

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, June 14, 2006

ATTENDANCE:

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

Unable to Attend:

Administration/Faculty/Staff: J. D. Carpenter, Andy Cook, Matthew Cottle, John L. Davis, Patrick Henry, Donna Lukich, John McCullough, Jim Watson, Robert Strong, Nancy Sturm, Tammi Secrist, Jeff Turner, Glen Schultz, Paul Richard

1. **Call to Order*:**

Prior to the meeting being called to order, Al de Jaager presented information on a CD produced by and for the WLSC Chamber Choir, which has been provided to the Board members. This project was made possible by the Nutting family. Also included with the CD is a letter from the Vatican, where the choir will be performing in May 2007. These CD's will be distributed in hopes of raising funds for this trip. Mr. de Jaager continued by thanking the Foundation for making money available for this project. Al has been working with Tammi Secrist and Patty Byrd to make the most of publicizing this trip, along with other activities the Choir will be presenting. The Choir is open to any fund raising ideas and is looking to local organizations for any possible assistance for this trip. Lynne Exley asked the cost of this trip, which Mr. de Jaager estimated to be \$100,000, of which the Foundation has donated \$20,000 toward. The Foundation is also taking contributions ear-marked "Italy Tour." Students involved in this trip will take ownership of their costs and are currently involved in fundraising. Brochures will be ready for distribution in a few weeks showcasing this event. Dr. McCullough stated that he has heard this performance in person, and it is an impressive performance. Mr. de Jaager also noted that the organist from the Vatican will be performing at the WLSC Chapel on September 13, 2006.

Mr. Twigg then called the meeting to order at 5:30 p.m. and asked if there were any changes or corrections to the minutes.

2. **Approval of Minutes*:**

Full Board
04/19/06

Executive Committee
04/10/06

ACTION ITEM I:

A motion to approve the minutes of the full Board of April 19, 2006, and the Executive Committee of April 10, 2006 was then made by Aaron Wilkinson and seconded by Dan Greathouse; motion passed unanimously.

3. **Tentative Schedule of Meetings July 2006 – June 2007*:**

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, 2006. 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.

ACTION ITEM II:

A motion to approve the West Liberty State College Board of Governors schedule of meetings for July 2006 through June 2007 was then made by Aaron Wilkinson and seconded by Al de Jaager; motion passed unanimously.

4. **Election of Officers*:**

The Nominating Committee met recently to discuss nominations for AY 2006-2007 Board officers. Along with the other committee members, the following recommendations were made by the committee for the AY 2006-07 Board officers:

Chair:	John Moore
Vice Chair:	Will Turani
Secretary:	Lynne Exley
Past Chair:	Bernard Twigg

ACTION ITEM III:

A motion to approve the officers recommended by the Nominating Committee was then made by Al de Jaeger and seconded by Larry Miller; motion passed unanimously.

5. President's Report:

Dr. McCullough reported on the first meeting held with the Eastern Ohio school superintendents. The meeting was held June 12th with Dr. Lukich, Dr. Carpenter, Scott Cook, Joe Wakim, and the four school deans. It was a productive meeting with good input and a question and answer session on selling the advantages of WLSC to their counties. We will be working hard to increase our level of exposure, access, and promotability to these counties, and take our information to their guidance counselors and principals.

A meeting was held recently at Oglebay Park with Doug Dalby for the Earn to Learn Program. The meeting was in regard to part-time employment and paid internship opportunities for West Liberty students at Oglebay. This program would operate during the regular school semester, vacation, and summer break. This is a formalized relationship, a positive collaborative with the Wheeling Park Commission, and a direction in which we can point our students for internships and employment.

A press conference was held this morning regarding West Liberty's hosting of the Emerging Minority Business Leaders (EMBL) summer program. Tammi Secrist did an excellent job in coordinating this press conference, and it should appear on this evening's news and in the newspaper. We are hosting 67 minority students consisting of juniors, seniors, graduates, and doctoral students for the next two weeks. Dr. Carrie White, Chair of the Department of Administrative Systems in our School of Business Administration, is the program coordinator. This is a positive collaboration between WLSC and the WV High Technology Foundation (WVHTF), Department of Commerce, and Congressman Mollohan. WLSC was selected to host this national program, which is a very positive reflection on the College.

The first ever WLSC Summer Honors Academy is scheduled for June 18-23. Dr. Carpenter will reference this event in his update, and will kick off a week with area high school juniors on campus. This week will expose them to our academic programs and an on-campus experience. J. D. has done an excellent job in coordinating this event. The number in attendance is better than originally anticipated, with 20-plus local and out-of-state students scheduled to attend.

Last night an informal meeting was held at the Warwood Center regarding the Collaborative Graduate Masters Degree in Education with Marshall University. Dr. Lukich, Dr. Musser, Scott Cook, and I, along with Dr. Pauly from Marshall University, conducted an informational meeting with prospective graduate students. This is the second collaborative program WLSC has with Marshall, the other being the MSN in Nursing.

Last weekend was the 10th annual Silver Bears Alumni reunion. Ron Witt did an outstanding job coordinating this event. Dr. Campbell was in attendance representing the Board and the class of '53, for an outstanding program. The Silver Bears has been a very successful program, of which Clyde Campbell was a founding father.

Two days after the previous Board meeting, Dr. McCullough was in Florida for the presentation of the National Accreditation for the School of Business Administration by the IACBE, along with Elizabeth Robinson, Mike Turrentine, and Carrie White. This accreditation is testimony to the outstanding faculty and staff at WLSC. This accreditation brings us to approximately 30 nationally accredited (or meeting national standards) programs, which is very impressive for a school the size of WLSC.

\$43,000 has been allocated in the FY '07 budget for the presidential search. The ad for the position is anticipated to be published in the near future.

At this point Bernie Twigg gave an update on the presidential search, as outlined in WLSC Board of Governors Policy 1 – Procedures for Presidential Search and Selection, Section 1. Each member of the Board is asked to take some time and reflect as to the qualities we need to have in a president; what compliments the institution, where to look, personality, and summarize this information to the Chair in a memo. This information will be summarized for finding the ideal individual. The next step is to ask that a nomination be made for the Chair and Vice Chair of the committee.

Mr. Twigg continued with naming Dr. Clyde Campbell as Chair of the Presidential Search Committee. Dr. Campbell's expertise in this area does not need explanation. Lynne Exley was named Vice Chair of the Presidential Search Committee for her excellent organization skills and success in many areas.

A motion to name Dr. Clyde Campbell as Chair, and Lynne Exley as Vice Chair of the Presidential Search Committee was then made by John Moore and seconded by Aaron Wilkinson; motion passed unanimously.

Mr. Twigg continued, noting the Board Chair will appoint at his discretion individuals that would come from all areas of the school, those being faculty, alumni, Foundation, classified staff, and students. He would like to appoint individuals who would compliment this effort. This group will not be the final decision makers for

the position, but will provide input to the Board. This said, Mr. Twigg is asking Jack Hattman, representing WLSC faculty, Jim Frum, representing the Foundation Board, Mike Bailey, representing the Alumni Board, Barbara Neuman, representing classified staff, and Jesse Gagich, representing the students, to assist the Board with organizing information from their areas.

Mr. Twigg turned the discussion over to Dr. Campbell, who will organize the search. As information is gathered, a timeline for the search will be developed and a decision will be made by next spring. Dr. Campbell requested that the Board approve the employment of a professional consultant to assist with the presidential search. John Moore stated this would be a valuable resource and suggested this be given very positive and strong consideration by the Board. Dr. Campbell and Bernie Twigg have previously met with Cliff Trump, who is ready to assist in this search, but it would be more convenient if this Board would give approval to move in this direction. Bernie Twigg stated the budget amount for the search has been approved and allocated for use by the committee.

A motion to approve the employment of a professional consultant to assist with the presidential search was then made by Roseanna Keller and seconded by Al de Jaager; motion passed unanimously.

Roseanna Keller asked when the Chair would like to have the summary from the Board members. Mr. Moore would like to have these summaries in two weeks. He would prefer a hard copy sent to his office at WesBanco, One Bank Plaza, Suite #260, Wheeling, WV 26003.

6. **HEPC and Legislative Update (www.hepc.wvnet.edu):**

Dr. McCullough stated that the legislative special session is currently underway. Dr. McCullough met with Senator Bowman last week regarding the college's capital needs. An article in the newspaper the day after this meeting listed a quote from Senator Bowman that one of the items he will be working toward is to secure funding for WLSC. We may be fortunate enough to receive a few thousand dollars to apply to one of the many campus projects. President's Council reviewed this list of needs, those being the Fine Arts building roof, Main Hall HVAC renovations (ADA), site improvements (paving & ADA), Shaw Hall renovations (ADA), and the chapel roof, porch, and steps. While we may not receive enough to cover any one of these projects, it would be positive to receive any extra funding.

7. **Academic Affairs:**

Dr. Lukich reported we are still in the process of hiring faculty for six remaining vacancies. Six individuals have been hired to date, those being in Clinical Psychology, Biology, Music, Accounting, General Business and one reappointment for a one-year contract in Nursing. Six vacancies remain in Hospitality and Tourism, Special Education, Communications, Developmental Psychology, Political Science, and a Nursing position that has not been filled for a number of years. With the upswing in nursing students we need to fill this position. A short discussion followed on the difficulties of filling some of these areas.

Dr. Lukich affirmed the Eastern Ohio Superintendents meeting as being successful, receiving many suggestions from the group.

An update was given on the on-going HCA preparation for the accreditation visit. The co-chairs are in place and have been working hard on preparing for the visit. Faculty group meetings will begin during the fall 2006 semester. There are also two site visits in the fall, those being in Clinical Laboratory Science and Nursing, and one site visit in the spring for Music. Dr. Lukich will keep the Board updated on these visits as they get closer.

John Moore asked where WLSC stands with regard to the percentage of instructors holding terminal degrees. Dr. Lukich stated we will be starting the fall with just over 60% of instructors holding terminal degrees. In approximately three years WLSC could be eligible for university status. Dr. McCullough stated the downside to this are the areas such as Nursing where it is almost impossible to get people holding terminal degrees because we cannot offer enough money. Dr. Lukich stated we do have seven or eight instructors currently working toward this goal and should receive their degrees in the next three years. Aaron Wilkinson asked how many instructors we lost and how many were recently hired with terminal degrees. The number works out to one lost with incoming replacements.

8. **Collaborative Graduate Masters Degree in Education with Marshall University*:**

This Program will be offered in collaboration with Marshall University to persons with a baccalaureate degree and teacher certification. It represents the third collaborative degree program developed as a result of Senate Bill 653. This program leads to a very marketable credential. The target audience is teachers in the Northern Panhandle, with WLSC offering its courses at West Liberty's Warwood Center or through distance learning methods. Approximately 25 students are expected to enroll as a cohort, and the program will typically take two years to complete. West Liberty faculty will teach four (4) courses and Marshall University faculty will teach nine (9) courses. Marshall will provide these courses using a variety of distance learning methods. The major cost of the program is in personnel and all cost will be covered by the revenue produced. This program has been unanimously approved by the West Liberty State College Curriculum Committee and Faculty Senate.

Aaron Wilkinson asked how long the agreement is in effect with Marshall. Dr. Lukich stated that although we are seeking the Board's approval for the collaboration at this point, once an agreement is signed it will be in place for at least two years. Bernie Twigg asked what the charge per credit hour will be, which is \$625/per credit hour. WLSC has always charged what the collaborative institute charges. This is the rate for an e-course through Marshall University

ACTION ITEM IV:

A motion to approve the Collaborative Master of Arts Degree Program in Elementary or Secondary Education to be offered by Marshall University and West Liberty State College was then made by Clyde Campbell and seconded by Larry Miler; motion passed unanimously.

9. **Enrollment Update:**

Dr. Carpenter remains cautiously optimistic for the fall 2006 enrollment. As of the June 1st enrollment report, the last real comparative data set run, WLSC has received 277 more applications over this time in 2005, with 145 accepted and 101 additional registered students as of June 1. Those numbers have tracked steadily since we started tracking students in January. The numbers have not been a roller coaster, and it is very encouraging that they have been steady. Currently, we are looking at 2,300 or a little over for the fall 2006. This would be an increase of 70 students, or a 2+% increase after a four-year downward slide. We are up significantly in new students, and 130+ are out-of-state. Southern state numbers are increasing from areas south of Morgantown. Once we get the students on campus and in class we will start to study the numbers and locations. Returning students are within ten of where we were at this time in 2005, but what's most exciting is that it is dead even, but we started with 139 fewer students in 2005, which is significant in terms of the retention rate. The question was asked as to how many students will be receiving the PROMISE scholarship. Dr. Carpenter was not sure at this time. We are also up 70 students in the residence halls.

One of the handouts from Dr. Carpenter is Parents 101. Having studied other programs offered, we have never seen one comparable to the one we have started. Parents 101 is a web CT course with chat rooms where parents can go in and do what they need to do to strengthen their connection with and support their students. This program is cutting edge technology and we are anxious to see where it goes.

The last piece of information is the 2006 Summer Honors Academy. The academy will have students attending from five states, from Virginia to Ohio. West Liberty will be offering a week of the best WLSC has to offer, awarding 3-hours credit, room, board, and tuition, for \$100. This program will open doors for us into some markets where we have not previously been a key player.

We currently have 75 volunteers for the mentor program and are collaborating on the first-year experience course. The LASSI Test (Learning and Study Strategies Inventory) will be administered in the fall, which is a 10-scale, 80-item assessment of students' awareness about and use of learning and study strategies related to skill, will, and self-regulations components of strategic learning. This will give West Liberty a profile where students need the most help so we can direct efforts to specific areas.

Board member Lynne Exley has been working with Dr. Carpenter with regard to Title III and students with different learning styles. They are in the process of putting together a grant proposal which will address these areas of discussion. They are also working on ways to contact students who have not yet declared a major through a jump start program similar to a set-up at Muskingum College.

Larry Miller stated he will have a teacher's academy at Wheeling Park High School on Tuesday. He has 225 teachers registered and would like to get at least that many of the pamphlet regarding the collaborative masters program with Marshall University. This would help our area teachers meet their master's requirements. Dr. Lukich will get the pamphlets to Mr. Miller.

10. **Institutional Advancement Update:**

Having only been on the job two days when attending the previous Board meeting, Mr. Cottle stated some changes have taken place since that time. The Development Office has hired a Regional Development Officer, Chuck Jeswilkowski. Chuck has 25 years as a manufacturer's representative and has extensive involvement in the WLSC Alumni Association. This crossover will be a phenomenal opportunity for West Liberty. The search continues for a Corporate Foundation Relations Officer. The position has been redefined to a non-management position, but is still very technical. The search committee is currently reviewing resumes to determine when to commence interviews.

The Foundation has surpassed the \$1 million mark in private giving for the second consecutive year. Now we need to figure out how keep it at the million dollar level. Alumni resources and College Relations are essential, creating a three-legged stool to collaborate across these areas.

Another collaboration has been on the Enrollment Management Plan. College Relations and Marketing efforts have identified opportunities to advance enrollment management. Enrollment management projects

will include more recruitment efforts in Ohio. The Development staff will be emphasizing scholarships, which is one of their highest priorities.

As of the end of April, the Foundation has made some of its largest ever allocations to the College. These projects have the potential to have a huge impact on the College. Approximately \$40,000 was provided to add a digital data collecting device to the Dental Hygiene clinic. This device will put the clinic on the leading edge of their record keeping. The Foundation will also be providing \$20,000 in additional scholarships. They will also be providing funds to Dr. Carpenter to do a national survey on student engagement. This survey will determine how students feel about WLSC and how we compare to comparable colleges.

The Foundation is also in the process of securing new insurance for Foundation property and securing an independent auditor for FY '06. We will be renewing our accounting contract, and currently, although there is no lawyer of record, we are securing a "by hour" relationship at a substantial discount through the efforts of Sue Farnsworth. We continue to work with Pat Henry on identifying problems or opportunities for financial collaboration between the College and the Foundation. There are many opportunities to identify and ways to make work more efficiently.

11. **Budget and Finance:**

Mr. Henry referenced the budget for 2006 contained in the board packet. Revenue sources are up and expenditures will be spent by the end of June. West Liberty is in the black and had a good year. We are looking forward to the next audit and bond covenants are on track. All information for the current FY 2005-06 is to be in Charleston by Friday to be processed. We will have two weeks of down time to prepare for FY 2006-07. Aaron Wilkinson asked if West Liberty looks at how other colleges break down their budgets, in particular the student government budget. After attending a seminar with Dr. Carpenter, Mr. Wilkinson noted that West Liberty has the lowest budgeted amount for this area out of all the state institutions. A brief discussion followed on looking for more money for this line item. Mr. Henry will address this issue and put an analysis together on how WLSC compares to other state institutions.

Mr. Henry continued with the budget for FY 07. This is the same budget approved at the previous Board meeting. All of the fees have been approved by Charleston. There are no changes on the revenue side, but there is a change on the expense side due to the presidential search, which was an oversight. Since the BRIM insurance increase came in lower than expected, the change is a wash. This is a conservative budget with a small variance, based on 2,150 students per semester and 75/25 in-state/out-of-state ratio. This could change based on student numbers in the fall.

Mr. Turani discussed an information page, a transitional sheet based on finances with everything you need to know to transition into the finance committee. A bullet point transitional information sheet will be presented at the next Board meeting.

12. **Consol Energy Property*:**

The West Liberty State College Foundation bylaws require that all real estate and other gifts-in-kind be formally offered for transfer to ownership by West Liberty State College. The Board is asked to approve the retention of the Windsor Power Coal Company portal property by the Foundation's Board of Trustees to obtain the best value possible for the property and apply such income toward support of the College.

Dr. Campbell stated that there was also some equipment that came along with this property such as the mine elevator and lockers. Mr. Cottle is handling and in the process of selling off that equipment to the highest bidder. With more mines opening and operating this equipment is in demand. Aaron Wilkinson asked whether the lockers had been sold, to which Mr. Cottle stated they had been, and they're not the type of lockers we could put to good use.

ACTION ITEM V:

A motion to approve the retention of the CONSOL Energy Property by the West Liberty State College Foundation Board of Trustees was then made by John Moore and seconded by Dan Greathouse; motion passed unanimously.

At this point, Will Turani took a moment to thank Bernie Twigg for his service during his term of office as Chair of the Board of Governors. Dr. McCullough presented Mr. Twigg with a certificate stating: West Liberty State College hereby acknowledges Bernard P. Twigg, in recognition of his exceptional dedication as an Alumnus, as a member of the Board, and as the Chairman of the West Liberty State College Board of Governors. Mr. Twigg stated that his tenure has been a real orientation to higher education, but it has been most gratifying to see the changes in the faculty, staff, and administration under this new leadership. This is an enormous accomplishment and the Board has done a great job, of which he is very proud. He felt he was leaving the Chairmanship in good hands.

13. **Preliminary Planning Report on I-70 Project:**

Dr. McCullough opened the presentation and touched on previous information disseminated with regard to the science center. This presentation is a result of a nearly \$100,000 planning grant provided by Congressman Mollohan.

A detailed presentation was made by the Committee, in conjunction with the architectural firm of WTW of Pittsburgh, PA, followed by a question and answer session.

The next step in the preliminary planning would be to secure the land and put together a detailed business plan. We are currently looking at various funding sources. Mr. Moore complimented the Committee on their efforts to date. He stated we need to look at the hard aspects of the dimension, and continue to refine the process and put together a business plan and be ready to report back to the Board. Mr. Cottle stated that the Development Office will have more of an ability to have specific conversations with donors if we have the land secured.

Dr. Campbell asked that it be noted for the record that the final decisions on any aspect of this project come before the Board of Governors.

Aaron Wilkinson asked why the kit boxes we assemble for the Handle on Science will not be assembled in the new building, but in a leased space. Glen Schultz, of WTW Architects, stated that 1,000 sq. ft. are needed for the science program kits. To justify the assembly of these kits in the expensive square footage area of the new building would not make economic sense. This could be done in less expensive leased space.

Will Turani asked if the property will be gifted to West Liberty State College? The Ohio County Commissioners, along with Greg Stewart, Ohio County Administrator, are gifting this property to the College. If we do not make use of the property in 24 months, it is likely this particular parcel will be sold and we will be deferred to one of two other parcels.

Mr. Moore stated that the key point is that the land will be gifted to the College with no financial commitment on our part. Mr. Moore then asked for a motion to move forward with details on the land acquisition.

A motion to approve moving forward with details on the land acquisition was then made by Roseanna Keller and seconded by Dan Joseph; motion passed unanimously.

Lynne Exley asked about the business plan for this project and how long it would take to put one together. Dr. McCullough stated that a team would be put together with Patrick Henry taking the largest part of the responsibility. Dr. Cook stated that a plan had been put together previously, but needs brought back out and updated with the external input.

Dan Greathouse asked if August 30 allowed for too much time between Board meetings to bring back a business plan for the I-70 project for approval. It was noted that two-plus months would be a realistic time period to accomplish what needs to be done with the county commissioners and the business plan. Also, a special meeting could be called if need be.

14. **Adjournment:**

The meeting adjourned at 7:45 p.m.

John Moore _____
Chair

Lynne Exley _____
Secretary

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