

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Tuesday, June 29, 2004

ATTENDANCE:

Board Members: Brad Blair, Al de Jaager, John Gompers, Dan Joseph, Mary Kosar, Larry Miller, John Moore, Bernie Twigg

Unable to Attend: Jim Frum, Roseanna Keller, Eric McCartney, Will Turani

Administration/Faculty/Staff: Richard Owens, John McCullough, Scott Cook, John L. Davis, Patrick Henry, Andrew Lewis, Genny McIntyre, Tammi Secrist

1. **Call to Order:** In the absence of Chairman Jim Frum, Vice Chairman Brad Blair called the meeting to order at 5:55 p.m.
2. **Approval of Minutes:**

Full Board
05/08/04

Executive Committee
06/15/04

ACTION ITEM I:

Mr. Blair asked if there were any changes to the minutes. With two changes noted, a motion to approve the minutes of the full Board of May 8, 2004, along with the Executive Committee minutes of June 15, 2004 was then made by John Gompers and seconded by Bernie Twigg; motion passed unanimously.

3. **Tentative Schedule of Meetings July 2004-June 2005:**

The July 2004-June 2005 proposed schedule was reviewed and discussed. Extra dates can be built into the calendar to allow for emergency deadlines/decisions. Therefore, some meetings may be cancelled if there is no urgent business to conduct. Please make note that the next meeting is scheduled for **Wednesday, 15 September**.

Mary Kosar raised a question with regard to tuition and fees and budget dates, along with which John Gompers stated by statute, the Board is to hold a June meeting. A motion was made to tentatively approve the meeting schedule with the June meeting change by Bernie Twigg and seconded by Al de Jaager; motion passed unanimously.

A question was raised as to whether December 8 is a regular Board meeting. Having been scheduled as a special event, after discussion of budget deadlines and the need to review the FY '05-06 budget, it was decided December 8 would be a scheduled Board meeting, adjourning to the president's home for an event to be held later the same evening.

After clarification of the revised meeting dates, a motion was made to tentatively approve the meeting schedule with the noted changes by Bernie Twigg and seconded by Larry Miller; motion passed unanimously.

ACTION ITEM II:

Resolved, That the West Liberty State College Board of Governors approves the attached meeting schedule and changes for July 2004 through June 2005. A motion to approve the schedule was made by Bernie Twigg and seconded by Larry Miller; motion passed unanimously.

4. **Report of the Nominating Committee/Election of Officers:**

The Nominating Committee (John Moore, Larry Miller, and Will Turani) met recently to discuss nominations for AY 2004-2005 Board Officers. Along with the other committee members, John Moore proposed the following recommendations of the committee for the AY '2004-05 Board officers:

Chair:	Brad Blair
Vice Chair:	John Moore
Secretary:	John Gompers
Past Chair:	Jim Frum

ACTION ITEM III:

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

5. **Review of President's Goals:**

Returning from executive session, it was asked if there were any questions with regard to the president's goals. Having no questions, a motion to approve the president's goals was made by John Gompers and seconded by Al de Jaager; motion passed unanimously.

6. **Budget/Financial Issues:**

Pat Henry provided information to four local CPA firms for assistance on the audit. Three firms responded and Costanzo & Associates were awarded the contract. Costanzo & Associates have worked with WVNCC and have a staff member with working knowledge of our system. They will take 24 hours to look at and learn our system at no charge. Costanzo & Associates contract is for \$2,000 to finish last years audit – 40 hrs. at \$50 an hour, not to exceed \$2,000. Costanzo can come in next week to get started and should be done by the following week. Mr. Blair briefly discussed the executive committee's meeting with Chancellor Mullen and the need to finish the audit, with the next audit starting Thursday. The Executive Committee felt it would be beneficial if Board would approve to go ahead and hire a CPA firm to handle budgets. Mr. Henry explained why the other two respondents were not selected, the reason being they should be comfortable with Banner and the FIMS system.

A motion to approve the hiring of the CPA firm of Costanzo & Associates was made by Bernie Twigg and seconded by Dan Joseph; motion passed unanimously.

Mr. Henry handed out a budget for the current fiscal year ending June 30 showing the budget situation to date. The system cut off was June 18 with all invoices caught up and purchasing cards shut down. A discussion followed with regard to the cash surplus and expenses yet to be accounted for. The surplus can be applied to the vacation/sick leave and as a cushion for a lean year. Mr. Henry explained accrual system in use since this is an accrual budget. We are getting away from a cash system because Banner works as an accrual system. It does not include depreciation.

Mr. Henry distributed the FY '04-05 budget, noting this information will ultimately be broken down by revenue type and object code to be issued to the various departments and becoming a much more detailed document. Release dates for disbursements are built into the budget to allow for a possible mid-year reduction. A discussion followed with regard to various line items and differences due to grants received and other factors. Mr. Blair discussed looking at various problem areas where possible adjustments or modifications could be made. Dr. Owens suggested a group to discuss budget problem areas and to look at what's being done and get a consensus on what should be done.

The number of students who decide to graduate in December is another factor in the budget. A discussion followed as to how this can be figured into the budget. To Scott Cook's knowledge there is not a way to pull those numbers out of the mix. John Moore would like to brainstorm on a way this could be done.

A motion to approve the amended budget was asked for by Mr. Blair, so moved by Bernie Twigg, and seconded by Al de Jaager; motion passed unanimously.

7. **Old Business:**

None.

Mr. Blair distributed draft copies of various committees the Board would like to pursue, those being development, recruitment, academics, and finance. These committees would meet outside the regular board meetings, with one or two board members on the committee, and report back at the regularly scheduled board meetings with updates on their progress. This should allow for shorter board meetings with timely updates in each area.

When the Executive Committee previously met with Chancellor Mullen, it was strongly suggested we discuss topics being looked at by the HEPC. We need to be up to date on what is happening in Charleston. The Chancellor has offered to talk to other board of governors' members. Information with regard to the HEPC meetings and agendas can be accessed through their web site (www.hepc.wvnet.edu).

8. **Possible Executive Session for the purpose of discussion of President's Goals for 2005:**

Board members were given a few minutes to review the President's goals. The question was asked if the Board felt the need to go into executive session. John Gompers asked that the Board move to executive session to discuss the most current review of the president. Mr. Gompers moved, under the appropriate statute, to discuss the president's personnel evaluation, seconded by John Moore.

Pursuant to WV Code 6-9A-4 subsection b-2-A, the Board adjourned to Executive Session at the request of John Gompers.

9. **Adjournment:**

A motion to adjourn the meeting was made by John Moore and seconded by Brad Blair; motion passed unanimously. The meeting adjourned at 7:30 p.m.

Brad Blair _____
Chair

John Gompers _____
Secretary

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