

Minutes
West Liberty State College Board of Governors
R. Emmett Boyle Conference Center
Wednesday, 12 June 2002

ATTENDANCE:

Board Members: Debbie Boger, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Roseanna Keller, and Will Turani

Unable to Attend: Brad Blair, John Cole, Derek Ennis, Larry Miller, and John Moore.

Administration/Faculty/Staff/Student: Richard Owens, Bassam Deeb, Marsha Krotseng, John McCullough, Genny McIntyre, Ann Rose, Matthew Shroads, Paula Tomasik, and Mike Turbanic.

1. **Call to Order:** Chairman Gompers called the meeting to order at 5:43 pm.

2. **Approval of Minutes:**

Full Board

•April 24, 2002

•May 14, 2002

Executive Committee

•May 9, 2002

Mr. Kaczor asked that the April 24 minutes be amended as follows: Under 3. Budget, FY 2002-2003, points 2 and 3 should read “No employee lay-offs or loss of benefit eligibility.”

ACTION ITEM I:

A motion to approve the minutes of the full Board and the Executive Committee was made by Mr. Frum and seconded by Ms. Keller; motion passed unanimously that the minutes be approved as amended.

3. **President’s Report:** The LOCEA resolution was recently sent to all Board members. It requires the Higher Education Policy Commission to complete a number of specific studies by November 15 of this year.

In addition, Dr. Owens stated that the Governor has asked all state agencies to review their programs and identify priorities. Initially, the Chancellor will respond for all of public higher education. However, at some point, the College will have to identify priorities, and a number of individuals on campus will be asked to participate in that discussion.

Dr. Owens stressed the need to begin planning now for the FY 2004 budget. The strategic assumptions are that: Current funds from Banner will be allocated for bond repayment and technology initiatives. Revenue from increased tuition and enrollment will be used for salaries, priorities, and initiatives. Exploring ways to borrow money is extremely important since WLSC has to plan for the future without financial assistance from the state. Reduced state allocations will be met by reallocations and reductions in current operations. The Board indicated its understanding and agreement with these assumptions.

Dr. Owens also distributed a chart depicting the continuing decline in the percent of West Liberty’s operations that are funded by state appropriations. In 1980, this figure was approximately 60 percent. Today, it is only 38 percent. As goals for 2002-2003, Dr. Owens will continue to emphasize quality improvements to the campus (such as wiring residence halls) and give high priority to recruitment, retention, and fundraising.

4. **Classified Staff Presentation:** Keith Kaczor delivered a Power Point presentation concerning the classified staff. He explained who these employees are, how they are represented, and their accomplishments. The presentation focused on the accomplishments of the programs and projects set forth by Staff Council. For example, Staff Council developed their own goals

and objectives based on West Liberty's *Compact*, initiated campus-wide meetings for classified staff, and developed a classified staff web site.

Mr. Kaczor informed the Board that Classified Staff members are an integral part of the campus community providing key services to faculty, students, administration, and fellow staff members. They are dedicated to West Liberty State College and have worked to develop a positive campus climate. The attached outline highlights specific content of the presentation.

5. **Compact for the Future of West Virginia:** Dr. Krotseng reported that the HEPC approved the statewide Compact for the Future of West Virginia on May 17, 2002. The overall goal of this Compact is for higher education to contribute to the long-term growth and diversification of West Virginia's economy.
6. **Report of Bond Subcommittee:** Dr. Owens reported on the Bond Subcommittee explaining that bonding is an important step for the College. He further explained that the consequences of not moving toward bonding would include deterioration of quality, retention, and recruitment. Mr. Blair is currently moving the subcommittee forward. A meeting will be held immediately upon adjournment of the Board meeting.
7. **Report on Academic Program Approvals:** Dr. McCullough updated the Board on the progress of three new programs. The Multicategorical Special Education program was approved by the Higher Education Policy Commission, and is expected to be approved by the state Board of Education. The School Nurse Certification was also approved by the HEPC and is expected to be approved by the state Board of Education. Both of these programs are as efficient as possible and are being provided without hiring any additional faculty. The Master's Degree in Nursing developed as a collaborative with Marshall University will not be presented to the HEPC in June. However, it is expected to be presented during the August meeting. This will be the second collaborative Master's Program for West Liberty.
8. **Financial Update, FY 2001-02:** Mr. Turbanic distributed a financial statement as of 31 May. Revenues are still anticipated to be more than expenditures. There was some discussion on whether or not summer school is profitable for the College.
9. **Banner Information System Update:** Mr. Deeb informed the Board that the October 1 deadline has been moved up to August 5. This is due to the fact that the financial aid systems have to be in place well before October. Staff schedules will have to be adjusted. Mr. Cartisano is anticipating being able to convert 32 thousand records to the Banner system in the next seven to eight days.
10. **Consideration of Policies:** Due to the creation of the Board of Governors, many former state level policies have been transferred from the HEPC to the Board and are being developed as our own policies. Each of these revised policies (listed below) continues current policy and practice at West Liberty. These policies must be released for written comment by constituents for 30 days. Any comments would then be brought back to the Board for discussion. The policies are as follows.
 - a. Policy 4: Change in the Organization of Schools, Divisions, Depts. or Other Units
 - b. Policy 5: Naming or Renaming of Buildings or Organizational Units
 - c. Policy 6: Holidays
 - d. Policy 7: Alcoholic Beverages on Campus
 - e. Policy 8: Use of West Liberty State College Facilities

ACTION ITEM II:

Resolved, That the West Liberty State College Board of Governors approves the dissemination of Policies 4, 5, 6, 7, and 8 to constituent groups for 30 day comment. A

motion to approve the policies for distribution was made by Mr. Frum and seconded by Mr. Kaczor; motion passed unanimously.

11. **Meeting Schedule:** The July 2002—June 2003 proposed schedule was reviewed and discussed. Extra dates have been built into the calendar to allow for emergency deadlines/decisions. Therefore, some meetings may be cancelled if there is no urgent business to conduct. Please make note that the next meeting is scheduled for **MONDAY, 29 JULY**. All Board members are to inform Dr. Krotseng as soon as possible of any schedule conflicts.

ACTION ITEM III:

Resolved, That the West Liberty State College Board of Governors approves the attached meeting schedule for July 2002 through June 2003. A motion to approve the schedule was made by Mr. Frum and seconded by Mr. Turani; motion passed unanimously.

12. **HEPC Meeting with Boards of Governors (September 12 or 13):** Dr. Krotseng asked that Board members keep the dates of September 12 and 13 open until we hear from Charleston concerning a Board of Governors training session by the HEPC. Also, on November 15 the HEPC will hold one of its regular meetings on the WLSC campus.
13. **Student Outcomes Assessment Report:** Dr. Krotseng explained that the West Liberty's Student Outcomes Assessment Report required by the HEPC was well received. The consultants reviewed WLSC's assessment strengths and weaknesses with Dr. Krotseng and Ms. Anna Lusher, WLSC School of Business Administration, who accompanied Dr. Krotseng to Charleston. Considering that WLSC has only been focusing on assessment for the last four years, we are doing very well. The Assessment Committee is developing ways to address our weaknesses and improve our strengths. A general education assessment committee will be formed to determine ways to assess the effectiveness of general education courses.

Chairman Gompers introduced Ms. Ann Rose, Faculty Senate representative, who has replaced Ms. Jody Seabright. He also introduced Mr. Matthew Shroads, Student Government Vice President.

14. **Possible Executive Session under WV Code 6-9A-4:** Pursuant to WV Code 6-9A-4 subsection b-2-A, a motion to retire to executive session was made by Mr. Frum and seconded by Mr. Turani; the Board retired to executive session.

Following discussion in executive session: a motion to rise from executive session was made by Mr. Frum and seconded by Mr. Turani; the Board rose from executive session.

15. **President's Salary:** Chairman Gompers asked for a motion regarding the president's salary for 2002-03.

ACTION ITEM IV:

Resolved, That Dr. Owens be granted a 3.5% salary increase (to \$136,620) consistent with the average increase for other personnel and that the Chair be authorized to sign a letter to this effect as an addendum to the original contract of October 26, 2001. A motion to grant the salary increase and grant authorization to the Chair was made by Ms. Keller and seconded by Mr. Frum; the motion was approved with one abstention by Mr. Kaczor.

16. **Presidential Goals:** Chairman Gompers asked for a motion relating to the adoption of presidential goals for July 1, 2002 through June 30, 2003.

ACTION ITEM V:

Resolved, That the presidential goals be adopted as amended. A motion to adopt was made by Mr. Turani and seconded by Dr. Joseph; motion passed unanimously.

Chairman Gompers charged Dr. Krotseng to draft a policy that outlines the process by which presidential goals will be established in the future.

15. **Report of Nominating Committee and Election of Officers:** Mr. Gompers, Dr. Joseph, and Mr. Turani met on May 24, 2002, and unanimously recommended the following slate of officers for 2002-2003.

Chair: Jim Frum

Vice Chair: Debbie Boger

Secretary: Brad Blair

ACTION ITEM VI:

Resolved, That the officers recommended by the Nominating Committee be approved. A motion to approve the officers was made by Ms. Keller and seconded by Dr. Joseph; motion passed unanimously.

Former Chairman Gompers congratulated the new officers.

Mr. Frum expressed the desire to include former Chairman Gompers as a member of the Executive Committee. This was accepted by the consensus of those members present. Mr. Frum then thanked the Board for expressing confidence in him and asserted the importance of supporting and enhancing the students' quality of life and academics on campus.

16. **Adjournment:** The meeting adjourned at 9:05 pm.

Jim Frum _____
Chairman

Debbie Boger _____
Secretary

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NEXT MEETING: MONDAY, JULY 29, 2002