

WLU Board of Governors

Regular Meeting

Wednesday, June 2, 2021 – 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. Welcome New Board Members**
 - Arlene Brantley
 - David H. McKinley
 - Stephanie Shaw
- 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 March 31, 2021* (pgs. 3-7)
 - B. Minutes of the Executive Committee May 19, 2021* (pgs. 8-9)
- V. Agenda Order (Board may move to change order of consideration)**
- VI. Board Items**
 - A. Election of Officers* (pg. 10)
 - B. Schedule of Meetings July 2021 – June 2022* (pgs. 11-12)
 - C. Annual Graduate Degree Report* (pgs. 13-16)
 - D. Tuition and Fee Adjustments (pg. 17-18)
 - E. Update BOG Bylaws-Standing Committees (pg. 19)
 - F. Notice of Intent for Proposed Rulemaking (pg. 20-27)
 - G. Combining and Renaming of College (pg. 28)

*Action Items
- VII. President's Report**
- VIII. Reports**
 - A. Interim Provost (Larance)
 - B. Enrollment (Cook)
 - C. Staff (Baker)
 - D. Faculty (Cowan)
 - E. SGA (Yakicic)
- IX. Finance Report** (pg. 29)
- 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. Next Meeting Date – Wednesday, August 18, 2021**
- XII. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
March 31, 2021**

Attendance:

Jack Adams, Kelly Baker, Michael Baker, Richard Carter, Linda Cowan, Jamie Evick, Rich Lucas, Isabella Yakicic

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Matthew Harder, Diana Harto, Angie Hill, Jason Koegler, Jeremy Larance, Roberta Linger, Cathy Monteroso, Joe Rodella, Sara Sweeney, Ron Witt

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

Chair Lucas called the meeting to order at 4:03 p.m. and a quorum was established.

II. Introductions

None.

III. Public Comment

None.

IV. Agenda Order

No changes to the agenda order.

V. Approval of Minutes*

A. Minutes of the Full Board February 3, 2021*

On motion by Jack Adams and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of February 3, 2021.

B. Minutes of the Executive Committee March 17, 2021*

On motion by Richard Carter and seconded by Mike Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of March 17, 2021.

VI. Board Items for Approval*

A. Program Reviews*

Dr. Crawford stated that the request for program review are for Chemistry, Creative Art Therapy, Elementary and Secondary Education, Psychology, and Visual Communication Design. Per HEPC policy, all academic degree programs participate in a five-year review process that monitors mission, curriculum, resources, student learning outcomes, productivity standards, etc. The University Assessment and Accreditation Committee and the Provost are responsible for evaluating program review documents and for making recommendations.

On motion by Mike Baker and seconded by Linda Cowan, it was unanimously adopted by the West Liberty University Board of Governors to approve the five-year program reviews as stated.

B. CMTA Project Bond*

Ms. Linger stated that the University is seeking approval of the CMTA project bond for upgrades to Main Hall this summer on the HVAC. There are three documents in the board packet for approval; the bond information and lease purchase agreement. The reimbursement resolution basically states that if WLU incurs expenses prior to the bond

closing, we can reimburse ourselves for those expenses out of the bond proceeds. The other bond basically states the University will pay for the project.

On motion by Richard Carter and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the CMTA Project Bonds.

A discussion followed with regard to the Equipment Lease/Purchase Agreement being reviewed by the office of the WV Attorney General. It was recommended to approve the Lease, subject to the addition of bank handling the bond and any changes from the Attorney General's office.

On motion by Mike Baker and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the Equipment Lease/Purchase Agreement as stated above.

C. FY 2022 Budget/Tuition & Fees*

Ms. Linger stated that the budget assumptions include a 4% decrease in undergraduate enrollment, 2% decrease in housing, a capital fee increase of \$55/per semester, 3.5% increase in undergraduate tuition, 8% increase in graduate enrollment, 2% increase in graduate tuition, and the state appropriation remaining at \$9.1 million. Based on the reviewed assumptions \$43.5 million will be used to create and put together a detailed budget, which the campus will use to budget their expenses. It was noted that this information was presented line item by line item to the Finance Committee.

Ms. Linger stated that the FY tuition and fees include the fall 2021 through summer of 2022 and reviewed the various increases. A brief discussion followed with regard to building leases and whether there will still be only single occupancy of rooms.

On motion by Kelly Baker and seconded by Jamie Evick, it was unanimously adopted by the West Liberty University Board of Governors to approve the FY 2022 Budget/Tuition and Fees.

VII. Reports

A. Provost (Crawford)

Dr. Crawford distributed a list of programs and changes for next fall, and gave an update on the various new, waiting for approval, and closing programs. A discussion followed with regard to the School of Professional Studies and the closing of some programs. Also discussed was the lease for the Highlands Center and the number of classes offered at the site. It was stated we do not anticipate keeping the School of Professional Studies.

B. Enrollment Update (Cook)

Mr. Cook stated that we continue to have an increase in enrollment with 2,286 current students. Compared to last semester we have a 3.5% increase in students, with our largest gain in graduate, early entrance high school, and transfer students. With high school students returning to the classroom there is an increase in admission events. The first on-campus event information for April 30 rolled out last night and 17 students had already signed up this morning. In-person summer orientation programs will take place with smaller groups and limited numbers. Getting students to campus has always been key; we have a great chance of keeping them here if we get them to campus. Registration for current students will begin Monday and we'll see where we're trending for next fall. Although there was no in-person commencement last year, we plan to have in-person ceremonies this spring. There will be five ceremonies; May 7th for Masters, three ceremonies on May 8th for undergraduate, and June 11th for Physician Assistant. Music, along with other sections of the ceremony will be recorded and students will be limited to two guests. Following COVID guidelines we are confident we will be able to hold ceremonies and invite the 2020 graduates who wish to walk.

C. Staff (Baker)

Ms. Baker noted that the staff would like to relay their concern about the possibility of Bluefield State College opening a branch in Wheeling, and that it can and may have a direct effect on enrollment and employment at West Liberty University.

D. Faculty (Cowan)

Dr. Cowan had no report, but was open for questions.

E. Student Government (Yakicic)

Ms. Yakicic recently met with Dr. Evans and some members of President's Cabinet. She stated that due to COVID, students feel there is nothing going on and nothing to do on campus. Student Government has planned activities for Dead Week on the quad, which includes food trucks. Elections will be coming up for a new SGA president and vice president. She thanked the Board and will miss it after serving the past two years.

VIII. President's Report

President Evans noted as a reminder, that the Strategic Plan core priorities consist of demonstrating academic success and plans to continue to focus on this area. We continue to place an emphasis on University branding, strengthen community engagement, as well as ensuring operational efficiency and excellence, and enhancing the student experience. When students leave WLU we want them to tell others how wonderful their experience was and take that into their community. Others will hear about their experience and want to have a similar experience by coming to WLU. We want to recruit and retain students; give them a holistic experience so they will want to come back.

As part of the presidential priorities, enrollment is the driving force, whether we acknowledge it or not; with no students we cannot survive. The financial stability priority is to end up in the black and hope to have a few more dollars as the end of the fiscal year. Student success and community focus are both a constant and equally important. Alumni engagement is one of those priorities we want to bring back and revitalize. Dr. Evans stated he talked with two alums this week who stated they had not given because no one had asked; it's not the first time he's heard that statement. We need to let them know their importance and their value to the institution.

In academic matters, Dr. Evans stated that in the 2021 U.S. News & World Report, WLU was ranked #68 as Best Regional University in the South and #10 as Best Regional University in the South for Social Mobility. Teaching Degree Search rated WLU 2021 Best WV School for Affordable Master's in Teacher Education Grade Specific and #42 top Bachelor's in Elementary Education by Study.com. We have received official notification from the HLC that they approved WLU's request for a Master of Science in Exercise Physiology, and the HEPC has approved the Bachelor of Arts in Music degree.

With regard to student engagement, spring commencement ceremonies will be held May 7, 8, and June 11, 2021. The wrestling and men's basketball teams have gone on to national honors, with Coach Irwin's team placing #4 in the nation and men's basketball going to the Elite 8. Five acrobatics and tumbling student athletes have received NCATA National Player of the Week honors in the past two weeks. They lost their most recent match by one point to Fairmont, who is ranked No. 1. The first track and field event in many decades will be held this weekend at WLU, along with a football game.

There are fundraising initiatives taking place and Dr. Evans' applauded the efforts of the WLU Foundation. \$1.5 million has been raised to date, putting them 17% ahead of where they were in 2019. February's giving was \$150,000, the largest in the last five-years for February. March was another banner month with \$270,000, the second largest March in the last five-years. WesBanco's gift of \$100,000 for an endowed professorship is the first of its kind at WLU, and tomorrow is our Day of Giving. Dr. Evans' hope is to see 100% cabinet participation, along with 100% Board participation. It is good to go out into the community and be able to say that 100% of the Board give to the University. We are hoping to boost the number for employee giving, which is currently at 20%. No gift is too small, even for students, and we hope to do a better job instilling in them a spirit of philanthropy, knowing it's important to give back.

Congressman McKinley was on campus with President Evans and other members of the University and a virtual meeting with Senator Capito went well. IT is currently rolling out a shared point to multiple departments for document storage and collaboration. Filtered water stations across the campus are being installed by the Physical Plant.

Founder's Day is today, with a video sent to the campus community which includes a message from President Evans, the University singers, and a reading from West Virginia Poet Laureate Mark Harshman. This Friday, Good Friday is a holiday and the campus will be closed, and April 30th will be the last day of classes.

Dr. Evans stated that before making a decision on the merger of the Colleges of Arts and Communication and Liberal Arts he wanted to have a conversation with each college. The conversations took place, feedback was provided, questions were asked, and the decision has been made to move forward with the merger of those two colleges. The focus will be to strengthen the financial capacity of that one college. This will be an opportunity to redesign, restructure and be a more impactful college that meets the student's needs.

Dr. Evans discussed the issues surrounding the MOU the Wheeling City Council and Mayor have signed with Bluefield State College. The engineering program Bluefield is offering has not yet been approved by the HEPC. The Board voted to draft a letter supporting President Evans' position on this matter. Mr. Baker asked if a letter was warranted, to which Dr. Evans stated that he was "already out on the ledge" and anything we would decide as a Board would be welcomed. Mr. Baker stated that "if he's out on the ledge, I'm going with him." Dr. Evans noted there is a process Bluefield State has to go through with the WV Higher Education Policy Commission. If the process moves forward there will be an opportunity to voice concerns to the State.

On motion by Richard Carter and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Board of Governors to draft a letter in support Dr. Evans and his position on the Bluefield State College Memorandum of Understanding.

Dr. Evans noted that we have several vacancies on the Board and took it upon himself to reach out to persons who have been nominated, those being:

- Ms. Arlene Brantley – Account Executive with Google Cloud
- Dr. Katie L. Kacmarik – Pharmacist with Moundsville Pharmacy
- Mr. Thomas A. Cervone – Theatre Program Director at University of TN
- Mr. David H. McKinley – President & CIO at McKinley Carter Wealth Services
- Ms. Stephanie Shaw – Vice President of Enterprise Technology at The Wendy's Co.

A brief discussion followed about the process and Dr. Evans' three B's: Bring us students, bring us money (donate yourself, talk with your friends), or bring us your resignation for replacement on the Board. Ultimately, the Governor makes the decision on the appointments.

Dr. Evans discussed amending the bylaws of the Board and suggested other standing committees. Three additional committees were discussed, those being Academic Affairs, Student Life, and Governance. This also serves as notification for the next Board of Governors meeting for approval of such amendments. Chair Lucas stated that he will talk with Ms. Hooper about the Bylaw changes. This concluded the president's report; Dr. Evans asked for questions.

Ms. Baker asked about the nominees for the board vacancies, stating she had submitted Dr. John McCullough to Chair Lucas. Dr. Evans was aware of the nomination and had discussed it with Mr. Lucas. A brief discussion followed with regard to board members living out of the area.

Mr. Baker asked how WLU is doing with COVID and the vaccination protocol. Mr. Cook stated that we are testing weekly, every Tuesday, and have had a run of four weeks without a positive case. There were two positive cases this week, resulting in the quarantine of an entire athletic team. The HEPC has asked us to survey students today, and all employees who were interested have been vaccinated. A brief discussion followed.

IX. Finance Report

Ms. Linger gave a finance update as of February 28, 2021; March is not yet complete. Overall revenue is at 87% of what was budgeted. We will receive our last allotment of \$3 million from the state tomorrow and graduate tuition revenue should increase as well. Overall we did adjust the budget after approval last year and so far we're doing well with revenue. Expenses, except for personal services/benefits/professional services, are under benchmark. Personal services are at about 72% running a little over with the additional custodial services in house and some other issues. We are confident we will end the year on the positive side of the budget.

A brief discussion followed with regard to Dr. Evans moving into the president's home. He will be unpacking, though the house needs some fine tuning.

X. Information Gathering

None.

XI. Next Meeting Date – Wednesday, June 2, 2021

XII. Adjournment

The meeting adjourned at 5:35 p.m.

Richard Lucas _____
Chair

Jack Adams _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
May 19, 2021**

Executive Committee Members Present: Jack Adams, Rich Lucas

WLU Administrators: W. Franklin Evans, Brian Crawford, Stephanie Hooper, Roberta Linger, Shemrico Stanley

1. Chair Lucas called the meeting to order at 8:02 a.m.
2. President Evans gave an update on the following:
 - a. His trip to the Florida Alumni Chapter reunion.
 - b. He shared plans for a possible end-of-the-year on-campus event for employees.
 - c. Mr. Shemrico Stanley has started as the new DEI Officer and Special Assistant to the President for Strategic Initiatives. He will work as the liaison to the BOG to provide assistance to the group.
 - d. Searches are underway for deans for the Gary E. West College of Business and the newly combined college.
 - e. He will be presenting a new name for the new college to the full board at the June 2nd meeting.
 - f. The search for the next Provost/VPAA is underway. Initial screenings have happened and interviews will begin soon.
 - g. Summer enrollment is down compared to last year. Enrollment numbers for fall are also somewhat down, as expected based on lower high school graduating numbers in the region and the impact of the pandemic.
 - h. He announced that organizational changes are being made to better align functions across campus. Included in these are plans to better utilize the Highlands Center, which will house an admissions office, Topper Station, and other academic and community service activities in the future.
 - i. Fundraising is significantly ahead compared to the last three years.
 - j. The women's softball team won the MEC championship and is playing today in the NCAA regional tournament. In addition to being athletically successful, the team has a 3.56 cumulative GPA.
 - k. He reported that the Governor has appointed three new members to the BOG:
 1. Arlene Brantley, Enterprise Account Executive/Google
 2. David McKinley, President and Chief Investment Officer/McKinley Carter Wealth Services
 3. Stephanie Shaw, VP Enterprise Technology/The Wendy's Company
3. The election of BOG officers will occur at the full board meeting. Officers to be elected are the Chair, Vice Chair, and Secretary. Mr. Lucas will contact individuals to possibly serve and create a slate of nominees. There was discussion of training available for board members. Mr. Lucas requested that additional local training be scheduled.

4. The schedule of BOG meetings for 2021-22 will be presented for approval at the full board meeting.
5. Ms. Hooper and President Evans introduced suggested amendments to the BOG bylaws and the establishment of the following additional standing committees:
 - a. Academic Affairs
 - b. Student Life
 - c. Governance
6. Ms. Hooper introduced proposed changes to BOG policies. This will be on the full board agenda.
7. The Annual Graduate Degree, which is an annual requirement of the HEPC, has been created by Ms. Sara Sweeney, Director of the Office of Graduate Studies, and will be presented for approval at the full board meeting.
8. Ms. Linger gave a brief update on the FY 21 budget. She reported that revenue for FY21 will still see some increases based on graduate tuition and the addition of CRRSAA funds. Expenses have held fairly steady and are not expected to change a great deal prior to the end of the fiscal year.
9. Ms. Linger introduced a proposed change to summer tuition and fees, eliminating the athletic and institutional activity fee. She also proposed minor changes to the Dental Hygiene fees and the RN-BSN program metro tuition rate.
10. The meeting was adjourned at 8:36 a.m.

Richard Lucas

Chair

Jack Adams

Secretary

ELECTION OF OFFICERS

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the slate of officers as stated.

**SCHEDULE OF MEETINGS
July 2021 – June 2022**

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors adopts the attached meeting schedule for July 2021 through June 2022.

West Liberty University

Board of Governors

Schedule of Meetings **July 2021—June 2022**

Wednesday, August 18, 2021	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, August 4, 2021 – Executive Committee – 8:00 a.m.	
Wednesday, October 13, 2021	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, September 29, 2021 – Executive Committee – 8:00 a.m.	
Wednesday, December 8, 2021	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, December 1, 2021 – Executive Committee – 8:00 a.m.	
Wednesday, February 2, 2022	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, January 19, 2022 – Executive Committee – 8:00 a.m.	
Wednesday, March 30, 2022	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, March 16, 2022 – Executive Committee – 8:00 a.m.	
Wednesday, June 1, 2022	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, May 18, 2022 – Executive Committee – 8:00 a.m.	

Unless otherwise specified, all meetings will be held in the Shaw Hall Board room. We may schedule additional meetings to allow for discussion of unforeseen issues.

NOTE:

- Fall 2021 Commencement – Saturday, December 11, 2021
- Spring 2022 Commencement – Saturday, May 7, 2022

ANNUAL GRADUATE DEGREE REPORT

Action Item

Proposed Resolution: Resolved that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2020-21.



WEST LIBERTY UNIVERSITY

Office of Graduate Studies
Sara Sweeney, Director
sara.sweeney@westliberty.edu

208 University Drive
CUB 192
West Liberty, WV 26074

To: WLU Board of Governors

From: Sara Sweeney, Director Office of Graduate Studies

Re: Annual Graduate Degree Report

Date: May 26, 2021

1. The number of programs being offered and the courses offered within each program:

a. Master of Arts in Education (MAEd) with Areas of Emphasis in:

- i. Community Education: Research & Leadership
- ii. Leadership Studies
- iii. Multi-Categorical Special Education
- iv. Reading Specialist
- v. Sports Leadership and Coaching
- vi. Innovative Instruction
- vii. Leadership in Disability Services

b. Master of Science in Physician Assistant Studies (MSPAS)

c. Master of Professional Studies

- i. Organizational Leadership

d. Master of Business Administration

- i. Forensic Accounting
- ii. Healthcare Management
- iii. Management

e. Master of Science in Criminology

- i. Courts and Corrections
- ii. Law Enforcement

f. Master of Arts and Master of Science in Biology

- i. Biomedical Science (MA only)
- ii. Tradition
- iii. Zoo Science

g. Master of Science in Dental Hygiene

h. Master of Arts in Clinical Psychology

2. The disciplines in which programs are being offered:

- a. MAEd: College of Education
- b. MSPAS: College of Sciences
- c. MPS: School of Professional Studies
- d. MBA: Gary E. West College of Business
- e. MS Criminology: College of Liberal Arts
- f. MS/MA Biology: College of Sciences

- g. MA Clinical Psychology: College of Sciences
- h. MS Dental Hygiene: College of Sciences

3. The locations and times at which courses are offered:

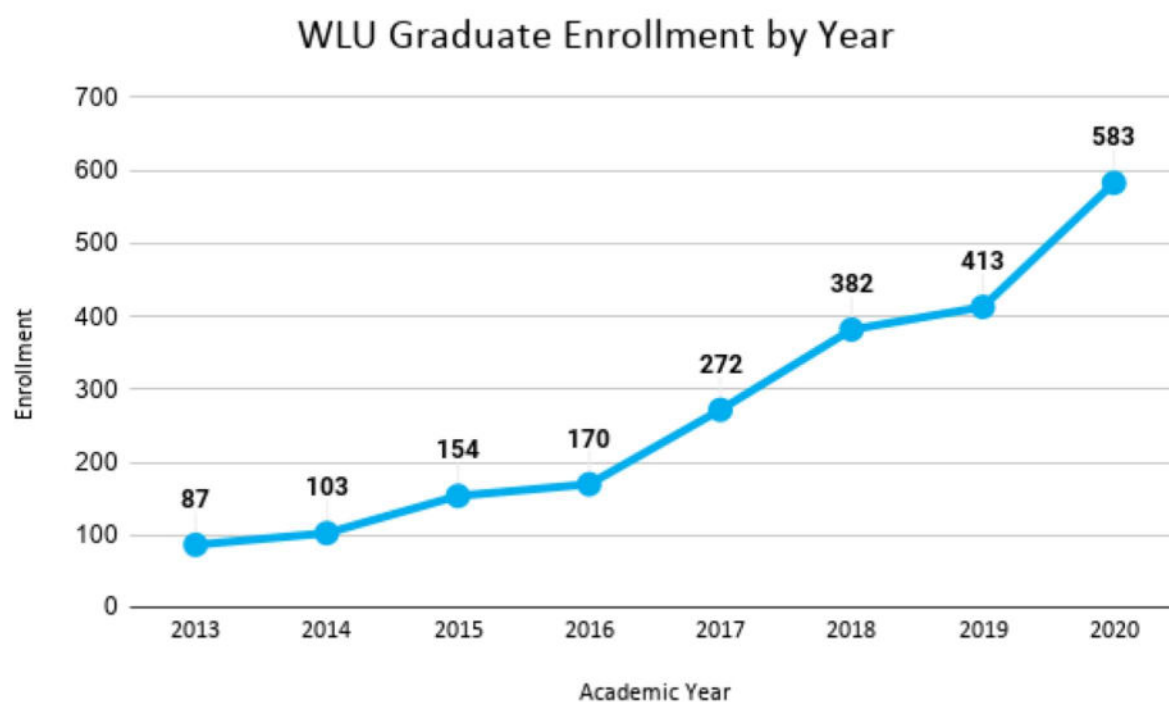
- a. MAEd: Monday through Thursday, 5:00 PM – 8:50 PM at the WLU Highlands Center or online.
- b. MSPAS: Monday through Friday, 8:00 AM – 4:00 PM on the WLU Main Campus
- c. MPS: Friday 5:00 PM – 9:00 PM, Saturday 8:00 AM – 5:00 PM at the WLU Highlands Center or online.
- d. MBA: Entirely online program.
- e. MS Criminology: Entirely online program.
- f. MS/MA Biology: Monday through Friday, 8:00 AM - 8:50 PM on the WLU Main Campus.
- g. MS Dental Hygiene: Entirely online program.
- h. MA Clinical Psychology: Monday through Thursday, Evenings on the WLU Main Campus.

4. The number of students enrolled in the programs for 2020-21:

- a. MA Education: 125
- b. MSPAS: 35
- c. MPS: 22
- d. MBA: 169
- e. MS Criminology: 24
- f. MS/MA Biology: 51
- g. MS Dental Hygiene 10
- h. MA Clinical Psychology 7
- i. Special Non-degree: 140

5. The number of students who have obtained master's degrees through each program since May 2021:

- a. MA Education: 31
- b. MSPAS: 16
- c. MPS – Org Leadership: 9
- d. MBA: 59
- e. MS Criminology: 3
- f. MS/MA Biology: 27
- g. MS Dental Hygiene 5
- h. MA Clinical Psychology 0



Approval of Changes Tuition and Fees

ACTION ITEM

The Board of Governors is asked to approve a change to the summer tuition and fees, eliminating the athletic and institutional activity fee. Changes are also proposed to the Dental Hygiene fees and the RN-BSN program metro tuition rate.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the various tuition and fee changes as stated.

West Liberty University
May 19, 2021
Executive Committee

Additions to Fee Schedule approved 3/31/2021

Summer Term Rates for Summer 2022

Residency Type	Full Time	Per Hour
Resident:	\$3,872	\$323
Metro:	\$6,718	\$560
Non-Resident:	\$7,981	\$665

These rates eliminate the athletic fee and institutional activity fee for the summer. This is a total of \$401.
(Athletic Fee: \$239; Activity Fee \$162)

Dental Hygiene

Dental Hygiene Cavitron Handle: \$160 DH286 (Spring)

No change from FY21

RN-BSN

R, NR, Metro: \$3,566

BYLAWS OF THE BOARD OF GOVERNORS ACTION ITEM

Additional Standing Committees:

At the March 31, 2021 meeting of the West Liberty University Board of Governors, President Evans discussed amending the Bylaws of the Board, requesting additional standing committees. Three additional committees were requested:

- Academic Affairs – to keep the Board up-to-date academically.
- Student Life – to keep the Board up-to-date on campus happenings, placement, retention, and experience.
- Governance – to make sure Board members are in line with their duties, a membership succession plan is in place, ensure that board members are acting and handle their fiduciary responsibilities.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the additional committees as stated.

Having added and approved the stated standing committees, the West Liberty University Board of Governors must approve the updated Bylaws with said changes.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors adopt the updated Bylaws as stated.

NOTICE OF INTENT FOR PROPOSED RULEMAKING

ACTION ITEM

The Notice of Intent encompasses the following:

- Every BOG Policy will be reviewed for compliance with current State Code, HEPC Rules and/or current practice.
- Policies will be renamed Rules per **§18B-1-2** and **§18B-1-6**.
- Rules will be reformatted to a consistent design and include standard terms where applicable.
- Rules will be renumbered into the following ***potential*** categories:
 1. Governance
 2. Academic Affairs & Faculty Affairs
 3. Human Resources
 4. Finance and Administration
 5. Student Affairs
- All proposed new policies, revisions, and/or repeals will be made available for a comment period of 30 days. The Office of the President shall forward the draft summary and comments to the Board of Governors Executive Committee and a final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy, policy revision and/or policy repeal.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the Notice of Intent for the proposed rulemaking.



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
NOTICE OF INTENT FOR PROPOSED RULEMAKING

Proposed Changes

1. Every BOG Policy will be reviewed for compliance with current State Code, HEPC Rules and/or current practice.
2. Policies will be renamed Rules per **§18B-1-2** and **§18B-1-6**.
3. Rules will be reformatted to a consistent design and include standard terms where applicable.
4. Rules will be renumbered into the following ***potential*** categories:
 1. Governance
 2. Academic Affairs & Faculty Affairs
 3. Human Resources
 4. Finance and Administration
 5. Student Affairs
5. All proposed new policies, revisions, and/or repeals will be made available for a comment period of 30 days. The Office of the President shall forward the draft summary and comments to the Board of Governors Executive Committee and a final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy, policy revision and/or policy repeal.

Proposed New Rules

1. HR Governance
2. Academic Administration: include current BOG Policy 18, engagement with Faculty Senate per § 18B-6-3(f) and § 18B-6-3-(g), and other academic topics.
3. Intellectual Property
4. Finance & Administration Governance

Potentially Repeal

(outdated, should be internal, or information included elsewhere)

1. Policy 12 Publications
2. Policy 13 Funding of Intercollegiate Athletics
3. Policy 15 Productivity of Faculty and Administrators
4. Policy 21 Making Agendas Available to Public
5. Policy 22 Employment Innovations
6. Policy 26 Order of Precedence
7. Policy 28 Social Justice
8. Policy 30 Americans With Disabilities Act
9. Policy 31 HIV AIDS Infection
10. Policy 35 National, State, and Local Elections
11. Policy 39 Group Insurance
12. Policy 40 Social Security



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
NOTICE OF INTENT FOR PROPOSED RULEMAKING

- 13. Policy 41 Retirement Benefits
- 14. Policy 42 Unemployment Compensation
- 15. Policy 44 Workers' Compensation
- 16. Policy 45 Workplace Threats and Violence
- 17. Policy 46 Use of University Property
- 18. Policy 53 Access to Personnel Files



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
 NOTICE OF INTENT FOR PROPOSED RULEMAKING

Substantively, this Notice of Intent for Proposed Rulemaking will result in additions, revisions, or repeals as tentatively set forth below:

BOG Policy	Last Updated	Proposed Category	Proposed New Rule #	Proposed Changes
Policy 1 Presidential Search and Selection	1/25/2012	Governance	G 1.2	Combine 1, 2, 9 Outdated and needs updated with accurate Code requirements
Policy 2 Presidential Appointments, Responsibilities, and Evaluation	4/3/2013	Governance	G 1.2	Combine 1, 2, 9 Outdated and needs updated with accurate Code requirements
Policy 3 Program Review	8/1/2012	Academic & Faculty Affairs	AF 2.2	Review and update if needed
Policy 4 Change in the Organization of Schools, Divisions, Departments or Other Administrative Units	7/29/2002	Governance	G 1.3	Combine 4,5
Policy 5 Naming or Renaming of Buildings or Organizational Units	7/29/2002	Governance	G 1.3	Combine 4,5
Policy 6 Holidays	7/29/2002	Human Resources	HR 3.6	Review and update if needed
Policy 7 Alcoholic Beverages on Campus	7/29/2002	Governance	G 1.4	Review and update if needed
Policy 8 Use of West Liberty University Facilities	2/8/2012	Finance & Administration	FA 4.4	Review and update if needed
Policy 9 Annual Review of Presidential Goals	7/29/2002	Governance	G 1.2	Combine 1, 2, 9 Address Evaluation timing/process
Policy 10 Travel	2/8/2012	Finance & Administration	FA 4.2	Review and update if needed
Policy 11 Employment Hiring	6/14/2017	Human Resources	HR 3.7	Review and update if needed



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
 NOTICE OF INTENT FOR PROPOSED RULEMAKING

BOG Policy	Last Updated	Proposed Category	Proposed New Rule #	Proposed Changes
Policy 12 Publications	2/26/2003			Repeal
Policy 13 Funding of Intercollegiate Athletics	4/27/2005	Finance & Administration		Potentially Repeal
Policy 14 Regulation of Speed, Flow and Parking of Vehicles on Campus	12/9/2015	Finance & Administration	FA 4.5	Review and update if needed
Policy 15 Productivity of Faculty and Administrators	6/22/2005			Repeal
Policy 16 Awarding of Undergraduate Fee Waivers	8/31/2005	Finance & Administration	FA 4.3	Combine 16,17,43
Policy 17 Tuition and Fee Waivers for Those 65 or Older	6/22/2005	Finance & Administration	FA 4.3	Combine 16,17,43
Policy 18 Credit Toward Graduation for Service in Public Schools	6/22/2005	Academic & Faculty Affairs	AF 2.1	Create New Academic Administration BOG Rule
Policy 19 Disposition of Obsolete and Unusable Equipment & Supplies	8/31/2005	Finance & Administration	FA 4.6	Review and update if needed
Policy 20 Administrators Requiring Teaching or Research	6/22/2005	Academic & Faculty Affairs	AF 2.3	Combine 20,25 and Tenure, Promotion, etc. WV Code repealed; Change to 18b-8-6(b)
Policy 21 Making Agendas Available to Public	8/31/2005			Repeal: Include language on BOG website
Policy 22 Employment Innovations	10/4/2017			Repeal: Include in HR Policy
Policy 23 Policy on Policies	8/22/2018	Governance	G 1.1	Review and update if needed



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
 NOTICE OF INTENT FOR PROPOSED RULEMAKING

BOG Policy	Last Updated	Proposed Category	Proposed New Rule #	Proposed Changes
Policy 25 Definition of Faculty and Staff	8/23/2017	Academic & Faculty Affairs	AF 2.3	Combine with 20 or remove??
Policy 26 Order of Precedence	1/25/2012			Repeal
Policy 27 Order of Responsibility	6/14/2017	Governance	?	Review and update if needed; Could potentially be repealed.
Policy 28 Social Justice	12/11/2006			Repeal
Policy 29 Affirmative Action Equal Opportunity and Non-Discrimination	12/11/2006	Human Resources	HR 3.2	Review and update if needed
Policy 30 Americans With Disabilities Act	12/11/2006			Repeal
Policy 31 HIV AIDS Infection	12/11/2006			Repeal
Policy 32 Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct	8/15/2020	Governance	G 1.5	
Policy 33 Drug-Free Workplace	10/1/1991	Human Resources	HR 3.4	Update language on training
Policy 35 National, State, and Local Elections	12/11/2006			Repeal
Policy 36 Leave of Absence Without Pay	12/11/2006	Human Resources	HR 3.5	Create Leave Policy; Combine 36,37
Policy 37 Military Leave	12/11/2006	Human Resources	HR 3.5	Create Leave Policy; Combine 36,37
Policy 38 Campus Bookstore	12/10/2008	Academic & Faculty Affairs	AF 2.4	Combine 38, 51



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
 NOTICE OF INTENT FOR PROPOSED RULEMAKING

BOG Policy	Last Updated	Proposed Category	Proposed New Rule #	Proposed Changes
Policy 39 Group Insurance	12/11/2006			Repeal: Internal HR
Policy 40 Social Security	12/11/2006			Repeal: Internal HR
Policy 41 Retirement Benefits	12/11/2006			Repeal: Internal HR
Policy 42 Unemployment Compensation	12/11/2006			Repeal: Internal HR
Policy 43 Tuition Waivers and Discounts for Employees	1/28/2015	Finance & Administration	FA 4.3	Combine 16,17,43
Policy 44 Workers' Compensation	12/11/2006			Repeal: Internal HR
Policy 45 Workplace Threats and Violence	12/11/2006			Repeal: Internal HR
Policy 46 Use of University Property	4/15/2009			Repeal: Internal and/or combine with BOG 48
Policy 47 Tobacco Use and Guidelines	6/6/2012	Governance	G 1.11	Review and update if needed
Policy 48 Ethics	4/22/2009	Governance	G 1.6	Review and update if needed
Policy 49 Computer Abuse		REPEALED		
Policy 50 Fundraising	2/8/2012	Governance	G 1.10	Review and update if needed
Policy 51 Textbook Affordability	8/17/2011	Academic & Faculty Affairs	AF 2.4	Combine 38, 51
Policy 53 Access to Personnel Files	12/11/2006			Repeal: Internal HR
Policy 54 Student Privileges, Rights and Responsibilities	12/11/2006	Student Affairs	S 5.1	Review and update if needed
Policy 55 Freedom of Information Act Requests	4/13/2006	Governance	G 1.7	Review and update if needed



WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS
 NOTICE OF INTENT FOR PROPOSED RULEMAKING

BOG Policy	Last Updated	Proposed Category	Proposed New Rule #	Proposed Changes
Policy 56 Deadly Weapons Destructive Devices	10/5/2016	Governance	G 1.9	Review and update if needed
Policy 57 Discipline and Separation from Employment	10/4/2017	Human Resources	HR 3.8	Review and update if needed
Policy 58 Compensation Management Rule	10/4/2017	Human Resources	HR 3.3	Review and update if needed
Policy 59 Modified Duties for Certain FT Faculty	8/19/2020	Academic & Faculty Affairs	AF 2.5	
Policy 60 IT Governance	10/14/2020	Governance	G 1.8	
NEW: Intellectual Property		Governance	G 1.12	Create
NEW: Human Resource Governance		Human Resources	HR 3.1	Create
NEW: Finance & Administration Governance		Finance & Administration	FA 4.1	Create

**COMBINING THE COLLEGE OF LIBERAL ARTS AND
THE COLLEGE OF ARTS AND COMMUNICATION
and
RENAMING COMBINED COLLEGES TO
COLLEGE OF LIBERAL AND CREATIVE ARTS**

Action Item

The Board of Governors is asked to approve the combining of the College of Liberal Arts and the College of Arts and Communication and renaming the combined colleges to the “College of Liberal and Creative Arts.”

Faculty, staff, and students were consulted prior to seeking approval.

Proposed Resolution, *Resolved*, that the West Liberty University Board of Governors approve the combining of the College of Liberal Arts and the College of Arts and Communication and renaming the combined colleges the College of Liberal and Creative Arts.

West Liberty University

5/1/2021

FY21 Operating Budget Status (for the month ending 04/30/2021)

<u>Sources:</u>	<u>FY21 Original Budget</u>	<u>Adjusted Budget</u>	<u>Bud Var</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Adjusted</u>
Undergraduate Tuition and Fees:	20,678,798	19,644,859		19,386,158	258,701	98.7%
<i>Related Discounts:</i>	(3,857,931)	(3,590,633)		(4,010,680)	420,047	
<i>Net:</i>	16,820,867	16,054,226	(766,641)	15,375,478	678,748	91.4%
Graduate Tuition:	3,449,066	3,276,613		2,967,685	308,928	90.6%
<i>Related Discounts:</i>	(504,430)	(469,480)		(466,102)	(3,379)	
<i>Net:</i>	2,944,636	2,807,133	(137,503)	2,501,584	305,549	85.0%
Room and Board:	11,076,349	9,976,349		9,703,128	273,221	97.3%
<i>Related Discounts</i>	(2,022,694)	(1,882,550)		(1,847,104)	(35,446)	
<i>Net:</i>	9,053,655	8,093,799	(959,856)	7,856,025	237,774	86.8%
State Appropriation	8,829,582	8,829,582	0	9,102,662	(273,080)	103.1%
Other	1,678,213	1,678,213	0	1,418,240	259,973	84.5%
	39,326,953	37,462,953	(1,864,000)	36,253,988	1,208,965	96.8%
<u>Uses:</u>						
Personal Services	17,947,772	17,914,772	(33,000)	15,897,751	2,017,021	88.7%
Fringe Benefits	4,622,650	4,295,953	(326,697)	3,771,807	524,146	87.8%
Utilities	2,866,339	2,505,000	(361,339)	1,793,386	711,614	71.6%
Debt	2,746,019	2,568,829	(177,190)	2,081,551	487,278	81.0%
Rent	1,444,629	1,343,063	(101,566)	1,058,988	284,075	78.8%
Contractual Services	4,119,914	4,108,914	(11,000)	3,639,928	468,986	88.6%
Other	4,860,290	4,726,422	(133,868)	3,653,803	1,072,619	77.3%
	38,607,613	37,462,953	(1,144,660)	31,897,214	5,565,739	85.1%
<u>Net:</u>	719,340	0	(719,340)	4,356,775		
<u>Discounts</u>	6,385,056	5,942,663	(442,393)	6,323,885	(381,222)	106.4%
Includes 22 out of 26 pays. (Plus Increment):				85%		
10 months:				83%		