

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, November 16, 2005

ATTENDANCE:

Board Members: Clyde Campbell, Al de Jaager, Dan Greathouse, Dan Joseph, Mary Kosar, Will Turani, Bernie Twigg, Aaron Wilkinson

Unable to Attend: Lynne Exley, Roseanna Keller, Larry Miller, John Moore

Administration/Faculty/Staff: J. D. Carpenter, John Davis, Patrick Henry, Andrew Lewis, John McCullough, Genny McIntyre, Tammi Secrist, Jeff Turner

1. **Call to Order:**
Mr. Twigg called the meeting to order at 5:30 p.m.

2. **Approval of Minutes:**

Full Board
10/12/05
10/21/05

Executive Committee
None

ACTION ITEM I:

Mr. Twigg asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of October 12, 2005 and October 21, 2005 was then made by Dan Greathouse and seconded by Al de Jaager; motion passed unanimously.

3. **President's Report:**

Dr. McCullough stated he has been meeting with campus constituent groups, academic departments, Classified Staff Council, Student Government officers, the Foundation Board, Alumni Board, and library staff, among others, and will continue meeting with these groups across campus. The purpose of these meetings is to make sure that we are all on the same page and headed in the right direction. Direct and accurate communication is the best way to resolve issues and answer questions. These are question and answer type sessions, reflective of what is going on and what will be going on at WLSC. These will continue in order to keep the lines of communication open to all administrative offices.

West Liberty has had four consecutive years of declining enrollment. In response to this we will be instituting a campus-wide enrollment management strategic planning retreat in December. Scott Cook and Brenda King will be coordinating this retreat, with direct input from J.D. Carpenter and other individuals. The purpose of the retreat is basic but important; to be sure we are consistent in terms of a level of definition and substance to what we do in marketing, and enhancing and improving the image of WLSC and in rebuilding enrollment. This group will be dealing with enrollment management issues, critical issues, with definitive feedback to provide to the Board at our next meeting. Final headcount figures received by HEPC for the fall 2005 semester were at 2,246. This is an approximate headcount decrease of 4%, with an FTE decrease of 5.4%. These numbers are not acceptable to anyone and work needs to be done to turn our enrollment around.

We will be reinstating the Superintendents Consortium and are working on plans to meet in the near future with the five local county superintendents. This is a very good group, and the interaction which takes place with these individuals can have a positive impact on recruitment and retention. Board member Larry Miller does an outstanding job and is a center piece to this group.

We are in the process of expanding our "College at Park" program with Wheeling Park. We currently teach a very limited number of college courses at the senior level and are looking into other courses to offer for college credit. J. D. Carpenter and Scott Cook have taken a positive lead in this expansion. We will work toward a modest offering of courses in Brooke, Hancock, Marshall, and Wetzel counties. All of the courses utilize the same syllabus as courses taught on campus, and the high school faculty teaching these courses must hold master's degrees and must be approved by the appropriate WLSC Dean/Chair.

West Liberty sponsored a fall field day for Marshall County disadvantaged students. Special Education faculty members Kay Beth Calabria and Shelby Haines, which coordinated the event, had a good turn out. This type of faculty involvement provides positive exposure for the college and helps students who need assistance.

The U.S. Tennis Association held a tennis workshop for Physical Education teachers. The workshop was very successful. Suzanne Reed did an excellent job coordinating this workshop. The workshop was in

collaboration with Marsha Roberts, who was named PE Teacher of the Year for the State of West Virginia. Roberts is a graduate of WLSC, and this type of recognition of our graduates helps in promoting the College.

WLSC's ongoing Concert Series and theatrical groups continue their programs throughout the semester. These performances are always top caliber, and are wonderful exposure for our students as well as providing positive community outreach.

4. **HEPC and Legislative Update (www.hepc.wvnet.edu):**

WLSC's facilities Master Plan update was unanimously approved by the HEPC with the incorporated changes through the bond funding. Jeff Turner, Pat Henry, and John Giesmann played key rolls in updating this document. The Promise scholarship has been in the news with talk of a possible cap for fall 2006. The figure most discussed was a \$3,000 cap per year. This would not represent a serious disadvantage to WLSC. This could even benefit in our competition with the privates and Marshall and WVU. It has also been decided not to raise academic standards. Special fees are being reviewed by LOCEA. WLSC's special fees were below the HEPC average for four-year colleges. Pat Henry closely monitors these figures and the Deans and Chairs also play a major roll in monitoring these fees.

5. **Academic Affairs:**

WLSC's Biology Program has been formally recognized by the HEPC with unanimous endorsement as an Academic Program of Excellence. The biology staff should be receiving the Board's endorsement as a marketing and promotional tool. Our biology program is the only one in the State of West Virginia recognized as a Program of Excellence in the current academic year. Fine work was done on the program review by Dr. Robert Kreisberg and his staff. Grant money brought into the program has provided additional outreach programs with students.

There will be additional appointments and transitions in this area in the future. Dr. Donna Lukich, Dean of the School of Sciences, has been recommended to serve as Acting Provost, and Dr. Robert Kreisberg, Chair of the Department of Natural Sciences and Mathematics, has been recommended to serve as Acting Dean of the School of Sciences. These recommendations were as a result of meetings with Dean's Council.

As a reminder, commencement will be held Saturday, December 10th at 11:00 a.m., with a reception to follow. There are approximately 168 in this graduating class. Two strong friends of the College, John Gompers and Jim Frum, our first and second Board of Governors chairs, will be serving as dual commencement speakers. All Board members are welcome, and we would like to see you there.

6. **Enrollment Update:**

Dr. Carpenter stated they are up to full speed with many of the initiatives introduced over the last few months. Through the reporting of mid-term grades they are able to compile aggregate data for the first time to look for trends. The information on students receiving mid-term grades is sent to the students and the center for student success. There has been a significant increase in student traffic in the office asking for guidance with regard to mid-term grades. This will give us time to intervene on the student's behalf before it's too late.

Admissions front-end of the high school fair season has concluded, which keeps our counselors almost constantly on the road since Labor Day. We now shift from gathering prospects and applications to working on prospects and increasing numbers.

We remain excited about the progress with Goalquest. We have been keeping up with their demands and spend a lot of time getting things together with them. Rollout for the first few steps of Goalquest will be around the first week of December. This is a 20 step program and we hope to have something for the next Board meeting to see what we are looking at and what students are seeing. Aaron Wilkinson is serving a very critical role in this process and has met with the design team while on campus and has seen some of this material as it's going to exist.

We are excited about the Strategic Enrollment Management Plan. Looking across the campus groups, departments, divisions, faculty, and staff, this new program will go from geography to financial aid on how we manage data.

At the last regular Board meeting Dr. Carpenter distributed a list with enrollment information and at that time, was asked if we had similar information for Ohio and Pennsylvania, which is included this evening. There are a number of things going on so feel free to ask questions.

Bernie noted he had lunch with the mayor of Wheeling today and discussed WLSC collaborating with local businesses, and how they can collaborate with us in terms of scholarships and programs with area businesses and hospitals. These would be things to consider doing and some food for thought.

Dan Joseph asked if there were any other ramifications with regard to the computer glitch and the information circulating regarding students in academic trouble at mid-term. Dr. Carpenter stated there were no ramifications.

7. **Budget and Finance:**

The budget information contained in the Board packet is as of November 7, 2005. Since the last Board meeting the Executive Committee and Finance Committee have met twice with Deloitte & Touche, and both audits are complete.

Mr. Henry reviewed the tuition and fees and state appropriations. Tuition and fees will be recalculated from current enrollment and enrollment in January. These figures will be presented at the next meeting. The Finance Committee will convene before the next board meeting for any issues that come up. Revenue is at 35%, which is on track with expenses. The budget to date is right on track.

Mr. Turani stated he would appreciate information from Mr. Henry to be submitted to the Finance Committee on any expenditure over \$25,000. All of the December information will be in the packets for the next board meeting.

Questions were asked regarding utility costs and the effect of the water rate increase. Pat is working with Jeff Turner and other departments to see what can be done to keep costs down. To date we have not been notified of any water rate increase.

8. **Proposed New Projects for Remaining Bond Proceeds:**

Jeff Turner presented an update on campus projects. To date there are 55 completed projects, which includes Curtis Hall, the Student Union and site improvements counting as one project, breaking down to more than 55 total projects. 20 projects will be done in the next nine to twelve months. 18 projects were most recently completed with 12 currently in various stages of process and nearing completion.

Mr. Turner discussed the first page of the spread sheet summary of bonds which outlined expenditures by building. Projects are also listed separately to keep focused on the reporting aspect. We have performed favorably financially, with excess of \$1.3 million to apply to Beta Hall and other site improvement projects in the residence halls. We are in the process of receiving bids on windows for Boyd and Rogers Hall's to replace the original single pain windows. It will be to our benefit to upgrade these windows as we cope with the cost of energy for heating and cooling. Engineers are going through Beta Hall to determine what is needed to bring the building up to code. Beta is offline this semester for upgrades.

The I-70 project at the Highlands Development Area pre-proposal meeting was held November 4th for interested architectural firms. 31 firms signed in that date. We have received a great deal of interest on this project, including national award winning firms and are off to a good start for a quality design firm. We have also had great cooperation from the Ohio County Development Authority. An architect should be selected by early February. This phase of the project is funded by a \$97,000 grant from Alan Mollohan.

Pat Henry, Jeff Turner, John Davis and J. D. Carpenter meet every two weeks, and sometimes every week, to monitor and review the ongoing bond initiatives.

Dr. Campbell asked about the relocation of the Warwood Center, i.e. will it be abandoned, or is there a long-term plan for the Center. There has been much success in the growth and programs at the Warwood Center. Mr. Turner reported the Warwood Center needs major repairs and work done at this site, plus the building is far from being ADA compliant. We will continue to rent areas of the building to bring in revenue to offset the costs. As long as budgets allow, there is no reason not to keep the Warwood Center.

Mr. Twigg stated that he could not recall a full presentation ever being made on the I-70 project. It would be a good idea to have this presentation at the next Board meeting. Dr. McCullough stated that the I-70 Committee has been meeting on this project for over a year. If this project comes to fruition, it will probably be totally dependent on federal funding. A discussion followed on location and accessibility, among other areas, with regard to the Highlands location. Dr. McCullough stated that a presentation can be given at the next Board meeting by the I-70 Committee.

Mr. Turani asked about the process for prioritizing the bond projects. Mr. Henry stated that we are following the Board approved priority list established during the bond approval process. To date, we have been able to accomplish projects according to priority, in addition to "wish list" projects due to the substantial savings on completed projects. This savings was through the utilization of in-house painting and other work done by WLSC employees and students.

9. **Student Survey Results:**

Aaron Wilkinson presented results of a student survey taken by the Student Government office. Results are based on the 312 students who participated in the survey, with the highest percentage of responses being from senior class students. Aaron proceeded to review the various questions and responses.

Aaron stated that although it is an unrealistic goal to have every student respond to this survey, this is a good way to look at a generalization of what WLSC students are feeling. What students think is important.

A discussion followed with regard to areas and offices receiving poor rankings and working together to remedy these situations.

Mr. Davis asked for a framework for how well WLSC students participate in surveys. As an example, an estimate on how many students participated in the student government elections. Aaron stated approximately 600 participated in the student government elections, and 700 in the homecoming queen election. 312 students participated in this survey.

Continuing to another matter, Mr. Twigg, upon the Board's recommendation, read a proclamation honoring former board member John E. Gompers into the minutes, which read as follows:

WHEREAS, John E. Gompers has demonstrated exceptional dedication to West Liberty State College, serving as the first Chairman and past Secretary of the West Liberty State College Board of Governors; and

WHEREAS, John E. Gompers continues to serve as counsel and advisor, giving freely of his time, energy, and dedication to the West Liberty State College Board of Governors; and

WHEREAS, John E. Gompers holds the College, the Board, and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, John E. Gompers supports the vision for West Liberty State College as a model of educational excellence; and

WHEREAS, John E. Gompers has demonstrated enthusiastic leadership with his involvement in various other local boards and organizations in the local community; and

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation to John E. Gompers for his exemplary service to the Board and the College;

FURTHER, BE IT RESOLVED THAT this resolution is inscribed upon the minutes of this Board and that a copy be delivered to John E. Gompers.

A motion was made to adopt this proclamation by Al de Jaeger and seconded by Dan Joseph; motion passed unanimously.

Mr. Twigg proceeded to read a proclamation honoring former board member James P. Frum into the minutes, which read as follows:

WHEREAS, James P. Frum, as an alumnus of West Liberty State College, has demonstrated exceptional dedication, serving as the second Chairman of the West Liberty State College Board of Governors; and

WHEREAS, James P. Frum is an enthusiastic advocate of the College, giving freely of his time, energy, and dedication not only to the West Liberty State College Board of Governors, but also to the Alumni Association and Foundation Board; and

WHEREAS, James P. Frum holds the College, the Board, and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, James P. Frum supports the vision for West Liberty State College as a model of educational excellence; and

WHEREAS, James P. Frum has demonstrated enthusiastic leadership with his involvement in the local community; and

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation to James P. Frum for his exemplary service to the Board and the College;

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to James P. Frum.

A motion was made to adopt this proclamation by Will Turani and seconded by Dan Joseph; motion passed unanimously.

Mr. Twigg continued with a discussion regarding a proposal from Alltel Communications with regard to the sale of property at 151 Chatham Street. Mr. Twigg directed the Finance Committee to review this proposal

and discuss the proper disposition, along with any regulations with regard to the college selling this property. The Committee is to get back to the Board's Executive Committee with their recommendation prior to the next Board meeting. Mr. Wilkinson asked if the college has an exclusive contract with Alltel, to which Mr. Davis stated we do not. Singular is in the process of negotiating with Alltel to install their equipment on the same tower.

Pursuant to WV Code § 6-9A-4, a motion to retire to executive session was made by Al de Jaager and seconded by Dan Joseph; motion passed unanimously.

Following discussion in executive session; a motion to rise from executive session was made by Al de Jaager and seconded by Dan Joseph; by unanimous approval, the Board rose from executive session.

10.

Adjournment:

A motion to adjourn was made by Al de Jaager and seconded by Aaron Wilkinson; motion passed unanimously. The meeting adjourned at 6:48 p.m.

Bernie Twigg _____
Chair

Will Turani _____
Secretary

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