

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, March 16, 2005

ATTENDANCE:

Board Members: Al de Jaager, Jim Frum, John Gompers, Dan Joseph, Mary Kosar, Will Turani,
Bernie Twigg

Unable to Attend: Roseanna Keller, Andrew Lewis, Larry Miller, John Moore, Niall Paul

Administration/Faculty/Staff: J. D. Carpenter, John Davis, Patrick Henry, John McCullough, Genny
McIntyre, Richard Owens, Tammi Secrist, Jeff Turner

1. **Call to Order:**
Mr. Twigg called the meeting to order at 5:36 p.m.

2. **Approval of Minutes:**

Full Board
01/26/05

Executive Committee
None

ACTION ITEM I:

Mr. Twigg asked if there were any changes to the minutes. With the acception of one change, a motion to approve the minutes of the full Board of January 26, 2005, was then made by Jim Frum and seconded by Al de Jaager; motion passed unanimously.

3. **President's Report:**

Dr. Owens spoke of the on-going goal of the 67% benchmark for terminal degrees among faculty. This is the desire for current open faculty positions, although nursing is a difficult area to recruit. WLSC has close to 20 nationally accredited programs. Although some are contained within the same schools, we need to publicize this fact to emphasis the quality and strength of WLSC. The basketball teams had a great season with the women making it to the semi-finals and the men to the finals in Charleston. Wrestling also had an excellent season and finished second in team GPA. Dr. Owens continued with the new Vision Statement, a copy of which is appended to the minutes. Meetings were held with the four schools last week to discuss the Vision Statement and other areas of concern. A discussion followed with regard to the Vision Statement and how it would be implemented.

4. **Funding of Intercollegiate Athletics Policy:**

At the January 26, 2005 meeting, the Board of Governors approved the dissemination of the Funding of Intercollegiate Athletics Policy. No comments were received by the close of the 30-day comment period.

John Gompers made a motion to table this item at this time, the reason being he is not comfortable with the change of philosophy for the school. The policy will be disseminated for another 30-day comment period, and individuals with the athletic department will attend the next board meeting to give their input, along with information on how other institutions in the system have handled this process. Al de Jaager seconded motion to table; motion passed unanimously.

A discussion followed with regard to the distribution of information for 30-day comment.

5. **FY '05 Budget – Information Items and Quarterly Reports:**

Mr. Henry distributed a copy of the FY 2005 budget report showing the figures to date. A discussion followed on various areas and their current budget standings. The updated covenant information easily exceeds expectations. Our outside accounting firm is comfortable with the current budget.

6. **FY '06 Preliminary Budget and Fees:**

Room and board and fees numbers are not yet in from Charleston, but we should have, and be figured into the FY '06 budget by the end of the month. The current recommended budget is

balanced. The Board will approve the final budget at the April meeting. The question was asked if the Board needs to approve any new fees, since the fees were presented at the previous board meeting, which they do not. Three new fees were added to the budget, those being registration reinstatement, laundry fee, and a credit card processing fee.

A discussion followed on the new fees and their purpose. Mr. Henry will present additional information with regard to the credit card processing fee at the next board meeting.

7. **Finance Committee:**

(a) Report

There is no official report from the Finance Committee at this time.

(b) Audit Committee Charter

At the January 26, 2005 meeting, the Board of Governors approved the dissemination of the Audit Committee Charter. No comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve this charter as attached.

Mr. Turani informed the Board of the purpose of the Audit Committee Charter. The Charter would offer a checks and balances of the Finance Committee process. This is a good tool that would create further independence for our Board. The Charter gives the Committee authority to meet with auditors without managers to discuss items of concern.

ACTION ITEM III:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the *Audit Committee Charter*. A motion was made by Jim Frum and seconded by Al de Jaeger; motion passed unanimously.

8. **HEPC Update (www.hepc.wvnet.edu):**

Dr. Owens reported information from Charleston has had little change. It appears the 6% budget cut will take place, with no serious conversation for the reinstatement of previous cuts. There have been conversations of a flexibility bill being introduced. This would be as a test case per the Chancellor on WVU and Marshall. Other states that have developed this legislation have done so after a case study. To date, the bill has still not emerged from the Governor's office. Today is Higher Education Day at the Legislature. WLSC was well represented. Barbara Neuman attended as our ACCE representative and stated the ACCE met with Senator Plymale. Having recently returned from this meeting, Barbara will e-mail information to members from her notes.

9. **Academic Affairs:**

(a) Update

Dr. McCullough gave an update on the upcoming search for faculty positions. Interviews will be held in the next six to seven weeks. Dr. Mary O'Connor, who comes to WLSC from the University of California, Berkeley has filled one position. This is a grant funded position, with funding from the \$1.4 million NIH grant in Natural Science and Math, Biology. The School of Business Administration accreditation review will be in April. If approved, will move WLSC to, including North Central accreditation, 19 nationally accredited or approved programs.

For the first time in WLSC history, grades will be submitted on-line for the Spring 2005 Semester. Students and faculty will have access to WINS for final and mid-term grades, class schedule, financial aid information, and unofficial transcripts. Registration for the Fall 2005 Semester will take place on-line also. Training is taking place regarding on-line courses and how to develop and deliver these courses. We have been working closely with Fairmont State on the training and roll-out taking place here at WLSC.

(b) Bachelor of Applied Science (B.A.S.)

See attached documentation.

ACTION ITEM IV:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the submission of the New Degree Proposal for a Bachelor of Applied Science (B.A.S.) Degree, contingent upon approval by the Faculty Senate. A motion was made by Jim Frum and seconded by John Gompers; motion passed unanimously.

10. **Academic Program Reviews:**

Dr. McCullough reviewed all of the areas listed for review or follow-up, those being the B.S. and A.S. in Dental Hygiene and the B.S. in Nursing for continuation of these programs at the current level of activity, the B.S. in Biology for continuation at the current level of activity, with the designation as a program of excellence, the B.S. in Graphic Design, the B. A. in English, and the B.S./B.A. in Social Sciences (follow-up report) and B.S. in Exercise Physiology (follow-up report) for continuation of these programs with corrective action focused on student outcomes assessment, with a required follow-up to be completed by January 15, 2006.

ACTION ITEM V:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S. and A.S. in Dental Hygiene and the B.S. in Nursing for continuation of these programs at the current level of activity, the B.S. in Biology for continuation at the current level of activity, with the designation as a program of excellence, the B.S. in Graphic Design, the B. A. in English, and the B.S./B.A. in Social Sciences (follow-up report) and B.S. in Exercise Physiology (follow-up report) for continuation of these programs with corrective action focused on student outcomes assessment, with a required follow-up to be completed by January 15, 2006. A motion to approve was made by Jim Frum and seconded by Dan Joseph; motion passed unanimously.

11. **Honorary Degree:**

Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of Gayle C. Manchin, to receive an honorary degree of Doctor of Humane Letters (D.H.L.) from West Liberty State College. Mrs. Manchin has been invited to be the featured speaker at the May 2005, commencement. The Board is asked to approve this nomination.

ACTION ITEM VI:

Proposed Resolution: *Resolved*, that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the College, the West Liberty State College Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty State College at the May 2005 commencement to Gayle C. Manchin. A motion to approve was made by Jim Frum and seconded by Dan Joseph; motion passed unanimously.

12. **Resolution for Change of Coaching Position Status:**

The change in status would effect two assistant football coach positions. One classified position was recently resigned by Keith Phillips, and the second faculty/contract position previously held by Roger Waialae, the now head football coach. The request would change these positions to non-classified critical.

A discussion followed on clarification of these positions and the determination of policy and critical positions.

ACTION ITEM VII:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the reclassification to "non-classified, critical" of the two assistant football coach positions, one a classified line, recently resigned by Keith Philips, and the second (faculty/contract) line previously held by Roger Waialae (now head coach). A motion to approve was made by Jim Frum and seconded by Dan Joseph. Mary Kosar opposed and Al de Jaeger abstained; motion passed.

13. **Enrollment Update:**

Dr. Carpenter distributed the new WLSC Parents' Guide. Parents have a tremendous impact on where students chose to go to school. Part of the retention plan is to get parents on board. A poster piece was also displayed which is used when we do visits to high schools. Anytime WLSC makes a presence these will be hanging with the white space announcing the time, date, and location. Tammi Secrist and the Marketing area have been fantastic in helping put these together. At next months board meeting we can anticipate the recruiting CD ready to demonstrate. The State retention conference was held Monday and Tuesday. The top six, seven, eight items to increase retention is everything we're doing and is falling right in line with

national information, i.e. first year, live and learning, mentoring, connecting with the campus, etc. It was noted that other state agencies need to get on board with WLSC and what we are doing. A discussion followed with regard to fall student numbers.

14. **Development Update:**

Mrs. McIntyre gave an update on the campaign, which continues at this time in the silent phase. Two significant planned gifts in the last couple weeks put the campaign at \$10 million in commitments, with a goal of \$12 million. Foundation assets have also exceeded \$10 million (in the bank). On-line giving has become a reality with the updated secure web site. Two Development positions were recently filled. Liz McKee was hired as the half-time Prospect Development Researcher, replacing the full-time researcher who left last August. Susan Oglinsky replaces Danielle McCracken as Regional Development Officer.

The annual Alumni meeting was held in conjunction with recognition of area legislators in Charleston. This is a great way to show the West Liberty flag in Charleston. We would like to attract more delegates and senators to this event from outside the Northern Panhandle region to educate them about the good things going on at West Liberty.

15. **Cell Tower/Campus Projects Update:**

Mr. Davis gave an update on the cell tower, which is up and operating on Chatham Street on a college owned lot. The tower became operation on January 7th. The tower is leased to Alltel for five years, with four additional five-year renewals possible. Base rent we receive is \$600 a month, with an additional 10% for each co-location (AT&T, etc. taps in). Each renewal is 10% more of the \$600. The initial conversation concerning leasing the tower began in May 2003, with capability being realized in January 2005. The Board members will use any connections they may have to contact people and make things move faster if possible.

Mr. Turner distributed information on and gave an update on campus projects. To date, 37 projects have been completed. 26 projects are in progress or planned for the summer of 2005. Residence halls information is included in the distributed spreadsheet. The new telephone switch became operational yesterday. The switch has gone very well but there are some problems to work out. This switch has been a very lengthy and involved process. The project itself ended up \$17,000 under budget. The new switch has expanded capabilities, and brings the system up to date from 1984 to 2005. The College Union project is well under budget, which will give us the flexibility to do more as items are completed. These monies will have to stay in the College Union. The design development stage has been completed on the Media Center. The bid date for this project is May 24, 2005. Construction is planned to start in early June with occupancy by August of 2006. The majority of site improvement projects are finished, with concrete, lighting, and most of the asphalt complete. Weather put the completion of these projects on hold for the winter. A base coat of asphalt has been completed in all areas where planned. Quad lighting has been received and installed. The tennis court project has been the only challenge. This project will be rebid after problems with a bad vendor.

Mr. Frum thanked Jeff for his report and suggested a tour of campus prior to or after the next Board meeting in nicer weather.

16. **Rules and Policies:**

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

These are all policies that we have been directed by the Higher Education Policy Commission to develop and have Board approval.

ACTION ITEM VIII:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the dissemination of the following to constituent groups for comment:

- **No. 14 - Regulation of Speed, Flow and Parking of Vehicles on Campus**
- **No. 15 – Productivity of Faculty and Administrators**
- **No. 16 – Awarding of Undergraduate Fee Waivers**
- **No. 17 – Tuition and Fee Waivers for Those 65 or Older**
- **No. 18 – Credit Toward Graduation for Service in Public Schools**
- **No. 19 – Disposition of Obsolete and Unusable Equipment & Supplies**
- **No. 20 – Administrators Requiring Teaching or Research**
- **No. 21 – Making Agendas Available to Public**
- **No. 22 – Employment Innovations**

A motion to approve was made by Al de Jaeger and seconded by John Gompers; motion passed unanimously.

17. Classified Staff Council:

Ed Stewart opened with introduction (see agenda outline). Ed went down through a list of classified staff items accessible on the wlsc web site. Rhonda Tysk continued presentation on the various committees involving classified staff, giving a detailed background of each group and how/why they operate. Barb Neuman, ACCE rep, presented information on what ACCE stands for and how they operate within the state. There are currently 93 classified staff members at WLSC. It was requested by Classified Staff Council that the yearly meeting with the Board be placed on the calendar during the planning process for the new year. This would enable them to better prepare for the next meeting. IT was also suggested the Board take a moment and address visiting classified staff at the meetings for any input on classified issues.

18. Adjournment:

The meeting adjourned at 7:22 p.m.

Bernie Twigg _____
Chair

John Gompers _____
Secretary

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