

Minutes
West Liberty State College Board of Governors
Social Room, Interfaith Chapel
Wednesday, 14 November 2001

ATTENDANCE:

Board Members: Brad Blair, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, John Moore, and Will Turani.

Unable to Attend: Debra Boger, John Cole, Derek Ennis, Roseanna Keller, and Larry Miller.

WLSC Administrative Staff and Faculty: Joe Cartisano, Nelson Cain, Bassam Deeb, Marsha Krotseng, John McCullough, Genny McIntyre, Ann Rose, and Mike Turbanic.

Guests: Richard Owens, David Demas and Mary MacPherson (representatives of Deloitte & Touche)

1. **Call to Order:** Chairman John Gompers called the meeting to order at 6:03 pm. He welcomed Dr. Richard Owens, newly appointed President of West Liberty State College, who will take office in January.
2. **Approval of Minutes:**
 - 29 August 2001
 - 26 October 2001

ACTION ITEM I:

Motion to approve the minutes was made by Mr. John Moore and seconded by Mr. Keith Kaczor; motion passed unanimously.

3. **President's Report:** Dr. McCullough and members of the administration met with the Northern Panhandle's legislative delegation to thank them for their support, including \$200,000 from the Budget Digest, to fund scientific equipment for the Department of Natural Sciences and Mathematics and equipment for the Library. He also made a presentation to them concerning tuition and fees. The legislators are now much more informed about the necessity of fee increases to keep WLSC competitive with other tri-state institutions, to enable WLSC to provide up-to-date technology, and to provide quality instruction and educational services.

The Collaborative Master's Degree Program has been initiated at the Warwood Center involving both WVU and WLSC faculty. These are the first graduate courses offered by West Liberty State College. A question was raised concerning future collaborative graduate degree programs with Kent State and other universities. This type of collaborative is a possibility, but the issue of in- and out-of-state tuition would have to be resolved.

Dr. McCullough met with the mayor of West Liberty, Steve Morris, to discuss some of the concerns of the local community. Dr. McCullough stressed that the College cannot solve the revenue problems of West Liberty or the problems associated with absentee landlords. We are working with our students to encourage responsible, adult behavior. It was suggested that the public/local community should be informed that WLSC residence halls are at 92% capacity.

WTW architects are in the process of making revisions to the Campus Master Plan, which include apartment style housing as an alternative to traditional residence halls. This type of housing will be a major expense, but may be necessary to continue our forward movement to position the campus for the future. The revised Master Plan will be on the agenda for the next Board of Governors meeting.

West Virginia State College is requesting that the Higher Education Policy Commission approve a change to university status on the grounds that they are the second land grant institution in the state (WVU is the first). The action in this case will be of major interest to WLSC. Changing our name to university might have an important impact on our image since we compete with Ohio, Kent State,

Youngstown State, and Wheeling Jesuit Universities. We will have to await the decision of the HEPC.

Detailed information on the new Higher Education Report Card will be available after a meeting of the HEPC in Fairmont on Friday, November 16, 2001. There will be more direct institutional comparisons and a possible connection between funding and whether colleges have met their performance goals.

West Liberty had the largest Open House in the history of the institution on November 10. The Admissions Office staff did a fantastic job. The new Academic, Recreation, and Sports Complex is a big draw for parents and students and is reflective of some of the positive changes that have taken place on this campus. In addition, enrollment figures also reflect these positive trends.

Finally, as part of the transition process, Dr. Owens will be on campus tomorrow Thursday, November 15, to meet with several campus constituencies.

4. **Delegation of Powers Document:** Mr. Frum referenced bullet number five in the Delegation of Powers document, "Approving the teacher education programs offered by the institution." Mr. Frum questioned whether the Board has the proper expertise to approve the education programs, and asked if an ad hoc committee of educators could assist the Board with these important decisions. Dr. McCullough stated that the College can and will provide such support. The Board is to consider approval of this document.

ACTION ITEM II:

Resolved, That the West Liberty State College Board of Governors adopts the attached Delegation of Powers document enumerating the powers, duties, and responsibilities that are delegated to the President of West Liberty State College and authorizes the Chair to forward this document to the Chancellor. A motion to approve the Delegation of Powers Document was made by Mr. John Moore and seconded by Mr. Jim Frum; motion passed unanimously.

5. **Program Review Policy:** Dr. McCullough briefly explained the program review process. Every five years a program is reviewed as part of a system of checks-and-balances. This on-going process provides the data necessary to effect changes and make decisions regarding the program. The College determines if a program is still viable, cost effective, in need of revision, or even eliminated. The Biology and Chemistry programs are currently being reviewed. In the past, program review decisions were made at the state level. However, these reviews are now the responsibility of the Board. A final product of the program review will be submitted to the Board. In Programs such as Nursing, Education, Dental Hygiene, and Clinical Laboratory Science, the national accreditation agencies set standards that maintain quality.

ACTION ITEM III:

Resolved, That the West Liberty State College Board of Governors approves the dissemination of Policy 3: Program Review to constituent groups for comment. Motion to approve dissemination by Mr. Jim Frum and seconded by Dr. Dan Joseph; motion passed unanimously.

6. **Classified Staff Recruitment and Selection:** This policy has been "in place" on the campus level for several years. Recently, the requirement of having a Human Resources representative present during the interview process has been suspended. Hiring committees are formed for vacant positions and are instructed on the interview process and legal ramifications, making it unnecessary for a Human Resources representative to participate in all campus interviews.

ACTION ITEM IV:

Resolved, That the West Liberty State College Board of Governors approves the specified revision to the existing policy on “Classified Staff Recruitment and Selection.” Motion to approve the revision by Mr. John Moore and seconded by Mr. Brad Blair; motion passed unanimously.

7. **Proposals for Development of Master’s Degree Programs:** The HEPC has requested proposals for the development and implementation of a “stand-alone” Master’s Degree programs at the regional graduate centers, including WLSC. This request is in line with Senate Bill 703, and several WLSC departments have expressed interest in submitting a proposal. All proposals must be approved by the Board and submitted to the HEPC by December 14, 2001. As the full board will not meet again prior to that date, authorization is requested to allow the Executive Committee to approve any proposal(s) on behalf of the Board.

ACTION ITEM V:

Resolved, That the West Liberty State College Board of Governors authorizes its Executive Committee to approve on behalf of the full Board any proposal(s) brought forward to offer a pilot Master’s Degree Program and to forward appropriate documentation to the Higher Education Policy Commission by December 14, 2001. Motion to authorize the Executive Committee by Mr. Jim Frum and seconded by Mr. John Moore; motion passed unanimously.

8. **Banner Information System Conversion:** Mr. Joe Cartisano informed the Board concerning conversion to SCT’s Banner Student Information System. WLSC is expected to be up-and-running with an entirely new system as early as September 28, 2002. However, the College lacks the financial and human resources as well as sufficient time to implement this system as mandated by the HEPC.

West Liberty State College has effectively managed the cost of computing by working with WVNET since 1975. Currently, the WLSC Computer Center has a staff of four, including a hardware specialist, a help-desk person, a data entry/secretary, and a director. In September of 2002, WLSC will lose this shared computer system when we are expected to convert to the Banner System. Training our personnel, finding the money, and finding the time (compress 30 years into one) are all major concerns for WLSC. So far, only Mike Turbanic and his staff in the Business Office have begun any training. The critical challenges for WLSC are the time and money factors. If WLSC is not ready by September 28th, how will we award financial aid, report grades, or register students? What is going to happen if we are not up-and-running?

Mr. Cain stated that Joe Cartisano has personally saved this institution several hundred thousand dollars by continuing to operate our present system. Other state colleges are not in the same situation because most of them converted to Banner 15 years ago. For the last fifteen years, we have been expected to pay for Banner along with the rest of the state colleges even though we have not been using it. We need to be able to apply this money (approximately \$200,000) toward the cost of implementing the system.

To solve the numerous problems associated with the Banner conversion, we need to run a parallel system which requires an extension of time. In addition, we need financial assistance and/or credit for money we have already paid. Finally, we need personnel to assist with training our employees. Mr. Cartisano stated that if we can get the HEPC to continue to pay for our current system for another year, then we would have a parallel system in place while we are converting to Banner. It was suggested that a campus representative (Dr. McCullough or Mr. Cartisano or both) have a heart-to-heart discussion with the Chancellor. We have to determine our options and the consequences of not being ready by September 2002. The Board members suggested that the WLSC staff develop an action plan and bring it to the next meeting of the Board.

9. **Enrollment Report:** Mr. Cain reported that Fall 2001 enrollment is 2654, the fourth consecutive annual increase. These enrollment figures are particularly encouraging when one considers the facts that our area is experiencing a declining population and that WLSC faces increased competition from other local colleges. We have the largest transfer class ever, the largest freshmen class in 12 years, and the largest overall enrollment in 21 years. Two-thirds of our students come from the immediate area, but we are increasingly drawing students from more distant WV counties. These positive enrollment figures are a reflection of a growing campus-wide attitude that the responsibility for student recruitment belongs with all of us and not just the Admissions Office.

10. **Attorney General's Petition on the Legal Services:** Dr. McCullough reported that West Liberty would probably be asked to join with the other state colleges in filing a legal response to Attorney General McGraw's lawsuit to consolidate the legal services being provided by state agencies. There will be a legal fee/cost involved in the College being represented in this action.

11. **Audit Report:** A financial audit is completed annually at the end of the fiscal year. Board members received the Financial Statements and Management Letter prior to the meeting. Mr. Demas and Ms. MacPherson of Deloitte & Touche presented their audit report to the Board and distributed additional information. At the conclusion of the audit presentation, Board members were informed that they must formally approve the "Management Letter," a directive from the Higher Education Policy Commission. Board members elected to hold an Executive Committee meeting and place this on the agenda.

12. **Board Information:** Board members were reminded that in preparation for the January meeting, they should submit any questions/requests for information to Dr. Krotseng by December 15, 2001.

13. **Reminder of future meeting dates:**
 - Wednesday, 16 January 2002
 - Wednesday, 20 March 2002
 - Wednesday, 12 June 2002

14. **Adjournment:** meeting adjourned at 8:50 pm.

John E. Gompers

Chair

Debra Boger

Secretary

pjt