

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, September 15, 2004**

**ATTENDANCE:**

**Board Members:** Brad Blair, Al de Jaager, Jim Frum, John Gompers, Roseanna Keller, Mary Kosar, Andrew Lewis, John Moore, Will Turani, Bernie Twigg

**Unable to Attend:** Dan Joseph, Larry Miller

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

1. **Call to Order:** Chairman Blair called the meeting to order at 5.45 p.m., followed by a welcome and introduction of Dr. J. D. Carpenter, Vice President of Student Affairs, and Andrew Lewis, President of Student Government. Chairman Blair presented a formal resolution to Jim Frum for his outstanding work as past Chair of the WLSC Board of Governors.

2. **Approval of Minutes:**

Full Board  
06/29/04

Executive Committee  
08/31/04

**ACTION ITEM I:**

Mr. Blair asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of June 29, 2004, along with the Executive Committee minutes of August 31, 2004 was then made by Bernie Twigg and seconded by John Moore; motion passed unanimously.

3. **HEPC Agenda/Minutes:**

Copies of the August 2004 HEPC agenda and information pertaining to West Liberty were included in the Board packets. An HEPC line item will be added to the agenda to update the Board on matters discussed in Charleston. To view this information in the future, which will not be copied for the Board meetings, visit the HEPC website at [www.hepc.wvnet.edu](http://www.hepc.wvnet.edu).

4. **Swearing in of New Board Member:**

Brad Blair, who officially swore in the new member of the Board of Governors, administered the Oath of Office.

5. **President's Report:**

Dr. Owens welcomed everyone, continuing with highlights of the beginning of the school year, and what has been accomplished. Many things are going on with campus renovations. Residence halls are essentially completed and to a large extent on time, despite the uncooperative weather. Jeff Turner will give a more detailed report later in the meeting. An update was given on the unexpected set back with the rupture of roof on the fine arts building.

Dr. Owens reported this as the first year in decades WLSC has started a new semester with more than 50% of the faculty having earned their terminal degrees. The freshmen class had a good orientation with many in attendance. New projects have begun, one being the one-to-one mentoring Project START. Freshmen numbers are up but the overall enrollment is down with less returning and transfer students. J.D. Carpenter will give an enrollment update later in the meeting.

The semester has had a positive start and the students are enthusiastic. Our goal is to enhance retention. Marketing strategies have had an impact and been successful with the out-of-state students. Tammi Secrist has provided a handout on the roll out of the new web site. A Speakeasy session is dedicated to the roll out later in the month. There is also a new visitors guide being used by the Admissions office. Meetings have been held with commuter and residence hall students this week to hear their questions and concerns. Dr. Owens asked for any questions or comments.

Roseanna Keller stated the importance of the retention of students and how the mentoring initiative is very important. The volunteers deserve a vote of gratitude from the Board members. Dr. Owens reiterated the program is completely voluntary among the faculty, staff, and administration. One memo was distributed for volunteers with one follow-up that generated enough people to cover the entire freshmen class.

6. **Bond Projects Update:**

John Davis introduced Jeff Turner, Director of Facilities Management. Jeff is going to give a condensed version of a campus update since he lives these projects. Mr. Davis also stated that the maintenance and grounds crews have given essential support for many of the campus projects. These crews have assisted with the many bond projects on campus, along with their regular duties.

Jeff Turner started by summarizing the position of the campus projects last June. A handout of the approved project list accompanied the summary from last year. 20 projects have been completed to date. A discussion followed with regard to other projects, what phase they were in, and what would be happening in the coming months. Various questions were raised with regard to completion times, asbestos abatement, and other campus projects.

Mr. Frum recommended that the Board tour the campus in the future prior to the Board meeting. Mr. Blair raised the question as to whether the bond money would be spent by the end of the two-year time frame remaining on these monies. This will not be a problem.

7. **Finance Report:**

**(a) June 30, 2004**

Mr. Henry discussed the handouts provided in the Board packets, along with the most recent report taken from the system listing monies and surplus. Costanzo & Associates will be handling the quarterly financials. These reports will be handled through Peachtree since the Banner software does not generate high-quality reports. These reports will be available at the October meeting.

**(b) FY '05 Budget**

Mr. Henry included the original and adjusted FY '05 budget. A discussion followed with regard to possible mid-year cuts, the built-in contingency, problem areas, and fluctuations. Mr. Henry will have a barometer report for the October meeting to give the Board a better idea on numbers with the enrollment mix. A lengthy discussion followed regarding various line items and possible cost savings.

**(c) FY '03 Audit Update**

Everything was received from Deloitte & Touche on Tuesday. A few adjustments and corrections were necessary and the documents are now in the review process. At this point everything looks good with the FY '03 audit. A discussion followed on unrestricted areas, accrued liability, and sick leave/vacation. Mr. Blair is to join the next BIC to discuss these issues.

**(d) FY '04 Audit Update**

Costanzo & Associates has been here all week, and will continue through Friday. Mr. Henry will meet with them tomorrow to discuss what is needed to complete the audit. There should be no problem meeting time lines this year. When Deloitte & Touche come in Costanzo & Associates will have everything prepared for them.

**(e) State Mandated Cuts for FY '06**

A state funded mandate of 6%, or \$514,000 is projected for FY '06. This gives WLSC a budget funding approximate to the 1990 school year. This is not adjusted for inflation. Other schools are approximating the same 1990 funding year. A discussion followed with regard to tuition and room and board increases, a 3% wage increase, PEIA, BRIM, and other areas.

**(f) Capital Projects Funding Request\***

The list of Capital Projects submitted to the Chancellor in early June was discussed. Chancellor Mullen suggested we put a wish list together and send back to Charleston. WLSC needs to talk with local legislators with regard to WLSC's funding per student. Mr. Twigg suggested we meet with Northern Panhandle elected officials on a regular basis. It was also suggested the Executive Committee meet with some of the delegation. A motion was made to contact the Northern Panhandle Legislation by John Moore, and seconded by Bernie Twigg; motion passed unanimously.

8. **Enrollment Update:**  
Dr. Carpenter gave a detailed presentation on the Fall 2004 enrollment. A discussion followed on retention, marketing, and compensation to keep key faculty members.

9. **Academic Update:**  
Dr. McCullough gave an update on the successful start to the new year. There are 12 new faculty members to start the new semester. Of these 12 over half have terminal degrees and the remaining are enrolled in doctoral programs. Seven years ago 37% of faculty held terminal degrees; at this time 50% of our faculty can make this declaration. We continue to improve this number but it takes dollars to hire individuals with terminal degrees.

The BIS program has received very positive press. We have two new computer labs on campus and two in Warwood. It takes 24 months to start up a new degree program in higher education. Workforce development, responsible for retraining and redevelopment of displaced workers, is bringing in new students.

The new education track, Multi-Categorical Special Education, is attracting both traditional and non-traditional students. The new Gerontology track in nursing is attractive in a marketplace in demand for specializations in healthcare, which will also aid in the retention and bring new students to the Nursing program. The Nursing program enrollment is solid. We currently have 98 full time faculty members. Seven years ago we had 107 faculty members serving fewer students. This is the least number of full time faculty at WLSC in 34 years. We also have a strong adjunct faculty. A faculty mentoring program is being launched, corresponding with the program Dr. Carpenter discussed earlier to further retention and graduation rates.

Dr. McCullough asked for a moment of silence for retired Associate Professor Rollie Williams. Like many of our faculty, he cared about the students and will be missed.

10. **Compact** (latest revised version):  
A brief background was given with regard to the Compact. We are bound by these compact goals until someone steps in and lets us rewrite these goals. November 1 is the deadline for this years update. West Liberty has done a very effective job in meeting a number of benchmarks. Many man hours and much time was put into this report, which doesn't represent the true picture of WLSC. A lot of time is spent producing a document and presenting data that to this point has had negligible return on investment to WLSC. A discussion followed with regard to different major factors of the Compact.

11. **Committee Structure Discussion:**  
A brief discussion ensued regarding the hand out on committee structures. The Executive Committee has decided to pull back on these committees except finance. Mr. Gompers and the Executive Committee will discuss possible meeting times following the board meeting.

Mr. Gompers also addressed the situation with the Foundation letter writing campaign.

12. **Adjournment:**  
A motion to adjourn the meeting was made by Bernie Twigg and seconded by Will Turani; motion passed unanimously. The meeting adjourned at 8:10 p.m.

John Moore \_\_\_\_\_  
Interim Chair

John Gompers \_\_\_\_\_  
Secretary

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