

**West Liberty University
Board of Governors**

Minutes

June 8, 2011

Attendance:

Beverly Burke, Richard Carter, George Couch, Brian Joseph, Patrick Kelly, Ann Thomas, Michael Turrentine

Unable to Attend:

Paul Limbert, Robert Steptoe, Michael Stolarczyk, Richard Whitehead

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, John Davis, Mary Ann Edwards, John McCullough, Jack Wright

1. Call to Order:

Chair Joseph called the meeting to order at 5:05 p.m.

2. Chairperson Comments:

Chair Joseph welcomed everyone to the meeting and asked that Mike Turrentine stand and be recognized as he read the following Resolution into the record:

RESOLUTION HONORING S. MICHAEL TURRENTINE

WHEREAS, S. Michael Turrentine has demonstrated exceptional dedication to West Liberty University, serving as the Faculty Representative to the Board of Governors from July 2007 through June 2011;

WHEREAS, S. Michael Turrentine is an enthusiastic advocate of West Liberty University, giving freely of his time, energy, and dedication to the West Liberty University Board of Governors;

WHEREAS, S. Michael Turrentine holds the University, the Board, and himself accountable to high standards of quality, integrity, and loyalty;

WHEREAS, S. Michael Turrentine supports the vision for West Liberty University as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT the West Liberty University Board of Governors extends sincere appreciation to S. Michael Turrentine for his exemplary service to the Board and the University; and

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to S. Michael Turrentine.

Adopted by the West Liberty University Board of Governors on this 8th day of June 2011

Mr. Turrentine thanked everyone and stated that it has been a great four years and the Board has done a lot of fantastic things in that time. It was nice to get to know everyone on the Board; they do a great job, and wished them luck in the future. Dr. McCullough stated that Mr. Turrentine is one of our model faculty, an excellent teacher and thanked him for all of these things. President Capehart stated it has been a pleasure working with Mike and he's never afraid to come to the office to discuss issues and keep the lines of communication open. A lot of issues have been taken care of and made for a lot of progress.

3. Approval of Minutes*:

Full Board	Executive Committee
04/20/11	04/13/11

Chair Joseph asked if there were any corrections or questions with regard to the April 20, 2011 minutes of the full Board or the April 13, 2011 minutes of the Executive Committee. There being none he asked for a motion to approve said minutes.

A motion that the West Liberty University Board of Governors approve the minutes of the full Board of April 20, 2011 and the Executive Committee of April 13, 2011 was then made by Ann Thomas and seconded by Mike Turrentine; motion passed unanimously.

4. Annual Graduate Degree Report*:

Dr. McCullough stated that the Annual Graduate Degree report is done on a yearly basis to the HEPC as it relates to WLU's one graduate program Master of Arts in Education. This is not only a report but an update regarding the program. The most important element is the significant first-year graduating class in December, with a couple more graduates in May, and the continuing growth of the program. Two things the HEPC is more concerned with are the elements of the quantity and quality of the program. The quantity is there as the program continues to expand, and with the assessment program in place for the Masters it shows that it's a quality degree. We present the memo included in the packet to Dr. Kathy Butler at the HEPC as our report on the graduate program.

Chair Joseph noted that the numbers for the program were surprising; is this more or less than we were expecting in the program? Dr. McCullough stated that this is more than we expected. This fall the number of students could be right at about 80. We do have students taking the autism graduate courses this summer, making the numbers higher. These are part-time students, which is how the program was constructed, to meet both the public and private needs. An additional concentration is being added which might make the program more marketable and attractive. Chair Joseph asked for any additional discussion; there was none.

A motion that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2010-11 was then made by Richard Carter and seconded by George Couch; motion passed unanimously.

5. Tentative Schedule of Meetings July 2011- June 2012*:

Chair Joseph stated that there is a tentative schedule of meetings for fiscal year 2011-12 contained in the packet and asked if there was any discussion with regard to the dates; there was none.

A motion that the West Liberty University Board of Governors adopts the meeting schedule for July 2011 through June 2012 was then made by Ann Thomas and seconded by Beverly Burke; motion passed unanimously.

6. Research Corporation Funding*:

Mr. Wright stated that the WLU Research Corporation has found it difficult to get a lot of grants at this time and their bank account is lower than what they would like it to be. They recently received a \$300,000 reimbursable grant and have another \$300,000 reimbursable grant coming. With a reimbursable grant, you are required to spend the money before the Corporation can receive the reimbursement. The Corporation is asking that the University be able to fund them up to \$300,000. We currently have approval from the Board to fund \$50,000 for the fiscal year that ends in June. These grants are all science grants coming through the College of Sciences. Instead of coming back to the Board at a later date we are asking that we front the Corporation the \$300,000 if it becomes necessary.

Chair Joseph stated that it was his understanding that many of these are small grants for equipment. Mr. Wright stated that there are a couple larger grants in Biology and Chemistry. Mr. Joseph asked if the money will eventually be put back to the University. Mr. Wright stated that the University will put in \$300,000 and get \$300,000 back.

Mr. Carter stated it is obvious that we should make a motion to fund the Research Corporation or WLU will miss out on \$300,000 in grants. It's important for the Board to have visibility on this money and where it's going. Mr. Wright stated that he can report on this at each meeting. Mr. Carter stated that he is not trying to make it a project but it is important that it is visible to the Board. Mr. Wright stated that the Gompers accounting firm does all of the accounting work for the Research Corporation and it would be very easy to make a report to the Board. \$50,000 was approved by the Board last year. Mr. Couch asked how much the Research Corporation has taken in, to which Mr. Wright responded \$279,000 so far this year, last year approximately \$131,000. There is a \$500,000 grant from EMBL (Emerging Minority Business Leaders) that is an up-front grant and much of that money has not come in for the year. President Capehart stated that the purpose of the Research Corporation is to generate money, but it's also to administer grants. When President Capehart came to campus four years ago and met with the Deans one thing they said they needed was someone to handle the grants that are scattered over campus. Mr. Couch asked about the administrative costs. Mr. Wright stated that WVU and Marshall are negotiated; some are zero. Federal grants are where you get your indirect 40%. A quick update could easily be given in the Board packets and if there are any questions they can be answered at

the meeting. Mr. Couch stated that it goes back to what President Capehart said and make sure there is an understanding of what they do as a Research Corporation, and also take over the load of the grants that are being developed by the College of Sciences or whoever develops these grants. Those issuing the grants will also flow through the Research Corporation. Free money is great money as long as it doesn't cost too much to get it. Mr. Carter stated that this subject could be reported to the Board of Governors at its meeting every two months.

President Capehart stated that we don't generate grants per se in the respect that you have a research corporation to have an expert in everything. If you want a grant dealing with a particular area of science, the grant has to be partially written by people looking for the grant and other areas of the Corporation can assist in making application for the grant. The Research Corporation does not sit around and write grants; they are there to assist. When a grant is received the Corporation administers the grant. WLU had received a grant from the Benedum Foundation in recent years. The grant was pulled by Benedum because WLU didn't properly administer the grant.

President Capehart stated that these people have been handling only grants and they're good people. We need to put money in the Research Corporation. Mr. Wright stated that WLU has received \$1.6 Million in grants and contracts this year. Now we are starting to see people like the College of Sciences, who don't want to administer the grants any more, turn them over to the Research Corporation. Chair Joseph stated that these grants will slowly migrate as everyone gets comfortable with the Corporation. Mr. Turrentine asked if the administrators are paid from the University or are they self-sustaining, to which President Capehart replied that up until the middle of May they were self-sustaining. Mr. Wright stated that there was no endowment until the middle of May.

A motion was then made that the West Liberty University Board of Governors approves the transfer, during FY 2012, of amounts not to exceed \$300,000 from the University to the Research Corporation by George Couch and seconded by Richard Carter; motion passed unanimously.

7. Election of Officers*:

Chair Joseph stated that the Executive Committee put together a slate of recommendation of officers for the next one year term for the Chair, Vice Chair and Secretary. The slate is Brian Joseph as Chair, Richard Carter as Vice Chair and George Couch as Secretary. Chair Joseph opened for floor for discussion of the slate; there being none he asked for a motion for the slate of officers for fiscal year 2011-12.

A motion was then made by Patrick Kelly and seconded by Ann Thomas that the West Liberty University Board of Governors accept the following slate of officers to serve for the term beginning July 1, 2011 to June 30, 2012: Brian Joseph, Chair, Richard Carter, Vice Chair and George Couch, Secretary; motion passed unanimously.

8. President's Report:

President Capehart asked Mr. Cook to give an update on enrollment for summer and fall. Mr. Cook stated that summer enrollment had quite a change from initial numbers. Summer enrolling had been running 50% ahead of last year, started dwindling, and took a significant drop when the invoices were mailed. Revenue is still up due to the change in cost of summer courses. WLU offered a reduced rate the last three or four years. Those tuition charges were not approved by the Board so we had to go back and charge the per credit hour rate. This caused a significant increase in out-of-state tuition from \$600 last summer to \$1,600 this summer. Summer enrollment is down about 30 students, where it had been up by about 200 students. Mr. Wright stated that revenue is up about 30% with fewer students at a higher rate.

Mr. Wright stated that we had a rate last summer that was never given to the State. Mr. Carter asked if we were allowed to use the rate we did a year ago, to which Mr. Wright stated "no." President Capehart stated we need to find a happy medium; statute requires that your rate is to cover the cost of education, that's all it requires. The fact of the matter is that our regular fall/spring tuition per credit hour is set-up so that realistically it covers full-time faculty. What we offer in the summer is not taught by full-time faculty, it's adjuncts. Next year what we need to do is take a look at the numbers in February and see if we can find a happy medium for summer rates. It's great that revenue is up, but if we could reduce the out-of-state by \$300 there would be more revenue with more people. This body has the opportunity to approve whatever tuition they want. This will be something to look at next year. Mr. Turrentine asked how many students are here for summer courses who are not from our institution. Mr. Cook stated that he did not have the number of transients, but typically we have more WLU students going elsewhere than here in the summer. Mr. Turrentine noted that of the two courses he taught this summer, most in attendance were our full-time students. Mrs. Thomas asked where the students are going, to which it was noted most students attend WVNCC, OUE, etc. for the lower tuition and

fees for general courses. Mr. Wright stated that we expected a 25% drop this year and it was accounted for in the budget.

President Capehart stated that as of May 20, 2011 in private fundraising we had generated \$1,689,000 which exceeds our private goals for the year by 30%. We still had the \$500,000 from Gary West, putting us almost \$200,000 to \$300,000 over last year. Grant moneys are at \$1,520,000.

One of the discussions of the Executive Committee was with regard to reviewing WLU policies. Many of our policies are cut and paste from regulations and the language is incorrect. Some of these policies create confusion and this is an area we have authority to do something. SB 330 creates some flexibility, which is not clearly defined yet, for purchasing and personnel. We need to start from top to bottom and look at policies and make changes and tighten up Board policies, moving on to University policies and procedures.

Mr. Cook mentioned with regard to fall enrollment, we are still running at 40 to 60 students ahead, which is tracked daily. WLU's retention rate is second only to WVU at 74%. With our enrollment gains for the last five years we are very pleased with this number. Dr. McCullough stated that as President Capehart mentioned in the Roundtable held this afternoon, it would be nice if we were rewarded for these figures. This is one of the criteria the HEPC evaluates; clearly the progress made here is excellent. The next step should be something in the way of a positive financial reward from the Central Office. President Capehart stated that the Chancellor has a plan that will allow for this, but the Legislature won't approve funding. Statute says we are supposed to get incentives for reaching criteria goals, unless there are budgetary problems. There is currently a surplus budget in West Virginia but they can't afford to give it to Higher Education.

Mrs. Burke stated that when looking at the summer rates, this needs to be done early in the fall when the summer schedule is built and published. This is when students need to know what summer school rates are running.

Mr. Turrentine asked about the progress of the science building. Mr. Wright stated that two weeks ago there were 49 architects in the Boyle Conference Center. Their proposals are due by Friday afternoon. There is a restriction that they had to have done the design and been the lead architect on at least two health and/or science buildings since 2005, and not many have been built since that time. Out of the 49 there will probably be 25 who came back with proposals and we hope to have an architect to work with the Science Department by July 1st. Our plan would be 25 months from July 1, 2011, hoping to be able to open the doors around August 1, 2013. There's not a lot of work out there for architects right now; hopefully that will be to our benefit. Mr. Carter asked of the 49 architects who came in, what were the demographics of the group. Mr. Wright stated St. Louis, Columbus, Cincinnati, Baltimore, Pittsburgh, Charleston; a very wide area. We have had eight presentations since the fall on Fridays on what is considered science labs.

9. Executive Session – Personnel:

Mr. Turrentine asked for a motion to move to executive session to discuss a personnel matter.

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session by George Couch and seconded by Richard Carter; motion passed unanimously.

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

10. Adjournment:

The meeting adjourned at 5:50 p.m.

Brian Joseph _____
Chair

Richard Carter _____
Secretary