

**Minutes**  
**West Liberty State College Board of Governors**  
**R. Emmett Boyle Conference Center**  
**Wednesday, 23 October 2002**

**ATTENDANCE:**

**Board Members:** John Cole, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Larry Miller, John Moore, and Christopher Varney.

**Unable to Attend:** Brad Blair, Debbie Boger, Roseanna Keller, and Will Turani

**Administration/Faculty/Staff:** Richard Owens, Bassam Deeb, John McCullough, Genny McIntyre, Tina Smith, Paula Tomasik, and Mike Turbanic.

1. **Call to Order:** Chairman Frum called the meeting to order at 5:45 pm.

2. **Approval of Minutes:**

**Full Board**

• 28 September 2002

**Executive Committee**

• 25 September 2002

**ACTION ITEM I:**

*A motion to approve the minutes of the full Board and the Executive Committee was made by Chris Varney and seconded by John Moore; motion passed unanimously with change.*

3. **President's Report:**

- a. **Letter to Legislators:** Chairman Frum sent letters to the West Virginia Northern Panhandle Delegation emphasizing the concerns of the Board of Governors and the West Liberty campus community over the budget. Mr. Frum appealed to the delegates to do whatever possible to address these concerns in Charleston.
- b. **Letter to Congressman Mollohan:** As a follow up to Mr. Frum's letter to the delegates, Dr. Owens sent a letter to Congressman Mollohan requesting federal funding and asking for his support of West Liberty State College. Dr. Owens will attempt to meet with Congressman Mollohan in the near future.
- c. **HEPC Meeting:** The October meeting of the HEPC was held at Glenville State College on Friday, October 18. When discussing budget reductions, the Chancellor did not offer guidance in specific amounts or dates. The next HEPC meeting will be held after state elections, and we will probably learn more at this meeting. Thus far, there are no deadlines or specific amounts, but there is increased level of dialog about the devastating effects of these proposed reductions on higher education.
- d. **Enrollment:** The HEPC distributed a draft document showing West Liberty State College's enrollment figures. Our enrollment showed a slight decrease, but between the economy and Promise Scholarships being given to private colleges, we had anticipated this drop. The November HEPC will not be held at WLSC. They have decided to hold their November meeting in Charleston. The Chancellor will meet with the Board of Governor's Chairs at this meeting, and Mr. Frum is scheduled to attend.
- e. **Commencement Speakers:** We are in the process of making final plans for guest speakers at the next two commencement ceremonies. Two prominent individuals are being considered and if there are no objections, we would like to formalize the invitations. The guest speakers are West Virginia Secretary of State Mr. Joe Manchin III, scheduled for the December 2002 commencement, and Mr. Ralph Baxter Jr., CEO, Orrick Corporation, scheduled for May. Both of these individuals would receive honorary degrees during the ceremony.

4. **Report on the North Central Focused Visit:** On February 24 and 25, the North Central Association of Colleges and Schools will conduct a focused visit on our campus. West Liberty is fully accredited, but the area of assessment needs to be further developed. Also, the general studies program was about to be thoroughly reviewed in 1999. These two areas were cited during the 1998 North Central Visit. Over the last four years, West Liberty has been working to enhance both general studies and assessment, and we have to be able to prove that we have made positive strides. Coordinating these efforts is the North Central Association Coordinating Committee comprised of the Provost, the IR&A Director, the four School Deans, and other key faculty members. The focused visit team is comprised of two individuals, Dr. Michael Westerfield from Rochester College and Dr. Diana Skroch, from Valley City State University.
5. **Compact Update:** The *Compact* narrative is due to the HEPC on November 15, 2002. Dr. McCullough has been working on this document, and he thanked everyone who has provided updated materials. The data portion of the *Compact* is due to the HEPC on December 15, and the Office of IR&A is coordinating and collecting this data. The narrative (less than five pages) will need to have the support of the Board before submission to the HEPC, and this document will be distributed to Board members electronically.
6. **Enrollment Update:** Mr. Deeb reported on preliminary enrollment figures. Numbers vary slightly from the old computer system to the new Banner system. More detailed numbers will be available in December. We are experiencing a decline in a number of demographic sectors. Some reasons for this decline include: quality of residence halls, Promise Scholarships being given to private colleges, and the slumping economy. West Liberty will work with WV Northern to improve our recruitment efforts.
7. **Financial Update, FY 2002-03:** Mr. Turbanic distributed a statement of current funds, revenue expenditures, and other changes. He discussed revenues and expenditures and stated that we are on target with our predictions.
8. **Report on Capital Campaign:** Ms. McIntyre reported on the College's first-ever Capital Campaign. Prior to eight years ago, West Liberty had no formalized development program. Since the inception of the Office of Development, West Liberty has experienced growth in private giving. Due to this growth, the Foundation began to discuss the development of a concentrated effort to obtain specific gifts/priorities to determine if a Capital Campaign could be successful. After an audit was completed on our internal capacity to raise funds, we determined that we were in a position to have a successful campaign based on the strength of donations and alumni. However, upon the retirement of Dr. Zaccari we had to reassess, but decided to proceed based on the strength of the responses. Mr. Gary West and Mr. Emmett Boyle have been identified respectively as Chair and Vice Chair. Currently, we are in the silent phase of the campaign and will not be able to give many details until next year. Through a very labor intensive, personal solicitation process, we have identified those individuals most likely to donate. We are asking donors for a multiyear commitment. One of the benefits of this campaign is that we are educating and conditioning people for this type of fund-raising. The soliciting group size is under 200, and more than half of the commitments will come from this group, with 10 percent making 90 percent of the funds collected. So far, we have a little less than 3 million dollars committed and some very exciting gifts on the horizon.
9. **Report of the Bond Subcommittee:** Mr. Turbanic made a formal motion for the Bond Subcommittee to seek legal counsel. On Monday, October 28, a legal advertisement will go out for a request for proposals. We know of four firms that are interested should be able to announce the selectee in December.

10. **FY 2003-04 Budget:** Dr. Owens stated that we continue to review all suggestions that have been submitted and attempt to attach dollar amounts to each. We still do not have any guidance from the Chancellor with regard to dates for submission or parameter guidelines. We are currently operating under the April/May guidelines from the Chancellor in regard to institutional and Policy Commission strategies in reduction of funds. We have no reason to believe that it will not be a ten percent cut. Mr. Cole asked to see a more detailed report on the impact of budget cuts by department. A formal motion was made concerning the budget cuts.

*Resolved, That in preparation to meet anticipated state budget reductions at the level of 10% less than the base FY 2003 operating budget and other unfunded mandates, the West Liberty State College Board of Governors authorizes and instructs the College Administration to prepare plans to reduce the FY 2004 operating budget for WLSC by no less than 1.5 million dollars in order to meet state cutbacks and other unfunded state or accreditation mandates; and prepare a FY 2004 budget that reflects and includes appropriate allocation for state directed budget reductions; other unfunded state mandates, including institutional PEIA cost increases, NCATE mandated enhancements to School of Education programs and staffing, and proposal for using new revenues to provide employees with some compensation for increased cost of living, Compact mandates, market factors, individual/family health insurance costs, etc. A motion to adopt was made by Mr. Cole and seconded by Mr. Moore; motion passed with one opposed.*

**Adjournment:** Meeting adjourned at 8:00 pm.

Jim Frum \_\_\_\_\_  
Chairman

Brad Blair \_\_\_\_\_  
Secretary

pjt