

**West Liberty University  
Board of Governors**

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**Minutes**

**October 17, 2012**

Attendance:

Beverly Burke, Richard Carter, George Couch, Patrick Kelly, Paul Limbert, Rob Marks, Carrie White, LeeAnne Yeater

Unable to Attend:

Lisa Allen, Brian Joseph, Robert Steptoe, Ann Thomas

Administration/Faculty/Staff:

Robin Capehart, Linda Cowan, Eric Croasmun, John Davis, Mary Ann Edwards, Theresa Faykus, Brian Gasaway, John Gompers, Melinda Kreisberg, Robert Kreisberg, Kristen LeVelle, John McCullough, Coty Meadows, Jim Stultz, Jack Wright

**1. Call to Order:**

Chair Carter called the meeting to order at 5:14 p.m.

**2. Chairperson Comments:**

Chair Carter stated that at the first Board meeting of the fiscal year held in August we were getting assembled for the year to start. Since that time he's heard WLU is off and running and things are going well. Last week was a big week with approximately 17 different programs or events associated with homecoming and alumni, topped off with the Toppers win on Saturday with a 17 to 16 victory over a strong Shepherd team.

**3. Consent Agenda\*:**

Chair Carter noted the only item on the consent agenda are the minutes of the full Board of August 15, 2012, and asked if there were any additions or corrections to these minutes. There being none he asked for a motion to approve this consent agenda item.

**A motion that the West Liberty University Board of Governors approve the Consent Agenda item was then made by Bev Burke and seconded by George Couch; motion passed unanimously.**

**4. Action Items\*:**

**a. WLU Institutional Compact Update\***

Dr. McCullough stated that the Institutional Compact is our agreement with the HEPC, and in effect with the WV Legislature and the citizens of the State of West Virginia, for 14 core areas and four or five other elective areas, such as enrollment, retention, graduation rates, degree completion, productivity, licensure passage rate, accreditation, and assessment, in which we establish goals and objectives that are approved by the HEPC. The goals and objectives provided, we believe, are progressive movement on the part of the Institution in improving things such as enrollment, retention, and graduation rates, for each year. November 1<sup>st</sup> is the deadline for this report/update and the entire update will be posted on line and available for review by the entire Board and anyone who wishes to review the report. The Board will be interested in some of the data, such as WLU's enrollment being up for the seventh consecutive year, one of only two institutions in the State with seven years of increased enrollment. We are asking for the Board's approval of this report based on the fact that it's been approved by the HEPC for the last four or five years. Chair Carter asked for a motion to approve the update.

**A motion that the West Liberty University Board of Governors approve the 2011-12 Update to the Compact was then made by George Couch and seconded by Bev Burke; motion passed unanimously.**

**b. Tree Claim Resolution with DuPont\***

Mr. Wright stated that 16 months ago St. Clair Lawn Care was hired to spray weeds on campus. Some of the materials mixed attacked certain pines, namely white pines; we have five dead white pines and DuPont has many claims in this area. DuPont sent us an offer to settle a claim for \$67,000. Mr. Wright discussed the claim with John Gompers, WLU's Board of Governors General Counsel, and felt \$67,000 for five pine trees was a very good settlement, mostly likely to avoid a class action law suit. \$55,000 is for the trees and the remainder for pain and suffering. The trees are located by Hughes, Shaw, and Main Halls. WLU is not allowed to remove the trees; DuPont's representative will have the trees removed and a test organization will test them. It was made very clear that until they are removed we are not to have any contact with the trees. Mr. Wright talked with them twice about coming to campus and then a letter was received that they wanted written proof that he could sign on behalf of the University for the settlement. Mr. Gompers and Mr. Wright decided to bring the matter to the Board and get an official Resolution of the Board of Governors to send to DuPont and get moving on the removal of the trees. Chair Carter asked for a motion on the matter.

**A motion that the West Liberty University Board of Governors hereby accepts the settlement proposal from E.I. du Pont de Nemours and Company ("DuPont") as set forth on Exhibit "A" and Exhibit "B" attached hereto and the President of West Liberty University, Robin Capehart, and/or the Executive Vice President/Chief Financial Officer, John E. Wright, jointly and severally, are hereby authorized to take all actions and execute all documents and instruments needed in order to settle this matter with DuPont and to otherwise accomplish the purpose and intent of this Resolution was then made by Paul Limbert and seconded by Beverly Burke; motion passed unanimously.**

**c. Approval of New Major – DentSTEP\***

Dr. McCullough stated that DentSTEP is a further enhancement of our Health Science initiatives on campus. It will be housed under the Biology Program, Department of Natural Sciences and Mathematics, as a collaborative with WVU's School of Dentistry, and the type of collaborative that we encourage. This is a great opportunity for our students. Dr. Robert Kreisberg stated that the Program will allow students to be accepted into the WVU Dental School after two years at WLU. The best part is they still must complete a four-year degree at WLU, but if they meet the qualifications they will be accepted, and if they continue to meet standards, are automatically admitted into the dental school. It's a rather unique program. Chair Carter asked for a motion on the new major. Mr. Limbert asked if there were any additional costs associated with the program. Dr. McCullough stated that there are no new faculty or additional costs involved.

**A motion that the West Liberty University Board of Governors approve the creation of a new major, DentSTEP, housed under the Biology program of the Department of Natural Sciences and Mathematics within the College of Sciences, was then made by George Couch and seconded by Carrie White; motion passed unanimously.**

**d. Change in Designation of Social Science Concentrations to Majors\***

Dr. McCullough stated that these changes are per Series 11 of the Higher Education Policy Commission on Program Designation. It would allow these seven concentrations, Geography, History, Political Science, Sociology, Interdisciplinary Pre-Law, International Studies, and Appalachian Studies a new nomenclature that is easier to promote as majors, rather than concentrations or specializations. There are approximately 50 to 60 majors in these programs. Dr. Melinda Kreisberg has been working on and finalized this work with the HEPC, which are name changes only, allowing us to market and promote these areas in a more positive fashion and more conducive to what prospective students and parents better understand. Chair Carter asked if there was any discussion and for a motion on the new designations.

**A motion that the West Liberty University Board of Governors approve the conversion of seven concentrations (Geography, History, Political Science, Sociology, Interdisciplinary Pre-Law, International Studies, and Appalachian Studies) within the Social Science degree program to majors was then made by Paul Limbert and seconded by Carrie White; motion passed unanimously.**

## **5. Informational Items:**

### **a. SGA Presentation**

Eric Croasmun, SGA Vice President, and Kristen LeVelle, Secretary, gave a presentation on goals and issues the SGA has been working on, along with concerns associated with WFF Housekeeping Company. At the conclusion of the presentation they asked if there were any questions.

Chair Carter thanked Eric and Kristen for their presentation and noted that certain information provided to the administration will be used and hopefully result in a resolution to the WFF problems. President Capehart noted for the record, that when the Resolution from SGA was brought to his office a committee was put together to look into the situation. Bev Burke stated that the students did a great job on the presentation with some great investigative work. The same comments also come from the faculty and staff on campus. Her observation is that we have had problems with housekeeping ever since it was outsourced. Although the University is trying to cut expenses she believes consideration should be given to going back to our own employees taking care of housekeeping. This way there would be more oversight and control; the campus was always clean when our employees were involved. This is one area we have outsourced and it has not been successful.

Mr. Couch asked for a motion for the administration to report back on this situation at the next meeting. Mr. Wright stated that there have been several meetings with WFF; they know they're on probation and a daily report is issued after we got into problems last summer. They have turned over 50% of their people in the last six months. Mr. Wright asked LeeAnne Yeater if she sees any improvement in their service. Ms. Yeater stated that she sat on the Committee and they had a meeting with WFF about a week after the resolution was passed by the SGA. From that time to this date there have been improvements in stocking supplies at locations, but not all locations. Supplies seem to be taken away from one area and moved to another. If there have been improvements it hasn't been enough to outweigh the other problems. They have met with them a couple times and they do their daily report, but the report is nothing more than an email every day. Dr. Cowan showed the committee pictures of trash in her classroom with chocolate milk flowing out of the container every day but it wasn't cleaned. Ben White, Director for WFF, is nice and helpful but he is not where the issue lies.

Mr. Wright stated again that they are on probation; if WLU were to cancel the contract it would probably take the better part of three months to advertise and bid the new contract. It is not a cut and dry process if we were to cancel their contract tomorrow. When the contract was out for bid WLU did not require anything other than minimum wage to be provided employees. There has been a tremendous turnover at The Highlands. It is a problem we recognize and need to do something about, but it cannot be changed overnight.

Ms. Yeater stated that the SGA received a good reception from the President and conversations with Jack Wright as well with regard to WFF. The SGA is striving for a quality of life on campus that makes this a place where people want to stay; students come to campus and it feels like this is their home. This needs to start with the students as well; they need to take care of what they have here on campus. There needs to be an all-around better measurement of what each person can do; it's being worked on and the students are appreciative of this fact. President Capehart noted that Ms. Yeater recognizes the fact that students bear a certain responsibility. Mr. Wright, in summation, stated that WLU recognizes the problem and if it can't be solved quickly we will have to pull the contract and rebid.

Chair Carter thanked the SGA for their presentation, stating that this issue is very important to the institution, and trusts from what has been said so far that the SGA representatives will continue to work with the administration and get a resolution to the problem. It may not happen in a day, but it must be resolved. Dr. McCullough reaffirmed that regardless of the topic, that was a fine presentation by the SGA; professional, well-articulated, and constructed the case. It was good to see that type of professional presentation. President Capehart also stated that in the five or six years he has been at the University, this has been the most constructive presentation.

### **b. President's Report**

President Capehart presented Focus 2020 – A Strategic Positioning Initiative for West Liberty University (copy attached), discussing the various task forces and focus group meetings.

With regard to the Smartcampus Task Force (SCTF), Dr. McCullough stated that one of the center pieces, looking narrowly and broadly, will be to see how we can improve, revise, adjust, and refine existing policies, practices, protocols and processes to improve what we do. This would include services to students, by getting ideas for input, perspective, and the experience of every person on campus. There are 24 focus groups with Tammi Secrist facilitating in a small group setting, providing lunch or breakfast with the potential to touch every employee at WLU. Students are also included in the process to address things we deal with every day but don't take the time to get their perspective on how we can improve. The outcome, we hope, is greater efficiency and effectiveness, eliminate cumbersome protocol, and possibly go all the way to the HEPC and Legislature with adjustments or revisions at the State level. Everybody will have an opportunity to present ideas on how to make their lives better, more efficient, productive, and a creative operation; that's what we're trying to do with the Smartcampus. President Capehart stated that this is not a way to reduce the workforce; there is more work on campus than we have people. We want to find ways to do things we are doing now, but find ways to do them better in order to free-up the time of current employees to enable them to do more.

President Capehart continued with his presentation, noting there will be a web site spelling out the information and calendar of events. Mr. Limbert asked if there was a timeline for the final report. The report will be put together next summer. Some reports will be due in December and from those we will begin to take off into the new year.

Mr. Couch asked who would be the key facilitator, to which it was stated that Tammi Secrist is the facilitator and coordinator for the focus groups. He also asked if the work was being done internally and are we using any web-based tools. The work is being done internally and depending on the task force there are some web-based tools being used. Some are strictly focus group driven, some survey driven, and others are two-part; they develop their survey and groups will have access to take the on line survey. Mr. Couch noted that there are some good online strategic planning tools to help organize these types of initiatives.

The group was reminded that debates are being held in the College Union starting at 7:00 p.m. This event is sponsored by the Chamber of Commerce.

**6. Adjournment:**

A motion to adjourn was made by Beverly Burke and seconded by Patrick Kelly; motion passed unanimously.

A motion to repeal the adjournment and bring the Board back into session was then made by Rob Marks and seconded by George Couch; motion passed unanimously.

Mr. Gompers asked for a motion to move to executive session.

**Pursuant to WV Code § 6-9A04, a motion was made to retire to executive session by George Couch and seconded by Carrie White; motion passed unanimously.**

Following discussion in executive session, a motion was made to rise from executive session.

The meeting adjourned at 6:40 p.m.

Richard Carter

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Chair

Paul Limbert

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Secretary