

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, June 25, 2003**

**ATTENDANCE:**

**Board Members:** Brad Blair, John Cole, Jim Frum, John Gompers, Dan Joseph, Roseanna Keller, Larry Miller, and John Moore

**Unable to Attend:** Debra Boger, Keith Kaczor, Will Turani, and Christopher Varney

**Administration/Faculty/Staff:** Richard Owens, Bassam Deeb, John McCullough, Genny McIntyre, Mike Turbanic, and Paula Tomasik

1. **Call to Order:** Chairman Frum called the meeting to order at 5:50 PM.

2. **Approval of Minutes:**

<u>Full Board</u>	<u>Executive Committee</u>
3/26/03	4/10/03
5/10/03	5/20/03

**ACTION ITEM I:**

*A motion to approve the minutes of the full Board along with the Executive Committee minutes, was made by John Moore and seconded by Larry Miller; motion passed unanimously.*

3. **Presentation of Resolutions:** Several Board members whose terms have concluded were recognized for their participation and contributions to the Board and to the College. Board members whose terms have concluded are: John Cole, Keith Kaczor, and Christopher Varney. Ms. Debra Boger officially resigned her position on the Board. Chairman Frum presented formal resolutions to those members who were in attendance. In addition, Mr. Mike Turbanic, who is retiring in June, was recognized for his outstanding work throughout his career at West Liberty State College. Chairman Frum presented Mr. Turbanic with a resolution and thanked him for his contributions to the Board and to the College. Mr. Brad Blair complimented Mr. Turbanic on his excellent work and for the countless hours he has spent on the bonding initiative. Ms. Paula Tomasik was recognized for her outstanding work and contributions as Board of Governors Liaison. Chairman Frum thanked Ms. Tomasik and presented her with a formal resolution. Ms. Mary Ann Edwards will be serving as the liaison beginning in July.

4. **President's Report:** Dr. Owens informed the Board that although Mr. Turbanic is officially retiring, he will be assisting the College with the completion of the bonding initiative and with the transition of the new Chief Financial Officer, Mr. Patrick Henry. The Higher Education Policy Commission and the State College Presidents met recently in Charleston and Morgantown for a series of three meetings to discuss the future of higher education in the state. Governor Wise and Chancellor Mullen were both in agreement that state revenues for higher education will continue to decline. West Virginia higher education should begin to focus on ways to improve the market and attract more students such as developing additional programs for the non-traditional and part-time student. The State College Presidents and the Chancellor have been working together on a unity agenda designed to convince the Governor and State Legislators that higher education in West Virginia is an investment in the future of the state. Most important, the unity agenda is intended to persuade the Governor and Legislators not to make any additional cuts to higher education budgets.

5. **Bond Update:** Mr. Blair stated that the workload for the bond initiative has been enormous. Telephone calls have been made weekly and biweekly to the underwriters, trustees, bond counsel, etc.

Mr. Turbanic distributed a copy of the timeline to the Board. Progress is being realized with the timeline, but there have been a few setbacks. Initially, July 1 was the timeline date, but three insurance companies have turned down the bond. However, approval from a fourth insurance company is anticipated. Mr. Turbanic distributed a handout on residence hall renovations. The next step in the bond initiative is to develop "Appendix B" a summary list of priority expenditures. Board approval is requested for the development of Appendix B.

**ACTION ITEM II:**

*Resolution, That the WLSC Board of Governors approves the development of Appendix B, a priority list of expenditures for the bond initiative. A motion to approve the development of Appendix B was made by John Gompers and seconded by Larry Miller; motion passed unanimously.*

6. **Financial Update, FY 2002-03:** Mr. Turbanic distributed a statement of current funds, revenues, and expenditures as of June 23, 2003. Mr. Turbanic stated that business transactions for the 2002-03 year are not final, but it appears that expenditures will be less than revenues and that a small profit will be realized. The next financial statement will be out in September.
7. **Budget FY 2004:** Mr. Turbanic distributed a financial statement of revenues, expenditures, and other charges for FY 2004.
8. **Academic Update:** Dr. McCullough stated the College has been filling some critical faculty positions this spring in preparation for the fall semester. Faculty who have been hired are: Mr. Brian Larouere, Instructor, Exercise Physiology; Dr. Marcia Hoover, Assistant Professor, Education; Dr. Israel Peniel, Assistant Professor, Special Education; and Dr. Leon Michos, Assistant Professor, Economics. The College aggressively sought faculty who had terminal degrees. Currently, Ms. Beverly Burke is working on faculty contracts. Mr. Bob Barnabei has agreed to be the Coordinator of the BIS Program. Dr. McCullough announced that West Liberty has been selected as one of four colleges in the state to participate in an ACT Pilot Program for Assessment of Writing. West Liberty has also signed an articulation agreement with the Community College of Allegheny County, our first articulation with a school in Pennsylvania. Hopefully, continued work with articulation agreements will help improve recruitment from bordering states.
9. **Perpetual Academic Calendar: Policy No. 246:** By commencing the fall and spring semesters one week later than is presently provided for under Policy No. 246, "Perpetual Academic Calendar," reductions in operating costs may be realized in January, along with possible advantages accruing to the admissions/recruitment process in August. Adjustments will be made in other aspects of the academic calendar (i.e., shortening Thanksgiving vacation, eliminating Easter recess, starting classes on Monday instead of Wednesday). This proposal has been unanimously recommended by the Deans Council and has been favorably reviewed by other appropriate campus constituencies, including the President's Council, Faculty Senate, and Chairs Council. Dr. McCullough stated that these changes to the academic calendar could help to improve transfer enrollment and provide cost savings to the College, while not negatively impacting upon academic quality.

In order to provide for a revised academic calendar for the 2003-04 AY, the administration requested a temporary exemption from Policy No. 246 at the February 26 meeting of the Board. The Board was informed at that meeting that a formal revision to the policy would be forthcoming.

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.

**ACTION ITEM III:**

*Resolved, That the West Liberty State College Board of Governors approves the revision of WLSC Policy No. 246, “Perpetual Academic Calendar,” in order to provide for the above referenced calendar changes. A motion to approve the calendar was made by John Moore and seconded by Roseanna Keller; the motion passed unanimously.*

10. **House Bill 2224 Institutional Employment Policies:** House Bill 2224 calls for each institutional Board of Governors to develop and implement employment policies for part-time and temporary classified employees and for adjunct faculty. Hence, WLSC Policy Number 100-A, “Part-time and Temporary Classified Staff Employees” and WLSC Policy Number 208-A, “Adjunct Faculty Hiring Procedures” have been developed. The practices that comprise these proposed policies have been utilized for a number of years.

Dr. Owens informed the Board that Policy No. 100-A, Part-Time Temporary Classified Staff Employees has been a standing policy at the College. Some of the language was reworded to comply with HB 2224, but basically the policy is the same. This document will be distributed electronically campus-wide, and a hard copy will be available in the Elbin Library.

Policy No. 208-A, Adjunct Faculty Hiring Procedures: Dr. McCullough stated that this policy has also been used for a number of years. Ms. Beverly Burke was instrumental in developing the procedure for this policy. In fact, the policy has worked so well that at least four other institutions have borrowed and adopted it as their own.

Based on *West Virginia Code* and Higher Education Policy Commission rule, these policies must be reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to final adoption by the Board of Governors. The WLSC Board of Governors is asked to approve the dissemination of these policies for comment. Following a 30-day period for the receipt of comments, the Board of Governors will take final action on these policies.

**ACTION ITEM III:**

*Resolved, That the West Liberty State College Board of Governors approves the dissemination of WLSC Policy No. 100-A, “Part-time and Temporary Classified Staff Employees” and WLSC Policy No. 208-A, “Adjunct Faculty Hiring Procedures” to constituent groups for a 30-day comment period. A motion to approve dissemination was made by Roseanna Keller and seconded by Dan Joseph; motion passed unanimously.*

11. **Tentative Schedule of Meetings:** The July 2003—June 2004 proposed schedule was distributed prior to the meeting. No changes or revision were suggested. The Board was asked to approve the proposed schedule.

**ACTION ITEM IV:**

*Resolved, That the West Liberty State College Board of Governors approves the attached meeting schedule for July 2003 through June 2004. A motion to approve the schedule was made by Larry Miller and seconded by Roseanna Keller; motion passed unanimously.*

12. **Proposed Cellular Telephone Tower:** Due to demand, discussions have been ongoing with various cellular telephone companies to install a cellular tower on campus. Alltel has agreed to install the tower (monopole) and maintain the site, and the College will maintain the property. Mr. Jim Whittaker, a representative of Site Quest, gave a brief presentation on the site location for the monopole. Based on his study, Mr. Whittaker determined the best site to be 151 Chatham, a property that belongs to the College. This structure will be vacated as of June 30. The house located on this property would be demolished and the tower constructed in its place. The Chatham Street property is surrounded by trees and adjacent to it are rental properties. Consequently, the tower should not present a problem to local town residents. In fact, several West Liberty residents have expressed an interest in the cellular telephone tower. However, Board approval is necessary before more in-depth conversations occur between the College and the community. The College will receive revenue from the tower and students, staff, and the community will be provided with a much needed service. There was some discussion concerning the location of the tower. The Board was asked to approve the College's plans to move forward with the cellular tower.

**ACTION ITEM V:**

*Resolved, That the WLSC Board empowers the WLSC administration to demolish the College House at 151 Chatham Street so as to enter into an appropriate lease agreement (five-year lease with four five-year options, \$7200 annually [paid monthly \$600] with ten percent increases in each option period) and facilitate construction of a cellular telephone tower or similar structure and any rent or revenue arrangements appropriate thereto. A motion to empower the administration to facilitate arrangements for the installation of a cellular telephone tower was made by John Gompers and seconded by Brad Blair; motion passed with one abstention.*

13. **Report of the Nominating Committee/Election of Officers:** The Nominating Committee (Roseanna Keller, John Gompers, and John Moore) met recently to discuss nominations for AY 2003-04 Board Officers. The Committee presented their recommendations to the Board.

**Chair: Jim Frum   Vice Chair: Brad Blair   Secretary: John Moore**

**ACTION ITEM VI:**

*Resolved, That the officers recommended by the Nominating Committee be approved. A motion to approve the officers was made by Larry Miller and seconded by Dan Joseph; motion passed unanimously.*

14. **Capital Campaign:** Ms. McIntyre discussed progress in the Office of Development and announced that they have exceeded their goal for this fiscal year. The Capital Campaign has not yet been publicly announced since some donors have not finalized their commitments. Ms. McIntyre also showed the Board the Capital Campaign Video.
15. **Enrollment:** Mr. Deeb informed the Board of the ongoing efforts with a short-term enrollment plan. He met recently with the School Deans and invited them to participate in the long-term enrollment efforts scheduled to begin this fall. Currently, the numbers are down for freshmen applications, transfer students, returning students, and residence hall occupancy. However, it is still early in the summer and these numbers can and probably will increase before the fall semester. In an effort to obtain better information on enrollment, letters have been sent to upper classmen informing them of single room opportunities offered in Beta Hall. These letters have been well-received by the students and have produced positive responses. In addition, more financial aid awards have been issued this year than in the past. An ACT enrollment tool has been purchased which should provide detailed information on the dynamics of our students and identify our competitors. The position of Interim

Director of Admission is also being evaluated. Mr. Deeb requested that the Board and administration allocate more funds for advertising. The Board charged the administration with making recruitment and enrollment efforts its highest priority. This is a critical issue which could adversely affect the bond initiative. There was a great deal of discussion concerning enrollment efforts.

16. **Other Issues:** Mr. Frum announced the annual Board of Governors training session will be held in Charleston on Friday, October 10.

17. **Possible Executive Session:** Pursuant to WV Code 6-9A-4 subsection b-2-A, the Board adjourned to Executive Session.

Jim Frum \_\_\_\_\_  
Chair

John Moore \_\_\_\_\_  
Secretary

pjt