

**West Liberty State College  
Board of Governors**

---

**Minutes**

**June 18, 2008**

Attendance:

Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, Larry Miller, John Moore, Mike Turrentine

Unable to Attend:

Mike Stolarczyk, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, John Davis, Donna Lukich, John McCullough, Tammi Secrist, Shane Stack, Ron Witt, Jack Wright

1. **Call to Order:**

Chair Exley called the meeting to order at 5:00 p.m.

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

<u>Full Board</u>	<u>Executive Committee</u>
04/30/08	04/23/08, 06/06/08

**A motion to approve the minutes of the full Board of April 30, 2008, and the minutes of the Executive Committee of April 23, 2008 and June 6, 2008 was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.**

3. **Approval of Reports:**

Chairman Exley requested Board members to please sign a letter she distributed addressed to Mr. and Mrs. Gary West thanking them for their generosity in underwriting the cost of the new football turf.

Chairman Exley congratulated Tammi Secrist, who received the YWCA Horizon Award honoring outstanding women leaders of the Ohio Valley.

President Capehart introduced Jack Wright, former CEO of Wheeling-Nisshin Steel and CFO of Wheeling Jesuit University, as West Liberty's new Executive Vice-President and Chief Financial Officer.

Chairman Exley presented Jim Compston, former Student Government President, with a certificate of appreciation for his contributions on the Board of Governors. Mr. Compston will join the staff of Wheeling Jesuit University as a Resident Director.

Mike Turrentine requested an update on campus security/building theft. J. D. Carpenter addressed concerns over this issue, and it is being discussed in the campus Safety Committee.

**A motion to approve the reports submitted from the Provost, Executive Director of Enrollment Services, Chief Development Officer, and the Vice President of Student Affairs was made by Brian Joseph and seconded by Beverly Burke; motion passed unanimously.**

4. **Approval of President's Salary Increase\*:**

In order to receive approval for an increase for an institution's president, the West Virginia Higher Education Policy Commission must receive a letter signed by the Chair of the Board of Governors indicating current salary, proposed salary, amount of percentage or across the board increase, and the date of BOG approval.

**A motion to approve the President's Salary Increase was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.**

5. **Election of Officers\*:**

**A motion to accept the nominations for the election of officers was made by John Moore and seconded by Beverly Burke; motion passed unanimously.**

**Officers:**

Lynne Exley, Chair  
Brian Joseph, Vice Chair  
Mike Stolarczyk, Secretary

6. **Meeting Schedule\*:**

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 year beginning July 1, 2008. Additional meeting dates have been built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. One or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact. A quorum of seven voting members is required to be present for the Board to officially take action on any item.

**A motion to adopt the meeting schedule was made by Roseanna Keller and seconded by Mike Turrentine; motion passed unanimously.**

7. **Approval of Non-Classified Positions\*:**

The creation of non-classified employee positions is necessary to service needs in Institutional Research and Assessment and the Media Arts Center and will be titled as "Coordinator of Institutional Research and Assessment" and "Director of Media Production."

Dr. McCullough asked for the Board's approval for two Classified Positions to be moved to Non-Classified. He informed the Board that the College is well below the 20% ratio of non-classified to classified staff. In fact, approximately eight more non-classified positions could be added if necessary. In addition, three new Classified Staff positions have been added to the Maintenance staff.

Beverly Burke asked for clarification as to why some non-classified positions require Board approval while others do not. Dr. McCullough explained that some new non-classified positions do not require Board approval. However, existing classified staff positions that are changed to non-classified do require the approval of the Board. Additional questions were asked concerning positions considered "critical," but these are to be addressed at the next Board of Governors and Brian Warmuth will provide the explanation.

**A motion to approve the non-classified positions was made by Larry Miller and seconded by Jim Compston; motion passed unanimously.**

8. **Organizational Chart\*:**

**A motion to approve the Organizational Chart was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.**

Mike Turrentine asked for a list of consultants currently under contract by the College. Consultants are: Chick O'Data, Office of Development; Mark Starcher, Information Technology; Jim Shaffer, Grants.

9. **President's Report:**

A written copy of the President's Report was distributed to Board members prior to the meeting. Mr. Capehart briefly reviewed the report with the Board.

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session.

Following discussion in executive session, a motion was made to rise from executive session.

10. **Adjournment:**

A motion to adjourn was made by Brian Joseph and seconded by Roseanna Keller; meeting adjourned at 6:15 p.m.

Lynne Exley \_\_\_\_\_  
Chair