

**West Liberty University
Board of Governors**

**Minutes
October 19, 2022**

Attendance:

Jack Adams, Michael Baker, Arlene Brantley, Sydney Burkle, Richard Carter, Tom Cervone, Jamie Evick, Ryan Glanville, Rich Lucas, David McKinley, Jason Metz

Unable to Attend:

Stephanie Shaw

Administration/Faculty/Staff:

W. Franklin Evans, Monique Akassi, Katie Cooper, Mary Ann Edwards, Nicole Ennis, Diana Harto, Angie Hill, Lori Hudson, Karen Kettler, Jason Koegler, Cathy Monteroso, Joe Rodella, Ann Saurbier, Lynn Ullom, Richard Whitehead, Maureen Zambito

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

Chair Lucas called the meeting to order at 4:01 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 August 17, 2022, September 13, 2022, September 23, 2022*

On motion by David McKinley and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of August 17, 2022, September 13, 2022, and September 23, 2022.

B. Minutes of the Executive Committee August 17, 2022*

On motion by Richard Carter and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of August 17, 2022.

VI. Board Items for Approval*

A. Proposed Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation*

Dr. Monteroso introduced Dr. Richard Whitehead and Interim Dean of the College of Education and Human Performance Dr. Nicole Ennis, who gave background on the proposed doctoral program. A brief discussion followed on the cohorts and success of the program.

On motion by Richard Carter and seconded by Tom Cervone, it was unanimously adopted by the West Liberty University Board of Governors to approve the Proposal for the Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.

B. Doctoral Program Tuition and Fees*

Dr. Monteroso noted that the tuition and fees were not part of the normal fee structure and are in need of approval.

On motion by Tom Cervone and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the 6.4.2 Program Projections, FORM 1: Source of Operating Resources, contained in the Proposal for the Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.

C. HEPC Interest Free Loan Application*

On motion by Jack Adams and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the application to the HEPC for an interest free loan to address the domestic water lines and Elbin Library HVAC.

VII. President's Report

Dr. Evans reiterated the strategic priorities, those being:

- Demonstrating Academic Excellence
- Cultivating Diversity, Equity, & Inclusion
- Creating an Innovative Student Experience
- Enhancing Community Engagement
- Strengthening Operational and Financial Excellence

Dr. Evans gave a slight overview of some of the items of interest contained in the board report from all members of the executive cabinet. Dr. Evans appreciated the approval of the doctoral degree, Doctor of Education in Instructional Leadership, Management, and Innovation, which will draw more students to WLU. The proposal will now head to the HEPC, followed by the HLC. Start-up for the program is this summer, 2023. The Office of DEI initiatives included Title IX training across the campus and the dissemination of a fall survey to not only students but faculty and staff.

Four students attended the REACH (Rural Education Alliance for Community Health) conference at WVU in Morgantown, joining 150 students from across the state. A graduate school expo and career fair was held, homecoming 2022 is under way, and tomorrow is a pep rally. Friday is the donor recognition banquet sponsored by our Foundation with cocktails at 6:00 p.m. and dinner to follow at 6:45 p.m. The event will be held in the college union. The wall of fame breakfast will be held Saturday morning at 8:30 a.m., concluding in time for the 10:00 a.m. homecoming parade. The football game against Wheeling University starts at 1:00 p.m. The web site is being redesigned with most work beginning next semester and July 1st as the roll out date. Ms. Cooper has been diligent with MOU's, the most recent being an articulation agreement with Concord University, where our students who earn a bachelor's degree can transition into the master's program at Concord.

Mr. Gary West was kind enough to donate a new apartment to the University and the contract has been signed. A public hearing was held on October 3, 2022 dealing with the possibility of the sale of some University land. The Main Hall roof is completed, and we appreciate the approval to apply for the interest free HEPC loan, which will allow us to take care of pipes under the campus and new HVAC for the Library. The 2022 audit is well under way, we've done all we are supposed to do, and are waiting on CLA to complete their tasks. The information is to be submitted to the state by the end of the month. The Foundation is slow getting out of the gate this quarter but has exceeded where they were last year and are on target for bringing in more money this year than last.

VIII. Reports

A. Interim Provost (Monteroso)

Dr. Monteroso thanked the board and President Evans for approval of the Ed.D. A \$1,000 Open Educational Resource grant was received by Jon Serra, Brian Fencl, and Terri Giller. Faculty did a phenomenal job pulling together information on what courses met the requirements for these grants, along with Bob Wise listing information on the schedule for students to make them aware.

There has been a lot of discussion about 120 credit hours to earn a degree, and Creative Arts Therapy has reduced their courses and are at 120. Music Education is working on revamping their program along with other faculty. Good feedback was received from the Faculty Staff Institute survey with 58% above very good.

B. Enrollment (Cooper)

Ms. Cooper noted that this update is as of October 17, 2022. Historical data is difficult, and we tend to rely on excel sheets, pdf's and digging through hundreds of lines of data to figure out where we are apples to apples. Enrollment figures were reviewed along with the admissions update. We are feeling the staffing issues and see them in our numbers. Applications and visits are up, with more students coming to campus. Accepted applications are way down and a brief discussion followed regarding recruiters traveling and processing applications. Three new staff members will be coming on board in the next few weeks. Ms. Cooper noted that West Virginia as

a whole has implemented a new guidance counselor system in all high schools across the state. They have been wrapped up in this system and told the HEPC that they are not processing high school transcripts at this time. Accepted applicants are down -46%; this figure is correct. A brief discussion on reaching out to students and their interests followed, Ms. Cooper noting that we are running a mini campaign to those who have applied and have not completed all of their information.

C. Staff (Glanville)

Mr. Glanville stated that Staff Council is holding a gift card raffle for a chance to win a variety of gift cards totaling \$500, \$250, and \$250. The raffle was approved by the Foundation. Terrific Topper updates: Izzy Bennett and Zach Rhodes were nominated for September, and Anthony Salatino for October. Council has received updates from cabinet members on various campus issues. The next Staff Council meeting is tomorrow at 10:00 a.m.

D. Faculty (Metz)

Dr. Metz read the following from Faculty Senate: "Motion on giving faculty status to administrators or staff, Whereas, it is one of the foundational principles of academic and shared governance that the faculty has primary responsibility for such fundamental areas as faculty status at colleges and universities^[1], and Whereas, this is reflected in HEPC Policy (and WLU policies and procedures that are based on HEPC policy)^[2], the Faculty Senate insists that the administration, in giving faculty status to administrators or staff, follow these policies and consult faculty."

^[1] *AAUP Statement on Government of Colleges and Universities*, **5. The Faculty** states in part that "[f]aculty status and related matters are primarily a faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence, it is implicit that responsibility exists for both adverse and favorable judgments.

(<https://www.aaup.org/report/statement-government-colleges-and-universities>)

^[2] For example, HEPC Title 133, Series 9, Section 3.9: "Persons assigned full-time or part-time to administrative or staff duties at any institution may be appointed to, or may retain, one of the foregoing faculty ranks *in addition* to any administrative or staff title, *following consultation with appropriate academic units.*" (<https://www.wvhepc.edu/wp-content/uploads/2020/02/133-9final.pdf>; emphases added). See also HEPC Title 133, Series 9, Section 3.13; WLU Board Policy 25, I. and II.A; WLU Policy 217, I., III; Policy 253, IV.

The question was asked if there will be an interim president. Chair Lucas stated that he spoke with the Chancellor and there must be a president in the seat at all times. There will need to be an interim president appointed.

E. SGA (Burkle)

Ms. Burkle thanked everyone who has been engaged in homecoming activities. There is a week full of events with a kickoff party that was held on Sunday. Thanks went to Mr. Rodella and his staff for the transformation of the SGA meeting area. They will start running student content on the flat screen outside the room. SGA has been able to award \$3,000 to organizations this semester and plan to purchase space in the Wheeling Christmas parade.

IX. Finance Report

Ms. Hudson reviewed the FY23 Operating Budget Status as of 09/15/22, when we were able to verify enrollment. At 2.5 months into the fiscal year, undergraduate numbers more so than graduate enrollment numbers, did not meet projections given when creating the budget. On a positive note, housing and room and board came in over the budgeted amount for the fall semester. The appropriation from the state this year is \$9.5 million with the increase due solely to the governors enhancement for salaries.

Expenses are on target and slightly under for salaries and fringe benefits due to vacant positions. Utilities are on target, and we know what debt payments are for the year. Other expenses are slightly over budget for various reasons such as service agreements and upfront association dues. The

financial impact on the budget this enrollment coming in like it did is going to be down approximately \$163,000 if projecting out through the entire year.

Ms. Hudson has worked closely with Ms. Hill and put in a request to the Foundation for additional scholarship support, submitting an invoice for \$250,000 in unrestricted funds. They usually provide \$50,000 in the fall and in the spring; we asked for an additional \$200,000 which resulted in a total of 96 students receiving awards. If we had not received these funds, the \$163,000 deficit would be greater.

Ms. Hudson also reviewed the debt summary, showing the bond debt WLU is currently carrying at \$17.5 million and how the funds were used. A brief discussion followed on how freed up funds may be used in the future as bonds roll off.

Mr. McKinley asked about the Highlands Center, related costs, and negotiations. A discussion followed detailing meetings with the county, current classes being held at the Center, and the possibility of downsizing the space. When asked if we could break the lease without penalty, Ms. Hooper noted that every agreement the state enters into has a 30-day out. There was further discussion of the life cycle of satellite campuses.

X. Executive Session

None.

XI. Information Gathering

None.

XII. Next Meeting Date – Wednesday, December 7, 2022

XIII. Adjournment

On motion from Richard Carter and seconded from David McKinley, the meeting adjourned at 5:07 p.m.

Richard Lucas _____
Chair

Jack Adams _____
Secretary