

**West Liberty University  
Board of Governors**

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**Minutes**

**March 2, 2010**

Attendance:

Beverly Burke, Richard Carter, Brian Joseph, Shane Stack, Robert Steptoe, James Stultz, Ann Thomas, Michael Turrentine

Unable to Attend:

Paul Limbert, Michael Stolarczyk

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, Mary Ann Edwards, John McCullough

**1. Call to Order:**

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

**2. Chairperson Comments:**

Chair Joseph stated that he had traveling for the last few weeks, first to Japan and then to Houston. He stated that it was nice to be home and good to see everybody again. WLU has had a lot of PR, especially with the basketball stats, and looks good. Mr. Carter stated that Channel 14 has added a positive spin, having watched the girl's team tournament game last night. Mr. Joseph will be appearing on Channel 14 on Monday.

**3. Swearing in New Board Member:**

Chair Joseph stated that we are lucky to have Bob Steptoe joining us this evening. Bob has agreed to be on the Board of West Liberty University and would just like to say that we have an amazing Board. Mr. Joseph proceeded to swear in Mr. Steptoe.

**4. Approval of Minutes\*:**

Chair Joseph asked if there was any discussion regarding the listed minutes. There being none, he then asked for a motion to approve the minutes of the full Board of December 9, 2009 and the Executive Committee of December 2, 2009.

**A motion to approve the minutes of the full Board of December 9, 2009 and the Executive Committee of December 2, 2009 was then made by Richard Carter and seconded by Jim Stultz; motion passed unanimously.**

**5. Approval of Reports\*:**

Chair Joseph asked for any discussion regarding the reports contained in the Board packet. Mr. Turrentine asked if there were any comparison numbers for the retention rates for first time freshman. Mr. Cook stated that there are no comparison numbers at this time since this is a new tracking program. He has asked that this be made part of the yearly calculations through the HEPC. President Capehart stated that this is a good statistic to know; 91% of anything is impressive.

**A motion to approve the reports submitted by the Provost, Enrollment & Student Services, Development, and Community Engagement was then made by Jim Stultz and seconded by Beverly Burke; motion passed unanimously.**

**6. Honorary Degree\*:**

Dr. McCullough stated that per WLU Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of David C. Hardesty, Jr., to receive an honorary degree of Doctor of Humane Letters (DHL) from West Liberty University. Mr. Hardesty has been invited to be the featured speaker at the May 2010 commencement. The Board is asked to approve this nomination. Without further detail simply to say that his record stands as a legacy of success of growth and development during his years at WVU. Mr. Steptoe stated that he has known Dave all of his professional

career and feels he is an extremely good choice and pleased to see that we have a person of Dave's caliber speaking at commencement.

**A motion was then made that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, the West Liberty University Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the May 2010 commencement to David C. Hardesty, Jr. by Ann Thomas and seconded by Jim Stultz; motion passed unanimously.**

#### **7. Program Reviews\*:**

Dr. McCullough stated that formal program reviews are conducted on a five-year schedule, and we assess all academic degrees programs. The five programs we are reviewing today are the B.S. in Biology, A.S. in Dental Hygiene, B.A. in English, B.S. in Graphic Design, and B.S. in Nursing, and three follow-ups for academic assessment in Social Sciences, Criminal Justice, and Exercise Physiology. These are all viable programs which we believe have the appropriate qualifications needed for the program review process. This is a check and balances process, measuring the viability of a program, whether it's sustainable, and there are the resources necessary to be a quality program. Mr. Stultz is the Board's representatives on the Academic Review Committee, and Jim was kind enough to spend an afternoon reviewing these programs. Jim spent the time necessary for a thorough review and the Board was well represented. Mr. Stultz stated that he appreciates the opportunity to participate and it is interesting to see the process the University goes through with each program. This is a serious review with detailed information to be reviewed over a period of time. The Academic Review Committee does a good job and is dedicated to their work.

Chair Joseph stated that he is impressed with what he's seeing with this process and asked what we are doing about the areas showing weaknesses. Dr. McCullough stated that the reports themselves, as Mr. Turrentine is aware, are very involved and lengthy. This is a summation of the actual eight to twenty page report.

Mr. Carter stated that in reading these documents he's in agreement with everyone and impressed with the detailed analysis of these programs. This seems to be a very good approach and process, but was a little confused or not understanding what the corrective action aspect was of the programs, such as continuing the B.A. in English program with corrective action. Dr. McCullough stated that the corrective action terminology may be too strong a term. What it means is that probably all of these corrective actions have to do with academic assessment programs. The area of academic assessment, from a student learning outcomes standpoint of accrediting bodies, is relatively new. As different academic programs approach that process of developing assessment programs and processes, they're at different levels or stages and the corrective action aspect is that the institution needs to continue to develop, expand, and refine the action it's taken in terms of academic assessment. Most of the programs are in somewhat of an embryonic stage and corrective action is probably an inappropriate word. Mr. Carter understood this to mean that although it may be a mature program, their assessment program is not mature and the assessment aspect of the program may be only a year or two or three years old. Mr. Stultz stated that it goes to show that as you review these programs, issues of faculty, capabilities and of actual lab space and space in general, come to play a pretty significant role in the capital expenditures and other needs to make a program achieve the level of success you would like to see.

Dr. McCullough stated that the English Liberal Arts is one of our more traditional programs, Graphic Design is one of our faster growing programs, and the Biology program is also growing and is one of only two undergraduate programs of excellence in the entire State of West Virginia. The Dental Hygiene and Nursing programs are both nationally accredited and long-standing programs, with Dental Hygiene being a hallmark program, but all five are stellar programs. Chair Joseph stated although you hear about the weaknesses in Science in Math, it's wonderful that we don't have enough space due to the growth of the Biology program. It's a good problem to have.

**A motion was then made by the West Liberty University Board of Governors to approve the program review recommendations for the B.S. in Biology, A.S. in Dental Hygiene, and B.S. in Nursing for continuation of the program at the current level of activity; the B.A. in English and B.S. in Graphic Design for continuation at the current level of activity with corrective action; and the B.S. in Criminal Justice, B.S. in Exercise Physiology, and B.S./B.A. in Social Sciences (follow-up report) for continuation at the current level of activity with corrective action with a required follow-up in 2010-11 by Mike Turrentine and seconded by Richard Carter; motion passed unanimously.**

## **8. M.S. in Physician Assistant Studies\*:**

Dr. McCullough stated that the Physician Assistant Studies program goes beyond just being our second graduate level program if approved. This is the most exciting initiatives WLU has undertaken and moves us deeper and stronger into the health sciences and medical sciences fields. This program aligns directly with the charges from the Statewide Master Plan. He was confident that if the Governor and Chancellor were here this evening, they would say that this is the type of program in which our institution needs to be investing in the State. The program has already been approved at the department and College level, the Curriculum Committee, and Faculty Senate. Tonight we are continuing the process by seeking approval from the WLU Board of Governors. From here we would go to the HEPC, then to the Professional Accrediting body, and on to the Higher Learning Commission/North Central Association. When everything is approved the program can be launched in the summer of 2011. This program will not only place us in the main stream, but beyond that point in societal needs. There are critical healthcare needs in the State of West Virginia. This is an expensive program in terms of investments, but we think the return on investment financially, and from a societal perspective, greatly outweighs the initial investment. The University will have invested approximately \$900,000 plus before a single student enters the program. Upon entering it is also one of those programs that will probably have a break even at the three year point. That, however, is not the emphasis or purpose, to drive revenue. What is important is what society needs, and there is a great need for Physician Assistants. We are confident in the viability and sustainability of the program. Although West Liberty is not a medical school, this program is a bit of a mini medical school, one that President Capehart had as one of his initial initiatives and that initiative was born out of the local health care community. If we did not believe in the future of this program as part of the future of WLU and its ability to meet multiple needs and quite frankly, do what the State and the citizenry of this State say we ought to be doing as an institution of higher learning. We as an institution should be making an investment; not just in students. Those investments are for the health and welfare of citizens of the State of West Virginia.

Chair Joseph stated that he is very excited about this much needed program. Dr. McCullough stated that Dr. Robert Kreisberg, Dean of the College of Sciences, Dr. Allan Bedashi, serving as Program Director, Physician Assistant Program, and David Blowers, serving as Clinical Coordinator, Physician Assistant Program played major roles in the development, along with Vice Provost Dr. Donna Lukich who played a key role in reviewing the program with her health care background. Many people have been involved in the development of this program. We are confident this program is going to be something WLU can be proud of for many years to come. Ann Thomas stated that outside the Wheeling area, places such as Allegheny General, the doctors all function with a PA; they don't have nurses. She also asked how the PA Program will impact the Nursing Program. Dr. McCullough stated that we are hoping some students from our Nursing Program will continue on into the PA Program, using our Nursing Program as a possible feeder for this graduate program, along with Science and Biology students. It is estimated that for the 18 available positions in the program, there could be in the range of 400-500 applicants. WLU will be the only public institution in the State of West Virginia with such a program. Mr. Stultz stated that Ann Thomas serves as a trustee at the Ohio Valley Medical Center and has spent a lot of time working with WLU on the feasibility of the program and the potential need for staff. Wheeling Hospital has also participated, all of whom support 100% what is going to come out of this program; quality graduates who will be a good, positive addition to the valley. Dr. McCullough stated that he should have mentioned the local collaborations and support from the health care community. Significant roles have been played with the local hospitals. One of the first things President Capehart did when he came to campus was to bring area health care professionals to campus for a type of consortium. This program is the product of those meetings, the first meeting being held in October of 2007. Another program discussed in these meetings and contained in the Strategic Plan is the Nurse Anesthetist Program. We should be in position to enroll our first student in the PA Program in July of 2011. We have mentioned to the Chancellor that this program approval process needs to be accelerated. We are competing against for-profit institutions that can quickly put together a program.

**A motion was then made that the West Liberty University Board of Governors approve the Master of Science in Physician Assistant Studies Degree Program to be offered as a graduate program of West Liberty University by Jim Stultz, seconded by Ann Thomas; motion passed unanimously.**

## **9. Reclassification to Non-Classified Position\*:**

Dr. McCullough stated that per policy we come to the Board for approval of the reclassification of a classified position to a non-classified position for what we believe are very real, legitimate reasons. The position is under the supervision of Scott Cook, Dean of Students. Mr. Cook stated that the details and rationale for the change deal with the Health Service Department, which is staffed by a registered nurse, namely Christy Bennington. We have updated the PIQ and sent to Human Resources to have it reviewed for reclassification. In the current situation there's not much flexibility. Currently the position pays approximately \$20,000/year. Ms. Bennington coordinates the office, health care, referrals, budgets, is the point person with the Ohio County Health Coalition,

and coordinated the H1N1 clinic. These duties put together are truly representative of what she does as more of a Director or Coordinator of Health Services. The compensation is not reflective of these duties. Human Resources reviewed the reclassification, and one of the things Brian Warmuth mentioned is that since she doesn't have a staff she supervises, he doesn't have much flexibility. The discussion then turned to non-classified, bring the matter before the Board, and reclassify this position so we can make a salary adjustment. The question was asked as to whether this position is full or part-time. The position is a ten-month position with no office hours during June or July. Mr. Steptoe asked what the difference is between classified versus non-classified. A classified position has certain protections provided by State law with grievance procedures and a salary schedule. Under State law, 20% of the University's employees who receive State benefits can be non-classified; will and pleasure employees. There is currently a bill in legislation that makes some changes in this area. Beverly Burke stated that the classified have a system of job titles and pay grades that the non-classified do not. In this position we are restricted from moving the person up, especially since having no supervisory duties attached to the position makes a difference in the pay grade. Mr. Stack asked how close we are the limit of non-classified employees. President Capehart stated that we are at approximately 18%. With the change in legislation we will be in good shape on this percentage.

**A motion was then made by the West Liberty University Board of Governors to approve the creation of the non-classified critical position of the Health Service Nurse to "Director of Health Services" by Shane Stack and seconded by Beverly Burke; motion passed unanimously.**

#### **10. Tuition Waivers\*:**

President Capehart stated that this resolution will allow for full tuition waivers to employees, spouses of employees and dependents of employees, but will not count against the statutory 5% awarding cap. It was suggested and Financial Aid agreed that we increase its current level of 75% and 50% waivers to 100% tuition for employees, dependents, and spouses, as verified. The reason we wanted to move forward with these waivers was to put us in line with two or three other institutions in the State of West Virginia. In the last few years these waivers have affected approximately seven employees, so it's not a budget problem. This also gives us an opportunity to reward our faculty and staff, especially in times when the State cannot give merit increase awards to employees and faculty. Mr. Stultz asked if this would apply to adjuncts, which it does not. Mr. Cook stated that it applies to benefits eligible employees. The awarding of these tuition waivers will begin with the 2010-11 academic year.

**A motion was then made by the West Liberty University Board of Governors to approve the Employee Tuition Waiver Procedure by Ann Thomas and seconded by Mike Turrentine; motion passed unanimously.**

Mr. Steptoe asked if when these tuition waivers were considered, was there any consideration given to children who may have gone into the armed forces for four years, come back, and because of age, might not meet the age requirement? They may not still be a dependent but we should be sympathetic to those who have given their years to the armed forces, particularly those who come back for an education. Mr. Cook stated that a bill was passed a few years ago that specifically allowed for people in such a position. Most of these students have the GI Bill and they pay the University. The new GI Bill also pays for individuals who come back for an education and had served in the National Guard. West Virginia provides tuition waivers for them as well.

#### **11. West Liberty University Research Corporation Agreement\*:**

President Capehart stated that at the December 9, 2010 meeting of the West Liberty University Board of Governors, a proposal was presented regarding establishing a research corporation for West Liberty University. Establishing a research corporation will enhance research opportunities for the University. There are only two institutions in the State of West Virginia who do not have a research corporation; WLU is one. §18B-12-1 of the West Virginia code permits an institution to enter into affiliation agreements with such corporations. Under current law, the directors are appointed by the president and are officers of the institution. Since WLU and the research corporation would be 501(c)(3) Corporations, assets would transfer to the institution upon dissolution. Having a research corporation allows you to be in a position to attract more research dollars, which can be provided to faculty for research activities; all of which is part of becoming a University.

Chair Joseph stated that with the budget crunches, the more revenue sources we have the better to bring more money on campus. These monies can assist in keeping tuition and fees down for students and provide extra resources for things we would otherwise not be able to do for lack of funding. WLU, along with West Virginia State, are the two institutions in the State who do not have a research corporation. Currently, we are routing grants through the Foundation, which does not build a true endowment within the Foundation.

**A motion was then made by the West Liberty University Board of Governors to, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission, enter into an affiliation agreement with the West Liberty University Research Corporation by Shane Stack and seconded by Mike Turrentine; motion passed unanimously.**

**12. President's Report:**

President Capehart proceeded with his presentation as outlined. Updates on various areas for enrollment were given and Admissions applications. A discussion followed with regard to Executive VP/CFO Jack Wright working with campus budget managers, working to find money and turn it around to different areas of the University. Departments across campus have been told they won't do without; if they need money to further WLU we will see what can be done. Redirected money was used for purchases to keep equipment as up-to-date as possible.

We are currently tracking a significant bill, Senate Bill 480, which combines three bills into one for a comprehensive bill. The bill is still in flux and getting ready to reach the Senate floor. If it passes the Senate we will have a better idea of what is in the bill. Capital improvements in the bill passed the \$150 Million cap on the bonding authority. This would put the new science building project back up to \$15 Million, as opposed to the \$11,750,000 it had been reduced to. The bill also gives Boards of Governors more flexibility. WVU and Marshall will retain most of their flexibility, with the exception of tuition and fees and programs. Their bachelors and masters programs would need final approval at the HEPC level; approval is currently given by their BOG's.

Another part of this bill is tuition and fees. WVU and Marshall can give up to a 5% increase in tuition and fees without HEPC approval, and regional colleges and universities are allowed up to a 3% increase without HEPC approval. The 7.5% tuition and fee cap for all regional colleges has been removed.

The other significant part of the bill is the personnel study. For the most part 60% to 70% of the bill is good. There were some concerns which have since been worked out so most institutions are support its passage. It's will be best if we wait to see the summary after the bill passes the Senate, since they are still trying to work out some parts of the bill.

Mr. Turrentine asked what President Capehart envisions for future funding if there are no tuition and fee increases as asked by the Governor? Increases in enrollment, along with possible tuition differentials for select programs, can help to offset this, stated the President.

Mr. Stultz stated that this is great information and we will need to talk about this. President Capehart stated that none of us want to raise tuition and fees, and the Governor provides wonderful leadership, but we don't want to come out and say he doesn't have the power to stop us. The HEPC let us know that they are not apposed to a three to four percent increase. Mrs. Burke asked the highest proposed percentage, which is 7.5%, and the mid-range is 5%. President Capehart said that it has also been discussed to have students apply for a particular College within the University, which is not uncommon. WLU's tuition percentage increase will likely fall near the middle for tuition and fee increases.

Mr. Turrentine stated that the Governor's message said no base salary increases for next year; faculty are not getting base salary increases. Are there any other discussions going on with the Finance Committee for other options? President Capehart stated that he has talked with the Chairs and Faculty Senate and Classified Staff Council to explore possible options, although those are very limited.

**13. Adjournment:**

The meeting adjourned at 6:50 p.m.

Brian Joseph \_\_\_\_\_  
Chair

Richard Carter \_\_\_\_\_  
Secretary