

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Saturday May 8, 2004**

**ATTENDANCE:**

**Board Members:** Brad Blair, Al de Jaager, Jim Frum, John Gompers, Roseanna Keller, Mary Kosar, Eric McCartney, John Moore, Bernie Twigg

**Unable to Attend:** Dan Joseph, Larry Miller, Will Turani

**Administration/Faculty/Staff:** Richard Owens, John McCullough, Bassam Deeb, Patrick Henry, Genny McIntyre, Tammi Secrist

1. **Call to Order:** Chairman Frum called the meeting to order 7:59 a.m.

2. **Approval of Minutes:**

Full Board  
03/24/04

Executive Committee  
04/05/04

**ACTION ITEM I:**

Mr. Frum asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of March 24, 2004, along with the Executive Committee minutes of April 5, 2004 was then made by Al de Jaager and seconded by Brad Blair; motion passed unanimously.

3. **President's Report:**

Dr. Owens stated today, as well as in December, for all our conversations with regard to budget and procedures, WLSC's real purpose is what goes on today, that being commencement. There are approximately 275 graduates today and 175 in December.

We are currently making the largest investment in the campus in history. Approximately \$20 million will be applied toward campus initiatives, Technology Master Plan, and CyberneticCampus plan. Dr. Owens will be presenting information on the Technology Master Plan at a conference in Pittsburgh on May 9 and 10.

The recent NCATE visit was a success. There were some formalities but this was a major accomplishment. The BIS program was approved by the HEPC. Dr. Owens thanked the Board for their approval on all of these items, along with the faculty, staff, alumni, and donors that made many of these moves possible.

Dr. Owens also thanked Bassam Deeb for his service and outstanding commitment and service as Vice President of Student Affairs. This will be Mr. Deeb's last meeting, with his last official day at WLSC being May 28, 2004. Dr. Owens asked for questions, of which there were none.

Mr. Frum thanked Dr. Owens for his words of praise for Mr. Deeb and stated what a tremendous job he has done and how hard it is to lose someone that has done such a good job. Mr. Frum also thanked Bassam for his service and to always remember his ties to WLSC.

4. **Enrollment Update:**

Mr. Deeb gave an enrollment update for the fall semester with three pieces of information. Freshman applications as of May 1<sup>st</sup> show an additional 62 over this time last year, with the overall number up 54, including transfers and others. It was felt that some of the efforts put into place in the fall, along with added staff and school system follow-up seems to be working. Financial aid applications are being processed using scholarships as a way to make a stronger commitment from the college to students. 671 offers have been processed with 224 accepted. This compares to 412 and 156 last year. Returning students as of this week are nearly the same as last year. Many students have not pre-registered for fall. Deans and the Provost office will follow-up as much as possible before they leave. Indicators seem to be tracking positively. Instead of waiting until August, efforts will be made to bring students in throughout the summer to complete their registration. Mr. Deeb asked for questions, of which there were none.

Mr. Deeb also offered congratulations to Eric McCartney, student representative to the Board of Governors who is graduating today. He also introduced the new Student Government president, Andrew Lewis, and vice president Aaron Wilkinson.

5. **Nominating Committee:**

Board officers serve for a period of one year. With the one-year period coming to an end, Mr. Frum has appointed a nominating committee consisting of John Moore as Chair, along with Larry Miller and Will Turani, all of which have agreed to serve on the committee. This group will give a progress report at the next meeting.

6. **FY '05 Budget:**

Mr. Henry distributed a copy of the full budget to those in attendance. There is a balanced budget with some assumptions – a 2,450 headcount, no new instructional costs for the increased headcount, no raises (with the exception of a couple promotions and zero step for classified staff), and no Mercer scale adjustment. There will be no reduction in hours or employment in this budget. At this point there is no mid-year reduction planned but it is possible. A lengthy discussion followed with regard to the summary sheet and other aspects of the budget breakdown, reserves, and percentages for possible cuts next year.

A motion to approve the FY '05 budget was then made by John Moore and seconded by Roseanna Keller; motion passed unanimously.

Mr. Frum complimented and thanked Pat Henry and the Finance Committee for their coordinated efforts in putting together this budget.

Mr. Henry gave a brief update on the progress with the audit. With the next audit schedule for the end of June, the current audit needs brought to closure. Bernie Twigg, Brad Blair, and Pat Henry will contact Deloitte & Touche to see exactly where the audit stands.

7. **Possible June Meeting Date (Agenda: Budget and Allocations):**

The possibility of a June meeting was discussed. It was decided that a July meeting would allow more time to update the audit and budget information. A July date will be worked out and Mary Ann Edwards will inform the Board.

Dr. Owens gave the tentative dates for the Board to meet in the 2004-05 school year. The six dates follow the Wednesday evening format with the possibility of added meetings as needed.

8. **Old Business:**

The question was asked whether to discuss the annual presidential review. A motion was made by John Gompers and seconded by Al de Jaager to move to executive session.

9. **Possible Executive Session:**

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

10. **Adjournment:**

The regular meeting adjourned at 9:20 a.m.

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

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

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