

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, March 26, 2003**

**ATTENDANCE:**

**Board Members:** Brad Blair, John Cole, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Roseanna Keller, Larry Miller, Christopher Varney, and Will Turani.

**Unable to Attend:** Debbie Boger and John Moore

**Administration/Faculty/Staff:** Richard Owens, Bassam Deeb, John McCullough, Genny McIntyre, Tina Smith, Paula Tomasik, and Mike Turbanic.

1. **Call to Order:** Chairman Frum called the meeting to order at 5:57 PM. He then asked that everyone join him in a moment of silence for the American soldiers fighting in Iraq.

2. **Approval of Minutes:**

**Full Board**

• February 26, 2003

**Executive Committee**

• March 13, 2003

**ACTION ITEM I:**

*A motion to approve the minutes of the full Board as amended, along with the Executive Committee minutes, was made by Mr. Cole and seconded by Dr. Joseph; motion passed unanimously.*

3. **President's Report:** Dr. Owens reflected on the many positive developments that are on-going at WLSC. He mentioned the positive feedback received from the North Central Association focused visit team, the 100% nursing pass rate for RN licensure, and improvements to the residence life program. The Nursing Program recently completed an internal review and the results were very positive. In addition, the Biology Program completed a special statewide HEPC program review with satisfactory results. West Liberty is exploring planning for spending the \$1.7 million grant from Senator Byrd to wire the dormitories. The proposed BIS Program has received funding from the Benedum Foundation. The WLSC wrestling team earned an award for highest team grade-point-average and crowned six academic All-Americans. Also, Coach Vince Monseau was inducted into the Wall of Fame. Mr. Frum complimented the wrestling team, the Athletic Department, and Coach Monseau for these excellent achievements.

**ANNOUNCEMENT:**

Mr. Turbanic announced to the Board that he will retire on June 30, 2003. Mr. Turbanic stated that he has loved his life at WLSC, and he has enjoyed working with the Board, the Administration, and the Staff of the College. Mr. Frum acknowledged Mr. Turbanic's retirement and thanked him for all his hard work over the years.

4. **Bond Update:**

Mr. Turbanic stated that since the last meeting, the bonding process has been accelerated. The RFP went out to seven investment bankers and those banks include: Edward Jones, St. Louis, MO; Bank One, Columbus, OH; Crews & Associates, Charleston, WV; USB Painewebber, Philadelphia, PA; RBC Dain Rauscher Pittsburgh, PA; Ferris Baker Watts, Incorporated, Charleston, WV; and Solomon Smith Barney, Philadelphia, PA. An evaluation team (John Gompers, Will Turani, and Mike Turbanic) scored the banks, and Bank One of Columbus, Ohio was selected. The WLSC administration is working to have the bond initiative placed on the agenda of next HEPC meeting in April. Our resolution will be presented to the HEPC, and if granted HEPC approval, the financial bonding process will begin. The next step is to appoint a trustee who will make sure the bond-holders are paid.

**ACTION ITEM II:**

*Mr. John Gompers moved that the Board of Governors approve the appointment of Bank One for the RFP. Ms. Roseanna Keller seconded the motion; Mr. Brad Blair abstained, and the motion passed.*

**ACTION ITEM III:**

*Dr. Dan Joseph moved that the Board of Governors request a RFP from local banks, a trustee for bond issue, and supply a letter of credit enhancement. Mr. Keith Kaczor seconded the motion; and the motion passed unanimously.*

**ACTION ITEM IV:**

*Mr. John Cole moved that the Board of Governors designate the Capital Fee as the primary collateral for the bond and that the Administration also identify other legal sources of income as collateral. Ms. Roseanna Keller seconded the motion; and the motion passed unanimously.*

5. **Financial Update, FY 2002-03:** Mr. Turbanic distributed a financial statement, and he briefly discussed the revenues, expenditures, and the statement of net assets.
6. **Budget FY 2004:** Mr. Turbanic asked Board members to refer to the confidential financial statement they received prior to the meeting. This statement of revenue increases, expected additional expenditures and reallocations detailed five options for the Board to review and select one option for increases in tuition for 2004. Expected additional expenditures were discussed such as increases in salaries for faculty, staff, and administration, increases in fixed costs, increases in academic laboratory supplies and equipment, increases for marketing and recruiting, and increases in expenditures for operations. There was discussion on exact figures and costs to the student per semester and the effect these increases may have on our competitiveness with local private institutions that have decreased tuition costs. Dr. Owens explained that we are required by state law to charge no more than 35% of the cost of instruction to in-state students and to charge 100% of the cost of instruction to out-of-state students. Ms. Keller recommended option B since it would have the least impact on local students. Mr. Gompers stated that he felt C was the only viable option. Mr. Gompers explained that since we are still struggling from the effects of recent cutbacks to our budget and staff, adoption of any option that does not provide for a financial surplus would not be advantageous. There was much discussion of the five options, and Mr. Gompers made the following motion.

**ACTION ITEM V:**

*Resolved, That the West Liberty State College Board of Governors adopts option C. A motion to approve option C was made by John Gompers and seconded by John Cole; motion passed with one opposition.*

7. **Academic Update:** Dr. McCullough began by reiterating the academic All American status of our wrestling team as number one in the nation. He complimented the efforts of the students, the team, and the coaching staff.

West Liberty has received the draft report from the North Central Association Visitation Team. The report was very positive and reflects the hard work and effort that went into the preparations of the self-study and exhibit room by faculty, staff, and administration. The report recommended that another visit was not necessary until 2008.

Dr. McCullough informed Board members of an adjustment in the administrative structure of the Criminal Justice Department. The Criminal Justice Department is to be merged into the Department of Social and Behavioral Sciences. This action is recommended by the Chair of Criminal Justice and the School Dean for Liberal Arts. Dr. Rich Lizza, Chair of the Social and Behavioral Sciences Department, will continue to serve as Chair of the expanded department, but he will be aided by an

Assistant Chair who will assume the primary responsibilities for Psychology and Criminal Justice. The Criminal Justice Department will remain in tact and this action will have no impact on students, marketing, or recruitment. Mr. Frum stated that this organizational adjustment does not require any action by the Board.

Dr. McCullough informed the Board that of the last six faculty resignations/retirements, only two are recommended to be replaced by full-time adjunct faculty. This action should have no impact on academic quality. Each Board of Governors is to establish an appropriate ratio of full-time to adjunct faculty at their institution. Currently, WLSC offers fewer courses taught by adjunct faculty than any other four-year state institution.

8. **Enrollment Strategies Update:** As a follow up to the extensive presentation on enrollment strategies presented at the last Board of Governors' meeting, Mr. Bassam Deeb discussed several benchmarks for his area over the next four to five months. April is a critical time for returning students and for the pre-registration process. An April sign-up is scheduled for the residence halls, which should provide a good estimate on the number of students who will be living on campus. June will be registration of incoming students and transfers, and August represents the beginning of the fall semester. There will undoubtedly be some concerns from students in the area of housing because they are not going to be given full access to all facilities. This is due to renovations and the need to maintain some flexibility for moving students when necessary. Housing has been in the 70% occupancy range all year. There was some discussion on the feasibility of awarding bed waivers to students.
9. **Other Issues:** Dr. Owens suggested that the April 23 meeting of the Board of Governors be canceled. The HEPC has scheduled a meeting for April 24, creating a slight conflict for administration. The Board has fulfilled its requirement of six meetings set forth by the HEPC. Additionally, there are no action items for the April meeting. The Board agreed to cancel the meeting providing that a special meeting or telephone conference may be necessary to settle any business matters related to the bond issue.
10. **Possible Executive Session:** Pursuant to WV Code 6-9A-4 subsection b-2-A, a motion to retire to Executive Session was made by Mr. John Cole and seconded by Dr. Joseph; the Board retired to Executive Session.
- 11: **Adjournment:** Meeting adjourned at 9:00 PM.

pjt

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

Brad Blair \_\_\_\_\_  
Secretary