

WLU Board of Governors

Regular Meeting

Wednesday, August 10, 2016 - 4:00 p.m.

Location: Shaw Hall Board Room

- I. **Call to Order/Roll Call/Quorum and Mission Statement**
- II. **Introductions**
- III. **Swearing in of New Board Member**
- IV. **Public Comment** Description: Up to 10 individuals may sign in (name, address and a brief description of their chosen topic) to speak in open session for three minutes each. The sign-in sheet will be available from Executive Secretary Mary Ann Edwards fifteen minutes prior to the meeting until the noticed start time.
- V. **Approval of Minutes**
 - A. Minutes of the Full Board 06/08/16
 - B. Minutes of the Executive Committee 07/27/16
- VI. **Agenda Order (Board may move to change order of consideration)**
- VII. **Rules (“Rule” means any regulation, guideline, directive, standard, statement of policy or interpretation of generation application and future effect that also has institution-wide effect or affects the rights, privileges or interests of employees, students or citizens.) If approved, the following policies shall be presented for a 30-day comment period and if no comments are received forwarded directly to the Chancellor/WVHEPC for approval.**
 - A. Policy No. 56: Deadly Weapons/Destructive Devices*

*Action Item
- VIII. **Reports**
 - A. Provost Report (Crawford)
 - B. Enrollment Update (Cook)
 - C. Institutional Advancement/Foundation (Hill)
 - D. Alumni Report (Witt)
- IX. **President’s Report**
- X. **Finance Report**
- XI. **Board Items**

None.
- XII. **Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)**
- XIII. **Possible Executive Session**
- XIV. **Actions Emanating From Executive Session**
- XV. **Next Meeting Date – Wednesday, October 12, 2016**
- XVI. **Adjournment**

**West Liberty University
Board of Governors**

**Minutes
June 8, 2016**

Attendance:

Jack Adams, Joe Carey, Richard Carter, Les DeFelice, Jim Haizlett, Jim Stultz, Rhonda Tysk

Unable to Attend:

Allyson Ashworth, Sandra Chapman, George Couch, Patrick Ford

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, John Gompers, Steve Greiner, Stephanie Hooper

- I. Call to Order/Roll Call/Quorum and Mission Statement**
Vice Chair DeFelice called the meeting to order at 4:00 p.m. and a quorum was established.
- II. Introductions**
None.
- III. Public Comment**
None
- IV. Approval of Minutes**
 - A. Minutes of the Full Board 04/13/16**
On motion by Jim Stultz and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of April 13, 2016.

A brief discussion followed with regard to protocol, if a member(s) of the full board has an objection to an item decided on in the Executive Committee minutes. Mr. Gompers explained that the item could be put on the agenda for the next meeting for consideration to uphold or reverse.
 - B. Minutes of the Executive Committee 05/13/16, 05/25/16**
On motion by Jim Stultz and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of May 13 and May 25, 2016.
- V. Agenda Order**
No changes to the agenda order.
- VI. Rules**
 - A. Proposed Change to BOG Policy 32 Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct**
A proposed change to BOG Policy 32 (Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct) from the West Virginia Assistant Attorney General's Office is a simple wording change to section 6.1.1, as follows:

From: relationships between students or applicants for admission and administrators, faculty, or any other West Liberty University employee where a direct power differential exists between the student or applicant for admission and the employee;

To: relationships between students or applicants for admission and administrators, faculty, **coaches, athletic trainers,** or any other West Liberty University employee where a direct power differential exists between the student or applicant for admission and the employee;

On motion by Jim Haizlett and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the change to BOG Policy 32 Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct as stated above.

VII. Reports

A. Chair of the Board of Governors (Couch)

Vice Chair DeFelice will forgo a report from the Chair and defer to the minutes of the Executive Committee for updates.

B. Enrollment Update (Cook)

Mr. Cook distributed an enrollment update containing information from the June 1st Admission's report and the June 6th Enrolled Headcount report. Enrollment indicators are positive and have been for a number of months. This is the first year in three years that the number for new students is up for the fall semester. A discussion followed on the enrollment update and contributing factors.

VIII. President's Report

President Greiner noted that we do not have a state budget and don't know when we will; hopefully by the end of June. We will begin work on a facilities masterplan, with Dr. McCullough leading this effort. Mike Turrentine has been appointed the new Dean in the West College of Business, replacing Jean Bailey who is retiring. A candidate is on campus as we speak to interview for Stephanie Hooper's position. WLU track standout javelin thrower, and two-time all American Alexis Montes, placed 7th in the NCAA Division II Outdoor National Championship Meet at the IMG Academy Complex. Alexis has been invited to the Olympic trials in Oregon and she plans on attending. Chris Carder will be retiring at the end of this month from the Foundation.

IX. Finance Report

Ms. Hooper stated that this will be her last Board meeting; the entire group wished Stephanie well in law school. There is no finance report since we still have no State budget. Regardless of what happens with the budget cuts, we feel we are prepared to react and manage a balanced budget for next year. Pressure is on the legislators and the ripple effect of cutting higher education. A scorecard is in the works for the next Board meeting, with a metrics that can be added to, although it is currently pretty heavy. A discussion followed on the various state reports you can review on enrollment and other higher education information.

X. Board Items

A. Election of Officers*

As Chair of the Nominating Committee, Mr. Carter stated that the Committee met and developed a slate of candidates, noting their due diligence that the candidates were willing to serve. The slate is: George Couch, Chair, Les DeFelice, Vice Chair, and Patrick Ford, Secretary. This is a one-year annual appointment.

On motion by Richard Carter and seconded by Jack Adams, nominations for officers were closed.

On motion by Jim Stultz and seconded by Joe Carey, it was unanimously adopted by the West Liberty University Board of Governors to approve the slate of officers of George Couch, Chair, Les DeFelice, Vice Chair, and Patrick Ford, Secretary.

B. Tentative Schedule of Meetings July 2016-June 2017*

On motion by Jim Haizlett and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the Schedule of Meetings for July 2016 – June 2017.

C. RN to BSN Program Tuition*

The Board of Governors is asked to approve a special rate for the Nursing to RNs who wish to earn a BSN. A special rate was approved by the Board of Governors and the HEPC in 2011 for this program. An hourly rate is charged to each student, regardless of residency status.

On motion by Jim Stultz and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve a special rate for the Nursing to RNs to earn a BSN.

D. MAEd Grant-Sponsored Graduate Tuition*

The Board of Governors is asked to approve a reduced graduate tuition rate of \$60 per credit hour for specific Special Topics courses in the Master of Arts in Education Program. These courses are externally funded and offered at no cost to WLU. They can be counted only as free electives toward the MAEd program and only one such course may be counted toward the degree. Students must have been accepted into the MAEd program.

On motion by Richard Carter and seconded by Jim Haizlett, it was unanimously adopted by the West Liberty University Board of Governors to approve a reduced graduate tuition rate of \$60 per credit hour for specific Special Topics courses in the Master of Arts in Education Program.

E. Roadworthy Cabins*

Gary West currently owns six cabins near the Gary E. West Event Center. The University would lease the cabins and rent to our students. Housing currently has a need for this type of housing with waiting lists for University Place I and II. The Board of Governors is asked to approve the lease terms, which must also be approved by the Attorney General's Office.

On motion by Richard Carter and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve leasing the cabins from Gary West to rent to our students, following approval of the Attorney General's Office.

F. Annual Graduate Degree Report*

On motion by Jim Stultz and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve the Annual Graduate Degree Report for Academic Year 2015-16.

G. Revised Organizational Structure*

President Greiner presented a revised organization chart, which will again need updated. The Athletic Director resigned from the position today, but not from the University. A change will be made to that position July 1st. With the new Vice President for Finance and Administration coming on board, which essentially does both finance and operations, the Chief of Operations position was eliminated.

On motion by Rhonda Tysk and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the revised organizational structure.

H. Major Closures and Additions*

(a) Closure of Pre-Professional AT Major

The Board of Governors is asked to approve the closure of the Pre-Professional major in the BAS Athletic Training Program. This closure makes possible more efficient use of available resources. Students have other available options for pre-professional preparation. Dr. Crawford noted that there are no students enrolled in this major.

On motion by Rhonda Tysk and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the closure of the Pre-Professional major in the BAS Athletic Training Program.

(b) Closure of MAEd Tracks

The Board of Governors is asked to approve the closure of the Master Teacher and Entrepreneurship tracks in the MA Education Program. With the inception of alternative certification for teachers, the Master Teacher track is no longer viable. The Entrepreneurship track has not been populated with students for several years and was started with grant funding that is no longer available.

On motion by Jim Stultz and seconded by Joe Carey, it was unanimously adopted by the West Liberty University Board of Governors to approve the closure of the Master Teacher and Entrepreneurship Tracks in the MA Education Program.

(c) Addition of Major to CEP

The Board of Governors is asked to approve the addition of the Teaching English and Global Education major in the BA Community Education Program. This will be the seventh major in the program.

On motion by Jim Haizlett and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the addition of Teaching English and Global Education as a major in the BA Community Education Program.

XI. Information Gathering

It was suggested to invite Ron Witt to the next Board meeting to lay out future plans for Alumni and Community Engagement. Jason Koezler will also be invited to present plans for Institutional Advancement.

XII. Possible Executive Session

None.

XIII. Actions Emanating from Executive Session

None.

XIV. Next Meeting Date – Wednesday, August 10, 2016

XV. Adjournment

On motion by Jim Stultz and seconded by Rhonda Tysk, the meeting adjourned at 5:20 p.m.

George Couch _____
Chair

Patrick Ford _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
July 27, 2016**

Executive Committee Members Present: Les DeFelice, Patrick Ford

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Stephanie Hooper, John McCullough

Others: Jack Adams, John Gompers, Jim Stultz

1. Chair DeFelice called the meeting to order at 8:00 a.m.
2. Chair DeFelice asked for suggestions for ways to recognize the former Board Chair. President Greiner reported that a plaque has been ordered.
3. Mr. Cook provided an enrollment update.
 - a. Currently, enrollment is running ahead of projections, particularly in first-time freshmen.
 - b. New student transfers are also expected to run ahead.
 - c. Residence Hall occupancy is also ahead of projections.
 - d. The enrollment mix is very similar to last year's.
4. Ms. Hooper provided a budget report.
 - a. FY16 closed with a deficit of \$268,000. That number was originally projected to be much higher.
 - b. The cash reserve is currently higher than recommended by the HLC and HEPC.
 - c. Based on required reporting to the HLC (CFIs), there may be further extensive financial reporting required. This should not be of concern.
 - d. A few adjustments have been made to the FY17 budget due to state allocation expectations. The original budget included an eight percent cut, which did not occur. There is still a plan for a four percent mid-year cut. The net budget position currently stands at approximately -\$200,000, but this may change on a daily basis through the year.
 - e. There was some discussion of the potential for changes in state budget and higher education based on fall elections. President Greiner shared that if the republican candidate for Governor is elected the HEPC may be eliminated and the state may look to implementing a model similar to that of North Carolina.
5. Dr. Crawford presented a recommendation from the President's Cabinet that the Board adopt a Weapons Policy. There was discussion of provisions for allowing visitors, but not students, to have weapons locked in private vehicles. There is currently a provision in the draft for the President to grant permission to specific individuals to carry firearms or store them in their vehicles. The policy will be added to the Board agenda.
6. President Greiner reported that Dr. Crawford is chairing committees on a Strategic Plan for the library and on the consolidation of colleges.

7. President Greiner provided his report.
 - a. He will be attending a meeting of college presidents and others at Oglebay immediately following this meeting, the purpose of which is to create a consortium of colleges and universities able to obtain grant funding in the health sciences.
 - b. He reported that the FBI has advised him that no criminal charges will be filed based on their investigation of the Research Corporation.
 - c. There is a committee involved in creating recommendations for campus facilities. The primary suggestion from this committee is for the creation of a student recreation center.
 - d. The lease for the Gary West cabins will be signed soon.
 - e. There has been discussion with Mr. Duplaga of Generations restaurant regarding opening a sports-themed restaurant and bar in the Gary E. West Event Center space. It is expected that negotiations will be concluded soon and that it will open early in the fall. The University will negotiate for a percentage of gross profits.
 - f. There will be an effort shortly to generate funding for artificial turf for the soccer field, which would allow that facility to be used for additional sports. Several initial pledges have already been received. The long-term plan is to also add a running track around the soccer field. The total cost for these projects will be approximately \$1.1 million.
 - g. This is Ms. Hooper's final meeting with the BOG Executive Committee. Roberta Linger, a CPA and MBA with extensive experience in WV higher education has been hired as VP of Finance and Administration and will begin employment on August 15th. She will attend the upcoming BOG meeting. The Executive Committee wished Ms. Hooper the best in her future endeavors.

8. The meeting was adjourned at 9:00 a.m.

Chair, Les DeFelice

Secretary, Patrick Ford

Enrollment Update **July 26, 2016**

Total Headcount **Fall 2016** **1977 students**
Fall 2015 **2032 students (-55)**
Budget Projection **minus 8% full-time undergraduate (-150)**

First Time Freshman **Fall 2016** **440 students (as of July 26)**
Fall 2015 **407 students enrolled (+33)**
Budget Projection **368 students**

New Student Enrollment
(Freshman/Transfers) **Fall 2016** **543 (as of July 26)**
Fall 2015 **550 students enrolled**
Budget Projection **497 students**

Residence Halls **Fall 2016** **995 students (as of July 26)**
Fall 2015 **1055 students enrolled (-60)**
Budget Projection **960 students**

Undergraduate Enrollment Mix

Fall 2016 **67% In State**
27% Metro
6% Out of State

Fall 2015 **66% In State**
26% Metro
8% Out of State

WEST LIBERTY UNIVERSITY
FY16 Budget Status
(000)

	FY16	
	Board Approved <u>Budget</u>	Budget Update <u>06-30-16</u>
I. Revenue		
A. Undergraduate Tuition & Fees	\$18,580	\$17,350
B. Graduate Tuition & Fees	2,304	1,942
C. Room & Board	9,242	9,135
D. State Appropriation	8,197	7,869
E. Other Income	<u>2,420</u>	<u>2,360</u>
F. Total Income	\$40,743	\$38,656
II. Expenses		
A. Salary & Benefit	\$21,839	\$21,020
B. Discounts	4,775	4,800
C. Bond & HEPC Payments	2,082	2,076
D. Utilities	2,238	1,910
E. Rent	615	617
F. Major Contracts	3,340	3,255
G. Encumbered & Allocated Expenses	<u>5,052</u>	<u>4,839</u>
H. Total Expenses	\$39,941	\$38,517
III. Operating Budget Balance	+ 802	+ 139
IV. Capital Required	\$575	\$407
V. Net Budget Position	\$ + 227	\$ - 268

FY16

- (1) Undergraduate enrollment of 1848 versus budget of 1990; UG and GR Fall Revenue Adjustments
- (2) \$328,000 (4%) State-Wide Budget Reduction
- (3) FY15 Summer Revenue \$1.2M; FY16 Summer Revenue \$1.16M; (-42K)

WEST LIBERTY UNIVERSITY
FY17 Budget Status
(000)

	Budget Update <u>07.01.16</u>
I. Revenue	
A. Undergraduate Tuition & Fees	\$17,319
B. Graduate Tuition & Fees	\$2,127
C. Room & Board	8,690
D. State Appropriation	7,554
E. Other Income	<u>1,791</u>
F. Total Income	\$37,481
II. Expenses	
A. Salary & Benefit	\$20,221
B. Discounts	4,715
C. Bond & HEPC Payments	2,080
D. Utilities	2,011
E. Rent	632
F. Major Contracts	3,167
G. Encumbered & Allocated Expenses	<u>4,488</u>
H. Total Expenses	\$37,315
III. Operating Budget Balance	\$166
IV. Capital Revenue Generation Required	+\$350
V. Net Budget Position	\$ -184

FY17

- (1) 8% Decline in Enrollment
- (2) 4% Reduction in FY16 State Appropriation (State has not reduced Appropriation)
- (3) 9% Decline in Resident Students

WEST LIBERTY UNIVERSITY

Board of Governors

Policy No. 56

TITLE: DEADLY WEAPONS/DESTRUCTIVE DEVICES

SECTION 1. GENERAL

- 1.1 Purpose - The purpose of this policy is to impose the prohibition of and penalty for the possession or storage of deadly weapons, destructive devices, or fireworks in any form on the West Liberty University campus or any University-leased facilities.
- 1.2 Scope - This policy applies to all University faculty, staff, students, and visitors, including those on any satellite campus. It shall also apply to private vehicles parked or operated on University owned or leased property, which openly display firearms. The President of West Liberty University may grant exceptions to this policy in writing for the convenience of the University in achieving its mission.
- 1.3 The provisions of this policy shall not apply to the following persons, while acting in their official capacity:
 - Law enforcement officers or law enforcement officials;
 - West Virginia Department of Corrections employees;
 - Members of the armed forces of the United States while on active duty and serving in an official capacity;
 - Any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney; and
 - Individuals required to possess the items prohibited by this policy in order to participate in academic/research undertakings sanctioned by West Liberty University. This includes the possession of historic weapons / replicas used for educational purposes.

SECTION II. POLICY

- 2.1 Possession or storage of a deadly weapon, destructive device, or fireworks in any form (as defined by West Virginia State Code) is prohibited on the West Liberty University campus in University-leased facilities and in vehicles owned or leased by the University.
- 2.2 Any University faculty member, staff member, or student who has been found in violation of this policy shall be subject to disciplinary action for misconduct, which may include termination or expulsion as well as criminal prosecution. Individuals not affiliated with the University shall be subject to criminal prosecution.

Approved by the WLU Board of Governors on mm/dd/yyyy.

West Liberty University Board of Governors
August 10, 2016

**DEADLY WEAPONS/DESTRUCTIVE DEVICES
WEST LIBERTY UNIVERSITY**

Action Item

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on a new Board policy entitled "Deadly Weapons/Destructive Devices." A policy is needed to impose the prohibition of and penalty for the possession or storage of deadly weapons, destructive devices, or fireworks in any form on the West Liberty University campus or any University-leased facilities.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the dissemination of the new Policy on Deadly Weapons/Destructive Devices to constituent groups for review and comment.

WEST LIBERTY UNIVERSITY

Board of Governors

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Approved by the WLU Board of Governors on mm/dd/yyyy.