

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, October 13, 2004

ATTENDANCE:

Board Members: Al de Jaager, Jim Frum, John Gompers, Dan Joseph, Mary Kosar, Andrew Lewis, Larry Miller, John Moore, Will Turani, Bernie Twigg

Unable to Attend: Roseanna Keller

Administration/Faculty/Staff: Richard Owens, John McCullough, J.D. Carpenter, John L. Davis, Patrick Henry, Genny McIntyre, Tammi Secrist

1. **Call to Order:** Mr. Moore called the meeting to order at 5.40 p.m.

2. **Approval of Minutes:**

Full Board
09/15/04

Executive Committee
10/06/04

ACTION ITEM I:

Mr. Moore asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of September 15, 2004, along with the Executive Committee minutes of October 6, 2004 was then made by Larry Miller and seconded by Bernie Twigg; motion passed unanimously.

3. **Election of Chair:**

Mr. Moore announced the resignation of Brad Blair, and the meeting of the Executive Committee of the Board to discuss this matter. Mr. Gompers proceeded, stating the Board of Governors Bylaws call for the Board to elect a replacement in any officer position. The Executive Committee recommended Bernie Twigg be appointed as Chairperson of the Board, upon which Mr. Gompers made the nomination, seconded by Al de Jaager; nomination passed unanimously.

4. **President's Report:**

Dr. Owens gave an update on the latest information from the HEPC with regard to budgets and financial aid. An overview was also given on the freshmen class, retention and marketing efforts, new web site, and progress on the bond projects. More detail will be given on several of these items later in the meeting.

5. **By-Law Revision:**

A copy of the Bylaws of the Board of Governors with two revisions was discussed. The first change to allow members to participate and vote by telephone was suggested after attending the training workshop for Board members in Charleston. The second change will institute a formal notification/recognition of the Finance Committee under Standing Committees. A motion to approve the dissemination to constituent groups for a 30-day comment period was made by John Moore and seconded by Will Turani; motion passed unanimously.

6. **Budget:**

(a) FY '03 Audit – Mr. Henry stated that the FY '03 audit is complete. It is currently being reviewed by Deloitte & Touche, but foresee no problems.

(b) FY '04 Audit - Field work will be finishing up this week on the FY '04 audit. At this point there appear to be no problems and statements will be complete in early November.

(c) FY '05 Budget Status – Mr. Henry reviewed the adjusted budget, explained figures, and the difference in shortfalls due to the remaining semester and summer school. There is nothing unusual for this point in the fiscal year.

(d) FY '06 Budget Preparation – The budget will be based on a 6% cut in state appropriations, with a 6-8% increase in tuition and fees and room and board. Mr. Henry went on to discuss preliminary numbers and how these were reached. Much of the preliminary budget information has been distributed to budget managers early to begin planning in advance.

As a housekeeping matter, Mr. Twigg discussed the Finance Committee, which Will Turani has agreed to chair.

7. **Enrollment Update:**

(a) Market Areas

Dr. Carpenter stated there have not been many changes in the last four weeks. Some ideas are beginning to refine themselves. Goals listed for market areas are to continue visibility, market the area, and plaster WLSC on everything standing still. We need to make better use of the resources we have.

(b) Strategies

Student Affairs is in the process of putting together an enrollment and retention strategic plan. This is continuing to evolve as many ideas are better expressed.

(c) Project START

Project START is well under way. As always, the students who really do not need assistance are the ones the advisors are hearing from. The students who do need help are hard to reach. Getting parents involved is one more area being worked on, along with more effective ways in relating to our students. A discussion followed on intrusive advising and what it means.

Mary Kosar asked if students were involved in Project START, which they are not. This has been attempted in other institutions and the results were not successful.

8. **Revision of President's Goals:**

A revised list of the president's Recommended Goals for 2004-05 was included in the Board packet. The revised list is focused on the high priority instead of being spread thinly. This is essentially the same document with some fine-tuning. With no questions, the Goals are to be voted on by the Board. A motion to approve the revised president's Recommended Goals for 2004-05 was made by John Moore and seconded by Jim Frum; motion passed unanimously.

9. **Academic Productivity Report:**

Dr. McCullough reported on the low enrollment course section of the annual report, which goes to HEPC and LUCIA. Of 157 general studies course sections at WLSC, we had two considered low enrollment, those having ten or less students. They are a one-hour science lab held on Friday afternoon, and an Intro to Social Studies at 4:00 p.m. for non-traditional students. The normal average is 29 students, with a high end of 70 students. We have only a handful of courses with 50 students or above. We will continue to monitor these courses.

10. **Reaffirm Retention of Chemistry/Math Majors:**

Dr. McCullough stated there are academic program reviews conducted each year by November 1 and submitted to the West Virginia HEPC. With the Board's approval, we would submit five programs for review, those five being Biology, Dental Hygiene, English, Graphic Design, and Nursing. Internal academic program reviews will be conducted using external consultants for better feedback. A motion to approve the review of the five programs was made by Larry Miller and seconded by John Moore; motion passed unanimously.

A secondary measure is the HEPC retention policy on which the Board must take action. Two WLSC programs are considered low enrollment degree programs, those being Chemistry and Mathematics. These quality programs compliment what we have in terms of all offerings. They serve as insularly areas to tracks and minors to other areas. Elimination of these programs would bring insignificant savings. A motion to continue these programs was made by Jim Frum and seconded by John Gompers; motion passed unanimously.

A discussion followed with regard to when and at what level do you begin to look at eliminating a program, and the potential for future new programs.

11. **New Web Site Update:**

Tammi Secrist gave an excellent presentation on the new WLSC web site and demonstrated some of the many new functions and links.

12. **New Communications-Media Center:**

The new communications-media center is being funded from two current principal sources with the potential for external dollars. Part of the bond money earmarked is \$4 million, \$500,000 of which will be used for architectural/engineering fees. Remaining dollars will be used to reinforce the existing fine arts building and enable us to add the new connecting space to congregate a number of programs utilizing technology, graphic design, etc. A discussion followed with regard to architectural fees and other aspects of the project.

13. **Bond Issues:**

(a) State Bond

Mr. Henry will have a compliance report and report card to distribute at the December Board meeting. This report will show where we stand, the variance, and explain our intentions of how to correct any problem areas. The five categories for the bond trustee confirm we are holding up our end of this financial transaction.

(b) Project Update

Mr. Henry stated that BIC met last Friday and gave an update on various projects. We have one more year to get all projects completed. The majority of projects will be completed this summer with Krise and Beta being put off until this time. The remainder of the dorm work should be done or currently on going. Bid packages are being advertised and met on for these summer projects.

Andrew Lewis discussed what he is hearing from other students. Everyone is encouraged to go into the buildings and see the updates and changes. Due to the new key system, access can be gained by contacting the residence life staff. The upcoming homecoming weekend would be an excellent opportunity to visit these buildings.

(c) Compliance Update

The first year audit for year-end June 30, 2004 has been completed by Deloitte & Touche. We are in compliance with the bond covenants. If you would like a copy of the report please contact Mary Ann Edwards.

A discussion followed regarding maintenance costs covered in the bond and the status of wiring the campus for high-speed Internet service. An update will be given on the wiring at the next Board meeting.

14. **HEPC Update ([WWW.hepc.wvnet.edu](http://www.hepc.wvnet.edu)):**

Dr. Owens reported that there was good representation from all schools at the Board of Governors training session held in Charleston on September 24, 2004. A discussion followed on budgets, restoration of funding cuts, community and technical colleges, and funding categories.

15. **Change in Board Meeting Agenda:**

The Executive Committee has discussed and has made the recommendation that the Board not meet in November as scheduled. This will leave seven meetings on the Board schedule for the 2004-05 school year; six are required. A motion to cancel the November meeting was made by Dan Joseph and seconded by Jim Frum; motion passed unanimously

16. **Adjournment:**

The meeting adjourned at 7:25 p.m.

Bernie Twigg _____
Chair

John Gompers _____
Secretary

mae