

WLU Board of Governors

Regular Meeting

Wednesday, November 28, 2018 – 4:00 p.m.

Location: Shaw Hall Board Room

“...to provide our students with the opportunity for a high quality undergraduate, graduate and professional education.”

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
 - A. Nancy Gunza, Lori Finegan, FY18 Audit Report
- III. Public Comment** Description: Up to 10 individuals may sign in 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. Agenda Order (Board may move to change order of consideration)**
- V. Approval of Minutes***
 - A. Minutes of the Full Board October 3, 2018*
 - B. Minutes of the Executive Committee September 19, 2018* and November 14, 2018*
- VI. Board Items for Approval***
 - A. Audit*
 - B. Honorary Degree*
 - C. Property Acquisition - 597 Van Meter Way*
 - D. Memorandum of Understanding – WLU and WLU Foundation

*Action Items
- VII. President’s Report**
- VIII. Finance Report**
- IX. Reports**
 - A. Provost Report (Crawford)
 - B. Enrollment Update (Cook)
 - C. Faculty Senate Update (Haizlett)
 - D. Student Government (Rhodes)
- X. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)**
- XI. Possible Executive Session**
- XII. Actions Emanating from Executive Session**
- XIII. Next Meeting Date – Wednesday, January 30, 2019**
- XIV. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
October 3, 2018**

Attendance:

Jack Adams, Cindy Fluharty, Patrick Ford, Jim Haizlett, Rich Lucas, Zachary Rhodes, Rhonda Tysk, Kris Williams

Unable to Attend:

Joe Carey, Teresa Toriseva

Administration/Faculty/Staff:

Scott Cook, Mary Ann Edwards, Steve Greiner, Diana Harto, Jason Koegler, Roberta Linger, John McCullough, Joe Montemurro, Gerard NeCastro, Sara Sweeney, Ron Witt, Angie Zambito

I. Call to Order/Roll Call/Quorum and Mission Statement

Chair Ford called the meeting to order at 4:04 p.m. and a quorum was established.

II. Introductions

Mr. Koegler noted that an interactive LED screen was donated by Main Street Bank to be hung in the ASRC arena. The screen will not only be a great addition for sporting events, but also for commencement and other presentations held in the arena.

III. Public Comment

None.

IV. Agenda Order

No change to agenda order.

V. Approval of Minutes

A. Minutes of the Full Board August 22, 2018*

On motion by Kris Williams 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 August 22, 2018.

B. Minutes of the Executive Committee September 19, 2018*

On motion by Kris Williams and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Board of Governors to table approval of minutes until the November 28, 2018 meeting.

Chair Ford noted that he received a letter of resignation from Jim Stultz, leaving the position of Vice Chair to the Board of Governors vacant. He then asked for a motion to fill the position of Vice Chair with a nomination for Kris Williams.

On motion by Cindy Fluharty and seconded by Jim Haizlett, it was unanimously adopted by the West Liberty University Board of Governors to appoint Kris Williams as Vice Chair of the West Liberty University Board of Governors.

Chair Ford noted that with the appointment of Kris Williams as Vice Chair, this leaves the position of Secretary to the Board of Governors vacant. He then asked for a motion to fill the position of Secretary with a nomination for Jack Adams.

On motion by Rich Lucas and seconded by Jim Haizlett, it was unanimously adopted by the West Liberty University Board of Governors to appoint Jack Adams as Secretary of the West Liberty University Board of Governors.

VI. Board Items

A. Department of Criminal Justice & Criminology*

Pursuant to Board of Governors Policy No. 5, Naming or Renaming of Buildings or Organizational Units, the Board of Governors is asked to approve the creation of the Department of Criminal Justice and Criminology.

On motion by Jim Haizlett and seconded by Cindy Fluharty, it was unanimously adopted by the West Liberty University Board of Governors to approve the creation of the Department of Criminal Justice and Criminology, effective January 1, 2019.

VII. Reports

A. Chair of the Board of Governors (Ford)

None.

B. Provost (Crawford)

None.

C. Enrollment Update (Cook)

Mr. Cook distributed an enrollment report to the group. The current overall headcount is 2,525 students, an increase of 3.2% (67 students). Many student categories are tracked, with Mr. Cook giving an overview of approximately half of these categories. We will continue to see a decline in high school students in WV. There are 1,120 students living in residence halls, an increase of 6% (69 students). Every residence hall is at 100% occupancy.

D. Student Government (Rhodes)

Mr. Rhodes noted that Topperfest was better attended this year, attributing this to more use of social media to distribute information. Fall elections were held with six new senators elected; there are still some slots to fill in the coming months. Updating of the Constitution has cleared up some confusion with some work still being done on the Bylaws. The funding process for the fall is being wrapped up with the hopes of fostering more campus events.

Mr. Rhodes introduced Anna Malone, Student Government Vice President, who gave an update on homecoming events. The theme this year is Candy Land, with serenades Monday, community service with homecoming candidates Tuesday, voting and other events on Wednesday, paint and sit on Thursday, and decorate on Friday. Homecoming will be held on October 20th, with the dance from 10:00 p.m. – 2:00 a.m.

VIII. President's Report

Dr. Greiner gave a review of many campus projects, including a brief presentation on R&D Holdings recent purchase of the property across from the main entrance to campus. Their plan is to have three buildings of two bedroom apartments up by August 2019 with 72 beds total. They have requested an easement on our property to have entry to a parking lot behind the buildings. We are willing to discuss an easement if they will put in a sidewalk from their parking lot and lighted steps down to the street, as well as a sidewalk in front of the buildings, so our students no longer have to walk Route 88. Chair Ford asked for a motion to permit Dr. Greiner to move forward with negotiations with R&D Holdings on this project.

On motion by Jack Adams and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to permit Dr. Greiner to move forward with R&D Holdings on the above mentioned project.

A brief slide presentation was then given by Dr. Greiner showing growth and funding over the years at the University. Dr. Greiner's goal is to get the funding information into the hands of the local Legislators.

Dr. Greiner continued with a review of future graduate programs, closing on the property up town and many campus projects. A brief discussion followed with regard to the state-wide youth law enforcement camp, which is going to be moved to WLU this summer. This is a huge youth camp

with police officers, sheriff's officers, and state troopers from all over the state, along with students from all counties, on WLU's campus.

On October 23rd the 61st Annual Tri-State Tax Seminar will be held at The Highlands Center. This event was held for many years at Wheeling Jesuit University. Jason Koepler and David Croft worked out this change of location to WLU. Attorneys and accountants from West Virginia, Ohio, and Pennsylvania can register to attend to earn continuing education credits.

At the request of the Board, sensitivity training sessions have been set up for faculty and staff, to be held October 29 and 30. Online registrations are quickly filling up all available sessions.

IX. Finance Report

Ms. Linger reported on the quarter ending 09/30/18, where we've collected 45.6% of revenue budgeted, which includes one allotment of the state appropriation, which we do not receive all at once. The allotment is quarterly and to date has been around 20% each quarter. On the expense side we are running around 27% for the personal services, with everything else running as expected. Other expenses are running below last year at this time.

X. Information Gathering

Mr. Ford noted that he would like to see a report on all of the construction projects at future meetings.

Ms. Zambito-Hill stated that the Foundation is closing out their first quarter in fundraising nearing \$500,000 already without any of the big appeals. There will be a mailing later this week for the first appeal. A second day of giving will be added on the Tuesday following Thanksgiving; Dr. McCullough will be matching the first \$5,000 in donations. October 19th is the recognition dinner at the Highlands Event Center, which also includes the Wall of Honor Induction ceremony. This year's inductees are Dr. Anissa Anderson, David Croft, and Dr. Zac Loughman. Dr. Greiner stated that Dr. Loughman's work, for the second time, will be featured in *National Geographic* in the near future.

Mr. Haizlett stated that the campus police presence is everywhere, very professional and makes the campus feel safe. It appears we have a group who can handle campus situations. Dr. Greiner noted that Ohio County deputies also periodically stops through and walks around campus. WLU has an agreement with the Town of West Liberty for coverage throughout the area.

XI. Adjournment

A motion was made and was unanimously adopted by the West Liberty University Board of Governors to adjourn the meeting at 5:02 p.m.

Patrick B. Ford _____
Chair

Jack Adams _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
September 19, 2018**

Executive Committee Members Present: Patrick Ford, Kris Williams

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Roberta Linger

Others: Jack Adams

1. Chair Ford called the meeting to order at 8:00 a.m.
2. President Greiner reported on several items:
 - a. Mr. Cook provided an enrollment update. Enrollment is up 2% overall and housing occupancy is up 6%. Credit for the housing increase is given to the move to single rooms. There was some discussion of future trends in regional high school graduation numbers and efforts to maintain enrollment.
 - b. There was some discussion of plans to develop new programs at both the graduate and undergraduate levels.
 - c. The President announced that, at the request of the Board, the state's Director of EEO will be coming to campus in late October to provide training related on workplace sensitivity, working environment, bullying and other related topics. Multiple sessions will be offered and will be mandatory for staff and faculty. Separate training for Board members is also an option and could be provided in conjunction with an upcoming board meeting. This will be discussed further at the full Board meeting.
 - d. The Governor's office has still not provided approval of Rich Lucas' reappointment or responded to the nomination of Mr. DeFelice's replacement. We now have an additional vacancy created by the resignation of Mr. Stultz. Current Board member Mr. Carey must complete training before September 21st in order to remain on the Board.
 - e. The closing on the bond issue is scheduled for 2:00 p.m. today.
 - f. The closing on the property north of campus is scheduled for September 25th. As Mr. Ford will not be available for that event, a motion was made, seconded, and approved to allow either President Greiner or Mr. Adams to sign on his behalf.
 - g. An invoice has been received from the attorney who conducted the investigation relative to the personnel matter discussed at the last Board meeting. The investigation report draft will be available soon.
 - h. President Greiner will be meeting with representatives from R&D Holdings this morning at 10:00, to receive information on the company's plan to build additional housing across the street.
 - i. Mr. Ford was invited to attend and speak with Faculty Senate at one of their upcoming meetings.
 - j. Drilling is to begin on the Reeves County, Texas property. Forms relative to the distribution of royalties have been received and were signed by Mr. Ford.
 - k. The latest U.S. News & World Report rankings have been released and WLU has moved up to #6 among public colleges in the south. We remain the highest rated regional public university in WV.
 - l. WLU was recently ranked #41 among the top 50 most affordable colleges and universities in the U.S.
3. Ms. Linger gave a budget update. At this point, all indicators are on track for FY19.
4. President Greiner gave an overview of the bond issue, which will be finalized at the closing this afternoon. Initial steps have been taken on the work to be done in Arnett and Campbell Halls using funding from this issue.
5. Dr. Crawford provided background information on the creation of the Department of Criminal Justice and Criminology. This will be an action item on the Board agenda.

6. President Greiner gave an update relative to a 2014 injury lawsuit filed by a student. WLU is now engaged in a related lawsuit against Hartford Insurance. Teresa Toriseva was contacted by our insurance company's counsel to provide legal services related to this case without knowing that she is a Board member. As there is a possible conflict of interest in this arrangement, the state Ethics Commission has been asked to review the situation. The Executive Committee supports the recommendation of the insurance counsel pending approval by the Ethics Commission.
7. There was further discussion of the Board vacancies.
8. There was some further discussion regarding the plans of R&D Holdings, including a possible request that they include a walkway to connect a crosswalk from campus to the university-owned restaurant property behind their new development.
9. The meeting was adjourned at 8:50 a.m.

Patrick Ford

Chair

Kristina Williams

Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
November 14, 2018**

Executive Committee Members Present: Jack Adams, Patrick Ford, Kris Williams

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Diana Harto, Roberta Linger

Others: Jim Haizlett

1. Chair Ford called the meeting to order at 8:00 a.m.
2. President Greiner reported on several items:
 - a. The bond issue went smoothly. The University has been reimbursed for expenses paid prior to the issue. Meetings are now ongoing with architects on the Campbell and Arnett Hall projects. Completion of the track is on hold until spring. The indoor practice facility is under construction. Plans are for the 4th floor of Campbell Hall to house the Clinical Psychology and Speech Pathology and Audiology clinics and the Gross Anatomy Lab, which will be moved from Arnett Hall and expanded.
 - b. A meeting was held yesterday with the contracted architectural and engineering firm to discuss the facilities master plan. The process is still in the discovery stage. Ultimately, the plan will list all possible future projects.
 - c. Construction on the new apartment complex across the road from the main campus entrance is underway. Two easements are necessary to allow access to parking in the rear of the new complex as well as walking access from campus to the restaurant access road. One of the easements involves University property and must be approved by the Board. The other will have to come from Gary West. A motion to approve the first easement was made by Kris Williams and seconded by Jack Adams. Motion passed.
 - d. The University now has the opportunity to purchase the property at 597 Van Meter Way, which lies between the newly acquired property to the north of campus and the Federated church. The property has been appraised at \$55,000. A motion to approve this purchase was made by Kris Williams and seconded by Jack Adams. Motion passed.
 - e. The Library elevator replacement contract has been awarded. Three other elevator repair contracts will be going out for bid soon. Funding for these projects is being provided by the WV-HEPC as a result of bond refinancing.
3. Todd Clossin, the WesBanco President and CEO, will be the December commencement speaker. A motion to approve an honorary degree for Mr. Clossin was made by Kris Williams and seconded by Jack Adams. Motion passed.
4. President Greiner reported that a training session on legal obligations of the BOG related to workplace harassment will be available for board members at 1:00 p.m. on January 30th.
5. The Memorandum of Understanding between WLU and the WLU Foundation is under review. As a result of these discussions, it has been proposed that the Executive Director of the Foundation begin reporting directly to the President. This arrangement is allowed by WV State Code and would enhance communication between the WLU administration and the Foundation.
6. President Greiner reported that he will be attending the WV-HEPC meeting on Friday, November 16th. He distributed a report that will be presented at that meeting showing positive trends and improvements in the financial health of WLU over the last several years.

7. Ms. Linger gave a budget update as of October 31st. At this point, all indicators are on track for FY19. The annual audit went well and was completed on time. The auditors will attend the November 28th BOG meeting to give their report.
8. Mr. Cook gave a brief report on admissions and enrollment. At this point indications are all positive for AY 2019-20. He also reported that Beta Hall will be changing to all single rooms beginning in the Fall of 2019.
9. Dr. Crawford reported that the Master of Science in Athletic Training program is on the WV-HEPC agenda for Friday, November 16, 2018. It is expected that the program will be approved at that meeting. The next step will be to submit it to the HLC for approval, which will likely take until late spring.
10. Dr. Crawford presented a draft of a statement on shared governance. Kris Williams made a motion to support a letter from the Board Chair including the essence of the statement. The motion was seconded by Jack Adams. Motion passed.
11. The meeting was adjourned at 9:05 a.m.

Patrick Ford

Chair

Jack Adams

Secretary

FY 2018 AUDIT

ACTION ITEM

The West Liberty University Board of Governors is asked to approval the Fiscal-Year 2018 audit report. The Finance Committee has met with the auditors and approves the audit findings.

***Proposed Resolution:* Resolved, that the West Liberty University Board of Governors approve the submission of the Fiscal-Year 2018 audit report.**

HONORARY DEGREE

Action Item

Proposed Resolution: *Resolved*, that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, the West Liberty University Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the December 2018 commencement to Todd F. Clossin.

PROPERTY ACQUISITION

ACTION ITEM

The Board of Governors is asked to consider and approve the possible acquisition of the property located at 597 Van Meter Way in the Town of West Liberty. The property has been appraised at \$55,000.00.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors hereby approve the authorization of the President of West Liberty University to initiate all actions and execute all documents and instruments to carry into effect and finalize the property acquisition.