

WLU Board of Governors

Regular Meeting

Wednesday, February 2, 2022 – 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**
- 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 December 8, 2021* (pg. 3-9)
 - B. Minutes of the Executive Committee December 8, 2021* (pg. 10)
- VI. **Board Items for Approval***

None.

*Action Items
- VII. **President's Report**
- VIII. **Reports**
 - A. Provost (Monteroso)
 - B. Enrollment Update (Cook)
 - C. Staff (Glanville)
 - D. Faculty (Metz)
 - E. Student Government (Jones)
- IX. **Finance Report**
- 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, March 30, 2022**
- XII. **Adjournment**

**West Liberty University
Board of Governors**

**Minutes
December 8, 2021**

Attendance:

Michael Baker, Arlene Brantley, Richard Carter, Thomas Cervone, Jamie Evick, Ryan Glanville, David McKinley, Jason Metz, Stephanie Shaw

Unable to Attend:

Jack Adams, MacKenzi Jones, Rich Lucas

Administration/Faculty/Staff:

W. Franklin Evans, Phillip Carl, Scott Cook, Aaron Crall (CLA), Mary Ann Edwards, Diana Harto, Angie Hill, Lori Hudson, Jason Koegler, Sean Ryan, Tammi Secrist, Shemrico Stanley, Bonnie Suderman, Lynn Ullom, Joe Rodella

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

Secretary Evick called the meeting to order at 4:02 p.m. with a motion by Michael Baker and seconded by Richard Carter, followed by a roll call taken of members.

II. Introductions

A. FY21 Audit Report – CliftonLarsonAllen, LLP

Ms. Hudson introduced Aaron Crall with CLA, who reviewed the West Liberty University financial statement, noting that Nancy Gunza has retired. Mr. Crall stated that the financial statement audit is 100% complete and issued. The audit was due and completed on October 15, 2021, noting this is a positive report to deliver. Mr. Crall complimented Ms. Hudson and Ms. Hooper for their preparedness for the audit with the many transitions in the accounting department.

Mr. Crall noted the responsibilities in the financial statement audit. The Board's role is oversight of the audit process. The finance team has the responsibility of preparing the financial records according to policy and internal controls. The auditor's responsibility is limited to doing testing and providing an opinion on the accuracy of the financials. The financial statements are WLU's; the auditor's express opinion of these statements. The WLU Foundation is included as a discretely presented component unit, but they have separate auditors perform their audit. Internal controls were evaluated, and no issues were uncovered or errors to be corrected. No material weaknesses were identified. There were no questions for the auditor.

III. Public Comment

None.

IV. Agenda Order

No change to the agenda order.

V. Approval of Minutes*

A. Minutes of the Full Board October 13, 2021, October 20, 2021, November 3, 2021*

On motion by Richard Carter and seconded by Stephanie Shaw, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of October 13, 2021, October 20, 2021, and November 3, 2021.

VI. Board Items for Approval*

A. Audit*

On motion by Stephanie Shaw and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve submission of the Fiscal Year 2021 audit report.

B. Honorary Degree – David R. Croft*

Dr. Evans stated that a committee composed of five individuals, with the provost leading the charge, along with representation from faculty, staff, students, and External Affairs, recommended to the President that an honorary degree be awarded to WLU's commencement speaker, attorney David R. Croft, the Doctor of Humane Letters. Dr. Evans asked that the board accept the recommendation and resolution for Mr. Croft to receive an honorary degree.

On motion by Richard Carter and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to authorize the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the December 2021 commencement to David R. Croft.

C. Updated Mission Statement*

Dr. Evans noted that the board had been made aware that the University is going through a reaffirmation process; one that requires we show documentation that our current mission statement is reviewed and approved. It was the sentiment of the Governance Committee to take a very careful look at the current statement. A taskforce of individuals across the campus comprised of deans, faculty, staff, students, and administration brought forward what the board has in front of them.

The current Mission Statement reads: *To provide our students the opportunity for a high-quality undergraduate, graduate, and professional education through appropriate forms and venues.*"

The proposed Mission Statement reads: *West Liberty University, established in 1837, was the first institution of higher education in West Virginia. Today, we are a dynamic, inclusive, student-centered community that cultivates scholarly exploration, experiential learning, creative expression, and global citizenship.*

WLU is a public university committed to providing students with a comprehensive education from undergraduate to advanced degrees while serving as the region's leading advocate for educational attainment, the arts, research, and economic opportunity."

The proposed statement was sent out across campus on Monday in a survey format and we did receive input; 175 participated with 69% responding in agreement with and 33% against. The survey was shared with the Executive Committee today. The taskforce is willing to go back to tweak this statement. A discussion followed about the Mission Statement.

On motion by Michael Baker and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the revisions to the Institutional Mission Statement.

D. Board of Governors Self-Evaluation Document – Informational

Dr. Evans stated that this document was discussed during the Governance Committee meeting. As we prepare for accreditation, the idea is that our BOG does its own type of assessment of its work and purpose. Samples were provided to the Committee, and it recommended this particular instrument, found on pages 18-19 of the Board packet. An electronic version will be sent to the board after the meeting. The information provided will be tabulated and ready before the next board meeting.

VII. President's Report

Dr. Evans noted the five core priorities for WLU; demonstrate academic success, emphasize University branding, strength community engagement, ensure operational excellence, and enhance student experience. Everything WLU does is supposed to emanate from those five things. The presidential priorities are enrollment, financial stability, student success, community focus and alumni engagement.

With regard to Academic Affairs, commencement is Saturday, December 11, 2021 at 11:00 a.m., with only one ceremony for graduate and undergraduate students. The faculty-Staff Institute will be January 5, 2022 opening the new semester and provide information to faculty and staff on what will occur in the semester. Classes begin on January 8th, but the majority of campus classes start on

January 10th. The HLC accreditation self-study is due in the spring, and we now have a new accreditation liaison, Dr. Ann Saurbier. She is an expert in the field of accreditation, particularly HLC, and we are fortunate that she is now going to serve as the liaison. We have an updated mission statement, having looked at our vision and particularly at some of the goals. As Trustee Shaw mentioned, we need to make sure everything is aligned appropriately and correctly so the vision and everything else emanates from our mission statement. As the new semester begins, we have another group looking at the strategic plan. Faculty, staff, students, and the Board will be involved in the process. They will look at what was created some years ago, and in light of the new revised mission statement, to make sure what we have is appropriate and meaningful. The provost search ended up being a failed search. We want to make sure the provost we select is someone who will bring value to the institution. There were 35 applicants who met the criteria with many eliminated who were asking for more money than we pay. Applicants did not move forward in the process if they were asking for \$180,000 to \$200,000. Dr. Suderman has worked tremendously as our Chief Academic Officer. We have MOU's between many institutions and agencies, particularly our sciences with MOU's with hospitals and clinics. The College of Education and Human Performance MOU's are with athletic trainers, and most recently the Gary E. West College of Business and graduate studies joining with Pittsburgh Technical College so their graduates can ease into our masters program. Dr. Saurbier and Dr. Mumford have been working with the administration at Pittsburgh Technical College on the MOU. Ohio Valley University is going to be closing. The Chancellor made us aware that they have lost their accreditation. They have not paid Elusion in seven years and are unable to provide transcripts to anyone. The HEPC meets Friday to make the final determination. Ohio Valley University is a private church related school.

Student Engagement and Mr. Cook's team have met and WLU will start the spring semester with a mask mandate, as we are all aware of the new COVID variant OMICRON. Initially, we were going to hold testing of individuals who have not provided vaccine information but will now test on a case-by-case basis as issues arise. Mr. Cook will share more details. Fall enrollment is down and Mr. Cook will talk about some of the initiatives being planned to boost enrollment. Men and Women's basketball are underway, as well as wrestling, acrobatics and tumbling will begin in February, and the indoor track and field has already started. With residence life we are bringing another facility online with Topper Village. We anticipate having students who will be switching over to occupy very soon.

In Fiscal Affairs a clean audit was received, which Ms. Hudson will reiterate. WL is facing a \$2.7 million deficit, the reality of where we are with the decline in enrollment, and we continue to spend as if we still have those students. We do have a plan, using some CARES and federal dollars to make us whole through this year, but we need to make some immediate changes to be prepared for next year. FY 2023 planning is in process and the Cabinet is meeting next week to start looking at ways to right size to be financially stable finishing this year out, but also for next year. We are waiting on some documents so we can discuss tuition and fees next week and carefully look at the metro rate to be sure we're competitive and it's benefiting WL. The HEPC is looking at a new state funding formula to recommend to the legislature. It is an outcomes-based model with funding formula monies being given to institutions based on accumulated progress of students, hours, institutional research and development activity, serving the academically underprepared, adult students/non-traditional students, and low-income students. There are other areas in the model and Chancellor Tucker will present it to the legislators, but there is no guarantee they will accept the model. Mr. Rodella and his team are making sure we cover ADA compliance issues and that we're doing what we need to do to be compliant with ADA regulations. We will use federal dollars to upgrade access into buildings to be consistent across the campus, as well as upgrade the surveillance system.

The Highlands Center, which costs about \$300,000 a year to rent, organizationally has been moved under External Affairs. Vice President Koegler will talk and run through what's going on with the new director, who we are glad to have on board.

Mr. Koegler stated that there are new collaborations and some new initiatives that are going to take place and provide a greater return on our investment at the Highlands Center. He gave a brief background on the history of WLU and the challenges its faced in 185 years. We will be creating a new way to engage alumni and Tammi Secrist, Executive Director of Marketing, is working on new signage and branding on campus, as well as having our first ever trademark in collaboration with

Attorney Hooper. 50 years ago, WVNCC was our original downtown campus, and we knew then that we needed to be closer to the community. We have been tasked with a return on investment and the Ohio County Commission, who runs the Highlands Center, also wants to create more of a community presence. Mr. Koegler introduced new Director of the Highlands Center, Phil Carl.

Mr. Carl stated he's now been with the University one month. The Highlands Center financially needs to be repurposed. He is happy to answer any questions and the focus is accessibility and flexibility, keying in on a flexibility theme. As we move forward in community engagement, we need to disconnect from the hilltop and what could or should exist at the Highlands facility. We will take from the hilltop and give it more flexibility/accessibility at the Highlands. Currently it's Monday through Friday, 9:00 to 5:00, with mostly masters level education. In the daytime we would like to take clinical speech and audiology, along with nursing, and recreate that community at the Highlands. People will not just see what we do but participate as customers and sell services to the community with a testing center and distance learning on campus. We can offer secure and accessible testing for any type of secondary or higher education testing such as the GRE exam. Another marketable tool would be to offer space for those struggling to find places to meet. With the event center right next door it would be a great connection with the Development Authority, and we could host and sell events.

A discussion followed returning to the funding formula. The president's have met with the Chancellor and CFO's to look at this particular model being borrowed from Tennessee. Dr. Evans stated that opposed to receiving the same amount of money, they will look at programs and it will depend on how successful you are, and monies will be based on success and given that way. Everyone will not receive the same amount and if you're not producing, you will not benefit from some of the premium dollars. Dr. Cervone stated they are just rolling out this type of funding at the University of Tennessee. There has been some controversy, but it's motivated by incentives and production. If you don't produce you have to figure out a way to earn more money. So far it seems to be working. Dr. Evans stated that the downside of the model is that it's looking at students within the state, so we're not sure if the legislators are going to buy your enrollment for out-of-state students. That is a big issue, whether the state is going to provide additional funding based on students not within the state. A large percentage of our students are out-of-state.

VIII. Reports

A. Interim Provost (Suderman)

Dr. Suderman noted that she is looking forward to commencement on Saturday. We will be trying something different, a pilot study, and are working with faculty and student services. Faculty will be getting grades in earlier for those students who are graduating. Student Services will get these grades compiled in order to give graduates their actual diploma instead of mailing them as was done previously. We will discuss what worked or did not work so we are able to replicate the process at the May commencement. We will proceed with asking to update Policy No. 232: Reporting Grades and redo the policy on when grades are due.

The Interim Dean of Graduate Studies was tasked to increase the graduate culture on campus, and we are going to be starting a Graduate Student Association. This will go a long way in increasing that culture, with an emphasis to build their leadership skills. A synopsis of projects going on is contained in the Academic Affairs report in the board packet. The Governors Honors Academy Grant proposal was submitted and has been approved to be one of the finalists. A group will be coming to campus on December 15th for 1.5 hours to show all that's good about WLU. We will be meeting on December 13th for the best plan of attack. The theme of the proposal is The Nature of Happiness and is three weeks of courses for high school students.

The first doctorate program in Educational Leadership has a solid dean leading it, Dr. Cathy Monteroso. We have already had an advisory meeting with people in the community, those being Zac Shutler, Principal, Union Local High School, Stephanie Zimmer, Brooke County Schools, Shelby Haines, Marshall County Schools, and Dr. Mary Ciszek, Hancock County. We hope to have our intent to plan ready and submit to the HEPC in April of 2022, with the goal being to have our first class in August 2023. An articulation agreement is in process with Pittsburgh Technical College to partner with our MBA program. Students will be able to take up to four of our MBA courses as undergraduates and hook them into completing their MBA with WLU.

B. Enrollment (Cook)

Mr. Cook gave the following enrollment update as of December 8, 2021:

Fall 2021 Enrollment Headcount as of 12/3/2021	2330
Fall 2020 Final Enrollment Headcount	2483
	-153 (6%)

Spring 2022 Enrollment Headcount as of 12/3/2021	1608
Spring 2021 Enrollment Headcount as of 12/3/2020	1747
	-139 (8%)

Spring 2022 New Student Applications as of 12/1/2021	212 (Up 25%)
Spring 2022 New Student Accepted Applications as of 12/1/2021	81 (Up 13%)

Fall 2022 New Student Applications as of 12/1/2021	1032 (Up 17%)
Fall 2022 New Student Accepted Applications as of 12/1/2021	669 (Up 28%)

The bright spot is that we're back out on the road, in high schools, and bringing people to campus. Spring applications are up significantly with accepted students up 13%. Next fall we are up 17% with accepted students up 28%. These are good signs moving forward, but we still must deal with this current year. Last week we had the largest group on campus in two years with 81 families. We must get them on campus and last year we couldn't do that due to COVID. We are facing challenges such as the enrollment cliff in four or five years where high school graduates are going to bottom out. Dr. Evans mentioned the mask mandate, which will continue. We had very few positive cases in the fall and will need to test all unvaccinated after the break. Dr. Cervone asked who our biggest competitor is right now. Mr. Cook stated WVU, Marshall, Fairmont, and Ohio State seem to be our biggest competitors. He reiterated that once we get them on campus, there's a great chance to get them to enroll. Campus safety is a big deal; we have our own police force, and the Ohio County Sheriff substation. West Virginia only has 48% of high school graduates going to college after graduation. There are many vocational opportunities for students and the gas and oil industry; college isn't the first option anymore.

C. Staff (Glanville)

Mr. Glanville stated that the Staff Council last met on November 18, 2021 and received approvals for fundraising and a raffle for the parking space. A date will be announced for the upcoming Terrific Topper award, recognizing people for above and beyond service at WLU. Topper Friday was also discussed as a collaborative with the Employee Engagement Committee. Staff Council will meet one more time this semester.

D. Faculty (Metz)

Dr. Metz was unable to attend the most recent Faculty Senate meeting. He believes faculty have been pleased with the progress made working on the policy for plagiarism and reformulating the promotion and tenure concept. Dr. Evans noted that it was Dr. Suderman's recommendation to make the promotion/tenure a quantitative process. A push is on for those who are working with new faculty to work on their yearly review to make sure they are making significant progress in the completion of their promotion and tenure requirements. Faculty are also interested in how a faculty member is selected for the provost search committee. Their recommendation is that they should be chosen by a delegation of faculty.

E. SGA (Jones)

Ms. Jones is unable to attend this evening.

F. Foundation (Hill)

Ms. Hill gave a brief report reflecting on the numbers at the end of November, which is located on page 44 of the board packet. Total funds raised July 1, 2021 through the end of November are \$755,000; compared to last year at the same time we are 15% behind. We have 220 new donors and a retention rate of 48%; compared to last year which was a little over 50%. The endowment sits at \$25 million. The Foundation annual report is in the mail and should be

received in the next few days. The Foundation is currently engaging in a strategic planning process and recruiting a committee. Mr. Baker has agreed to help with the BOG input in the process. The current three-year plan has come to an end and it's time to reevaluate and refresh the plan. The Day of Giving will be held April 6, 2022 and we will be communicating in advance of that date in a variety of ways. The women's and men's basketball teams are playing this evening at 5:30 p.m. for the women and 7:30 p.m. for the men. Stop over at the VIP event, courtesy of the Dirty Dog Tavern.

IX. Finance Report

Ms. Hudson noted that she started at WLU on August 13, 2021, and on day one jumped into the audit, provided a draft of the financial statement on September 15th, and provided the final financial statement on October 15th. An enormous thank you goes to Attorney Hooper; at the time we did not have a controller either and she was a huge help. Michael Smith started on November 22nd as the Controller.

Ms. Hudson noted there are four documents in the board packet that were reviewed in detail with the Finance Committee. After the audit was completed, the budget was reviewed line by line. Categories were adjusted; waivers to students were listed as \$6.1 million, but it's closer to \$6.7 million. The Main Hall roof desperately needs to be repaired but not budgeted for in any way; \$886,000 to repair that roof. Looking at what was put together in total, we have a deficit of \$2.7 million.

When this information was discovered, we see certain things that will get us through this fiscal year. Royalties were projected at \$387,000, but at the end of October we were already at \$391,000, which will help tremendously if it remains constant. The HEPC will help with the Main Hall roof and CARES act dollars can be used for the student portion and institutional portion of that money. The institutional portion can be used to pay off student balances and will be able to pay off over \$400,000 of past student balances and cover receivables that are outstanding. As a Cabinet we believe we can recover about \$500,000 by carefully looking and signing off on anything greater than \$500 and carefully watching expenses. All these items equal about \$2.7 million, but we cannot sustain the expense budget that we have with less students. There are going to have to be changes made.

We are currently at a net revenue of \$17.7 million and expenses of \$14 million. Looking at the historical analysis, capturing our enrollment, and full-time employees, you can see that in FY16 we were looking like we are today. In FY17 an attempt was made to right size the university and get expenses under control; the total employee count was 260. Our fall enrollment during that time was 2,324; today our total employee count is 319 and headcount is only 11 more students. Also, in FY17 the expenses budget was \$37 million, today its \$43.8 million. Waivers in 2017 were \$4.5 million and they're expected to be \$6.7 million this year. The personal services budget is \$4.2 million great than it was in 2017. Waivers are discounts given to students and I say this to make you understand that we are going to, as a group, discuss how we are going to right size this university. We cannot be sustained with the current enrollment. A brief discussion followed regarding reducing employees, increasing enrollment, and additional revenue streams.

X. Information Gathering

None.

XI. Next Meeting Date – Wednesday, February 2, 2022

XII. Adjournment

On motion by Thomas Cervone and seconded by David McKinley, the meeting adjourned at 5:33 p.m.

Richard Lucas

Chair

Jamie Evick

Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
December 8, 2021**

Executive Committee Members Present: Arlene Brantley, Richard Carter, Jamie Evick

WLU Administrators: W. Franklin Evans, Stephanie Hooper, Bonnie Suderman

1. Secretary Evick called the meeting to order at 3:00 p.m.
2. Budget/Audit Report
A brief update was given on the status of the FY 2021-22 budget, noting that the auditors with CliftonLarsonAllen, LLP, presented the audit to the Finance Committee on November 16, 2021. They will make the same presentation to the full Board at the December 8, 2021.
3. Honorary Degree
The recommendation for the honorary degree, a Doctor of Humane Letters, to be presented to David R. Croft at the upcoming commencement on December 11, 2021, was brought forward from the Honorary Degrees and Recognition Committee. The degree will go before the full board for approval.
4. Mission Statement Update
The proposed mission statement was reviewed and will be brought forward to the full board at the upcoming meeting.
5. Board of Governors Self-Evaluation
Dr. Evans noted that documents were discussed during the Governance Committee meeting and their importance to the upcoming accreditation visit. These documents will be presented to the full board and members will be asked to complete the decided upon document at the next meeting.
6. Adjournment
The meeting adjourned at 3:26 p.m.

Richard Lucas

Chair

Jamie Evick

Secretary



Board Report

WLU Board of Governors

February 2, 2022

• Office of the President	Pgs. 11-13
• Academic Affairs	Pgs. 14-16
• Student Affairs and Enrollment Management	Pgs. 17-18
• Legal Counsel	Pgs. 19-20
• Fiscal Affairs	Pgs. 21-22
• External Affairs	Pgs. 23-24
• Athletics	Pgs. 25-27
• Human Resources	Pgs. 28-29
• IT/Physical Plant	Pgs. 30-31
• WLU Foundation	Pg. 32

I. 2021-2022 Strategic Priorities for the University

- A. Priority #1 Academic Success
- B. Priority #2 Branding
- C. Priority #3 Community Engagement
- D. Priority #4 Operational Excellence
- E. Priority #5 Student Experience

II. Update on Specific Strategic Objectives**A. Priority #1: Academic Success.**

Classes for the spring term commenced on January 10. Professor Steve Criniti, College of Liberal and Creative Arts, was selected as West Virginia's Professor of the Year by the HEPC. Dr. Linda Cowman, Department Chair of Music and Theatre, has been selected as one of five finalists for this year's competition. The University proposed hosting the Governor's Honors Academy this summer and was one of the finalists. Deans Karen Kettler and Shannon Halicki led WLU's efforts to be the host campus. That final decision was made for Fairmont State University to be the host for 2022 academy. A MOU between WLU and Pittsburgh Technical College has been established. This partnership will allow students from the technical college to be on a "fast track" to complete their MBA here at WLU. Now that the Board of Governors has approved an updated mission statement for the University, additional work on reviewing the 2019-2024 strategic plan will occur. A vision statement, along with key strategic goals, will be assessed and modified as needed. It is hoped that areas such as enrollment, fiscal stability, and external funding will be addressed in the strategic plan. The Higher Learning Commission's Accreditation Assurance Report is due at the end of the semester. Dr. Ann Saurbier, Dean of the College of Business, is now the accreditation liaison and is leading this effort.

B. Priority #2: Branding.

Signs are being removed from across the campus by the Office of Marketing in an effort to demonstrate consistent and relevant messaging. Brand management continues to be an issue with logos and the printing of merchandise not adhering to campus guidelines. The Highlands Center is undergoing a "refocusing" effort where connections and partnerships are being created with local business and industry.

C. Priority #3: Community Engagement.

The University continues to partner with several entities throughout the Ohio Valley area. Agreements have been established with Change, Inc. and Village Caregiving of Wheeling for our nursing students. Agreements with Mountain River Physical Therapy and area high schools have been created for our physical therapy and athletic training programs. The East Central Ohio Educational Service Center has partnered with our Clinical Speech-Language unit. The University is grateful to the contributions of the Contraguerro Family (owners of Panhandle Cleaners) who assisted with the

OFFICE OF THE PRESIDENT

establishment of the Panhandle Performance Zone for our athletes, and to Belmont Savings Bank for its continued support of WLU. Both groups were recognized during the month of January at home basketball games. The University is seeking to fill the position of Director of Alumni Affairs within the next few weeks.

D. Priority #4: Operational Excellence.

Winter brings unexpected weather. The campus has already experienced a few delayed workdays and a couple of days in which the campus was closed. Pipes have burst inside buildings and outside campus grounds, requiring the immediate attention of Facilities Management and external assistance. The WV HEPC Outcomes-based Funding Formula model continues to move forward. WLU has agreed to accept the proposed framework of metrics and outcomes established by the HEPC. That model is expected to be presented to the WV Legislature by mid-spring. Fundraising goals exceeded the expectation for December 2021. A new director of development is being advertised by the WLU Foundation.

E. Priority #5: Student Experience.

Enrollment numbers are much lower this spring than last year's numbers. Covid testing took place during the first week of the semester with 5.9% of those persons testing positive for the virus. New protocols and measures are in place to better handle Covid cases on campus. According to the Vice President for Student Affairs and Enrollment Management, our applications for the fall are up significantly, and the Black & Gold recruitment initiatives have showed increased participation.

III. **Recent Activities**

- The Panhandle Performance Zone ribbon-cutting occurred on January 15.
- VIP Recognition for Belmont Saving Bank took place on January 22.
- Black and Gold recruitment days for the spring semester have begun.
- EAB (Education Advisory Board) partnership with WLU is being considered, as this company is skilled at providing data-driven insights and strategies to improve graduate enrollment. A virtual meeting was held on January 18.
- A vocal recital by Dr. Linda Cowan is scheduled to take place on January 28 in College Hall.
- The Men's Basketball team is in first place in the MEC ranking, and the Women's Basketball team is currently in 3rd place.
- The WLU Wrestling Team is ranked #4 nationally and is favored to win the MEC Championship on January 29.

IV. **Personnel Items at the Cabinet Level**

- Dr. Cathy Monteroso has been appointed Interim Provost and Vice President of Academic Affairs.

OFFICE OF THE PRESIDENT

- Dr. Monique Akassi has been appointed Interim Special Assistant to the President for Diversity, Equity, and Inclusion.

V. Action Items

- N/A

Respectfully submitted,

W. Franklin Evans

W. Franklin Evans, Ph.D.
President

I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area Academic Success

Goal 1: Develop high-impact practices

I.1A Assess and improve transfer agreements

- The first Fast Track program Memorandum of Understanding was signed with Pittsburgh Technical College on January 11. Dean Saurbier is completing the details of the program and is focusing on the reproduction of the program at other local universities. PTC has students who have already had inquired - from PTC alumni interested in pursuing the MBA program and from current undergraduate PTC students looking to take advantage of the MBA Accelerator program and participate in the Fast Forward Initiative.
- Dr. Vincent Mumford, Dr. Ann Saurbier, and Dr. Monteroso are currently meeting with Pittsburgh Technical College on additional articulation agreements in education, graphic design, and criminal justice.

I.1C Facilitate federal and local grant opportunities

- WVDE Residency II grant \$2,000 for each teacher education students in their final residency semester.
- Dr. Kettler is working with the Nursing program on the HEPC Nursing Expansion funds. The proposal is due February 25, 2022. All funds must be spent by September 2022. Funding opportunity is 200,000 to 1,000,000. The funding requires the nursing program to increase by 20 students.
- Rural Health Undergraduate Research Award - HEPC \$19,000 grant, awarded to Carol Zombotti from CSD for working with our students and community members in the Speech and Hearing Clinic - notified November '21
- The Summer Undergraduate Research Experience (Topper-SURE) funding was renewed for another year - \$43,000 for this year (\$129,000 total; Schmitt = PI). This is a 3-year grant, and we found out that we received another year (COVID allowances because some researchers were not able to complete research studies due to pandemic restrictions)

Goal 2: Develop innovative and relevant undergraduate and graduate programs

I.2B. Develop new programs of study based on national trends and regional needs.

- First Doctorate Program for West Liberty University. The College of Education and Human Performance continues developing the curriculum to develop the intent to plan.
- The nursing program aims to expand the second-degree students with possible HEPC nursing expansion funds.

Goal 3: Increase access to and participation in online education

I.3D. Increase support and training for online course development and innovation.

- Faculty Development of new online and hybrid courses, MOU's created with faculty through the eLearning Office. Twenty courses are slated to be built this semester.

II. Significant Accomplishments

- Dr. Steve Criniti was named West Virginia Professor of the Year; Professor Linda Cowan is nominated for next year.
- COEHP Masters of Teaching and Learning completed the first state alternative certification program.

III. Other Matters of Focus

- Dr. Brumfield, HEPC Vice Chancellor for Academic Affairs, will be visiting campus on February 1. Dr. Brumfield was scheduled to meet with President Evans, Academic Affairs, students, and additional campus personnel.
- The College of Education and Human Performance Tenure and Promotion pilot was established for the 2021-2022 academic year to implement the Faculty Success product. The parameters of the pilot extend to the submission format and the fluidity of the review due dates. Faculty in the COEHP submitted their tenure and promotion files in Faculty Success. Additional setup work has been required to implement Faculty Success's tenure and promotion function. Ms. Sarah West is working diligently on the product.
- The 2022/23 Academic Calendar is in the final stages of review.
- The College of Liberal and Creative Arts plans to officially celebrate the unification of the two colleges this Spring. The celebration will be the week of April 18-22nd, including a week of art exhibitions, musical performances, creative writing events, the Hughes Lecture, and the launch of the Student Literary and Arts Journal Threshold.
- Connected Classroom – COEHP and the Center for Arts and Education is offering professional development courses for educators again this Spring. Eighteen- twenty sessions are offered through zoom for no cost. Continuing Education non-degree hours provided for a reduced cost.
- MAED will host Research Day on Thursday, May 5, 2022. Anticipate twenty capstone students to participate in poster and session presentations.
- Graduate Assistants in COEHP are partnering with West Liberty Elementary to develop an after-school reading intervention program for students experiencing reading difficulties. This work is made possible through the WV Sparking Literacy Grant and the Center for Arts and Education.
- Hosting Regional Science Fair grades 3-12 on February 12, 2022
- Exploring the creation of a new degree completion major/track in Medical Laboratory Science will allow those with Medical Laboratory Technician certification (Associates degree) to enter into our BS-MLS degree. This pathway would be completely online and part-time, allowing students to work as MLT's and receive clinical credit for their work, planning to present the curriculum at the March Curriculum Committee meeting.

IV. New (Essential) Personnel

- Douglas McCall, a visiting professor for the choral programs, joins us from Syracuse, NY, for the semester.
- Dr. Richard Whitehead – joins us from Brooke County Schools in Leadership, Graduate Teaching and Learning
- The hiring process to fill the Dean of Graduate Studies is in process; the position closed January 31

V. Information Requested by Committee
None.

VI. Action Items
None.

Respectfully submitted,

Dr. Catherine Monteroso

- I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**
- Initiatives in increase new student enrollment have included
 - Busing students from 15 high school to campus for visits
 - Purchasing 3000 names of prospective students to add to our communication plan
 - Not requiring a standardized test score for fall 2022 admission
 - Enrollment Planning Committee is revising the Enrollment Plan. Sub committees are working on initiatives in the following areas to enhance enrollment in 2022-23.
 - Articulation & Transfers
 - Communications
 - International Student Recruitment & Services
 - Program Development
 - Recruiting
 - Retention
 - Scholarships & Costs
 - Student Experience
 - Financial staff members have held 12 financial aid seminars at local high schools for families.
 - Attendance at on campus admission events have increased and have returned to pre-pandemic size.
- II. Significant Accomplishments**
- West Event Center opening this semester for student organizations to use for events. First event scheduled for February 15, 2022.
 - Topper Village building A opened in January 2022 for student housing. We are at capacity, other than the apartment that cannot be used due to a plumbing issue.
 - The Food Pantry is open for students. It is located on the 2nd Floor of the Student Union. Donations, including a \$1000 donation from Sodexo, has allowed the Campus Activities Office to provide students with take home food options.
 - COVID-19 on campus testing was completed the first week of classes. 1144 students were tested. 67 students tested positive, positivity rate of 5.9%. The testing was coordinated by WLU Student Health Services and was staffed with employee volunteers.
- III. Other Matters of Focus**
- Declining demographics and increased costs impacting enrollment
 - COVID-19 continued impact on enrollment
 - Spring 2022 Commencement Ceremony being planned outdoors at the West Family Stadium.
- IV. New (Essential) Personnel**
None.
- V. Information Requested by Committee**
- As of the last date to enroll for the spring 2022 semester (January 19, 2022), 2037 were registered for classes. Last year at the same point in time we had 2227. Enrollment verification is currently taking place. Also, the Office of Graduate Studies still needs to complete registration for the Connected Classroom courses.

- There continues to be a significant increase in Fall 2022 new student applications. For the third consecutive month, there is over a 10% increase in applications for the fall 2022 semester. Currently, applications are up 12%.

VI. Action Items
None.

Respectfully submitted,

Scott A. Cook

- I. **Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**
- **Strategic Initiative III. Community Engagement-Goal 3.2 Facilitate community-based learning opportunities for students.**
 - We continue to develop and maintain Agreements with our local partners creating internships, externships, clinical and field experiences, and articulation opportunities.
 - **Recent Agreements: Wheeling Nailers, Susan Vasey Fitness, Edison High School, East Central Ohio Educational Service Center, Pittsburgh Technical College, Village Caregiving-Wheeling, Change, Inc., and Fairmont State University.**
 - **Strategic Initiative II. Branding- Goal 2: Reinforce and expand the university's reputation as the premiere institute of higher learning in the region.**
 - **II.2C. Establish brand uniformity by developing and implementing guidelines that include branded, copyrighted, and trademarked materials. Updated brand uniformity guidelines**

In 2019, the Executive Director of Marketing worked with outside counsel to get our WLU logo trademarked. Liberty University objected to the filing of West Liberty University as a trademark. The TPO claims examiner agreed with our position but with the objection filed by Liberty University claiming that the proposed WLU trademark is confusingly similar to their previously registered mark and prevailing case law, his hands were tied, and he was not able to allow the registration.

WLU and outside counsel attempted to negotiate an agreement with Liberty University. However, they demanded monetary compensation in exchange for this concession and negotiations came to a halt. No further action was taken.

Update 02/02/22: WLU has contracted with The Webb Law Firm in Pittsburgh to assist with this initiative.

- II. **Significant Accomplishments**
- WLU filed its first US and International Patent application on August 6, 2021, related to an antimicrobial therapy-using a specific compound for the treatment of bacterial infections. The inventors on the patent application include Dr. Horzempa (WLU Faculty), Mr. Elliott Collins (Former WLU Graduate Student), and Dr. Leon Francisco (Former Faculty of University of Mississippi). An examiner will review the application and the claims made within. It could take several months for a final determination on whether the patent is granted.
 - 11/29/21: No update
 - **02/02/22: International and US prosecution is underway.**
- III. **Other Matters of Focus**
- a. **All University Policies and Procedures will be going through a high-level review over the next several months.**
 - **Cabinet Members and other appropriate Personnel are currently reviewing University Procedures. Once completed, a review of all University Policies will be completed.**

- GC and HR are working on a new HR Governance BOG Policy. Notice of Intent was already given to the BOG. Similar to the IT Governance, this Policy will be high level and appropriately delegate authority to the President, or designee, to implement and effectuate internal HR Policies and Procedures.

IV. New (Essential) Personnel

- NA

V. Information Requested by Committee

- NA

VI. Action Items

- NA

Respectfully submitted,

Stephanie Hooper

LEGAL COUNSEL

- I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**
- IV Operational Excellence
 - 3C. Review, assess, and clarify university budget and planning policies
 - On December 20, 2021, we had a Cabinet retreat at the Highlands
 - VP of Fiscal Affairs presented information for planning purposes to all Cabinet members as well as provided each Cabinet member a budget expense workbook to begin the budgeting process immediately rather than waiting until March.
 - Cabinet members were requested to meet with their respective units/departments to compile and send the expense workbook to the VP of Fiscal Affairs by February 4, 2022.
- II. Other Matters of Focus**
- HEERF Student Awards (\$3.1m)
 - HEERF Institutional Funds
 - Food Service Contract
 - Bookstore Contract
- III. New (Essential) Personnel**
- Vacant position of Senior Accountant
 - Additional key position on extended medical leave
- IV. Information Requested by Committee**
- FY22 Budget Status Report for month ended 12/31/2021 (attached)
- V. Action Items**
- Upon receipt of completed expense workbooks from Cabinet, start compiling FY2023 expense budget.
 - Start discussions regarding FY2023 tuition and fees.

Respectfully submitted,

Lori Hudson

FISCAL AFFAIRS

West Liberty University
FY22 Operating Budget Status (through 12/31/21)

<u>Sources:</u>	<u>FY22 Original Budget</u>	<u>12/31/2021 YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>
Undergraduate Tuition and Fees:	19,290,012	18,962,268	327,744	98.30%
<i>Related Discounts:</i>	<i>(3,827,603)</i>	<i>(4,062,353)</i>	<i>234,750</i>	
<i>Net:</i>	15,462,409	14,899,915	562,494	96.36%
Graduate Tuition:	3,873,695	2,959,304	914,391	76.39%
<i>Related Discounts:</i>	<i>(479,824)</i>	<i>(461,614)</i>	<i>(18,210)</i>	
<i>Net:</i>	3,393,871	2,497,689	896,182	73.59%
Room and Board:	10,195,618	9,591,918	603,700	94.08%
<i>Related Discounts:</i>	<i>(1,797,203)</i>	<i>(1,978,491)</i>	<i>181,288</i>	
<i>Net:</i>	8,398,415	7,613,427	784,988	90.65%
State Appropriation	8,966,122	6,143,842	2,822,280	68.52%
Other	1,562,324	1,261,341	300,983	80.73%
	37,783,141	32,416,215	5,366,926	85.80%
<u>Uses:</u>				
Personal Services*	19,248,519	10,482,952	8,765,567	54.46%
Fringe Benefits	4,623,729	2,447,454	2,176,275	52.93%
Utilities	2,206,829	1,130,519	1,076,310	51.23%
Debt	2,792,013	1,107,053	1,684,960	39.65%
Rent	1,473,791	655,675	818,117	44.49%
Contractual Services	3,394,858	1,503,026	1,891,832	44.27%
Other	4,043,402	2,562,071	1,481,331	63.36%
	37,783,141	19,888,750	17,894,391	52.64%
<u>Net:</u>	0	12,527,464		
 Total Tuition / Room and Board Revenue	 33,359,325	 31,513,489		 94.47%
Total Discount	<i>(6,104,630)</i>	<i>(6,502,457)</i>		106.52%
Total Net Tuition / Room and Board Revenue	27,254,695	25,011,031		91.77%
 *Personal Services/Fringe Benefits (includes 14 out of 26 pays + increment)		0.54		
All Other Expenses (6/12 months)		0.50		

FISCAL AFFAIRS

I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**Priority #2 Branding*****Campus Branding Initiative***

New Signage in Place:

- Office of E Learning
- Center for Arts and Education
- Topper Station
- Learning and Student Development Center
- Office of University of Effectiveness
- College of Education and Human Performance

Working on the creation of branding elements for the Highlands Center, light post banners and signage for the ASRC.

Working with WLU General Counsel Stephanie Hooper on the process of the first WLU trademark / copyright.

Priority #3 Community Engagement***Government Relations***

WV Legislative Session 2022. Monitoring and support of Funding Formula. Meeting w/ all local legislators.

Highlands Center

Engaged with The Thrasher Group on 1/26 to start working on drawings, developmental budget, and approximate timeline for renovations including clinical facility, testing center, and connected classroom.

Hosted St. Clairsville Chamber Coffee and Connections with over 50 guests on 1/12.

Emptied and repurposed 5 classrooms worth of desks and chairs in prep for renovation. Repurposed on Main Campus.

Working with Bill Kogler and Dr. Ann Saurbier to develop a training and sales program for Event Management and Sales.

Working in conjunction with Criminal Justice program and State of WV to develop a permanent home for a newly proposed WV Northern Panhandle Crime Scene Training Program. Partnering with Forza Forensics and potentially Augusta Levy Learning Center to help train officers for crime scene management and developmentally disabled adult arrest management.

Working with College of Sciences to organize/format a system to bring Behavioral Health Clinic hours to Highlands by summer 2022.

Working on new functional space design and environmental branding design for lobby of Highlands Facility to make it more inviting and culturally related to WLU.

Alumni Affairs

Interview Phase of new Director of Alumni Affairs Week of 1/31/22.
Projected start date: March 1

Founding of first ever "Wheeling Alumni Chapter" projected: March 2, 2022.

Corporate Partnerships

In Progress - ROXBY Group and College of Creative and Liberal Arts and College of Sciences, Kalkreuth Roofing and College of Business, Wheeling Chamber and College of Business, Children's Museum of Ohio Valley and College of Education, Ohio County Commission and the WLU Highlands Center, Huntington Bank.

Priority #4 Operational Excellence

Communication Initiative

Streamline Internal and External email comm with new contract with Constant Contact.

- II. **New (Essential) Personnel**
N/A
- III. **Information Requested by Committee**
N/A
- IV. **Action Items**
N/A

Respectfully submitted,

Jason Koegler

EXTERNAL AFFAIRS

I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area

- **Priority #1: ACADEMIC SUCCESS**

- The nearly 50 student-athletes populating West Liberty's 18 intercollegiate sports rosters posted a combined 3.17 GPA for the 2021-22 fall semester – the 7th straight semester with a combined GPA of 3.00 or higher for WLU Athletics! Just under half of our athletes posted GPAs of 3.50 or better with nearly one in four earning perfect 4.00 GPAs.
- 64 WLU student-athletes were named to the Mountain East Conference's Fall All-Academic Team (3.70 GPA or higher) and 34 more made the MEC Commissioner's Honor Roll (3.25-3.69 GPA). The 64 All-Academic Team members and 98 total honorees once again led all public universities in the conference.
- West Liberty's men's and women's cross-country teams were recently honored as 2021 NCAA Division II All-Academic Teams. In addition, a record five Hilltopper runners were selected as 2021 NCAA Division II Scholar-Athletes by the United States Track and Field and Cross-Country Coaches Association (USTFCAA).

- **Priority #2: BRANDING**

- The privately-funded Panhandle Performance Zone strength and conditioning center (**see "Operational Excellence" below**) takes West Liberty branding to the next level. Now fully operational, every piece of equipment with the facility from the smallest 5-pound dumbbell to the 30-plus training platforms and machines proudly displays the WLU brand.
- The athletic department continues to move forward with its branding initiative for the West Family Athletic Complex. Power and wireless capability will be extended to the facility as soon as the weather breaks. Installation of a new electronic scoreboard along with branded windscreens is planned for the spring.

- **Priority #3 COMMUNITY ENGAGEMENT**

- In conjunction with the ribbon-cutting ceremony for the opening of the Panhandle Performance Zone, the Contraguerro family and members of the Panhandle Cleaning and Restoration organization were guests of honor and received public recognition for their valued support and partnership at the Jan. 15 men's basketball game inside the ASRC.
- As part of the "Belmont Savings Bank Day" celebration, Belmont Savings Bank President and CEO Todd Cover and his family, along with several bank officials, were guests of honor and received public recognition for their valued support and partnership at the Jan. 22 men's basketball game inside the ASRC.
- The WLU Athletic Department will host a "Main Street Bank Night" in conjunction with the Feb. 16 men's basketball game inside the ASRC. Several Main Street Bank officials will be guests of honor at the event, where they will be publicly recognized and thanked for their valued support and partnership.

- **Priority #4: OPERATIONAL EXCELLENCE**

- A transformational upgrade and expansion of the old "weight room," the Panhandle Performance Zone is recognized as one of the premier strength and conditioning centers in the region. A 20-yard SportTurf section is surrounded by an 18 mm Mondo flooring system which supports well over 12,000 pounds of West Liberty branded weights and training platforms. The facility can accommodate 60 student-athletes at the same time – more than three times the capacity of the antiquated facility it replaced.

- Director of Athletic Operations Rex Lancaster and Sports Information Director Don Clegg have completed work on a complete redesign and upgrade of the Athletics website. Providing enhanced video and social media pathways, the new website is currently under construction by SIDEARM, Inc. and will launch on Feb. 22, 2022.
- **Priority #5: STUDENT EXPERIENCE**
- Hosting the MEC Wrestling Championships on Saturday, Jan. 29 enhances the student-athlete experience for our wrestlers in multiple ways. With no travel required, they have less disruption to their daily routine and will be able to compete in front of their home fans. Additionally, it provides another on-campus entertainment option for the entire WLU student body.

II. SIGNIFICANT ACCOMPLISHMENTS

- Record-setting middle blocker Maddie Clayton, a graduate student from Roseville, Ohio, become West Liberty's first NCAA Division II volleyball All-American when she was voted Honorable Mention All-American on the AVCA and D2SIDA honor rolls.
- Coach Herb Minch's two-time defending MEC champion West Liberty softball team was ranked No. 24 nationally in the annual NFCA coaches' preseason poll. It's the first Top 25 ranking in Hilltopper softball history!
- Coach Danny Irwin's wrestling team was ranked No. 4 nationally in the latest NCAA Division II coaches' poll. With six nationally-ranked wrestlers, Irwin's Hilltoppers are prohibitive favorites to successfully defend their MEC and NCAA Super Region 3 championships.
- 2-time MEC Women's Basketball Player of the Week Audrey Tingle became the first NCAA Division II woman in the past two years to post three triple-doubles in the same season during an 87-54 win at Davis & Elkins. A graduate student from West Lafayette, Ohio, Tingle leads the nation in assists, double-doubles and triple-doubles.
- Men's basketball junior guard Patrick Robinson III and sophomore forward Bryce Butler have been named to the Top 100 Watch List for the Bevo Francis Award, which honors the best men's small-college player in the nation.
- The No. 8-ranked men's basketball team took over the national scoring lead and moved back into a first-place tie in the Mountain East Conference standings with three straight blowout wins against Alderson Broaddus (107-70), Wheeling (109-85) and Davis & Elkins (90-63).
- The resurgent women's basketball team took sole possession of third place in the MEC with a 110-73 blowout of Ohio County rival Wheeling. It was the fourth straight win for the women and their highest point total in regulation since a 113-55 win over Fairmont State on Nov. 30, 2010.

III. OTHER MATTERS OF FOCUS

- The West Liberty Athletic Department has won the bid to host the 2022 NCAA Division II Super Region 3 Wrestling Championships on Saturday, Feb. 26.
- The WLU men's and women's basketball teams will compete in the 2022 MEC Tournament at WesBanco Arena in Wheeling from March 2-6.
- The WLU men's and women's indoor track and field teams will compete in the 2022 MEC Indoor Championships at the Cline Indoor Complex in Huntington, W.Va. from Feb. 18-19.

IV. NEW (ESSENTIAL) PERSONNEL

- n/a

V. INFORMATION REQUESTED BY COMMITTEE

- n/a

VI. ACTION ITEMS

- n/a

Respectfully submitted,

Lynn Ullom

- I. **2021-2022 Strategic Priorities for the University**
 - A. Priority #1 Academic Success
 - B. Priority #2 Branding
 - C. Priority #3 Community Engagement
 - D. Priority #4 Operational Excellence
 - E. Priority #5 Student Experience
- II. **Update on Specific Strategic Objectives**
 - Strategic Priority #4 Operational Excellence
 - 4.1 *Assess existing and potential positions for necessity and efficiency.*
Ongoing assessment with each separation and each new hire request.
 - 4.4 *Encourage effectiveness, efficiency, and innovation through training and workshops.*
 - Planning Spring Semester professional development opportunities for faculty and staff. Assistant Professor to present on "Promoting Resilience in Academic Settings" and HR to present to people managers, "What is the Need for Written Documentation?"
 - Professional Development Task Force to discuss campus surveys to faculty, staff, and managers.
- III. **Significant Accomplishments**
 - Contract signed, after a six-month process, with a new service provider for applicant tracking, onboarding and performance. This will replace NeoEd, the current vendor. Implementation discussions begin in February.
 - Annual required training assignments for WLU Faculty/Staff are configured, assigned and ready for release February 1, 2022. Employees have 60 days to complete three assignments that are required for Title IX compliance, Department of Education compliance and WLU operations. Assignments are completed online through Vector Solutions and include:
 - Building Supportive Communities (Title IX)
 - Data Security
 - Drugs and Alcohol at Work
 - Ongoing Health and Safety Training completed this period:
 - Blood borne Pathogen: 27
 - Driver's Safety: 22
 - Lab Safety Training: 16
 - MSDS: 1
- IV. **Other Matters of Focus**
 - Death of long-time employee Alan Ramsay suffered a massive heart attack. He worked in the Elbin Library as Library Technician for 32 years.
 - Separations (December 1 to January 31): 3 Staff; 2 Faculty; Total Headcount is 326; 182 Staff and 144 Faculty
 - COVID Positive Cases for Faculty/Staff:
 - December: 11 COVID Positives (8 vaccinated/3 unvaccinated)
 - January: 18 COVID Positives (14 vaccinated/4 unvaccinated)
 - WV Governor announced pay increases for state employees. What does this mean for higher education? We must await the Governor's final bill.

- V. **New Personnel (December 1, 2021 to January 31, 2022)**
- Interim Vice President of Academic Affairs/Provost
 - Interim – Special Assistant to the President, Diversity Equity Inclusion and Strategic Initiatives to replace departing administrator
 - 1 Visiting Faculty to replace unexpected retirement
 - 5 Staff replacements
 - 6 Spring Adjunct Faculty

Respectfully submitted,

Diana Harto

- I. Update on the strategic priorities, objectives, or strategic actions of the Division/Area**
- Building Access and Surveillance Upgrades
 - Project to replace Building Access System Camus Wide
 - Approximately 100 additional Surveillance Cameras.
 - Building Access is initial focus – Due July 22
 - Cash Register System
 - Current System End of Life
 - Replacement begins February
 - Document Management Project (Covid Funding)
 - System implementation begins in January
 - Digital storage and attachment of source documentation to records (Student, Financial, Procurement, etc.)
 - Housing Management Software Integration
 - Initiative to increase productivity in Housing integrating Adirondack (Housing) to Banner (Finance System)
 - Highlands Renovations
 - Distance Learning Room
 - Testing Center – Revenue Generation from 3rd Party Online Testing companies
 - CARES Act Funding
 - Work has been completed to allocate the Federal Funding
 - Projects include
 - HVAC renovations
 - Distance Education Upgrades
 - Remote Workforce Upgrades
 - Cyber Security Upgrades
- II. Other Matters of Focus**
- Main Hall Roof
 - Bids have been received and a vendor chosen.
 - Cost = \$860,000
 - Work to Begin in Spring 2022.
 - Await
 - ADA Compliance Needs
 - There is an existing listing of required ADA needs.
 - Evaluation and inclusion in the Facilities Master Plan underway.
 - Aquatic Conservation Center
 - Floor Plan and Preliminary Renderings complete.
 - Awaiting Final Approval from WVU DEP
 - Environmental Impact Study – Awaiting Revision
- III. Personnel**
- IT has a long-time employee resignation. Replacement requisition is being prepared.
 - Housekeeping continues to fill openings – Applications are limited

IV. Information Requested by Committee

- The Finance Committee received a report concerning Deferred Maintenance.
 - Report contained a total of \$14 million in un-scheduled projects
 - Report included approximately \$900,000 in required projects for FY23 that does not include the Main Hall roof project (\$860,000).
 - The Committee has committed to researching solutions in the coming year.

Respectfully submitted,

Joe Rodella

I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area: WLU Foundation

- Priority #1 Work with WLU to build awareness of the Foundation as they together strive to create a culture of philanthropy
- Priority #2 Support future growth by improving the governance model, staffing structure, and resources of the Foundation
- Priority #3 Develop a robust fundraising model that sustains the WLU Foundation long term and builds on the endowment.

The WLU Foundation Strategic Priorities are supportive of the following WLU Strategic Priorities: Organizational Excellence Goal 3: Develop resource management strategies to support the university's mission.

II. Significant Accomplishments for FY22 Quarter 2 (July 1, 2021-December 31, 2021):

- \$1,239,129 revenue from fundraising through 12/31/21
- 23% ahead of last fiscal year during the same period
- \$312,912 in Annual Fund
- \$311,895 in Endowment including 2 new scholarship endowments
- 254 new donors 4% down from last fiscal year at the same time
- 50.5% retention rate 11% higher than the industry average

III. Other Matters of Focus

- Open position for a Director of Development
- WLUF Strategic Planning Process... Dinner event at Highlands Event Center on April 21 for WLUF members, University leadership, and BOG
- FY22 Fundraising Goal= \$1.8M
- Day of Giving April 6th 2022

IV. New (Essential) Personnel
None.

V. Information Requested by Committee
None.

VI. Action Items
None.

Respectfully submitted,

Angie Hill

WLU FOUNDATION