



**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, February 7, 2007**

**ATTENDANCE:**

**Board Members:** Mary Blair, Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, Dan Joseph, Roseanna Keller, Larry Miller, Will Turani, Aaron Wilkinson

**Unable to Attend:** John Moore, Bernie Twigg

**Administration/Faculty/Staff:** J. D. Carpenter, Matthew Cottle, John L. Davis, Pete Fernbaugh, Patrick Henry, Donna Lukich,

John McCullough, Barb Neuman, Jim Watson, Ron Witt, Mallory Clegg, Nancy

Quigley, Rhonda

Tysk, Andy Cook, Jim Compston, Bev Burke, Tammi Secrist, Bo McConnaughy, Kay Monseau, Barb Neuman

1. **Call to Order:**

Mr. Turani called the meeting to order at 5:38 p.m. and asked if there were any changes or corrections to the minutes.

2. **Approval of Minutes\*:**

Full Board

12/11/06

Executive Committee

12/04/06

**ACTION ITEM I:**

**A motion to approve the minutes of the full Board of December 11, 2006, with a wording change to page seven, and the Executive Committee of December 4, 2006 was then made by Larry Miller and seconded by Lynne Exley; motion passed unanimously.**

3. **President's Report:**

Dr. McCullough had several items to update and others with new information. Although he would try not to steal anyone's thunder, he did want to emphasize some of these updates. The Enrollment Management Planning retreat was held the day after our last Board meeting with campus-wide participation. The revised document received broad based participation in the revisions and update, which J. D. Carpenter will talk about later in the meeting. This document is the center piece of WLSC's enrollment efforts, and we believe it has been instrumental in terms of the enrollment progress. Dr. McCullough thanked all those who attended the planning retreat, the first of which was held a year ago. This was another productive event for the campus.

We are happy to report that the January 2007 enrollment is up approximately 4% over a year ago. The benchmark for the spring semester was at least 2,000 students, and we are currently at approximately 2,050. Dr. McCullough again credited the Enrollment Management Plan and the entire campus for their efforts. This type of very positive trend line is a line we like to see taking place. Part of this trend is also attributed to the Foundation Board who three weeks ago approved ongoing funding for the Presidential and Foundation Scholars programs. This support provided a key part of that stimulus and additional support on an ongoing basis. \$40,000 was provided this year with the hope to increase to \$100,000 over the next three years in the anticipation this will be maintained on an ongoing basis to fund those important programs. This support enables us to attract the quality student, provides us a more even playing field with Ohio and Pennsylvania schools and private institutions, and more competitive with out-of-state scholarship drives. This is a very positive effort, and we appreciate the stance of the Foundation in supporting an initiative that has already produced for us and continues to produce positively for the College. These are important efforts.

An update was given at the last Board meeting on the university status, and since that time Dr. McCullough has met with Chancellor Noland and his staff, along with Vice Chancellor Bruce Flack, head of Academic Affairs. There is an excellent opportunity that by the fall semester 2008-09, less than two years, approximately 18 months, WLSC could commence with university status. This would not just be the status, but doors that it will open, and work is already being done with the preplanning marketing and promotion. We are working on putting forth all of the positive attributes that are a part of university status. The percentage of terminal degree holders, possible new research dollars and the marketing that would come with the university status and the positively promotion attributes of that could greatly benefit enrollment and our future stand-alone master's degree. Revenue flow from this and other efforts could be extended to graduate area work needs. It's difficult to find any negatives with university status. A lot of work is yet to be done to make this a reality, but it's an excellent opportunity to be a reality within the next 18 months to two years. Evidence as a precursor to the university status will be presented later in the meeting when Dr.

Lukich will discuss WLSC's first-ever attempt to plan for a stand-alone master's program. This will be a Master's Degree in Education, and Dr. Lukich will address details later in the meeting. There were other ideas for this first master's program, but the HEPC thought that with West Liberty's history in education and continuous accreditation with NCATE, this should be our first program. This will be the first of additional graduate programs in future years and will need to be self sustaining.

Also, per policy, we are to inform the Board of faculty members requesting sabbatical leave. We currently have two faculty members requesting sabbatical leave next year, those being John Matviko, Associate Professor of Communications, and Shirley Misselwitz, Associate Professor of Nursing. These will be one-semester leaves, and all of their courses will be covered internally so there is no additional cost to the college. Per policy, each will be pursuing a combination of professional research and writing to benefit WLSC.

Ron Witt will be discussing some recent positive alumni networking events in the past months, along with other outreach programs at WLSC. The Alumni Association is extending the role of "ambassador to West Liberty" to new people; part of the WLSC family who may not have been engaged in activities in years. Again, Ron will address those two very nice events.

West Liberty State College has a solid and stable foundation on which to operate thanks to the faculty and staff. As the presidential selection process draws to a conclusion and on behalf of the College, Dr. McCullough thanked the Board Chair, the entire Board, and the selection committee on their hard work on this effort. This process has been both time consuming and laborious, but the outcome can be of benefit to WLSC. The Board operates on a completely voluntary basis, so we thank the Board for their diligence and participation in this process. We also thank all of our staff involved; Mary Ann Edwards for coordinating events with the consultants, handling records and documentation, and Tammi Secrist for her good work in working with the consultants and principals in this process.

4. **HEPC and Legislative Update ([www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)):**

Dr. McCullough was in Charleston Friday for the HEPC meeting and spoke with Chancellor Noland and others. As Dr. McCullough has stated previously, the new Chancellor brings forth a new energy, emotional and physical countenance, and intelligence that will benefit the State and WLSC. Dr. Noland is very supportive of all West Virginia institutions of public education, and he is a refreshing voice, and a friend of the College and public higher education. Although he is just getting started in this area and is younger, he represents a solid voice for West Virginia higher education, and we hope he will be a part of this for a long time to come.

In regard to the Governor's budget, while the statement was made this was the best budget proposal in the past 15 years; it does not match what was presented by the HEPC and the Chancellor. It is more conservative and less beneficial to the campus, especially in terms of operating dollars and dollars for pay raises. We will know in the next month what that budget will be. WLSC has achieved priority status in Charleston for the \$3 million Main Hall HVAC project, and it is believed we are number six or seven on the priority list for a possible statewide bond. However, it is doubtful if the statewide bond will be approved. The Board will be kept informed of state budget issues at the next meeting, with final figures on that budget.

5. **Academic Affairs:**

Dr. Lukich stated that the HLC/NCA Coordinating Committee will meet to review criterion three data this week.

The Music Program has received a routine extension for the accreditation visit by NASM. This time will allow for a stronger report to be submitted.

Al de Jaager, representing the Department of Arts and Communication, has submitted a proposal for WLSC to host the Governor's School for the Arts in 2008-10. In the past, we have hosted this event. It attracts high quality students from across the state and gives us an excellent opportunity to try to recruit them to our campus.

A task force is currently being assembled to develop a proposal for WLSC to host the Governor's Honors Academy in 2008-10.

We have identified our first stand-alone master's degree program. Given our strong history in teacher education and our continuous accreditation with NCATE, it is recommended that we begin with a degree in Education – Master's of Arts in Education. This must be done approximately 18 months before the degree is intended to be offered. Our offering of a master's degree is part of the criteria to achieve university status.

There are currently nine open faculty positions for FY 2007-08, those being two in Math, three in Education (the Chair, Special Education, and a generalist), one in Political Science, one in Humanities, one in Financial Systems, and one in CIS. Dr. McCullough stated that although nine sounds like a lot, with many of the current instructors falling into the baby boomer era, there have been and will be many retirements in the next few years and we will lose quality faculty members. Within an eight-year time frame, we will probably have

lost almost two-thirds of our existing faculty members. The transition of new faculty members has been smooth, and we have a wonderful meshing of faculty on this campus.

One unexpected resignation occurred at the start of the semester. Yohannas Hailu resigned to accept a research faculty position at Michigan State University. Serkan Coma has been hired for the remainder of the semester. He will be completing his doctoral work this spring/summer.

A partial listing of community service activities which are provided by faculty, staff, and students is presented tonight to address a concern received about the "lack of engagement" of our College with its community. It was reported that members of our Boards: Governors, Foundation, and Alumni expressed this concern. In order for this body to have the most up-to-date information, this listing was compiled. We are disappointed that more of these activities fail to be published in the local newspaper. Dr. McCullough stated that this list does not come close to representing all of what WLSC does in terms of outreach to the greater Wheeling area and tri-state area. Although everything is not newsworthy and is not intended to be newsworthy, this was a concern communicated to us by the Board. WLSC's outreach is very impressive and what our faculty, staff, and students do on this campus is extended for the positive welfare of this College. Mr. Turani stated that this is a great list and should be distributed to the parties who question our role in the community.

Lynne Exley asked for an explanation of the Board's role in the accreditation process, or do they have one. Dr. Lukich stated that there is an occasion on the agenda when they will want to meet with the Board members. A meeting will be set-up at some point that we hope will be most convenient for the Board members.

Dr. Joseph asked if we are on schedule with the accreditation process, is there a target date for completing the writing, and when the entire process needs to be completed. Dr. Lukich stated that the process is moving along nicely. Faculty member groups are submitting their information to write the documents and the beginning chapters have been initiated by the writer. She will work through the chapters to make sure we have the necessary information. The target date for completing the writing is June or early July for a rough draft for comments, and the document needs to be completed by September.

6. **Enrollment Update:**

Dr. Carpenter distributed a copy of the 2007 Enrollment Management Plan, which is the second version of the first plan undertaken by WLSC. This is similar to what was done last year and represents the input and observations of faculty, staff, administration, students, and a broad spectrum of campus constituencies. Lynne Exley was able to attend the meeting and it was a very productive day. West Liberty saw a really good effort on this plan last year, and are anticipating a lot of effort with the 2007 plan. Much of the background information in this document is the same, but we need to sit down once a year and remind ourselves how this process works and what groups are trying to do. The big difference this year is a listing halfway through the document that shows what was accomplished last year under the plan, followed up by what we intend to do for the 2007 year. This document is relatively hot off the press. It came back from the proofers yesterday and will be ready for campus-wide distribution by tomorrow or Friday. Many thanks were given to all of the folks that had input in this year's plan. Dr. Carpenter, in agreement with Dr. McCullough, thought that with this document guiding our efforts it had a tremendous impact on what has been accomplished at WLSC.

The other item Dr. Carpenter distributed was the green book, *West Liberty State College, The First 125 Years*. This book is very interesting reading and helpful for those on campus giving tours since it gives the rich heritage of WLSC.

Current enrollment for the Spring 2007 semester is around 2,050. We are still waiting on a few course lists to come in and will have a final number within the next week. This is about a 3.7% increase over the spring semester of last year. Residence halls are at about a 6% increase from last year. Retention of our first year class, which started at 480 in the fall, the largest first year class in many years, appears to be the highest since as far back as 2002, retaining about 87.5% of that class. We were at 82% five years ago, so we have made a significant increase in our first year class retention.

A pledge from the Foundation to assist in the implementation of the Presidential Scholar Program adds a tremendous sense of gratitude. Dr. Campbell, Ms. Exley, and Mr. Cottle have no idea the ability this is going to give us over the course of the next year to attract good quality students WLSC. There are currently 130 people in our application pool who meet the Elbin, Presidential, or Foundation Scholar requirements. 35 of those qualify as Elbin Scholars. We want to be able to offer those students as much of a financial package as we possibly can. Elbin Scholars are required to have a 27 or higher on the ACT and a 3.75 GPA or higher. At one time we had so few Elbin Scholars that we thought about terminating the program. This is a record setting number for this group. Last year there were 24 or 25 Elbin Scholars, the year before that 18.

Dr. Campbell asked how we balance out high school GPA's when some high schools go as high as a 4.7 GPA, where others have a 4.0 GPA. Is there any kind of leveling governor here? Rhonda Tysk stated that the GPA's are recalculated on a 4.0 scale for scholarship purposes. Dr. Campbell stated that his point is

that a student with a 3.75 GPA on a 4.7 scale; their grades are still not good. Ms. Tysk stated again that we calculate on a 4.0 scale.

The admissions staff is currently working feverishly to turn applicants into students. With the many applicants received, it's a neat place to be.

Roseanna Keller asked how many actual incoming students we had. I could not hear what Ms. Keller was saying.

Mr. Miller asked what portion in this number are College at the Park students. Dr. Carpenter stated there are 50 students from the Wheeling Park campus. These 50 students are counted in the semester headcount. Mr. Turani stated that it's important to look at the in-state, out-of-state ratio. The out-of-state the year before was 2,971 to 3,169. There has been a large increase in out-of-state students with an effective 2% shift moving toward out-of-state.

Aaron Wilkinson stated that we had an 87.5% retention rate for the first year students from the fall, but what is the retention rate for the remainder of the students? Dr. Carpenter did not yet have this information. Mr. Wilkinson asked if we can look at how many we are down from the fall and compare how many students we are losing. Dr. Carpenter stated that no reports are published with spring enrollment and this number is guarded by other institutions very closely. Mr. Wilkinson then asked if we do exit interviews with students and ascertain why they are not here. Dr. Carpenter stated that the students who withdraw have an exit interview and the main reason for withdrawing is financial hardship. Some students complete the semester and do no re-enroll for the spring.

Roseanna Keller turned the discussion again to the students taking college level courses in the high schools off campus and how they are reflected in the headcount. Again, I could not hear what Ms. Keller was saying. Dr. Carpenter explained the FTE breakdown on students and how it works. You do not receive a true budget picture if a student is taking more than 12 hours. FTE figures keep the field level state-wide.

Mr. Wilkinson stated that a student taking 12 hours pays a flat rate, and a student taking more than 12 hours or up to 18 hours also pays a flat rate. Anything less than 12 hours is paid at a per hour rate. With the 50 students at Wheeling Park not paying as much as a regular student, how do you calculate them in the headcount? Do we accommodate people taking three or six hours through the Warwood Center differently? A brief discussion followed on hours and the effect on budget numbers.

Dr. Carpenter stated we are making progress with the dual credit program in Marshall County. We have been invited back to their location and have sent them copies of syllabi to review.

With respect to the fall 2007 semester, not including College at the Park students, applications accepted for fall 2007 are up 5.3% over last year. Please keep in mind that this makes us up 20% over two years ago. Applications received for 2007 are up 4.5% over last year and represents a 23% increase over two years ago. The first benchmarks are in and look okay at this point much to the tremendous hard work of our admissions staff and the campus.

7. **Alumni Association Update:**

Ron Witt began the Alumni Association update by stating that this was his tenth year in the capacity as Director of the Alumni Association. The Association has had unprecedented growth, due to the efforts of many people, including the efforts of the people at this meeting, and members of our other boards, who serve as ambassadors of WLSC. A detailed presentation followed on the background of the Alumni Association and their various involvements. At the conclusion of the presentation Mr. Witt thanked all those involved for their support of the Alumni Association.

Lynne Exley asked what is cost to stay at Liberty Oaks Bed & Breakfast, and do you have to be an alum to stay at the B&B. Mr. Witt stated that you do not have to be an alum and that Liberty Oaks is open to the public. Information is available on the web site. Most recently a couple from Long Island, NY inquired about staying at Liberty Oaks as a stopover point on their way to Texas. The cost ranges from \$89 to \$129 per night, depending on the number of guests. There is a discount for alumni, but this price also includes a full breakfast. The ADR is running around \$99 a night, which is comparable to the Hampton Inn, but again, we have breakfast and all the comforts of home.

Some recent events held by the Alumni Association were a reception at the last basketball game between WLSC and Wheeling Jesuit, and most recent was a networking breakfast last Saturday in Wheeling, one of the most positive events we have had in recent memory. Mr. Witt stated that he should have had a camcorder of the people in attendance speaking about their positive experiences at WLSC. You can't buy those types of positive words and expressions of people talking about how their experiences at WLSC carried over into their lives. There were 45 people in attendance at this event and we would like to have a similar event every quarter in outlying and metro areas, as well as extended marketing areas.

8. **Budget and Finance:**

Mr. Henry directed the Board to their finance packet and the net assets for the December 31 statement. Cash equivalents are up due to the HEPC loan we have received for the Fine Arts building roof. Non cash equivalents are down to \$1.5 million where it had been \$4.2 million. This is bond money that is being spent on projects. On the next page the revenues are up from \$17 million to \$18 million. This also includes the \$500,000 grant from the HEPC and tuition and fees and income are up. On the operating expense side, we are up by \$1 million at the close of projects we had, and scholarships and fellowships were up due to financial aid related items. The bottom line, income lost last year was \$8,735 vs. \$8,762 million; very close to the same time last year.

On the cash flow breakdown of how dollars are spent in the middle of the page, the cash flow from capital financing activities you will see the \$500,000 for the Fine Arts roof. The overall financial statement for the second quarter is good and solid.

On the budget for FY '07 as of January 30 you will see we are halfway through the semester on a conservative budget based on 4,300 FTE with 75% in-state and 25% out-of-state. The adjusted revenues were originally \$26 million and are currently \$28 million, having spent \$25 million. The expenses and revenues fall in line where they should be. Under the expenditures, personnel is at 44%, fringe benefits at 52%, and others at 53%, which also includes the Fine Arts roof and \$30,000 to Dr. Carpenter's area for scholarships. This gives us a \$1,036,000 increase. Covenant (A) is at 110% compliant and actual at 221%. We are in compliance on all covenants and perceive no problems in this area.

The draft budget for FY '08 to begin July 1<sup>st</sup> still has a few grey areas where to date we do not have final numbers. We will have solid numbers to present to the Board for approval at the April meeting after the HEPC comes down with final state budget numbers. We are projecting a 5.9% increase in tuition and fees and room and board, and state funding is to be a 5% increase in budgets, but this has not been confirmed in Charleston. We have built in various new proposals and staff requests, along with the metro rate worse case scenario of \$338,000. If we get 50 additional students with the metro fee this will be a wash and give us a better looking budget. We are still waiting for the legislature to finish and have a budget to look at for the April meeting. We are currently showing a negative budget but we have not finished and still have many variables.

The projected increase for tuition and fees for in-state is \$113 and \$280 for out-of-state. Room and board for double occupancy is \$64 per person and the meal plan is \$61. The specialty fee is an increase in the graduation fee to \$100 since we are losing money on commencement activities.

With regard to campus projects, the Beta Hall proposal has come in \$1 million higher than anticipated. With the ADA money built up and a housing reserve set-up four years ago at \$100,000 a year, we can use these monies to get Beta on-line for the fall 2008 semester.

Projects coming up are the Curtis Hall project where the new sewage line will run behind Curtis Hall and across and down the hill to connect to the new sewage system in town. This will connect behind Bonar Hall and then we will repave. We have been holding off on some of the campus paving because of this project. Another project is the marquis in front of the Library, Shaw Hall, and Student Union to list events on campus so students and visitors are better informed. These projects will eat into the \$1 million and other reserves. The budget to do these projects is conservative and is part of deferred maintenance.

The performance audit and interviewing of the staff of the Business Office has been conducted and approved. Mr. Costanzo should have the results of the audit in the very near future. These results will be distributed to the audit committee when completed.

Mr. Wilkinson noted that in the enrollment management packet there is a breakdown of tuition increase over the years. Is it possible to get a copy of what increases other colleges have had since 1998? Dr. Carpenter stated that he couldn't go back quite that far, but this information was in last year's enrollment management plan.

Mr. Henry stated that other state institution increases have notoriously been greater than ours over the years. WLSC's increases have been conservative in nature and are normally just about the lowest in the state for four-year institutions. A brief discussion followed on tuition increases over the past years. If funding is not going to be strong from the state appropriations, we will have tuition and fee increases. If we had stronger appropriations it would allow us to offset the tuition increase.

Ms. Keller again, could not hear.

Mr. Wilkinson asked if there is a report that could be put together that shows figures on how much other colleges have raised tuition and fees from 1998 to now. Mr. Henry stated that financial statements are available for other schools and he can pull some information from these, but it depends on how their line items are broken down. He can get contact information for these schools from the HEPC to see what their

increases were, but the other schools do not have to cooperate and give us this information. Dr. Carpenter stated he may also have some contacts for this information.

Mr. Turani stated that the Finance Committee reviews this information and the statements look tremendous compared to years past and kudos to Mr. Henry and everybody here on this fact. A tremendous job has been done on the statements and this year's budget looks good. Next year always starts in the negative and numbers have to be massaged until they look good. Mr. Turani has stated before that when it comes to a budget you either have it or you don't. Enrollment numbers are important, whether traditional or non-traditional, in-state or out-of-state. Mr. Turani assured that the finance committee suitably grills Mr. Henry about the budget and financial statement. He encouraged others to share in the fun of the Finance Committee meetings.

Dr. Joseph asked if it were possible to include line item numbers for each budget listing so you can see immediately which line is being reviewed. Without them, by the time you find what is being discussed we have moved on to the next item. Mr. Henry stated that these can be included in the next breakdown.

9. **Master's Degree Intent to Plan\*:**

The School of Education is proposing to establish a new Master's Degree in Education. An "Intent to Plan" document must be submitted to the West Virginia Higher Education Policy Commission six months prior to submission of the formal proposal. This program represents a stand-alone Master's Degree in Education. The Curriculum Committee has given their approval of the "Intent to Plan" document. We are very optimistic about the program, and Dr. Beth Musser, Dean of the School of Education, and her staff have been working intently on developing the program. We anticipate no additional faculty members will be needed in the immediate future. If additional faculty are required at a later date, funding for such positions would come primarily from this Master's program revenue. The Board of Governors is asked to approve the dissemination of this document to the HEPC.

**ACTION ITEM II:**

**A motion to approve the submission to the Director of Academic Affairs of the West Virginia Higher Education Policy Commission the Intent to Plan for the Master's Degree in Education was made by Dan Greathouse and seconded by Dan Joseph; motion passed unanimously.**

10. **WLSC Policies\*:**

At the August 30, 2006 meeting, the Board of Governors approved the dissemination of the listed policies. No comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve these policies as listed.

**Faculty Policies:**

- **Policy No. 201: Evaluation of Academic Unit Head**
- **Policy No. 202: Selection of Chairperson and Dean**
- **Policy No. 206: Faculty Meetings**
- **Policy No. 207: Definition of Voting Faculty**
- **Policy No. 209: Joint Appointments**
- **Policy No. 210: Teaching Loads**
- **Policy No. 212: Faculty Employment Period**
- **Policy No. 214: Faculty Evaluation**
- **Policy No. 215R: Student Evaluation of Faculty**
- **Policy No. 216: Tenure and Promotion**
- **Policy No. 217: Criteria for Faculty Rank and Promotion**
- **Policy No. 218: Required Attendance**
- **Policy No. 219: Class Schedules**
- **Policy No. 220: Faculty Office Hours**
- **Policy No. 221: Grade Appeal Procedure**
- **Policy No. 223: Sabbatical Leave**
- **Policy No. 224: Leave of Absence**
- **Policy No. 225: Termination of Position Because of Reduction or Discontinuance of Program**
- **Policy No. 226: Petitions in Classrooms**
- **Policy No. 229: Class Admission and Attendance**
- **Policy No. 231: Examinations**
- **Policy No. 232: Reporting Grades**
- **Policy No. 241: Work Not Covered under BOD Contract**
- **Policy No. 242: Work for Other Institutions**
- **Policy No. 244: Financial Exigency Committee**
- **Policy No. 245: Institutional Salary Policy Full-Time Faculty**
- **Policy No. 247: Syllabus Policy**
- **Policy No. 248: Adjunct Faculty**

Al de Jaeger noted various cosmetic editorial changes needing made on policy nos. 218, 221, and 223, and content changes on policy nos. 201, 216, 217, 229, and 247. The cosmetic changes will be made to those policies, but the policies with content changes will need to go back out for comment and approval by the Board. A brief discussion followed on the content changes, although the changes mentioned have been in effect for many years. It was also noted again that no comments were received during the 30-day comment period.

The question was asked whether the Board would move to pull the policies needing content changes and move to go on with the approval of the remainder of the policies.

#### **ACTION ITEM III:**

**A motion to approve Policy Nos. 202, 206, 207, 209, 210, 212, 214, 215R, 218-221, 223-226, 229, 231, 232, 242, 244, 245, and 248 with cosmetic amendments to Nos. 218, 221, and 223 was then made by Roseanna Keller and seconded by Lynne Exley; motion passed unanimously.**

#### **11. I-70 Project Update:**

Dr. Cook thanked for the Board for this time on the agenda for an important update on the I-70 project. It is important that WLSC reach out to the Northern Panhandle and tri-state area with regard to science and math, but in other endeavors as well. There are three types of people, and those are people who make things happen, people who watch things happen, and people who wonder what happened. We believe in making things happen.

The new plan is to scale back the science center project to a \$5/6 million project based on conversation with consultant Paul Richard, who had initially said this was doable and gave all the reasons why we could. The committee wants to back this up with benchmarks, data, and proof to give to the Board for approval. In a recent conversation, although initially supported, the study analysis was of the opinion that the sustainability of a large facility was always going to be questionable. Dr. Cook has been on the road with Matthew Cottle talking with individuals about this project, and all feel it would be more financially prudent to start small and expand if needed. This would permit WLSC to operate and build a facility at the Highlands to relocate the SMART Center and gain an increase in space. It would also remedy the access problem for disabled students to the 3<sup>rd</sup> floor at the Warwood Center. This is always a problem for events held at the Warwood Center, and we have actually had people carried to the 3<sup>rd</sup> floor. At the Highlands we can meet the ADA guidelines. Not meeting these guidelines has also prevented WLSC from applying for grant money because we are not in compliance on the 3<sup>rd</sup> floor. The Highlands would be a more conducive environment for teachers and children. Events held at the Warwood Center, depending on the time of year, are not, especially with 90% humidity on the 3<sup>rd</sup> floor even with air conditioners in the summer. WLSC would be more competitive in obtaining federal and private grants in a building that is ADA compliant. Conversations held with Dr. Paine and positive conversations held with the Governor's office could allow us to become a center at the Highlands, particularly with the kit based science program. There is money to be gained in federal support. There would also be space for graduate classes for WLSC to offer courses for the program being put together in Education. We would also be given the opportunity to continue to entertain WVU, Marshall, and other institutions that are offering graduate programs through WLSC.

This is the conclusion of Dr. Cook's update for the evening. It is a considerable step-back, but is doable in this area. Dr. McCullough added that this is a return to what was the original premise at the Highlands; a science and math education facility serving children and teachers of the Northern Panhandle. The benefits are very strong for a facility such as this. We have taken off the table what was a large tourism attraction. Some of those ideas could still take place, but the focus is on the original idea, which was science and math education. The Warwood center would still hold classes for the Regents Program and Accelerated Business Program. Graduate night classes could still be held there but concerns with the Warwood Center and ADA related problems continue to exist. WLSC could go to the proverbial next level with external funding and no operating dollars would be used. \$5+ million is realistic; the \$25 to \$45 million was not realistic. Matthew Cottle has much more accurate and updated information. There is an expandability component to it if called for, and over a period of time if financially sustained, an increase in space. This would be a real strength and next level approach in math/science education. Ohio County School Superintendent Miller noted many of our primary schools, elementary schools, and middle schools of the Upper Ohio Valley do not have wet labs to serve those school children and teachers. This market could be well defined and is already defined. We have grossly outgrown not just the physical facility at the Warwood Center, but of obtainment of dollars where we are now.

We have been encouraged to submit another \$100,000 grant proposal to Congressman Mollohan. This proposal was completed over Christmas and submitted to the congressman's staff. The Congressman's office urged WLSC to continue this grant because of their interest and interest at the federal level for this type of program and facility. They would not have made this statement if they were no longer interested. We believe there is an increased interest because of the reality of the \$5/6 million price tag.

Mr. Joseph commended the committee on their work. This project has been talked about and it is amazing how much better that it is beginning to look. He noted that a lot of soul searching and homework had to

have been done to get to this point. The direction has changed, but we are now in the neighborhood of where we want to be in the Valley.

Dr. Lukich stated that what we are asking tonight is the opportunity to continue to plan for this facility as described this evening. With the project scaled back, the business plan has changed but is close to completion. We are asking to continue to plan this facility.

Mr. Wilkinson asked for clarification that the Highlands is not taking the place of the Warwood Center. It was stated that the Warwood Center would still be used for weekend and accelerated classes. The information distributed on the Warwood Center is an update and assessment by Jeff Turner on the condition of the Warwood Center.

Dr. Campbell stated that this information makes him nervous. Is it any coincidence that the renovations needed at the Warwood Center are almost equal in cost to the construction at the Highlands? Also, what happened to the \$100,000 received for the I-70 Project? Dr. Lukich stated that this money was used for the rendering done by WTW Architects which were presented some time ago to the Board. This is not money from the College budget, but grant money received for the purpose of preliminary work on this project. Congressman Mollohan's office is satisfied with the information we have received so far from that grant. We received a good plan for a good science center. We have received the final draft of the business plan from Paul Richard, but there wasn't time to look it over to present to the Board this evening. We knew there was a strong possibility of not being able to sustain a \$40 million investment and facility with staff. With the reduction in cost, we will show you a very sustainable and functional smart center and graduate facility.

Mr. Turani stated that the executive committee of the Board requested the assessment on the Warwood Center at their last meeting, and this is the first time they have seen the information. The Board shares the same concerns as Mr. Wilkinson. The Board has not decided what to do with Warwood and have not decided on anything on this project. These are separate and distinct issues that are still relevant and we need to understand what's before us at the Warwood Center. This assessment is just one person's opinion. Mr. Turner tried to be thorough on this breakdown and it is not a stance of operations at this time. Mr. Greathouse asked if what we are doing tonight would infringe on the new president and what they would like to do. Mr. Turani stated that without question the new president would have a perspective on this.

Ms. Keller asked if it would be too much to ask to have a business plan at the April Board meeting, or when do you think we could have a business plan to bring to the Board? Dr. Cook stated that using what we have and the new benchmarks provided, it should be doable to have a business plan at the April Board meeting.

Mr. Wilkinson asked if this was just an update for the Board, to which it was stated that this is not an action item this evening. A brief discussion followed on the updates needed at the Warwood Center. Similar reports have been done in the past for the entire campus. Updates needed on the entire campus are approximately \$40 million. Dr. Joseph asked if it would be appropriate for this Board to have a subcommittee to this project. Mr. Turani will make the recommendation to Mr. Moore for an ad hoc committee.

12. **Presidential Search Update:**

Dr. Campbell stated that most people know where the process is at this point. To bring everyone up to date, we started at ground zero with 60 applicants which were narrowed to 10, with three invited to campus. The three invited to campus were Dan Hall, Gregory Aloia, and Robin Capehart. As most of you are aware Dan Hall withdrew his application. As of January 29, in accordance with state policy, the committee recommended Dr. Aloia and Mr. Capehart as the chief final applicants. At this time, according to state policy, the ad hoc search committee is dissolved since their work is completed at this point. The Board of Governors is now to interview the two finalists and make a recommendation to the HEPC for their approval. This is essentially where we are with the presidential search.

Ms. Blair asked if she was misunderstanding, or is the search committee permitted to come to the final interview. Dr. Campbell stated that they are invited to attend but will not be able to vote. The deliberations will be in executive session and include Board members only.

Mr. de Jaeger received a memo from Mr. Moore today that states the finalists will be interviewed in Charleston on the 12<sup>th</sup>. We will not be able to announce the new president on the 9<sup>th</sup> without Charleston's approval. Mr. Turani was not familiar with this memo and a brief discussion followed. Tammi Secrist stated that it was her understanding that the president will be announced on the 9<sup>th</sup>, pending approval from the HEPC on the 12<sup>th</sup>.

Ms. Blair stated that there was a resolution distributed to the Board from Faculty Senate with regard to the search, and she was approached by the Vice Chair of Classified Staff Council, to see if the Board would give her a few moments of time regarding the search. Mr. Turani stated that his take on the search is that we have a process established and it has been utilized. The Board received a great deal of feedback on the process, which was helpful to the Board, but he is inclined not to hear anymore tonight. The information received has been valuable and utilized to the fullest. Mr. Turani will yield to the BOG and his colleagues if

they so choose to hear more feedback tonight. If they are so inclined to hear more, if they so choose, he will yield to their decision. Mr. Greathouse agreed with Mr. Turani that the Board has heard enough in this matter. Ms. Blair stated that Ms. Tysk came prepared with copies for distribution to the Board, which Mr. Turani allowed.

Mr. Wilkinson stated, as per HEPC regulations, the search committee was to give no more than three names to the Board. If two would have dropped out, what do the regulations speak to in this case? Dr. Campbell stated we would have to go back and interview more applicants and possibly start the search over.

13. **Update from Ad Hoc Committee on Proposed SGA Alcohol Policy:**

Dr. Carpenter stated that the committee has taken no further action since its report at the December Board meeting. It is the committee's understanding that Professor Jean Bailey in the School of Business Administration was asked to do some additional research and gather information to be presented to the Board. Dr. Carpenter has been in contact with Ms. Bailey and has provided her with whatever assistance she needs.

Mr. Wilkinson was under the impression that this item was made an action item at the last Board meeting. Dr. Carpenter stated that it was stated at the last meeting that we wanted more of the parent's feelings. A market study was to be put together using students as resources. This study is currently being undertaken by Jean Bailey. She will receive feedback from the various campus constituencies. Mr. Wilkinson asked what the criteria is for the study, what is the set-up, how much involvement does the ad hoc committee have in this research, how it will be conducted, who initiated the study, how it was determined who was going to do the research, when will it be presented to the Board, and when will this be an action item. Mr. Turani agreed these are all legitimate questions pertinent to this conversation. The study needs to take place and the ad hoc committee will get with the research team and disburse the information as soon as possible. Ms. Keller asked if Mr. Davis checked on the insurance for the Board members. Mr. Davis stated he has shared this information with Mr. Moore and left it at his discretion to share with the Board members.

14. **Adjournment:**

The meeting adjourned at 7:47 p.m.

John Moore \_\_\_\_\_  
Chair

Lynne Exley \_\_\_\_\_  
Secretary

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Friday, February 9, 2007**

**ATTENDANCE:**

**Board Members:** Mary Blair, Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, Dan Joseph, Roseanna Keller, Larry Miller, John Moore, Will Turani, Bernie Twigg, and Aaron Wilkinson

**Other Invited Guests:** Allison Adler, Mike Bailey, Jim Frum, Jesse Gagich, John Gompers, Kay Goodwin, Barbara Neuman, and Dr. Clifford Trump

**1. Call to Order:**

Mr. Moore called the meeting to order at 8:00 a.m. in the Mansion Dining Room of Oglebay Resort, Wheeling, for the purpose of interviewing final candidates for the position of president.

**2. Executive Session:**

Pursuant to WV Code § 6-9A-4 subsection (b)(2)(A), a motion to go into executive session was made by Will Turani and seconded by Al de Jaager; motion passed.

**3. Reconvene in Open Session:**

A motion was made to reconvene in open session by Dan Joseph and seconded by Al de Jaager; motion passed.

**4. Presidential Appointment:**

The following resolution was made by Will Turani and seconded by Dan Greathouse; motion passed:

Resolved, That the Board of Governors of West Liberty State College hereby appoints Robin C. Capehart, President of West Liberty State College, effective July 1, 2007, pursuant to the conditions, provisions and terms set forth in the Letter of Appointment dated February 9, 2007, a copy of which is attached hereto, said appointment and the terms of employment being subject to confirmation by the West Virginia Higher Education Policy Commission.

**5. Adjournment:**

The meeting adjourned at 12:45 p.m.

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John Moore, Chair

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Lynne Exley, Secretary

(Submitted by Allison Adler)

February 9, 2007

Mr. Robin Capehart  
51 Brentwood Avenue  
Wheeling, WV 26003

Dear Mr. Capehart:

On behalf of the West Liberty State College Board of Governors, I am pleased to provide you with this letter of appointment as President of West Liberty State College. The terms and conditions are as follows:

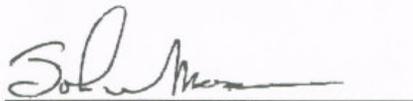
1. Effective July 1, 2007, your annual state-funded salary will be \$148,000.
2. Your health and life insurance is provided through the West Virginia Public Employees Insurance Agency (PEIA), and you are eligible to participate in the retirement plan(s) available to employees of the West Virginia Higher Education Policy Commission.
3. You are authorized to incur travel, hospitality, and other reasonable expenses as necessary in the performance of your duties, for which you may be reimbursed by your institution in accordance with prevailing laws and regulations.
4. You are responsible to the West Liberty State College Board of Governors, or its successor, and you report to the Board through the Chair.
5. During the period of this contract, you are assigned a vehicle leased by the West Liberty State College Foundation for the sole use of the President of the College according to the terms established by the West Liberty State College Foundation. In addition, you have access to a state car for official use from your institution's motor pool (unlimited use subject to institutional accounting standards), air service and other means of transportation.
6. Annual leave accumulates for you at the rate of two days per month, and you are authorized to accumulate up to 48 days of annual leave.
7. Sick leave accumulates for you at the rate of 1 ½ days per month.
8. This appointment is made exclusively at the will and pleasure of the Board of Governors. Your service in this position or termination from it is at the will and pleasure of the Board, or its successor. Should you elect to resign from the position of President, the Board expects at least 30 days notice before your last day in the office.
9. Tenure and faculty rank in your academic field may be available based on West Liberty State College's policies and procedures. Submission of your credentials to the appropriate academic unit at WLSC would be required.
10. Your duties and responsibilities as President are identified in the Policy on "Presidential Appointments, Responsibilities, and Evaluation" of the West Liberty State College Board of Governors and any future changes to this rule adopted by the Board of Governors or its successor. You also are expected to comply with and enforce all federal and state laws, rules, and regulations attendant to your position as President, as well as the directive, policies, procedures and rules of the West Liberty State College Board of Governors; the directives, policies, procedures, and rules of

the West Virginia Higher Education Policy Commission; and the directives and procedures issued by the Chancellor. It is the responsibility of the Board of Governors to continually monitor and evaluate the performance of the president, and an annual review with the Board will occur prior to June 1 of each year. In addition, a formal external evaluation will be conducted every fourth year.

11. You are required to comply with the West Virginia Ethics Act at all times during your service as President, taking careful regard for provisions of the Act regarding conflicts of interest and use of public office for personal gain.
12. You are entitled to accept salary supplements from foundations and/or to receive remuneration for serving on the board of directors of any public or private corporate or associational body, provided that such service does not interfere with your primary job responsibilities or violate provisions of the Ethics Act and that the total compensation each year does not exceed thirty percent of your annual state-funded salary. Any funds accepted from foundations, corporations, or other organizations must be reported annually to the Board of Governors and the Chancellor.
13. As a condition of your employment and for the convenience of your employer, you and your family are required to live in West Liberty's president's residence, with the understanding that the home will be used for official functions. West Liberty State College will be responsible for expenses associated with the president's residence, including maintenance, utilities, taxes, insurance, domestic help, and decoration, consistent with guidelines established by the Board.
14. Your appointment as President of West Liberty State College is subject to confirmation by the West Virginia Higher Education Policy Commission. Further, the terms of this letter of appointment and the terms of your total compensation package as set forth in this letter are subject to approval by the West Virginia Higher Education Policy Commission.

Your signature below will signify acceptance of this offer of appointment as President of West Liberty State College.

Cordially,



John Moore  
Chair, WLSC Board of Governors

Accepting the offer of appointment:



Robin C. Capchart



# WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WEST VIRGINIA 26074

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## BOARD OF GOVERNORS

John W. Moore, Jr., Chairman

February 9, 2007

**NOTE: This is an updated contract with a change to No. 12 as directed by Bruce Walker, Legal Counsel with the HEPC.**

Mr. Robin Capehart  
51 Brentwood Avenue  
Wheeling, WV 26003

Dear Mr. Capehart:

On behalf of the West Liberty State College Board of Governors, I am pleased to provide you with this letter of appointment as President of West Liberty State College. The terms and conditions are as follows:

1. Effective July 1, 2007, your annual state-funded salary will be \$148,000.
2. Your health and life insurance is provided through the West Virginia Public Employees Insurance Agency (PEIA), and you are eligible to participate in the retirement plan(s) available to employees of the West Virginia Higher Education Policy Commission.
3. You are authorized to incur travel, hospitality, and other reasonable expenses as necessary in the performance of your duties, for which you may be reimbursed by your institution in accordance with prevailing laws and regulations.
4. You are responsible to the West Liberty State College Board of Governors, or its successor, and you report to the Board through the Chair.
5. During the period of this contract, you are assigned a vehicle leased by the West Liberty State College Foundation for the sole use of the President of the College according to the terms established by the West Liberty State College Foundation. In addition, you have access to a state car for official use from your institution's motor pool (unlimited use subject to institutional accounting standards), air service and other means of transportation.
6. Annual leave accumulates for you at the rate of two days per month, and you are authorized to accumulate up to 48 days of annual leave.
7. Sick leave accumulates for you at the rate of 1 ½ days per month.
8. This appointment is made exclusively at the will and pleasure of the Board of Governors. Your service in this position or termination from it is at the will and pleasure of the Board, or its successor. Should you elect to resign from the position of President, the Board expects at least 30 days notice before your last day in the office.
9. Tenure and faculty rank in your academic field may be available based on West Liberty State College's policies and procedures. Submission of your credentials to the appropriate academic unit at WLSC would be required.
10. Your duties and responsibilities as President are identified in the Policy on "Presidential Appointments, Responsibilities, and Evaluation" of the West Liberty State College Board of Governors and any future changes to this rule adopted by the Board of Governors or its successor. You also are expected to comply with and enforce all federal and state laws, rules, and regulations attendant to your position as President, as well as the directive, policies, procedures and rules of the West Liberty State College Board of Governors; the directives, policies, procedures, and rules of the West Virginia Higher Education Policy Commission; and the directives and procedures issued by the Chancellor. It is the responsibility of the Board of Governors to continually monitor and evaluate the performance of the president, and an annual review with the Board will occur prior to June 1 of each year. In addition, a formal external evaluation will be conducted every fourth year.

11. You are required to comply with the West Virginia Ethics Act at all times during your service as President, taking careful regard for provisions of the Act regarding conflicts of interest and use of public office for personal gain.
12. You are entitled to accept salary supplements from foundations and/or to receive remuneration for serving on the board of directors of any public or private corporate or associational body, provided that such service does not interfere with your primary job responsibilities or violate provisions of the Ethics Act and that the total compensation each year does not exceed thirty percent of your annual state-funded salary. Any salary supplement must receive the prior approval of the Higher Education Policy Commission and be reported to the Policy Commission prior to that approval in both amount and source. Any funds accepted from foundations, corporations, or other organizations must be reported annually to the Board of Governors and the Chancellor.
13. As a condition of your employment and for the convenience of your employer, you and your family are required to live in West Liberty's president's residence, with the understanding that the home will be used for official functions. West Liberty State College will be responsible for expenses associated with the president's residence, including maintenance, utilities, taxes, insurance, domestic help, and decoration, consistent with guidelines established by the Board.
14. Your appointment as President of West Liberty State College is subject to confirmation by the West Virginia Higher Education Policy Commission. Further, the terms of this letter of appointment and the terms of your total compensation package as set forth in this letter are subject to approval by the West Virginia Higher Education Policy Commission.

Your signature below will signify acceptance of this officer of appointment as President of West Liberty State College.

Cordially,

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John Moore  
Chair, WLSC Board of Governors

Accepting the office of appointment:

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Robin C. Capehart

**WEST LIBERTY STATE COLLEGE  
BOARD OF GOVERNORS  
Thursday, March 29, 2007**

**ATTENDANCE:**

**Board Members:** Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, John Moore, Will Turani, Bernie Twigg, Aaron Wilkinson

**Unable to Attend:** Mary Blair, Dan Joseph, Roseanna Keller, Larry Miller

**Administration/Faculty/Staff:** John McCullough, Pat Henry

1. **Call to Order:**

Mr. Moore called the meeting to order at 8:02 a.m.

2. **Approval of FY 2008 Tuition and Fees\*:**

Mr. Wilkinson asked why the students will now be charged \$35 per semester for roads, walkways and parking, but the employee parking was not raised from \$50 per year? Dr. McCullough stated that it was his decision not to raise the employee parking. At one time employees did not pay for parking, which has increased in most recent years. Students not on campus second semester due to graduation or other matters would only pay a total of \$35, verses \$50 total this current year.

Dr. McCullough emphasized that there would be no increase in most of the special fees for students and that the overall 5.9% increase in general tuition/fees could be among the lowest for West Virginia public four-year institutions.

**ACTION ITEM I:**

**The motion to accept the Fiscal Year 2008 tuition and fees was made by Bernie Twigg and seconded by Clyde Campbell; motion passed unanimously.**

3. **Adjournment:**

The meeting adjourned at 8:10 a.m.

John Moore \_\_\_\_\_  
Chair

Lynne Exley \_\_\_\_\_  
Secretary

**WEST LIBERTY STATE COLLEGE  
BOARD OF GOVERNORS  
Wednesday, April 25, 2007**

**ATTENDANCE:**

**Board Members:** Clyde Campbell, Al de Jaager, John Moore, Don Nickerson, Greg Stewart, Aaron Wilkinson

**Unable to Attend:** Mary Blair, Lynne Exley, Dan Greathouse, Roseanna Keller, Larry Miller, Bernie Twigg

**Administration/Faculty/Staff:** J. D. Carpenter, Matthew Cottle, John L. Davis, Patrick Henry, Donna Lukich, John McCullough, Jim Watson, Ron Witt, Andy Cook, Dan Joseph, Jeff Turner, Rosey Miller, Chris Lee, Theresa Gretchen, Jean Bailey, Elizabeth Reinhardt, Calli Ryan, Jim Compston, Tammi Secrist

1. **Call to Order:**

Mr. Moore called the meeting to order at 5:30 p.m. Since there was not a quorum of the Board, action items cannot be voted on.

Mr. Moore gave a brief background on West Liberty State College and the previous off-campus site, and now the Warwood Center site and the various facilities housed in the building. A tour of the Warwood Center was held prior to the meeting and encompassed the entire facility, including the science center and the day car center. It is important that we came out to see this building. Mr. Moore would like to appoint a subcommittee to review this building and come back to the Board with a report and any recommendations on what needs to be done, the priorities, and any other thoughts the committee would have. Don Nickerson will serve as Chair, Dr. Campbell as a second Board member, and Jeff Turner and Larry Williams will participate on the committee, with any other individuals that the Chair would deem necessary and appropriate. Mr. Nickerson and Dr. Campbell accepted this appointment.

2. **President's Report:**

Dr. McCullough thanked Jeff Turner for the tour of the Warwood facility and welcomed new members Greg Stewart and Don Nickerson, both former students. These gentlemen will be a productive part of our Board of Governors.

The General Faculty meeting was held this noon to discuss faculty salary increases that will be presented and are to be incorporated in the 2007-08 academic year, for which there is a campus-wide 3% pool for funding. These increases will differ depending on the situation, whether it is a merit increase for faculty or an increase on the Mercer Classified Staff scale. The campus always appreciates the Board's support of these actions. The employees work hard for these increases. This will be the largest average salary increase in the past five years. These increases will go into effect October 1, not July 1. WLSC was the only state institution voting for the July 1 start date. WVU and Marshall both recommended October 1. This may be the start of "salary years" in WV public education being October 1 to September 30. By this time of the year, certain enrollment figures are available. Without these figures, WVU and Marshall, with many government contracts and grants, do not have finalized data in July. They may not know until September if federally funded positions will be absorbed, which is one reason behind the October 1 date. Our contracts and appointments will be issued with statements in them referencing an effective date of October 1, 2007 for general salary increases.

Mike Turrentine, Assistant Professor of Business Law, was elected as the next faculty representative to the Board of Governors, replacing Al de Jaager. Al has done an outstanding job, and we are confident that Mike will carry on in the same manner. Classified Staff elections will be held this Friday, and a replacement will be voted on for Mary Blair.

On Monday a reception was held for four retiring faculty members. These are individuals you may have had in class while attending WLSC. Nick Baker and Arden Welsh, both Associate Professors of Mathematics, Sally Coyne, Professor of English, and Doug Miller, Associate Professor of CIS. These four retirees take with them a total of 132 years combined teaching experience at WLSC. Dr. Lukich will talk about efforts to fill these positions later in the meeting. In approximately an eight year span, back four or four years and forward the same, WLSC will have turned over close to two-thirds of its faculty. This is not a unique situation to just our campus, but also on other campuses. Bringing in new individuals is always a positive, but we also hate to lose the experience of senior members of faculty. These transitions have, however, made for a very positive mix of faculty at WLSC.

The metro rate has been producing early solid numbers which Dr. Carpenter will reference later in the meeting. We continue to promote to full-time students residing in Belmont and Jefferson Counties in Ohio and Washington and Allegheny Counties in Pennsylvania. We especially want to increase the representation on campus from Washington and Allegheny County. We are aggressively promoting and marketing this \$2,000 annual discount, making WLSC more accessible and affordable to these students.

Dr. Carpenter will be reporting on enrollment numbers, but total headcount enrollment is the single universal benchmark nationwide for institutions, not just those in West Virginia. We had approximately a \$600,000 increase in additional tuition from a year ago. Everyone at the College has been involved in this enrollment increase. From in-state, out-of-state, full-time, and part-time students, the increase produced this extra tuition income.

The HLC/NCA accreditation process continues and Dr. Lukich will have information on this later. The team just came back from a conference in Chicago. The visitation is scheduled for the last week in November with a great deal of work yet to be done on the self-study. Everyone knows the importance of our accreditation to the College and a lot of work is continuing to be done.

Our marketing efforts continue in all aspects of the media -- television, radio, news print, direct flyers, and e-mail, and will continue. This multi-faceted approach promotes WLSC's quality and enhancements.

Next Wednesday is our flag pole dedication. This will not only be for the new pole, but for a new West Liberty State College flag that has been developed. Jeff Turner and David Javersak have been involved on this project, and the campus now has a very nice center piece for the quad. The dedication is at noon, and it would be great to see the Board members there if you can make it to campus.

Commencement will be held May 12<sup>th</sup> at 11:00 a.m. in the ASRC. This is a showcase event for WLSC. Approximately 2,500 individuals will be attending this event, and what a beautiful arena we have to showcase it in. Jim Watson and his staff do a great job with the set-up and upkeep to this key component of our campus, but we must continue to provide adequate resources to effectively maintain the ASRC.

Tomorrow Governor Manchin is going to be in Wheeling. This meeting came about on very short notice, and Dr. Carpenter will represent the campus on safety issues dealing with public school systems in the wake of the Virginia Tech tragedy. West Liberty sent condolences to President Steger and the students, families, and loved ones at Virginia Tech are in our thoughts. We do have an emergency response plan in place, and it will be updated. This plan was developed after 9/11. We do try to be vigilant, as all campuses do, but you do not anticipate this type of event. There is heightened awareness on college campuses across the country.

3. **HEPC and Legislative Update ([www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)):**

Dr. McCullough will be in Charleston tomorrow for a meeting with the HEPC. Much of the meeting will be regarding tuition and fees. The past legislative session was relatively calm for higher education. Changes in the grievance procedure did pass, along with other areas that do not have a major impact on us. As far as a final summation of the 2007 legislative session, overall it's been positive. Work is being done to update the statewide master plan for public higher education, the taskforce on which Dr. McCullough is serving. Other FY '08 budgetary matters will also be presented at the meeting tomorrow.

Mr. Wilkinson noted that Student Government also recently held their elections. Dr. McCullough thanked Aaron and Al for their representation of their constituent groups. They had a very positive impact. Jim Compston will join the Board in the fall as the new SGA representative. Jim will provide continued solid representation of the students on campus.

4. **Academic Affairs:**

Dr. Lukich noted that the HLC/NCA work continues as the team works on the accreditation materials. The Nursing accreditation was awarded by CCNE (Commission on Collegiate Nursing Education from AACN) for the maximum five years given for new accredited programs. The Clinical Laboratory Science Program was also approved for the maximum seven years. Dr. McCullough commented that these accreditations are among 30+ academic programs nationally accredited (or meeting national standards), which is very impressive for a school the size of WLSC.

The Curriculum Committee met last week and approved two new minors, those being Entrepreneurship and Athletic Coaching. A new track was also approved in Chemistry for Environmental Science, and the first stand-alone Master of Arts in Education Degree program was approved. Subsequently, Faculty Senate approved the MAEd last week at the April meeting. Mr. Moore noted that West Liberty has participated with other master's programs in the past, but is he correct in that this is the first stand-alone program? Dr. Lukich stated that yes, this is our first stand-alone program, but we have two programs with Marshall and one with WVU. Mr. Wilkinson asked if this is the same masters in education that WVU offers. Dr. Lukich stated that it is not. Mr. Moore asked what the next step is in the process for the master's program. Dr. Lukich stated we are gathering more background information about our visibility for the program. The curriculum is laid out and will be in the materials for the next Board meeting, where we will be asking for approval to pursue the program and submit this information to the HEPC. The estimated timeline, if the process goes the way it should, is to have the first course offering in late summer or fall of 2008. This is also a "chicken and egg" situation. It is anticipated that this program would be offered in conjunction with West Liberty obtaining university status. We must have a stand alone master's program to earn university status, but we are supposed to be a university to offer a master's program.

A site visit is scheduled by the team reviewing our proposals to host either the Governor's School for the Arts or the Governor's Honors Academy in 2008-10. The team will be on campus next week.

We have just completed pre-registration for the fall semester. Faculty and staff worked very hard to complete this process.

There are currently nine open faculty positions for fall 2007. We are in the process of conducting interviews for several of these openings. To date, we have hired Dr. Muhammed Aslam for one of the math openings. He has a PHD in Applied Math from WVU and has been teaching at Bloomsburg University during the 2006-07 academic year. Other openings at this time are one in Math, three in Education, one for the chair, Special Ed, and a generalist, and one in each of the following: Humanities, Financial Systems, Administrative Systems, Communication/Journalism, and Clinical Laboratory Sciences.

The multicultural fair was held on April 18. West Liberty hosted approximately 400 guests from local middle and high schools.

The Faculty Salary Review Committee met last week and reviewed policy and funds available for increases. Using our current policy, the following rates of increase will be effective October 1: Each faculty member will receive an amount ranging from \$973.00 - \$1,698.00.

5. **Enrollment Update:**

Dr. Carpenter stated that we have received notification that the site selection committee for the Governor's School and the Honor's Academy will be on campus next Wednesday. This will be our opportunity to convince them that WLSC needs to host one or both of these programs. Both could bring significant dollars to the West Liberty summer program. These programs are host to some of the best and brightest high school students in West Virginia. WLSC has previously hosted the Governor's School. Mr. de Jaeger was very involved in 2001-02, and we did see significant involvement after students were on our campus. This is what would be most exciting – getting those students back to WLSC.

Enrollment for those students in the metro fee counties looks exciting. Comparing April 2006 with the number of applications received through the first part of April this year, there is a 32% increase in Belmont County, 22% in Jefferson County, and 21% in Washington County, and still about even in Allegheny County. Pre-registration ended last week and the number of students here now who have signed up to resume in the fall semester are up about 2.3% over last years number of returning students. As of the April enrollment report, the number of applications for first-time full-time students is up about 2% over and above last year, which was up last year over 16% to 18% in applications. This 2% is over and above the 16% last year. Overall pre-registration for summer classes is up 14% and overall housing for the fall semester, including returning and new students, is up 8% over last year. Because of the number of upper class students there is no overflow for first years in Krise Hall at this point, Curtis Hall is full, and several floors in Rogers and Boyd are full for first years. Housing applications are up 13 from June 1<sup>st</sup> of last year.

Consolidation of the Center for Student Success is close to completion. Final preparations are being done on the second floor of Shaw which we hope to be completed by the end of May. This will bring together counseling and tutoring and make for better one-stop service for the students.

We continue exploration into dual credit programs. We are proceeding with the type of set-up we have with College at the Park in Marshall County. Our goal in the Enrollment Management Plan is to get a couple classes in Marshall County. We should be able to set this up, along with possibly one or two in Magnolia and Wetzel County.

Retention continues to be our immediate focus. It was reported at the January Board meeting that 87.5% of last year's first-year class returned. With significant progress with respect to admissions, the focus now returns to retention, all of which is part of the Enrollment Management Plan.

Dr. Carpenter then directed the group to information in the Board packet with regard to questions raised at the last Board meeting, most notably, fluctuation in part-time headcount in 2005 that we do not know how to explain. WLSC lost a significant number of part-time students in 2005, only to turn around and gain them back the following year. There is a continued increase in the out-of-state population, which is good for the budget.

Mr. Moore asked about campus safety issues recently in the newspaper. Dr. Carpenter stated that he has been contacted on several fronts since the tragedy at Blacksburg last week from television and newspaper, asking what we would have done, whether we would have done the same or different, and how safe is our campus. We feel that we have been as direct as we can in our answers. There is a lot we can do as a campus to prepare to respond to such incidents, but to try to guess every possible thing that could happen on a campus is nearly impossible and we have been very honest in our assessment and have received appreciation in return by people who truly understand. The national media did everything they could to sensationalize and bring notoriety to the story. The public in general and the local media were not buying

into the sensationalism. They understand we are a public open campus, and our job is to try to prepare ourselves the best that we can to make a safer campus, but also to adequately react to incidents around us.

6. **Development Update:**

Mr. Cottle stated that the current status of the campaign is now above \$15 million. We set a campaign goal of \$12 million as the campaign was rolling out but as we neared the point where the campaign was ending, the goal was extended to \$15 million. Where does it all stand? Currently we are at \$15.2 million and know of another possible \$230,000 from two sources. The campaign wraps up June 30.

The next chart is a table that shows what the Development Office is doing this year in terms of goals. As of March 31 we are ahead of where we were at this point last year. We have had pretty good fund raising successes over the year. Last year was not a great year with the many departures from the Development Office. In the last six months we have had six or eight changes in staff.

We don't just look at how the numbers are now, but we look at and pay attention to other indicators of health and well being. An example is annual giving for excellence. Annual giving is very important, with major and bequeathed gifts falling out of the annual fund. Another indicator is in bequest commitments that have already been booked. This is money in the bank; we're just waiting for the will to be read. We see a regular increase in the number of people in the Nathan Shotwell Society. The shared annuities from estate planning give us \$10,000. We pay a quarterly interest rate until the donor passes away, then we keep what's in the account. These are good gifts because we already have the money. Once the donor has set-up this type of gift it cannot be taken back. We are currently showing gains in Shotwell and charitable gift annuities, but the average for each is not doing well at all. We are working toward a better outreach on these since major gifts fall out of both.

Since the passage of ASB 39, every college institutionally related foundation has to be reported as part of the audit report of the institution as a whole. You can check the finance department of every college in the state system on line and see the component of these foundations. We can see how all of us are doing and how we compare. As can be seen by the next chart, Concord is raising more for the last three years, with West Liberty a respectable second or third. We have a very strong program. On the total asset side of the foundation, Concord and Shepherd are the two largest and WLSC and Fairmont are in the second tier. Knowing what's in the pipeline this year, we will be number three well above Fairmont by the end of this year. Shepherd and Concord can't be touched. With regard to how much each institution pays for fundraising and administrative costs, there is no standard for these areas. Don't take the cost data to heart because there is no consistency and there are no good indicators.

On the HEPC comparison it is interesting to see what schools are raising on an annual basis. We are between \$8/9 million. When you realize how much was given in the United States overall for philanthropy last year, which is \$285 billion. It takes a combination of things to make that happen. A survey over a number of years to look at what determined giving showed that unsuccessful giving is due to a lack of trustee involvement, inadequate technology, and the budget for advancement. What are Wish's issues? Looking at just state schools, people report that they on average give 20% to their alma mater a year. WLSC is at 8.9%. Average staffing in state schools is one full-time fund raiser for every 5,776 alumni. We are in the process of hiring a consultant to do a one-time evaluation for our annual fund and alumni fund raising. We have had one bid so far and it was too high. The key to getting better is making the annual fund better. Matthew will be going to Concord to meet with their development area, talk with them, and bring back ideas.

Dr. Campbell stated that Concord and Shepherd got into the development business years before we did. Dr. Beasley at Concord came in the mid 70's to early 80's and Shepherd followed close behind so they had a head start on WLSC.

Matthew stated that Concord created their foundation 100 years ago and WLSC's dates back to the 1950's. Looking at the HEPC data, Shepherd is not doing very well for being double the size of WLSC. Fairmont regularly exceeds the amount of fund raising they do every year.

Mr. Moore asked, with the development staff changes, how long it will take to get folks established and out on the road. Matthew stated that some areas are going very well, such as the new Regional Development Officer who has already raised twice the amount as the previous person. Some are still learning their jobs and it really varies from person to person, but we have a lot to work with.

Dr. Campbell also noted that you see the total assets for the foundations, but you also need to realize that we are giving back to the school in the neighborhood of \$1 million a year. We are currently earning \$330,000 in scholarship monies on the endowment we have. Growth in the unrestricted giving was so good that the foundation board at their January meeting took the step of committing to make an annual contribution for the president's scholarship, which presently was \$70,000 this year, to \$100,000 next year in additional scholarships. Money was given to the choir to go to Italy and football scholarships, which were at \$60,000 but this year will be \$104,000. Dr. McCullough noted that a key component to the turnaround in enrollment has been the increased scholarship support provided by the Foundation.

7. **I-70 Science Center Subcommittee Update:**

Dr. Joseph reported on the organizing meeting of the I-70 Science Center Subcommittee appointed by the Board. Everyone seems to be on the same page, where it did not seem like this was the case previously. We need to forget the old notions of what this project was going to be. We are working toward a strategic planning session for this project. Three dates were given out to committee members and the various boards to see which date works best for the most people. Dr. Joseph stated he would love to have everyone there because we seem to be heading in the right direction. Everyone needs to know first that this project will not be the money maker formerly proposed. Second, we need to have a bullet proof business plan. There is no extra money to support this project. People need to attend the planning session if this project is really going to happen so we can try to reinvent what we started a couple of years ago.

Dr. McCullough stated that Dan and his brother took the lead on this, hosted a real productive meeting and a fresh start to the project and platform. He thanked Dan for taking leadership on this project.

Dr. Joseph stated that this is a good group and everybody has helped on the project. This has a tremendous potential if we do it right, but if we don't do it right we could be in serious trouble.

Mr. Wilkinson asked what the dates are for the meeting. The options are June 7, June 28, and July 5.

Dr. Joseph is mostly concerned with having as many of the Board members present at the meeting as possible so we don't have to reinvent the wheel when the project is discussed. He would like as much involvement up front as possible and get questions answered. We should get as much information as we can under our belt before we need to take official action as a Board.

Dr. Joseph then thanked the Board for his years of service as a member.

8. **Educational Access Channel:**

Dr. Lukich stated that WLSC has more exciting initiatives and a brand new world type of venture for WLSC. Chris Lee, Supervisor of the radio and television station, will present a report on the educational access channel.

Mr. Lee stated that the West Liberty television station now has a fully functionable channel with Comcast. Channel 14 reaches all of Ohio County and Northern Marshall County, approximately 29,300 households. We are the only Comcast educational access channel in West Virginia. This set-up is equal to that of a set up at Ithaca College in New York. This channel will run 24 hours a day, 7 days a week. It is our channel to do with what we please. It can be a 24 hour infomercial for the College. We will have live news casts, possibly working with coaches, the sports program, basketball tournaments, football games, taping recitals, anything we want to broadcast. This will give WLSC an opportunity to put all of our programs out to a larger audience to see what we can do. We can go to the various departments and have a representative or two speak about the programs in each department. This is great advertisement and we continue to explore our possibilities. Currently we are looking into partnering with John Marshall High School to provide access for their student news channel. They would be able to run their news channel through WLSC's station. We are also checking on this possibility with St. Clairsville High School. We have the capability to reach out to a large audience to provide quality programming, with nothing but potential for growth. With the bulletin board system, students run the station with some professional guidance and development along the way.

Mr. Moore asked what the next step is for the station. Mr. Lee stated that they are working on more programming. We can run some programs until people are tired of seeing them, and develop as much programming as we can and keep putting it out there. In the first week on the air we had many comments and call from people saying they say our programs. The question was asked if Comcast is available in the dorms. It is not but the same channel is also available in the dorms through the campus station on a dual feed.

Dr. McCullough stated that one of the challenges as you expand this service is that the initiative sooner, rather than later, needs resource help. This program will need some type of assistance. It cannot remain a two or three person operation; it will need assistance and additional dollars. The new Media Arts Center helps with the high quality it brings to various programs, but there are only three people working on it right now. It will take a while to build a back log of programming. Eventually we will have various athletic events and hours of other programming, but this will take time and personnel to expand.

Dr. Campbell stated he wasn't aware of channel 14 until one night he came across it showing our billboards and newspaper ads. To have a whole channel devoted to WLSC 24 hours a day is fantastic.

Mr. Lee stated we can take underwriting with corporation to sponsor ads and run our own ads. We currently have a new ad playing. The question was asked if we would be able to integrate other disciplines within the college to help with programming. Mr. Lee stated that this has been talked about with advertising where students could get hands on experience talking to corporations and businesses to help underwrite some of the advertising. They can talk with marketing students to work with the advertising and the Development

Office. We can work with the whole college, not just the television program. This concluded Mr. Lee's report.

9. **Update from Ad Hoc Committee on Proposed SGA Alcohol Policy:**

Dr. Carpenter stated that we had a faculty member and two extremely bright students to take on the project of a survey and run with it. He got out of the way, stayed behind the scenes, and asked the students to come forward and share their results with the Board.

Marketing students Elizabeth Reinhardt and Calli Ryan introduced themselves and distributed packets to the Board members. This survey was sent to freshman parents, all students of WLSC, and all faculty and staff members. Out of 2,035 students 376 responded. Ms. Reinhardt started with the student response. 18.5% of the students responded to the survey, and all students were sampled. They all had an equal chance to e-mail their response. The breakdown is according to the response total.

The conclusion of the student survey is that only 376 students responded, and they either don't care or were not interested in taking the survey. The staff survey split to a rate of 60% answered no for an area for alcohol and 39% answered yes for an area for alcohol. Of parents surveyed, 71% said it would not effect their decision to send their child to WLSC if there were alcohol on campus, 26% said it would have an affect, and 3% skipped this question. Mr. Wilkinson stated that, of the parent responses on the involvement of the parents in helping your child select a college question, the strong and moderate involvement combined total would be 67 parents with a strong or moderate involvement in their child's life at WLSC. Nine had little involvement. When establishing a residential area allowing alcohol, if you take 9 from the 54 parents who said no to alcohol, it's still safe to say the least amount of parents who had a strong to moderate involvement with their child's decision is 45. At least 45 parents that took this survey want to change their opinion on where they want to send their child.

Elizabeth and Calli continued their presentation on the information gathered from the survey they conducted. At the conclusion, Mr. Moore thanked these students for doing a wonderful job and commended them on their efforts.

Mr. Wilkinson asked when will the alcohol policy will be an action item. Mr. Moore stated that nothing can be done without a quorum tonight. Mr. Wilkinson stated that this item has been on the table since roughly November. What steps does it take to make this an action item? Mr. Moore stated he can ask that it be put on the agenda for the June meeting, but can only do this through the next Executive Committee meeting. Mr. Moore also stated that a number of points made by Mr. Wilkinson are very interesting, though he's not sure he agrees with the math, but this presentation was an attempt to gather information from three different groups. Since the information was just received we will pick this matter up at a later meeting once people have a chance to read the data. Mr. Moore noted that the students went through a lot of very good work and did a very professional job in putting the survey together that would allow the Board to look at this information. There are also other sources the Board can go to for information. CBS news did a story on substance abuse on college campuses which gave very interesting national statistics. He will give you the web site if you would like to read the story. It was interesting, particularly when you look at the medical criteria for substance abuse on campus, what alcohol means on a college campus. If you look at case study evaluations from the Science Center of West Virginia, there are very illuminating items there on teens, sex, drugs, and depression in a 2005 story. Look at the research and data that these students have and put together for the Board, and it will give those who have the responsibility to vote a much broader perspective to vote. We need all facets of the story. Mr. Moore made reference to a copy of the April 10 Trumpet sent to him with alcohol illuminated in the assault case. We want to make sure as a Board that we have all of the data that we can have, and touch the groups on campus. We have certainly heard from SGA in the past as to their feelings why they would like to see this occur, but it is incumbent upon us to reflect and prepare to discuss and to vote if there's an action item on the agenda. I'm sure this can be accomplished.

Dr. McCullough noted that Professor Jean Bailey is a good example of what was referenced previously (quality, experienced faculty working closely with their students) with her having been involved in the student survey project. Dr. McCullough thanked Jean for her assistance.

10. **Adjournment:**

The meeting adjourned at 7:10 p.m.

John Moore \_\_\_\_\_  
Chair

Lynne Exley \_\_\_\_\_  
Secretary

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Friday, May 11, 2007**

**ATTENDANCE:**

**Board Members:** Clyde Campbell, Dan Greathouse, Al de Jaager, Lynne Exley, Larry Miller, John Moore, Bernie Twigg

**Unable to Attend:** Mary Blair, Roseanna Keller, Larry Miller

**Administration/Faculty/Staff:** Patrick Henry, John McCullough

1. **Call to Order:**  
Mr. Moore called the meeting to order at 8:00 a.m.

2. **Approval of FY 2008 Budget\*:**  
Mr. Henry presented the FY 2008 budget to the Board.

**ACTION ITEM I:**

**A motion to approve the budget for fiscal year 2008 was made by Bernie Twigg and seconded by Larry Miller; motion passed unanimously.**

3. **Academic Program Review Approvals\*:**  
The B.S. in Mathematics, B.A. in Mathematics Education, B.S. in Chemistry, and B.A. in Chemistry Education programs are up for five-year program review approval before the West Liberty State College Board of Governors. The Academic Affairs committee has made institutional recommendations and the rationale for these recommendations for these programs.

**ACTION ITEM II:**

**A motion to approve the program review recommendation for the B.S. in Mathematics, the B.A. in Mathematics Education, the B.S. in Chemistry, and the B.A. in Chemistry Education for continuation at their current level of activity was then made by Lynne Exley and seconded by Clyde Campbell; motion passed unanimously.**

10. **Adjournment:**  
The meeting adjourned at 8:30 a.m.

John Moore \_\_\_\_\_  
Chair

Lynne Exley \_\_\_\_\_  
Secretary

**West Liberty State College Board of Governors  
Executive Committee  
WesBanco Conference Room, Wheeling, WV  
January 16, 2007**

**Executive Committee Members:** John Moore, Will Turani, Bernie Twigg

**WLSC Administrators:** John McCullough

**Legal Counsel:** John Gompers

1. Mr. Moore called the meeting to order at 3:45 p.m.
2. Bernie Twigg requested, and the Executive Committee concurred, that Professor Jean Bailey's Marketing students undertake a research project to survey appropriate parties – especially parents – regarding the SGA's proposed alcohol policy for Beta Hall. The survey findings will be presented at the April BOG meeting.
3. Enrollment will exceed the 2,000 mark for second semester, representing about a 3% increase over a year ago. Residence hall occupancy will be approximately 8% - 9% ahead of second semester 2005-06.
4. Approximately thirty existing policies – no new policies – will be on the agenda for Board approval. There are no substantive changes to the policies, and no public comments were received during the 30-day period.
5. Although the budget will not be finalized until the conclusion of the Legislative session, the College will make every attempt to provide a 2 1/2% salary increase. However, the increase, if any, will be dependent on the finalized budget.
6. Governor Manchin's legislative proposals appear to be similar to those of the HEPC. The Governor is requesting a somewhat smaller budget for higher education, however.
7. The College is developing an "Intent to Plan" for our first-ever stand-alone Master's degree program. This is an important element in the plan to achieve university status. The proposed degree will be in Teacher Education.
8. The I-70 Science Center Task Force is recommending a return to the original \$4 million "expansion" of the SMART Center to The Highlands area. This will be a much more feasible approach than what was developed by the consultants. Our business plan consultant has not fulfilled his responsibilities to develop a finished document.
9. The HEPC has notified us that they will not be able to meet on February 9 to confirm the presidential appointment. They will be able to meet during the following week.
10. The meeting adjourned at approximately 5:10 p.m.

John Moore \_\_\_\_\_  
Chairman

Lynne Exley \_\_\_\_\_  
Secretary

**West Liberty State College Board of Governors  
Executive Committee  
WesBanco Conference Room, Wheeling, WV  
March 9, 2007**

**Executive Committee Members:** John Moore, Will Turani, Lynne Exley, Bernie Twigg

**WLSC Administrators:** John McCullough

**Legal Counsel:** John Gompers

1. Mr. Moore called the meeting to order at 7:30 a.m.
2. Applications for admission are slightly ahead of a year ago. We are on a pace to admit a record number of Elbin Scholars.
3. An update on the I-70 Science Center was presented by Dan Joseph. An I-70 Science Center Subcommittee was appointed consisting of Clyde Campbell, Dan Joseph (Chair), Roseanna Keller, Larry Miller, Will Turani, and Bernie Twigg. The Subcommittee will further investigate the potential establishment of a Science Center at The Highlands.
4. Jeff Turner's report regarding the Warwood Center was reviewed, along with data relating to students currently attending classes at the Warwood Center.
5. The April 25 meeting of the BOG will be held at the Warwood Center, and Jeff Turner will conduct a tour of the facility for Board members at 4:45 p.m., preceding the official meeting at 5:30 p.m.
6. The proposed FY '08 tuition and fees were reviewed, and an additional review will be made by the Finance Committee. A special meeting of the BOG will be held via conference call in order to formally approve the FY '08 tuition/fees prior to the April 9 deadline for submission to the HEPC. There are no substantive changes in the tuition/fees from the listing previously presented by Pat Henry.
7. A preliminary FY '08 budget was reviewed. The proposed budget is balanced, although the final figures will not be available until the special session of Legislature is completed.
8. Possible nominees for the BOG were discussed. Replacements will be needed for Dan Joseph and Will Turani, whose terms expired in June of 2006. Six names will be submitted for consideration by Governor Manchin. Additional names will be submitted for Roseanna Keller and John Moore, whose terms will expire in June of 2007.
9. Five faculty policies – with only minor revisions – will be on the April 25 agenda as action items. These are the policies that were removed from the prior listing of faculty policies which were approved at the February 7 meeting of the BOG.
10. The results of the survey (regarding the proposed student alcohol policy) conducted by Prof. Jean Bailey's Marketing class will be presented at the April 25 meeting of the BOG.
11. An inquiry regarding the selective harvesting of cherry trees on the College's acreage east of the campus was discussed. The West Virginia Department of Forestry will be asked to provide information/data relative to the inquiry.
12. Appointment of new BOG officers for the next year/term will be made at the June 13 meeting.
13. The meeting adjourned at approximately 10:30 a.m.

John Moore \_\_\_\_\_  
Chairman

Lynne Exley \_\_\_\_\_  
Secretary

West Liberty State College Board of Governors  
June 13, 2007

## **MEETING SCHEDULE, JULY 2007 THROUGH JUNE 2008**

### **ACTION ITEM**

The Board of Governors is asked to review the proposed dates on the attached schedule for any major conflicts in order to establish firm meeting dates for the year beginning July 1, 2007. Additional meeting dates may be built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. If this is done, one or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact.

**Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors adopts the attached meeting schedule for July 2007 through June 2008.**

# West Liberty State College Board of Governors

## Schedule of Meetings July 2007—June 2008

Wednesday, August 29, 2007 .....	5:30 p.m.
Start-up meeting for new school year	
Wednesday, October 17, 2007.....	5:30 p.m.
Discuss/review fall initiatives, enrollment, academics, etc.	
Wednesday, December 12, 2007.....	5:30 p.m.
Need to approve audit	
Wednesday, February 6, 2008.....	5:30 p.m.
Prepare for legislative year and FY '09 budget	
Wednesday, April 30, 20078.....	5:30 p.m.
Probably budget approval for FY '09	
Wednesday, June 11, 2008... ..	5:30 p.m.
End of year, officer's elections, etc.	

Unless otherwise specified, all meetings will be held in the R. Emmett Boyle Conference Center.  
We may schedule additional meetings to allow for discussion of unforeseen issues.

**West Liberty State College  
Budget Fiscal Year 2007  
As of June 4,  
2007**

	<u>Percent (%) of Budget</u>	<u>Original Budget Totals</u>	<u>Adjusted Budget Totals</u>	<u>Actual Totals</u>	<u>Variance to Budget</u>	<u>Percent Budget</u>
<b>Revenues:</b>						
Tuition and Fees Less Waivers \$327,970	32.61%	10,308,895	10,425,034	10,576,566	151,532	101.45%
State Government Appropriations	30.49%	8,561,489	8,561,489	8,561,489	0	100.00%
Auxiliary Enterprise Revenues Less Waivers \$376,446	19.34%	6,462,125	7,800,000	7,920,428	120,428	101.54%
Other Sources (HEPC Fine Arts Roof & Grants)	<u>17.56%</u>	<u>1,045,424</u>	<u>1,634,239</u>	<u>2,099,725</u>	465,486	128.48%
<b>Total Revenues</b>	<b>100.00%</b>	<b>26,377,933</b>	<b>28,420,762</b>	<b>29,158,207</b>	737,445	102.59%
<b>Expenditures:</b>						
Personal Services	38.48%	12,011,253	12,011,253	9,923,402	2,087,851	82.62%
Fringe Benefits	10.40%	2,961,032	2,961,032	2,702,301	258,731	91.26%
Other (See Below)	<u>51.12%</u>	<u>11,382,456</u>	<u>12,412,456</u>	<u>14,351,188</u>	(1,938,732)	115.62%
<b>Total Expenditures</b>	<b>100.00%</b>	<b>26,354,741</b>	<b>27,384,741</b>	<b>26,976,891</b>	407,850	98.51%
<b>Net Increase/(Decrease)</b>		<u><b>23,192</b></u>	<u><b>1,036,021</b></u>	<u><b>2,181,317</b></u>	<b>2,181,317</b>	

<b>Budget Assumptions:</b>		Bond Covenants Compliance %		Covenant Balance	Cash Balance	Actual Percent	Fund #
1	Budget based on 4,300 FTE						
2	Raises 2%	110%	A	339,083	553,100	163%	8322
3	Small reserves	154%	B	60,133	173,856	289%	8342
		163%	C	146,690	658,214	449%	8653
				545,906	1,385,170		
	Other Expenses (Major Expenses)						
	Grant Equipment	500,000					
	Beta Hall	400,000					
	Chapel Porch	200,000					
	Fine Arts Roof	500,000					
	Faculty Housing	70,000					

## Analysis FY 08 Budgets

### Additional Revenue Sources:

Tuition Increase 5.9% \$ 665,425

2150 Students per semester

Fee Increases \$ 37,500

Room/Board Increase 5% \$ 225,000

State Funding increase 1.7% \$ 146,832

Reverse one time expenses (President Search) \$ 43,000

One Time State Money Raises \$ 177,920

Total \$1,295,677

Development increase to 1FTE \$ 20,000

Wages Increase 3.0% 10/1/2007 \$ 311,060

Benefits Increment/FICA/Retirement-10/1/2007 \$ 48,073

Promotions \$ 65,000

PEIA \$ -

Retirees PEIA increase \$ 26,411

New Proposals \$ 226,500

Staff Request \$ 61,388

Library 5% \$ 2,100

BRIM \$ (18,677)

Sodexho 2% \$ 32,500

Winans - Contract extension Beta 900x11 \$ 9,900

Utilities Gas Natural- \$38,000 Water-\$12,000 \$ 50,000

Accreditation \$ 18,000

Tuition Waivers \$ 41,332

Metro Rate \$ 388,000

Total \$1,281,587

Variance \$ 14,090

HEPC

HEPC

\*Adjunct \$50 per hour 26,500

ASRC Equipment 5,000

HR Software 23,000

Admissions 10,000

Campus life 12,000

\*Housing Reserve 50,000

Fine Arts Roof 100,000

Totals 226,500

Technology Switches 38,000

Advertising 2,450

Personal Services 2,066

Office Supplies 200

Advertising 6,972

Office Supplies 500

Pest Control 200

Travel Education 2,000

Travel HR 1,000

Electronic Database 8,000

Totals 61,388

University Status Cost

Catalog 4,500

Promotion 4,500

Total 9,000

West Liberty State College Board of Governors  
June 13, 2007

**POLICIES  
WEST LIBERTY STATE COLLEGE**

**Action Item**

At the February 7, 2007 meeting, the Board of Governors approved the dissemination of the listed policies. No comments were received by the close of the 30-day comment period; however, cosmetic editorial changes were needed. Therefore, the Board of Governors is asked to approve these policies as listed.

**Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the following policies:**

- **No. 201 – Evaluation of Academic Unit Head**
- **No. 216 – Tenure and Promotion**
- **No. 217 – Criteria for Faculty Rank and Promotion**
- **No. 229 – Class Admission and Attendance**
- **No. 247 – Syllabus Policy**

**Revision**  
**Policy No. 47 – Tobacco Use and Guidelines**  
**WEST LIBERTY STATE COLLEGE**

**Action Item**

**STATEMENT:**

West Liberty State College has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show that smoking and secondhand smoke constitute a significant health hazard. In addition to direct health hazards, smoking contributes to institutional costs associated with employee absenteeism, health care, and medical insurance.

The United States Environmental Protection Agency and the National Institute for Occupational Safety and Health have determined that environmental tobacco smoke and side stream smoke is potentially carcinogenic. Second tobacco smoke can also lead to increased risk of heart disease in non-smokers. Tobacco smoke is also a major contributor to indoor air pollution and a significant health hazard.

**PROVISIONS:**

- I. The use of all smoking tobacco products is prohibited in all buildings, facilities, and other areas of the West Liberty State College campus where non-smokers cannot avoid exposure to smoke.

This prohibition applies to all locations of West Liberty State College, including off-campus locations which are under the control of West Liberty State College.

All smoking tobacco products are prohibited in any motor vehicle owned, leased or otherwise operated by West Liberty State College.

This tobacco use policy applies to all members of the campus community – students, faculty, staff, contracted service personnel, vendors, and visitors.

**A. Inclusions:**

- Smoking is prohibited in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, lounges, restrooms, athletic facilities, residence halls, apartments, and within twenty (20) feet of all campus entrances, exits and windows.
- Smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, exterior stairways and landings.
- Smoking is also prohibited during a particular event or activity scheduled in the area (such as bleachers or row seating at commencement or athletic events).
- Smoking or carrying lighted smoking products is also prohibited in outside areas where people will be standing in line or waiting in crowds.

- Lit tobacco products must be extinguished and tobacco residue must be placed in an appropriate ash can or other waste receptacle located outside of non-smoking areas.

B. Exceptions:

- Faculty houses
- Designated smoking areas unless a particular event or activity is scheduled for that area.

## II. REVIEW

The West Liberty State College Health Promotion – Tobacco Coalition Committee will assist implementation and evaluation of compliance with this smoking policy. Membership includes representatives from the following:

Campus Life  
Counseling Services  
Dental Hygiene Program  
Department of Physical Education  
Health Services  
Nursing Program  
Residence Life  
Student Tobacco Coalition

Although this policy has been reviewed and approved by the West Liberty State College Faculty Senate, Dean's Council, and Classified Staff Council, Student Government is not in favor of 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.

**Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the dissemination of the revised *Tobacco Use and Guidelines* to constituent groups for comment.**

## **SGA ALCOHOL PROPOSAL**

### **Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve moving forward with details on a campus procedure (pursuant to Board of Governors Policy #7 – Alcoholic Beverages on Campus) which would allow students 21 years of age or older to consume beer in Beta Hall beginning in the fall of 2008, contingent upon the completion of the designated floors in Beta Hall by this time for occupation.**