. The combined Compact/Strategic Plan will be a major focus of the Retreat.
12. **Architectural Design of Technology Building:** An evaluation committee has developed a ten point evaluative system to screen the top five architectural firms. After the final screening, Board members will be informed of the presentation dates in case anyone would like to attend. The Board was asked to delegate authority to award a contract for the design of the building to its Executive Committee should this be necessary to keep the process in motion.

ACTION ITEM VI:

Proposed Resolution: Resolved, That the WLSC Board of Governors delegates to its Executive Committee authority to approve the issuance of a contract for the design of the proposed new technology building to the recommended firm on behalf of the full Board of Governors. Motion to delegate to the Executive Committee authority to approve the contract for architectural design of the new technology building by Mr. Larry Miller and seconded by Mr. Brad Blair; motion passed unanimously.

13. **Future Board Issues:** (for discussion at the September meeting)
- Delegation of powers to president (some direction may be necessary from the Higher Education Policy Commission)
 - Salary policies
 - Property transfer
 - Bonding
 - Five to six major strategic issues

14. **Executive Session:**

ACTION ITEM VII:

A motion was made by Ms. Roseanna Keller and seconded by Mr. Will Turani that the Board go into executive session, pursuant to West Virginia Code 6-9A-4 subsection b-2-A; motion passed unanimously.

At this time, everyone except the Board members were asked to leave the room while the executive session took place. At the conclusion of the executive session, everyone returned for the rest of the regularly scheduled meeting.

ACTION ITEM VIII:

Motion was made to rise from executive session by Ms. Roseanna Keller and seconded by Mr. Jim Frum; motion passed unanimously.

15. **Mr. Gompers accepted the following motions:**

ACTION ITEM VIII:

Motion was made by Mr. John Cole and seconded by Ms. Roseanna Keller to set the salary level for the Interim President who has been recommended to the Higher Education Policy Commission at the level of the current presidential salary; motion passed unanimously.

ACTION ITEM X:

Motion was made by Ms. Roseanna Keller and seconded by Mr. Will Turani that the salary range for the new president named following the search process will be approximately \$126,000 to \$130,000; motion passed unanimously.

ACTION ITEM XI:

Mr. Gompers presented the following Resolution which was adopted by acclamation of the Board:

RESOLUTION HONORING DR. RONALD M. ZACCARI

WHEREAS, Dr. Ronald M. Zaccari became the 29th President of West Liberty State College on July 1, 1996 and has provided exemplary service in that capacity for five outstanding years;

WHEREAS, Dr. Zaccari brought his artist's vision to the Hilltop, clearly evident in the design of Alumni Park, the Academic, Sports, and Recreation Complex, and the vibrant color he has bestowed upon the campus;

WHEREAS, Dr. Zaccari infused art and the creative process into a distinctive leadership style that effected an extraordinary transformation of the College;

WHEREAS, Dr. Zaccari embraced strategic planning as the most effective means to change and reframe existing patterns;

WHEREAS, Dr. Zaccari led the College to focus on students and forged the federal ties to support a new technology center;

WHEREAS, Dr. Zaccari successfully fulfilled the provisions of Senate Bill 653, implemented an approved Compact, achieved a collaborative graduate program, and postured this Board to assume full governance responsibility for the College;

WHEREAS, Dr. Zaccari has made an indelible impact on the College and all whom his life has touched;

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors wishes Dr. Zaccari well as he vigorously explores the next frontier and confers upon him the title of President Emeritus of West Liberty State College, with all rights and privileges pertaining thereto, as of August 16, 2001.

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to Dr. Zaccari.

Adopted by the West Liberty State College Board of Governors this 11th day of July 2001.

16. **President's remarks:** Dr. Zaccari charged the Board with carrying on the vision and traditions of West Liberty State College, and stated that the College is postured for great achievements. He thanked Board members for all their support and stated that he and Nancy will greatly miss West Liberty. Individual Board members then took the opportunity to convey their best wishes and heartfelt appreciation to Dr. Zaccari for being a catalyst for the dramatic transformation of the College.

Adjournment: 9:50 pm

John E. Gompers

Chair

Debra Boger

Secretary

pjt