

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, March 24, 2004**

**ATTENDANCE:**

**Board Members:** Brad Blair, Al de Jaager, Jim Frum, John Gompers, Dan Joseph, Roseanna Keller, Mary Kosar, Eric McCartney, Larry Miller, John Moore

**Unable to Attend:** Will Turani, Bernie Twigg

**Administration/Faculty/Staff:** Richard Owens, John McCullough, John L. Davis, Bassam Deeb, Patrick Henry, Genny McIntyre, Tammi Secrist, Brenda King, Scott Cook, Jennifer Adams

1. **Call to Order:** Chairman Frum called the meeting to order at 5:57 p.m.

2. **Approval of Minutes:**

Full Board  
01/28/04

Executive Committee  
03/08/04

**ACTION ITEM I:**

Mr. Frum asked if there were any changes to the minutes. One change, with motion made by John Moore and seconded by Roseanna Keller, was made to the March 8, 2004 Executive Committee minutes. A motion to approve the minutes of the full Board of January 28, 2004, along with the Executive Committee minutes of March 8, 2004 with one change, was then made by Brad Blair and seconded by Mary Kosar; motion passed unanimously.

3. **President's Report:**

Dr. Owens touched on the many recent developments from Charleston as follows:

(a) The Chancellor felt the Unity Agenda was critical to the success higher education enjoyed this year. The state college presidents agreed by standing together it would maximize their influence. In the opinion of observers, this put us in a good position with the legislature.

A number of bills were passed during this legislative session. HB 101 would simplify tuition and fee accounting by reducing the process to as few as three accounts, (i.e. tuition, fees, and auxiliaries), simplifying paperwork and accounting. The question was raised on HB 101 and voting on fees by students and Board of Governors.

SB 448 relates to higher education advisory boards generally. The House amended SB 448 to include a separate community and technical college council, while the Senate amended SB 448 to include parts of SB 725. SB 448 had made provisions for four institutions that met criteria for university status. The provision for WLSC and Glenville to make this move when they meet the standards was also included. The Northern Panhandle Delegation worked hard for WLSC on this issue. The question was raised as to why we do not now qualify for university status. Dr. Owens covered these issues and what it will take to comply.

A discussion followed on the lengthiness of the bills and what they contain. A key issue in the governor's budget that was finally resolved to our benefit was the proposal to put our funding in the lottery account. WLSC was singled out because the amount of our state allocation would fit a specific funding amount. There would be some advantages to lottery funding, but the consensus was to remain funded through general revenue like the other state colleges. WLSC remains funded through the state operations budget (not lottery).

Resolution SCR 1001 approved a higher education bond to finance capital improvements at public colleges. WLSC will receive the amount of \$3,085,000 that WLSC would not have to repay directly, since this bond is funded by lottery revenue, not tuition and fees. \$2,000,000 is allocated to the Fine Arts media connector project. \$585,000 will be for upgrading and expansion of lighting, which is a safety issue. \$250,000 will be used to meet ADA requirements in key areas. Another \$250,000 will go toward the cost of replacing our campus telephone switch.

A discussion followed on allocations and other bills that had little or no effect on WLSC. Budget information we just received shows that, in addition to unfunded mandates, the budget reduction works out to approximately 4.5%. The only areas that saw a serious increase were the Promise and Research Challenge area. A discussion followed on areas of the budget and how they changed with regard to funding.

4. **Budget:**

- (a) FY '04 Budget Update – Pat Henry distributed copies of the estimated budget breakdown with the bond fees separated to be checked individually. This list is current within one day. The significant issue at year-end, projecting out thru June, is accrued vacation and sick time, based on actual vacation time and adjustment for accrual for sick time. Discussion followed with regard to encumbrances, and other budget matters.

The status of the audit is it is still going through the conversion process and we are working with Shepherd and WVVNET on this problem. This should not change previous financial statements.

- (b) FY '05 Budget Update – Mr. Henry went through the budget listing and how it changes for FY '05. Discussion followed on various breakdowns and effects.
- (c) Bond Update – BIC is moving ahead with investing the WLSC bond monies aggressively. Members of the committee present at the board meeting addressed questions. A discussion followed with regard to current projects and what will be accomplished throughout the summer.
- (d) Tuition/Room and Board Rates for FY '05 – Recommendations on tuition and fee increases are due in Charleston by April 14 or 15. This date was just received Monday, March 22, 2004. We are calculating a 6.9% tuition and fee increase. Bassam Deeb detailed the percentage and what other institutions in the state are doing and its effect, looking at WLSC's top ten competitors. A lengthy discussion followed with regard to the tuition and fee increase and other budget matters. After much discussion, Jim Frum interjected we are not voting on a budget but looking at a percentage increase for tuition and fees.

The question was raised as to whether we know enough to vote on this issue. After a lengthy discussion, John Gompers made a motion to adopt the 6.9% proposal, and Larry Miller seconded. A show of hands vote was taken with six in favor of the 6.9% rate and three against, those being Dan Joseph, Eric McCartney, and Brad Blair. There was one abstention, Mary Kosar. The motion passed 6-3-1.

John Gompers also made motion to get various recommendations from the administration based on a projected fall 2004 FTE of 2,400 and 2,500, a 2% raise and no raise, and compare these figures. The motion was seconded by John Moore. Jim Frum recommended this information go through the Finance Committee and to let them make the recommendations to the Board. Mr. Gompers would prefer initial recommendations come from the administration. Brad Blair seconded. Motion carried unanimously.

## **ACTION ITEM II:**

***Resolved, That the West Liberty State College Board of Governors sets the FY '05 (academic year 2004-05) in-state tuition rates at 6.9% greater than FY '04, out-of-state tuition rates at 6.9% greater than FY '04, room rates at 6.9% greater than FY '04, and board rates at 6.9% greater than FY '04. A show of hands vote was taken with six in favor of the 6.9% rate, three against, and one abstention.***

5. **Audit FY '04 Deloitte and Touche:** The audit is still not complete due to problems with conversion and the Banner system. Pat Henry explained the process of trying to clear up this problem and when it should be finalized.

6. **Revision to WLSC Policy #221 – “Grade Appeal Procedure”:**

Dr. McCullough discussed the information received during the 30-day comment period. To date he has met with student government and received their input. Dr. McCullough requested of the Board the opportunity to look at these changes and bring back a revised procedure to the next Board meeting. It was also noted that this procedure has been functioning without a problem to the point and the additional time should not be a problematic. A motion to revise the grade appeal procedure for the next Board meeting was made by John Gompers and seconded by Roseanna Keller; motion passed unanimously.

7. **Academic Program Five-Year Review Approvals:**

Dr. McCullough reviewed all of the areas listed for review or follow-up, those being the B.S. in Clinical Laboratory Science, the B.S. in Criminal Justice, the B.S./B.A. in Interdisciplinary Studies Degree, and the Regents' Bachelor of Arts Degree for continuation of these programs at the current level of activity, and the B.S. in Exercise Physiology and B.S./B.A. in Social Sciences (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, 2005. It was noted Jim Frum is part of the review committee. Recommendations are made by the committees during the review process, which is conducted by the deans, chairs, and selected departmental faculty. Dr. McCullough gave a review and background on each program and the reasons for follow-up reviews.

## **ACTION ITEM III:**

***Resolved, That the West Liberty State College Board of Governors approves the program review recommendation for the B.S. in Clinical Laboratory Science, the B.S. in Criminal Justice, the B.S./B.A. in Interdisciplinary Studies Degree, and the B.S. in Regents' Bachelor of Arts Degree for continuation of these programs at the current level of activity, and the B.S. in Exercise Physiology and B.S./B.A. in Social Sciences (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, 2005. A motion to approve was made by Dan Joseph and seconded by Eric McCartney; motion passed unanimously.***

Al de Jaeger distributed a letter to the Board of Governors at the request of Associate Professor Dave Wright with regard to class scheduling. Professor Wright would like an opportunity to meet with the Board regarding this policy, but would be acceptable to have Mr. de Jaeger convey to him the Board's sense regarding the scheduling matter. After some discussion, the Board directed the administration do an analysis with the faculty, along with Admissions and Enrollment Management, and bring back a report with recommendations for a policy. Eric McCartney suggested Student Government also be involved.

8. **Marketing Overview and Update:**

Genny McIntyre and Tammi Secrist gave a detailed presentation regarding the marketing of WLSC. The Board cited the accompanying handout information, along with the presentation itself, as being excellent.

9. **Old Business:**

None.

10. **Possible Executive Session:**

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

11. **Adjournment:**

The regular meeting adjourned at 9:45 p.m.

Jim Frum \_\_\_\_\_  
Chair

John Moore \_\_\_\_\_  
Secretary

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