

WLU Board of Governors

Regular Meeting

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

Location: Shaw Hall Board Room

- I. **Call to Order/Roll Call/Quorum and Mission Statement**
- II. **Introductions**
- III. **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.
- IV. **Approval of Minutes**
 - A. Minutes of the Full Board December 9, 2015
 - B. Minutes of the Executive Committee January 27, 2016
- V. **Agenda Order (Board may move to change order of consideration)**
- VI. **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. Proposed BOG Policy 55: Freedom of Information Act Requests

*Action Items
- VII. **Reports**
 - A. Chair of the Board of Governors (Couch)
 - B. Provost Report (Crawford)
- VIII. **President’s Report**
- IX. **Finance Report**
- X. **Board Items**
 - A. Audit Presentation

*Action Items
- XI. **Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)**
- XII. **Possible Executive Session**
- XIII. **Actions Emanating From Executive Session**
- XIV. **Next Meeting Date – Wednesday, April 13, 2016**
- XV. **Adjournment**

**West Liberty University
Board of Governors**

**Minutes
December 9, 2015**

Attendance:

Allyson Ashworth, Sandra Chapman, George Couch, Les DeFelice, Patrick Ford, Jim Haizlett, Brian Joseph, Rhonda Tysk

Unable to Attend:

Joe Carey, Richard Carter, Ann Thomas

Administration/Faculty/Staff:

Rebecca Bugaj, Scott Cook, Brian Crawford, John Gompers, Stephanie Hooper, Robert Kreisberg, John McCullough, Jack Wright

- I. Call to Order/Roll Call/Quorum and Mission Statement**
Chair Couch called the meeting to order at 4:06 p.m. and a quorum was established.
- II. Introductions**
None.
- III. Public Comment**
None.
- IV. Approval of Minutes**
 - A. Minutes of the Full Board of 10/14/15 and Executive Committee of 12/02/15**
On motion by Sandra Chapman and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of October 14, 2015, and the Executive Committee of December 2, 2015.
- V. Agenda Order**
No changes to the agenda order.
- VI. Rules**
None.
- VII. Reports**
 - A. Chair of the Board of Governors (Couch)**
Chair Couch noted that commencement is this Saturday, December 12, 2015. Board members are encouraged to attend.

He recognized the positive feedback from Dr. Greiner's recent visit to WLU and he feels that we are on the right path moving forward.
 - B. Provost Report (Crawford)**
On November 2 & 3, 2015, the HLC accreditation visited WLU regarding the MBA and MS in Criminology Program. We should receive the team's first draft next week. Upon receipt, we have two weeks to make any corrections. We will receive final recommendations by late January 2016. We will have an additional two weeks to write a rebuttal. Final recommendations will be received in March 2016.

The ten-year HLC reaffirmation site visit will take place March 19 & 20, 2018.

This semester, he will be working with the Deans Council to review course enrollment. After pre-registration, changes will be made that will benefit the students and will also be a cost saving measure.

VIII. President's Report

Dr. McCullough gave a comprehensive overview of campus activities. A discussion ensued. On behalf of the entire University, he thanked the Board of Governors for all of their support.

Chair Couch thanked Dr. McCullough for all of his hard work at WLU and asked everyone to give him a round of applause.

IX. Finance Report

Ms. Hooper informed the Board that she is deferring to the next Board meeting to present the complete Audit Report. The Finance Committee will receive the full Audit Report in February 2016. A final 2017 budget report will be presented in March or April 2016.

Chair Couch recognized Jack Wright for his service to WLU.

X. Board Items

A. Honorary Degrees*

Chair Couch asked for the Board's approval to issue an honorary Doctor of Humane Letters (DHL) to Brian and Dan Joseph, both of whom will be the featured speakers at the upcoming commencement. Mr. Brian Joseph was asked to abstain from voting.

On motion by Les DeFelice and seconded by Pat Ford, it was unanimously adopted by the West Liberty University Board of Governors to approve the honorary Doctor of Humane Letters (DHL) Degree for Brian and Dan Joseph.

B. Revisions to BOG Policy #14 - Regulations of Speed, Flow and Parking of Vehicles on Campus

On motion by Sandra Chapman and seconded by Allyson Ashworth, it was unanimously adopted by the West Liberty University Board of Governors to approve the revisions to Board of Governors Policy #14 - Regulations of Speed, Flow and Parking of Vehicles on Campus

XI. Executive Session

None.

XII. Information Gathering

Chair Couch has asked the Security Committee to look at existing policies and make any recommendations in light of the times.

Recommendations for three new Board members were announced: Rich Lucas, Jack Adams, and Kris Williams. Present Board members that need replaced: Brian Joseph, Pat Kelly, and Ann Thomas.

XIII. Next Meeting Date – February 10, 2016

XIV. Adjournment

On motion made, seconded and unanimously carried, meeting adjourned at 4:33 p.m.

George Couch _____
Chair

Patrick Ford _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
January 27, 2016**

Executive Committee Members Present: George Couch, Les DeFelice, Richard Carter, John Gompers

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

1. Chair George Couch called the meeting to order at 8:05 a.m.
2. The agenda for the February 10, 2016 meeting of the West Liberty University Board of Governors was reviewed and approved.
3. Reports:
 - a. Mr. Cook reported that the Campus Safety Committee has met regarding a possible weapons policy. That group is gathering more information and will report to the Board at a future date.
 - b. Mr. Cook reported that applications for the fall 2016 semester are currently running approximately 8% ahead of this date last year. It is still very early to make any projections, but this is a good sign.
 - c. Ms. Hooper presented an update on current financial status and planning for FY17. There are still opportunities for cost savings in FY16 and it is anticipated that a balanced FY17 budget will be presented to the Board in March. The FY15 Audit Report will be presented to the Finance Committee at its next meeting.
 - d. Mr. Couch reported that the Governor's Office has not yet taken action on recent Board replacement nominations.
4. There was discussion of a proposal to change BOG Bylaw Section III-Committees, Section 1, regarding the Executive Committee.
5. Mr. Couch had to leave the meeting at 8:50 a.m., from which time Vice Chair DeFelice served as Chair.
6. The Bylaws change issue was tabled pending comment from Board Counsel.
7. The meeting adjourned at 9:10 a.m.

Chair, George Couch

Secretary, Patrick Ford

West Liberty University Board of Governors
February 10, 2016

**FREEDOM OF INFORMATION ACT REQUESTS
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 "Freedom of Information Act Requests". A policy is needed to establish a process regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code (the West Virginia Freedom of Information Act ("WVFOIA")).

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the dissemination of the new Policy on Freedom of Information Act Requests to constituent groups for review and comment.

WEST LIBERTY UNIVERSITY

Board of Governors

Policy No. 55

TITLE: FREEDOM OF INFORMATION ACT REQUESTS

SECTION 1. GENERAL

- 1.1 Scope – This policy establishes West Liberty University’s process regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code (the West Virginia Freedom of Information Act (“WVFOIA”). This policy shall apply to all West Liberty University Units and divisions under the jurisdiction of the West Liberty University Board of Governors; and their employees who at any time may receive WVFOIA requests or who have access to responsible materials.
- 1.2 Authority – WV Code §18B 1 6, §29B 1 1 et seq.

SECTION 2. DEFINITIONS

- 2.1 Public Record – A public record is “any writing containing information relating to the conduct of the public’s business, prepared, owned and retained by a public body.” A writing is defined as any book, paper, map, photograph, card, tape, recording or other documentary materials regardless of physical form or characteristics. (WV Code §29B 1 2(4 5))
- 2.2 Exemptions – Those records which the College could withhold pursuant to WV Code §29B 1 4(a).
- 2.3 Custodian – The President’s Office shall be the Custodian as defined by WV Code §29B 1 2(1).

SECTION 3. POLICY

- 3.1 The WVFOIA is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, West Liberty University will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.
- 3.2 The Office of the President will serve as the WVFOIA contact for West Liberty University. The President’s Office shall be the Custodian as defined in WV Code §29B 1 2(1) and ensure compliance with the WVFOIA and this policy. The President’s Office shall be responsible for developing and implementing appropriate procedures relative to WVFOIA requests. Any unit or employee other than the President’s Office receiving WVFOIA requests shall immediately deliver the request to the President’s Office.

Approved by the WLU BOG dd mm yyyy.