

**Minutes**  
**West Liberty State College Board of Governors**  
**R. Emmett Boyle Conference Center**  
**Wednesday, 20 March 2002**

**ATTENDANCE:**

**Board Members:** Brad Blair, Debra Boger, John Cole, Jim Frum, John Gompers, Keith Kaczor, Roseanna Keller, Larry Miller, John Moore, and Will Turani.

**Unable to Attend:** Derek Ennis and Dan Joseph

**Administration/Faculty/Staff:** Richard Owens, Bassam Deeb, Marsha Krotseng, John McCullough, Genny McIntyre, Kay Monseau, Barbara Neuman, Earl Nicodemus, Jody Seabright, and Mike Turbanic.

1. **Call to Order:** Chairman Gompers called the meeting to order at 5:40 pm.

2. **Approval of Minutes:**

- Wednesday, 16 January 2002 (regular BOG meeting)
- Thursday, 7 March 2002 (BOG Executive Committee)

**ACTION ITEM I:**

*A motion to approve the minutes was made by Jim Frum and seconded by John Moore; motion passed unanimously.*

3. **Appointment of Nominating Committee:**

Members appointed to the committee are: Dan Joseph, Will Turani, and John Gompers. A committee report will be available at the June meeting of the Board.

4. **President's Report:**

To clearly communicate with the campus and dispel any misinformation, a formal announcement is being made to the campus community and the local press concerning the College's financial plans and proposed budget for FY 2003. A campus-wide meeting will be held at 8:00 am on Thursday, March 21, and a press conference will take place immediately following the meeting.

5. **Tuition and Fees, FY 2002-03:**

Mike Turbanic presented a fee-planning schedule to the board. He explained the increases in regular student fees, special fees and charges, residence hall rates, and apartment and faculty housing rates. The HEPC issued guidelines that state colleges and universities could not raise tuition and fees beyond a maximum of 9.95 percent for WV residents. However, the HEPC may suggest that institutions hold their tuition and fees well below this percentage. The deadline for submitting proposed tuition and fees has been extended until April 5. These increases are well founded and should not be a major imposition on our students or affect our competitiveness. Much discussion followed concerning balancing the budget, specific line item increases, and deferred maintenance.

**ACTION ITEM II:**

*Resolved, That the West Liberty State College Board of Governors approves the proposed FY 2002-03 tuition and fees, residence hall charges, and meal plan rates as outlined for transmission to the Higher Education Policy Commission. A motion to approve the plan was made by Jim Frum and seconded by Roseanna Keller; motion passed unanimously.*

**6. Budget Considerations for FY 2002-03:**

Although the legislature has still maintained the three percent reduction (\$309,655) to our budget, they may give back as much as one-half of this amount. However, the Higher Education Policy Commission will control how much we would actually receive. Conference calls are scheduled this week to help determine this issue. Efforts to save money for the institution include not filling positions that are being vacated. Board members were presented with an outline of anticipated revenues, expenditures, and recommendations. A great deal of discussion centered on the proposed recommendation for “*adjustments and reallocations of functional programs, personnel, services and contingencies (\$236,772).*” Several Board members requested clarification and further information concerning personnel layoffs. A decision was made to hold an additional Board meeting in April so that Board members can be informed of any administrative decisions concerning personnel.

**A motion was made by Debra Boger to accept the recommended budget as is with the provision that the Board be informed of any decisions/actions concerning, “*adjustments and reallocations of functional programs, personnel, services and contingencies (\$236,772)*” prior to implementation.**

**ACTION ITEM III:**

*Resolved, That the West Liberty State College Board of Governors approves the proposed FY 2002-03 budget as outlined for transmission to the Higher Education Policy Commission. A motion to approve the proposed budget was made by John Cole and seconded by Jim Frum; motion passed unanimously as amended by Debra Boger.*

**7. Financial Update, FY 2001-02:**

Mr. Turbanic briefly reviewed the WLSC Financial Statement. Receipts are on target and the balance is higher than originally anticipated. Despite this, the budget is on a cash-only basis and by June the balance may change significantly. As previously requested by the Board, a balance sheet is included with the financial statement.

**8. Banner Information System Update:**

Although, the deadline with Banner is still October 1, our contractual relationship extends to July 2003. Therefore, all necessary functions required for the regular operation of the institution are being implemented first and other less critical functions will be implemented later. Personnel associated with the most necessary functions will be the first employees to receive training on the system. Other employees will be trained at a later date.

**9. Program Review Results:**

All academic programs are reviewed every five years as part of an on-going evaluation process. The department chair is required to submit a review of the program, curriculum, faculty, student scores, etc. Jim Frum, Board representative for program review, met with John McCullough and Marsha Krotseng to evaluate the two programs (chemistry and mathematics) that are up for review. It was recommended that both programs be continued with some corrective action required in student outcomes assessment.

**ACTION ITEM IV:**

*Resolved, That the West Liberty State College Board of Governors approves the program review recommendations for the B.S. in Chemistry and the B.S. in Mathematics for continuation of both programs with corrective action focused on student outcomes assessment and required follow-up reports to be completed by January 15, 2003. A motion to approve the program review was made by Brad Blair and seconded by Larry Miller; motion passed unanimously.*

**10. Pre-Professional Speech Pathology and Audiology:**

This is the first of a series of proposed changes to academic programs designed to meet market place needs. As enrollment has grown this program is now able to function as an independent major in the pre-professional curriculum.

**ACTION ITEM V:**

*Resolved, That the West Liberty State College Board of Governors approves a Pre-Professional Speech Pathology and Audiology Major as an addition to the existing Pre-Professional programs within the School of Sciences. Further, Be It Resolved, That the West Liberty State College Board of Governors approves a track/area of emphasis in Speech Language Pathology (SLP) within the Pre-Professional Speech Pathology and Audiology Major. A motion to approve the Speech Pathology and Audiology Major was made by Roseanna Keller and seconded by John Cole; motion passed unanimously.*

**11. School Nurse Certification:**

This certification is an excellent option for our nursing students. With the addition of only three courses, this certification will provide another area of career opportunity for nursing majors.

**ACTION ITEM VI:**

*Resolved, That the West Liberty State College Board of Governors approves the development of the School Nurse Certification option for submission to the West Virginia Department of Education. A motion to approve the development of a School Nurse Certification was made by Larry Miller and seconded by Jim Frum; motion passed unanimously*

**12. Gerontology Track/Area of Emphasis:** The Health Sciences Department has developed a gerontology track or area of emphasis. This track is also in response to market needs and provides our students with additional workplace opportunities. These courses will be available by Fall 2002, and are open to students other than those in the health fields.

**13. Multicategorical Special Education:**

The Department of Professional Education has proposed that students currently enrolled in the special education curriculum be given the opportunity for certification in behavioral disorders and learning disabled. This proposal will involve revising the core curriculum and will provide students with multicategorical certification.

**ACTION ITEM VII:**

*Resolved, That the West Liberty State College Board of Governors approves the addition of the Multicategorical Special Education curriculum for submission to the Higher Education Policy Commission and the West Virginia Department of Education. A motion to approve the curriculum was made by Larry Miller and seconded by Roseanna Keller; motion passed unanimously*

**14. Enrollment by Major Report:**

Marsha Krotseng reviewed the Enrollment by Majors report with the Board. The report is an on-going six-year study of trends and patterns in enrollment.

**15. Student Outcomes Assessment Report:**

Marsha Krotseng reported on the student outcomes assessment report to the Higher Education Policy Commission. The North Central Association of Colleges and Schools conducted a visit to our campus in April 1998. At that time, our lack of an assessment program was cited as a weakness. North Central will visit again in 2003 to examine our progress with assessment. An executive summary of our progress in various areas of student assessment was distributed.

**16. Resolution on Dining Options:**

In response to House Bill 2999, the Higher Education Policy Commission requires that students at state institutions be given several meal plan options including a no purchase plan.

**ACTION ITEM VIII:**

*Resolved, That the West Liberty State College Board of Governors directs the College administration to continue the practice of providing a variety of meal plan options in order to best serve student needs. A motion to so direct the administration was made by Jim Frum and seconded by John Moore; motion passed unanimously.*

**17. CyberneticCampus Concept:**

This is a comprehensive technology master plan designed to connect into every area of campus and beyond. This concept would enable us to improve technology without the expense of a new building.

**ACTION ITEM VIII:**

*Resolved, That the West Liberty State College Board of Governors endorses the CyberneticCampus concept and directs the President to pursue external funding for this project. A motion to endorse was made by Roseanna Keller and seconded by John Cole; motion passed unanimously.*

**18. Other Items:**

- **Science Fair:** The WLSC Science Fair is scheduled for Friday and Saturday, March 22 and 23. John Cole is the Director and the Fair will be held in the ASRC building.
- **Bonding:** Mr. Blair initiated a discussion of bonding and whether or not it should be considered as a possible solution to some of the College's financial difficulties. Jamie Wilhelm, Director of Public Finance with Bank One, and Mr. Blair have been in discussions with President Owens, but an internal plan would need to be developed before beginning any discussion with an underwriter. Mr. Blair and Mr. Wilhelm will present their recommendations to the Board at the next meeting.
  
- **Presidential Inauguration:** The inauguration is scheduled for April 10. Board members who are attending are asked to meet in the chapel by no later than 11:40 am. The parking lot behind College Hall is being reserved for Board members. The procession will be very similar to commencement. If you have any questions, please contact Mary Ann Edwards in the President's Office (336-8000). The cost of the event has been minimal thanks to the generosity of numerous donors. For example, Wood Dining Service has generously donated all the food for the event.
- **Commencement:** Although, originally scheduled for 2:00 pm, the ceremony has been rescheduled for 11:00 am. Board members who are planning to attend should report to the President's Office by 10:30 am.
- **HEPC Meeting with Boards of Governors:** Scheduled for 12 or 13 September in Charleston, West Virginia.

- **HEPC Visit to Campus:** Scheduled for Friday, November 15, 2002.
- ***Top of the Hill:*** Mr. Frum and other Board members commended the efforts of those responsible for the latest issue of the magazine and praised it as being the best issue to date.

19. **Adjournment:** The meeting adjourned at 9:20 pm.

John E. Gompers

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Chair

Debra Boger

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Secretary

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