

Minutes
West Liberty State College Board of Governors
R. Emmett Boyle Conference Center
Saturday, 28 September 2002

ATTENDANCE:

Board Members: Brad Blair, Debbie Boger, John Cole, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Roseanna Keller, Will Turani, and Christopher Varney.

Unable to Attend: Larry Miller and John Moore

Administration/Faculty/Staff: Richard Owens, Bassam Deeb, Marsha Krotseng, John McCullough, Barbara Neuman, Tina Smith, Paula Tomasik, and Mike Turbanic.

1. **Call to Order:** Chairman Frum called the meeting to order at 10:00 am.

2. **Approval of Minutes:**

Full Board

• July 28, 2002

Executive Committee

• August 23, 2002

ACTION ITEM I:

A motion to approve the minutes of the full Board and the Executive Committee was made by Will Turani and seconded by Roseanna Keller; motion passed unanimously.

3. **President's Report:** Dr. Owens stated that the beginning of the academic year has provided many exciting and positive achievements for West Liberty. First, seventeen new faculty members have been hired and it is anticipated that they will invigorate our academic programs. Enrollment figures are better than originally projected as we are at about the same level as last year. The collaboration with Marshall University has been very successful and West Liberty will continue discussions with other institutions on collaborative efforts. West Liberty held its annual strategic planning retreat with over 60 participants. On Thursday, 26 September, a campus-wide meeting was held to discuss the budget. Demonstrating their support, interest, and concern, over 100 employees of the College attended. Faculty and staff have been willing to review their areas and offer suggestions for alleviating our financial difficulties. Dr. Owens stated that it is demonstrations such as these that prove West Liberty has the dedicated staff to meet the challenges being faced through state-mandated budget reductions. Finally, Dr. Owens reminded the Board that the HEPC is scheduled to meet in November at West Liberty on the 15th in the R. Emmett Boyle Conference Center. All Board members are invited to attend.
4. **Presentation: Graduate Programs:** Dr. McCullough stated that as a result of Senate Bills 653 and 703, West Liberty State College was named as one of five regional graduate centers in the state. Under this designation, West Liberty has endeavored to meet the graduate needs of the upper Ohio Valley. Superintendents from the Five Northern Panhandle Counties worked with us and through research data and surveys we discovered graduate level needs in teacher education and school principalship. We approached WVU with our data and began a working relationship developing the very first Master's level collaboration between a state college and a university in the state of WV. Students will receive a degree from WVU, but the diploma reads, "in collaboration with West Liberty State College." Of the 13 courses taught in the program, five or six are taught by West Liberty. These are totally self-sustaining courses with the major cost going towards faculty salaries. However, the cost is minimal and revenues exceed expenditures. Dr. Beth Musser, Dean, School of Education and Coordinator of the Program, has worked extensively with the Dean of Education at West Virginia University in developing this Master's degree. Our second venture approved by the Board and HEPC is the Master of Science in Nursing: Nursing Education Program developed in conjunction with Marshall University. Drs. Andy Cook and Donna Lukich (the former and current Deans of our School of Sciences) worked together with Marshall University's Dean of Health Professions in developing this Master's program. The collaborative will officially be launched in January and a cohort group of approximately 20 individuals is anticipated. These types of programs contribute to the

economic development of the Upper Ohio Valley and provide participants with the benefits of a Master's Degree without driving to Morgantown or Huntington for every class.

Several of our sister institutions are preparing to launch their own stand-alone Master's programs. However, West Liberty is currently precluded from such action because two-thirds of our institution-wide faculty must hold terminal degrees to meet one of the critical criteria for stand-alone graduate programs. We have made some increases over the past four years through the hiring of additional doctoral faculty, but still less than fifty percent of our faculty hold terminal degrees. Our difficulties lie in providing adequate salaries to attract terminal degreed faculty. We continue to look at graduate program opportunities in areas such as Criminal Justice. The need for graduate programs in Criminal Justice has especially intensified since 911. Also, preliminary discussions will be taking place for a collaborative Master's in Business Administration. However, no proposals will be brought before the Board of Governors unless they are completely viable.

5. **Report of Bond Subcommittee:** Mr. Blair stated that the bankers breakfast went well. However, since the breakfast, local bankers have raised numerous questions regarding how monies will be spent, cash flow, and debt service. As a result, the RFP is not officially out to the banks yet. Mr. Blair and the Bond Subcommittee members asked the Board to review a proposal for a level of secure funds (capital fee). These secure funds would demonstrate to local bankers that West Liberty would be able to pay for the debt in the future. Mr. Blair distributed the proposal and a handout on capital funding. If the proposal is acceptable, Mr. Blair will inform area bankers. There was a great deal of discussion on funding, tuition and fees, budget, and bonding. The Board was asked to approve the proposal submitted by the Bond Subcommittee and the proposal is as follows:

ACTION ITEM II:

Resolved, That the WLSC Board of Governors authorize a capital fee to go into effect 1 July 2003. The exact annual amount to be assessed will be determined by the Board in 2003, based on the annual amount of bond or commercial loan repayment (principal and interest) required for a bond or commercial loan of approximately \$15 million. The purpose of this loan will be to fund campus facilities improvements. This capital fee will be apportioned pro rata to all students based on their FTE equivalency each year. This fee will remain in force until such time as the bond or commercial loan be repaid in full, whether it be arranged for twenty or more years. This said, capital fee will be collected by West Liberty State College in a manner and at a time each year as determined by the Board and Administration of the College. This capital fee will be used solely for repayment of the bond or loan to fund campus improvements that shall be approved by the Board in 2002-03. A draft of the proposed schedule of campus facility improvements is appended to this resolution.

A motion to approve the capital fee proposal was made by John Cole and seconded by Dan Joseph; motion passed unanimously.

John Gompers moved that the Board consider bond-certified legal counsel, John Cole seconded the motion; and the motion passed unanimously.

John Cole requested that with all future budget planning and expenditures Board members are to be provided with more detailed clarification as to what and where money is being spent.

6. **Special Funds Requests:** West Liberty State College, as requested by the HEPC, has developed a list of potential special project funding requests for FY 2004. At this time the Board is asked to consider these requests.

ACTION ITEM III:

Resolved, That the West Liberty State College Board of Governors approves the College's Special Project Funding Request for transmission to the Higher Education

Policy Commission by September 30. A motion to approve the request was made by Brad Blair and seconded by John Cole; motion passed unanimously.

7. **Financial Update FY 2002-03:** Mr. Turbanic distributed a financial statement to Board Members. This is the first statement attempted from the Banner System. The report reflects revenues and actual expenditures through 27 September for all funds. Revenues are on target and most are paid at the beginning of the year. State appropriations only allow so much in the first quarter which means we have to use operating expenses.
8. **HEPC Program Reviews:** Dr. McCullough informed the Board that two programs, BS in Chemistry and BS in Mathematics, are being cited by the HEPC for further review by the BOG. These programs were found by the BOG to be lacking in assessment development. This means that a follow up report is requested by 15 January 2003. In addition, the HEPC has identified these programs as “low productivity” programs. These programs are not graduating ten students over a three-year period. The HEPC is looking strictly at numbers, and it is the prerogative of the Board to maintain these programs. This is unlike the elimination of the Physics major several years ago when West Liberty was not given a choice. Although these programs are classified as low productivity, they fulfill needs in the general studies requirements to other majors and at no additional cost. BS in Biology is being reviewed because our students are falling short of national norms on MCAT (Medical College Admission Test) scores. Dr. McCullough has met with Dr. Lukich, Interim Dean, School of Sciences, and Mr. Baker, Chairman, Department of Natural Sciences and Mathematics. A special program review with outside consultants, selected by HEPC, will be conducted. We are attempting to determine answers to the deficiencies. On the plus side, the Chancellor has said that West Liberty will not be responsible for paying the consultants. Dr. Joseph stated that he felt the lack of a physics major has a direct correlation on low MCAT scores and fewer students being admitted to graduate school from West Liberty.
9. **Banner Information System Update:** Mr. Deeb reported on the progress of the Banner Information System. The Legacy System will conclude on Monday, 30 September. Difficulties in Banner lie with being able to extract information. Extracting reports and information is not easy in Banner and will require some additional training for the staff. The consultants will be on campus the first week of October and will assist in several areas including accounts receivable. We are looking to web enable the system by 3 July 2003. Dr. Owens commended the administrative and classified staff employees for all their hard-work and devotion of their time to Banner training while still maintaining their regular office responsibilities.
10. **Policy 9-Annual Review of Presidential Goals:** In accordance with WV Code and HEPC rule, Policy 9 has been made available to constituent groups for comment. This policy was posted on the Board of Governor’s website for the past 30 days and no questions or comments have been received. Therefore, the Board is asked to take final action on this policy. The board is required to have a statement in place related to presidential goals.

ACTION ITEM IV:

Resolved, That the West Liberty State College Board of Governors approves Policy 9, “Annual Review of Presidential Goals.” A motion to approve Policy 9 was made by Roseanna Keller and seconded by John Cole; motion passed unanimously.

11. **HEPC Position on Presidential Contracts:** The Executive Committee agreed that presidential contracts should not be a responsibility of the Higher Education Policy Commission but should be a responsibility of the Board of Governors.

ACTION ITEM V:

Resolved, That the West Liberty State College Board of Governors agrees presidential contracts should be a responsibility of the Board. A motion for this to be the Board’s

response to the Higher Education Policy Commission was made by Brad Blair and seconded by Debra Boger; motion passed unanimously.

12. **Policy 10-Travel Rules:** In compliance with HEPC rule, the Board of Governors is obligated to promulgate rules, policies, and procedures for managing travel consistent with the Commission and other state and federal agencies. Based on WV Code and HEPC rule, Policy 10 must be reviewed and disseminated to constituent groups for comment prior to its final adoption. The Board is asked to approve dissemination of this Policy to constituents.

ACTION ITEM VI:

Resolved, That the West Liberty State College Board of Governors approves the dissemination of Policy 10: Travel to constituent groups for comment. A motion to approve Policy 10 for dissemination was made by Roseanna Keller and seconded by Keith Kaczor; motion passed unanimously.

13. **Strategic Planning and FY 2003-04 Budget:** Dr. Owens stated that three strategic planning sessions were held this year as well as an open campus-wide meeting to present issues and discuss the budgetary challenges posed to us by the Governor and the HEPC. West Liberty is facing a ten percent budget decrease and increases in PEIA costs (\$250,000) which will be passed on to the institution. Governor Bob Wise has asked all state institutions to submit their 2003 budgets at 90 percent funding by November. In addition, budget cuts cannot be across the board since West Liberty must adhere to certain prescribed strategies. Areas that are being reviewed include: low productivity programs, courses, support services, combining administrative services, increasing faculty credit-loads and thereby reducing the need for adjunct instructors.

The entire campus community has offered their suggestions and recommendations. These suggestions were distributed at the meeting. The Board charged the WLSC administration with developing a detailed line-by-line cost report outlining major area expenditures, programs, personnel costs, and operational costs. A list of proposed areas offering the greatest cost reduction is to be included. These recommendations are to be submitted to the Board of Governors at the 23 October meeting.

There was a great deal of discussion as to where these budget cuts should be made, how they should be initiated, and who (personnel) will be most affected by budget cuts. Board members decided that a letter should be sent to the Governor and State Legislators stating that a ten percent cut in our budget is too excessive, will devastate the campus community, and many people will lose their jobs. It was the consensus that this letter should be a group effort and represent the sentiments of the Board, the administration, the faculty, and the staff. Other suggestions included inviting state legislators to our campus and discuss these issues with them. Also, the HEPC will be on campus in November, and they are a major source of influence. Government officials and members of the HEPC need to understand that these decision impact people's lives and West Liberty's ability to provide quality educational services. Board members, administrators, faculty and staff who personally know state legislators are encouraged to contact them.

ACTION ITEM VII:

Mr. Gompers moved that the Board officially go on record and inform the governor and state legislators in writing that a ten percent mandated budget-cut will significantly reduce college personnel. Mr. Cole seconded the motion and the motion passed unanimously.

At this time, Mr. Kaczor distributed a letter to the Board from the Council of Classified Employees promoting staff/faculty/student/board representation on the HEPC. Mr. Cole moved that the Board write

a similar letter promoting such representation. Mr. Gompers asked that Mr. Cole withdraw his motion and bring it up at a later time. Mr. Cole agreed and the motion was tabled.

14. **Possible Executive Session Under WV Code 6-9A-4:** Pursuant to WV Code 6-9A-4 subsection b-2-A, a motion to retire to executive session was made by Dr. Joseph and seconded by Ms. Debra Boger; the Board retired to executive session.

15. **Other Issues:** Chairman Frum and other Board members extended best wishes to Dr. Krotseng, who will be joining Dr. Ronald Zaccari as his new Chief Planning Officer at Valdosta State University in Georgia.

16. **Adjournment:** The meeting adjourned at 1:30 pm.

Jim Frum _____
Chairman

Brad Blair _____
Secretary

pjt

**NEXT MEETING: Wednesday, 23 October 2002
5:30 PM**