

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, December 12, 2007**

**ATTENDANCE:**

**Board Members:** Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, Mike Stolarczyk, Mike Turrentine

**Unable to Attend:** Larry Miller, John Moore, Bernie Twigg

**Administration/Faculty/Staff:** Robin Capehart, J. D. Carpenter, Mallory Clegg, Scott Cook, John Davis, Mary Ann Edwards, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Jim Watson, Brian Warmuth, Jeff Knierim, Larry Bashe (Raymond James), Fred Williams (Steptoe & Johnson)

**1. Call to Order:**

Ms. Exley called the meeting to order at 5:10 p.m. She thanked Sodexo for the always wonderful meal and Mary Ann for her assistance with the meeting. Fall commencement is Saturday and Chair Exley welcomed and encouraged all Board members to attend. Scott Cook coordinates the ceremony and has some names already of those Board members attending. If you attend commencement, stay for lunch; it's a wonderful day.

Also, Beverly Burke has put letters together for Dr. Melinda Kreisberg, Dr. Richard Brown, and John Giesmann, Tri-Chairs of the HLC Accreditation Self-Study Process. These letters will be distributed during the meeting if you feel you would like to sign them in appreciation of their hard work on the accreditation process.

Ms. Exley also noted that staff and faculty have a way of donating and giving back to the College on their own. However, the Board does not. Rather than take up time with a petty agenda item, Chair Exley will be sending a letter to the Board documenting the history of giving by Board members. In this season of giving, Chair Exley suggested we add West Liberty to your donor list.

Jim Watson has a 14 minute video he would like to show tonight. After discussing with Jim, he will show the video at the end of tonight's meeting. If you need to leave that's fine, but we will wait until then to show this video.

Chair Exley directed those in attendance to her right to her good friend Mr. Jeff Knierim. Jeff is coming on board as Chief Development Officer beginning December 16<sup>th</sup>. We are delighted to have him, and President Capehart will formally introduce Jeff.

President Capehart stated that obviously, from his position, the Development Office is extremely important because it is the mechanism by which we generate those revenues above and beyond tuition and fees and West Liberty's state subsidy. In this day and age we need to pay close attention and to have a grasp on the finances on these types of organizations. We have taken our time in the last five months to get the right person at the right time for this position. Seven different interviews were conducted and of those seven, as previously stated, Jason Kogler was hired as a Development Officer. We were very fortunate when Jeff Knierim agreed to take this position and leave the United Way where he has been Executive Director for the past five years. Jeff is a graduate of the University of Pittsburgh, went into the family business and operated Cooey-Bentz from 1972 to 2002, at which time they closed and he became Executive Director of the United Way. Jeff has deep roots in the area and excellent contacts. Two things we were looking for were a great deal of contacts and roots, not to mention Jeff's great personality, all of which we were fortunate to find in Jeff with his extensive fund raising in this area. Jeff starts on December 16<sup>th</sup> and we are very excited to have him on board. He will provide great leadership for an outstanding development team with his great honesty and integrity, and I look forward to having him.

Mr. Knierim stated that although he is a graduate of the University of Pittsburgh, his wife is a graduate of West Liberty. Jeff stated he looks forward to joining the team at West Virginia's oldest College. The history of WLSC says so much and why it is one of the leading institutions in

our state and a viable institution. It's good to be here and a wonderful testimony as far as institutions are concerned. He also stated he looks forward to working with everyone and with Rob coming on board and being a part of his tenure. He's excited to get started and will be here on Monday.

Chair Exley also noted that all present should have a copy of the Board and administrative directory that's hot off the press. All in all, Ms. Exley thanked everyone for giving their information to make this piece available. Tammi Secrist is currently working on a list of who will receive a copy of this directory. If you have people you would like added to this list please send them to Tammi.

**2. Approval of Minutes\*:**

Full Board  
10/24/07

Executive Committee  
10/17/07

**ACTION ITEM I:**

**A motion to approve the minutes of the full Board of October 24, 2007, and the Executive Committee of October 17, 2007 was then made by John Larch and seconded by Brian Joseph; motion passed unanimously.**

**3. Honorary Degree\*:**

Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of Elliott E. Maynard, to receive an honorary degree of Doctor of Humane Letters (DHL) from West Liberty State College. Justice Maynard has been invited to be the featured speaker at the December 2007, commencement. The Board is asked to approve this nomination.

**ACTION ITEM II:**

**A motion to approve the recommendation of the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty State College at the December 2007 commencement to Elliott E. Maynard was then made by Mike Turrentine and seconded by Brian Joseph; motion passed unanimously.**

**4. Academic Affairs:**

Dr. Lukich stated that the Exercise Physiology Program is submitting its self-study this week and anticipate a site visit next semester for an initial accreditation of the Program. If approved the accreditation would be for five years.

Music faculty and administrators continue to finalize the Music Education Program's self-study. They are preparing for a spring visit.

An Open House was held November 10 and academics did an outstanding job preparing for and meeting with potential students. All constituencies were well represented. Scott Cook will have a more detailed report.

A Strategic Planning retreat was held on November 1<sup>st</sup>. Good participation and dialogue was held, and President Capehart plans to initiate more planning events in the new year.

A reception was held on Friday, December 7<sup>th</sup>, to honor our retiring faculty who dedicated themselves for many years to West Liberty. The retirees previously noted are Dr. David Javersak, Dr. Richard Lizza, Dr. Linda McGinley, and Dr. William Leech.

The Intent to Plan a Bachelor of Science in Social Work was submitted to the HEPC in early November. A letter for approval to initiate planning this program has been received from Chancellor Noland.

The Master of Arts in Education Program proposal will be in the mail tomorrow to the HEPC for consideration at their January meeting. It will be our first stand-alone masters program. Beth Musser, Ann Rose, Kay Clawson, and Earl Nicodemus have done a great job planning for this program.

Open faculty positions at this time are a Physics position which we will be conducting interviews for this week. This position needs filled for January. Other positions are in Mathematics, English, History, Psychology, and Music. These positions need filled for fall 2008.

Advertising will begin soon for the Dean of Liberal Arts. Dr. David Javersak retired from this position in the spring of 2007. Chair Exley asked with regard to Al de Jaeger serving as Interim Dean in the School of Liberal Arts; is there a reason we have to advertise this position if he is doing an acceptable job? Dr. Lukich stated that there is not a reason that we have to at this point and no policy on how we handle interim appointments. The practice has been to have people continue in that role and step away when a search is conducted. President Capehart stated he believed there is a regulation with the HEPC with a 12 month suggested limit on interim appointments and that the position is required to be posted for a number of different reasons. Mr. Warmuth then stated that Faculty Policy No. 202 addresses the appointment of deans and states that there is a 12 month limit on interim appointments, that they are will and pleasure employees of the president, and it is a non-classified position. Also, a national search would be conducted for a replacement.

\*NOTE: Policy No. 202 states "The Provost shall consult with the faculty of the school concerning his/her choice of an Interim Dean, who generally will serve no more than one year in the temporary capacity."

Dr. Lukich continued the Academic Affairs update stating that the West Virginia Department of Education has awarded the Department of Professional Education a \$15,000 grant for Professional Development relative to 21<sup>st</sup> Century Skills. Chair Ann Rose is the grant author and is coordinating the activities.

The PDS grant in the Department of Professional Education has now allowed us to extend final invitations to include all schools in Ohio County. A meeting was held in late November to "kick-off" the year of planning for professional development activities with the partner schools.

The President hosted a luncheon for the Northern Panhandle Superintendent's Consortium yesterday. Three superintendents attended and good dialogue was held (Ohio, Marshall, and Brooke Counties were represented). We provided an update regarding academic changes at West Liberty and they presented concerns and challenges to us regarding new teachers, funding, etc.

#### **5. HLC/NCA Update:**

Dr. McCullough stated that the HLC/NCA accreditation is the foundation of WLSC. This could not be a viable institution if we did not have this accreditation. Two weeks ago the accreditation team was here for the ten-year intensive review and exam of what we do on this campus. This is not the conclusion of the process but part of an on-going two and one-half year process. This was a very detailed self-study with the tri-chairs Dr. Melinda Kreisberg, Dr. Richard Brown, and John Giesmann compiling information provided by all areas of the campus. Outstanding work was done by the faculty, staff, and from the president on down. This is a very constructive process where we self analyze and identify our own strengths and attributes, challenges, and opportunities.

We probably will not receive an official report before spring on the outcome of the accreditation visit. During the exit interview process with the visiting team the final report was very positive and for the most part complimentary, with the bottom line sighting a full ten-year maximum accreditation to WLSC. We met the criteria with an endless number of sub-points under them as far as strengths. Funds are well managed, our Board is engaged in the campus, and our assessment plan is up to date. There was an assessment of all operations, especially the academic learning of students, which represents a real core of the assessment evaluation and accreditation. Our general studies and technology infrastructure are good and the buildings are acceptable. The team was very impressed with Jim Compston and the Student Senate Executive Committee. The master program is well planned and our admissions and assessment standards are in place.

The team's role is to critique West Liberty, which they certainly did, and there were some concerns, none of which were a surprise. One concern is our financial limitations to meet academic needs, which is the same concern on virtually every college campus in the United States. Another concern is our Strategic Plan and the need for its revision. The president has stated on several occasions ideas he has in mind and things to roll out. The Assessment Plan, which is linked to student learning, and the general studies program assessment, both of which need refined a bit more. The masters program was delayed simply on a procedure protocol and not a substantive basis, since the HEPC does not meet until January 25<sup>th</sup>. We are confident of the approval of this first stand alone master in education, which is a precursor to university status. Upon approval we will make a type of reapplication to the HEPC for approval of the master's degree. This may not come until some time in the summer, but we are confident it will occur.

Preparing for the accreditation visit was a lot of work on the part of many people and the outcome looks positive preliminarily. The final documents, by comparison to ten years ago while approved, we had a five year focus in 2002-03. There will be no refocus visit this time. Dr. McCullough thanked the entire community for this positive outcome and its accurate reflection on all facts of this campus.

Ms. Exley reiterated her appreciation to the Board members that came to visit with the team on Tuesday morning. The team was totally impressed with the knowledge, enthusiasm, and diversity of the Board.

#### **6. Enrollment Update:**

Ms. Exley introduced Scott Cook in his new role as Executive Director of Enrollment Services. This is in no way a reflection on J. D. Carpenter, who has done an outstanding job with enrollment. Dr. Carpenter can now emphasize his activities in the area of retention. If he uses the same energy to retain students as he did with enrollment, we are not going to lose a student.

Mr. Cook thanked Chair Exley for the introduction. As a follow-up to Dr. Lukich's report on the recent open house, he stated there were 180 students at the open house, the second largest ever, with 433 in attendance including parents. As Dr. Lukich mentioned it was a wonderful event with a lot of faculty participation; students and parents want to interact with faculty.

The first of three items Mr. Cook presented was an update on is spring pre-registration. There are currently 1794 students pre-registered for the spring semester, compared to 1695 at this time last year, running 99 students ahead. We continue to track positive for the spring semester. There will be a final update at the next Board meeting on spring enrollment with numbers for freshmen, transfer students, and other student populations.

The second item is a report for tracking students. The previous enrollment report was very outdated and we found in the last couple semesters that we couldn't track the areas we wanted to track. Questions came up on the number of students in the high school dual credit courses, graduates, transients, and other student groups. Jim Clark rewrote the enrollment report which now gives updates on the number of students in each group. We will now be able to track losses and gains and identify what needs to be done to rectify the situation.

The third item is the Enrollment Management Retreat to be held in this room next Tuesday. This will be the third annual retreat, which started during Dr. McCullough's first year of his second term as interim president. All areas of campus are involved in the retreat for input. We have 58 people participating in the retreat. Areas we will be working on are communications and technology, along with the web site to enhance its use to our benefit. We need to work smart in some situations. We will develop and enhance recruiting plans for target areas. Graduates in Ohio and West Virginia are going to bottom out in the next ten years. We need to spread the net further, which we have done the last couple of years under Dr. Carpenter. We need to look at Virginia, Maryland, and New Jersey, but other institutions know this as well. We have a plan in place for marketing the university status and graduate programs once they are approved.

The fourth item is retention. We don't want to lose the new students. Dr. Carpenter will be spear heading this focus.

Mr. Compston asked, of the 1794 students enrolled next semester, how many of those are residential. Mr. Cook did not have that breakdown but it could be added to the spreadsheet. Mr. Compston wanted to know this information since the R.A.'s, along with Dr. Carpenter and his staff, have been working hard to keep students in the dorms and get them registered. They are also looking at what can be done inside the residence halls to keep students on campus. Mr. Cook noted that he also added the metro rate to the report and can add housing and generate those numbers as well.

Mr. Turrentine asked about the Enrollment Management Plan and the development of an online degree audit for students. Mr. Cook stated that there is a module to have this done on line. An inquiry was made to SCT Banner for a consultant to build this module for West Liberty. The cost was \$60,000, to which Mr. Henry said we cannot do. We were able to send our staff to SCT for \$5,000 for the same training and will be testing this module on the School of Business and Dental Hygiene this spring. Mr. Turrentine stated that he as an advisor appreciates this new system. Students become frustrated when they do not understand what classes they need and have to wait weeks for the current paper process for their degree audit. This will be something the student can see immediately and will be very helpful. Mr. Cook stated that another nice feature of this module is that a student can use a "what if" function to see what credits he/she would need if they changed their major.

**7. Dual Enrollment/College at the Park:**

Mr. Cook was scheduled to give this update in October but was attending a Financial Aid Director's meeting. Dual credit programs come under the HEPC Series 19 put into place to provide access to college courses for high school students. West Liberty has been in a partnership with Wheeling Park High School since 1994 and have recently branched out to two more schools – John Marshall and Magnolia. The first year of the program we had 13 students. This year we have 164. Although this program does not generate a lot of revenue, it is required by the HEPC. We are also required to offer these courses at a much lower tuition and fee rate of \$168 per credit hour. Total revenue is approximately \$52,000 with a small stipend going to instructors for a gain of about \$50,000.

The HEPC's thinking is by offering these courses it will increase high school student access to college. WLSC has had tremendous growth in these classes. Offering these courses requires a lot of leg work; travel to the schools, placement testing, transcripts, and applications, but it allows us a partnership with the high schools. The pie chart on page two will give you a quick insight to see where the students come from; 52 John Marshall, 27 Magnolia, and 85 from Wheeling Park. Mr. Joseph asked how we decide what classes to offer. Mr. Cook stated that we meet with the principals to see what they are interested in. Students attending these classes are honor students who have taken 12 hours of college preparatory courses and have a "B" average in those courses. A syllabus is provided for the students to follow and they complete a course evaluation form at the completion of the course. Mr. Compston asked how these courses are advertised to the students. Mr. Cook stated that the high schools market it to their students.

Looking at the last page of the handout, a number of dual credit courses are offered at other institutions. This table should be helpful to compare where WLSC stands with other institutions.

Dr. McCullough stated that beyond the service we are providing, the partnerships with the schools, and the charge from the HEPC, this is also a recruitment tool for WLSC. Scott Cook is very modest regarding the Enrollment Management Plan. Dr. McCullough has worked with Scott, J.D., and Brenda in spearheading the development of the Plan, the centerpiece of what we have been able to do the last couple of years with enrollment. Mr. Davis asked Mr. Cook whether he tracks how many students enroll in these courses and end up being students here at WLSC. Mr. Cook stated that there's no way to know their reason for attending, but it probably does play a part in their decision.

**8. President's Report:**

President Capehart stated that a bullet point report was distributed to the Board in their packets. One thing mentioned in the report is the HLC/NCA update which was a major portion of what was contained in the report and which John eluded to.

Another item is the strategic focus initiative. Institutions have started undertaking strategic focus initiatives instead of strategic planning, which is too big, too bulky, and overwhelming. What most are starting to do now is moving toward focus initiatives which focus on strengths and things that will distinguish you from other colleges and universities. Starting with the competition, it is important to make yourself distinct among choices students have when starting to look at colleges and universities. Dr. Moore, who ran the new president's academy this summer, spent a great deal of time on this subject and colleges moving in this direction. The role of the Board can be extremely important once we lay out a process. We will take some time to do this in the spring semester. The first group is the Board of Governors and asking the Chair to encourage the Board to actively participate in this process. This gives the Board first opportunity to lay down some areas that need to be addressed. One thing identified to the president from the Chair of the Accreditation Team was that we need to step back and look at strategic planning. They specifically mentioned the master plan, which is close to ten years old.

Ms. Exley asked if having the president's bullet points ahead of time was helpful, to which the Board members replied "yes."

Mr. Turrentine asked about an update on the laptop program. President Capehart stated that Pat Henry and Jim Clark have visited other campuses to look at these types of programs. The campus in Minnesota probably most closely reflects West Liberty's needs. They spent a couple of days going through the process of looking at products we can use and we hope to have a more complete report in place by the February Board meeting.

Mr. Turrentine also asked about the vendors who were on campus this week demonstrating their laptop capabilities. Are we still looking at the possibility of both Mac's and PC's or where are we on this question? Mr. Henry stated that all options are still open. Representatives from Dell will be coming to campus next week and we have one more vendor after Dell. Our options are still open at this point and we have been working with Mark Starcher gathering information. For budgetary reasons we do not want to purchase the computers until all information has been reviewed. The plan is to put this out for pricing closer to spring or early summer and have the laptops provided as up-to-date as possible. By February we should have a good idea what the cost will be for budget purposes.

Mr. Compston stated that students have read the paper where it has talked about the laptop program and want to know, especially for the upper classmen, if there is a fee if a person gets a laptop or a fee that's across the board, even if you don't get a laptop. Mr. Henry stated that the fee is only for the person who receives a laptop. This fee is for the warranty if the computer is dropped, broken, or has other problems. The fee will not be assessed to someone not receiving a laptop.

Mr. Turrentine stated that at the last Board meeting the cost was running \$300,000 for the laptop program; is this still the anticipated figure? Mr. Henry stated the entire program will include some monies that are already allocated for technology in certain areas, and yes, we should keep within the \$300,000. A lease program is still up in the air. Some schools we have talked with lease the laptops, others purchase them. One vendor claimed they could run Mac and PC type programming on the same computer. This demonstration did not work. The goal is to have one type of Windows operation and the Mac's. Jim Clark could comment on how it would add to his areas workload and training if this does not work out. Mr. Clark is currently in Washington, DC.

President Capehart stated he received an e-mail today from a staff member suggesting we prepare a periodic report on the status of this program, which he thought was a good idea. A brief update will be put together after the first of the year to keep everybody updated and informed about the laptop program. This will also help keep the speculating and misinformation to a minimum. Questions that have been asked can be incorporated into the update and distributed to the campus.

Mrs. Burke asked what the plans are to pull the faculty into the laptop program. If the laptops are going to be integrated into the classroom and faculty have not been brought in yet, do they know what their role is going to be when the students have these laptops? Mr. Henry stated that initially it would only involve students and faculty with freshmen only classes and the first year experience courses. Other schools, the School of Education and School of Liberal Arts,

specifically the Graphic Design area, want to implement the program. This is also a phase-in program and could take four years for everyone to have in their area. We are developing the program as we go and don't have all the answers right now. Ms. Burke asked if students and faculty will be brought in to give their ideas on what they think they need from the program. Mr. Henry stated that Jim Clark has been talking with and gathering information from the various majors. Dr. Lukich stated that questionnaires have gone out to various academic areas asking what system and software is used in their discipline.

Mr. Turrentine stated that two vendors were on campus yesterday and Mark Pissos from the School of Business Administration attended the presentation with Jim Clark, Pat Henry, and Bill Baronak. He expressed his concerns and addressed some of the problems and gave his thoughts since they hadn't had any input in the program. President Capehart stated that the program will allow for the availability of professional development. Some faculty are ready to go with the program because they have come through their educational training with this technology. Other groups want to get involved but don't have the skills. This isn't going to do us any good unless faculty are trained and ready to go. Dr. McCullough stated that Bill Baronak has been in the group from the start as a faculty member. Having a representative from each campus constituency would be a good move.

Mr. Compston stated that students were surveyed who will not get computers, the sophomores, juniors, and seniors, and the freshmen were surveyed on how much they would use the computers if they had one. It was stated that Mr. Clark has information on the number of devices going through the routers but there's no way to tell whether it's a computer, X-Box, or other device. Chair Exley stated that this is a bold initiative and appreciates the comments.

Mr. Joseph asked about the I-70 project. President Capehart stated that he had a meeting with Greg Stewart regarding West Liberty's academic presence at the Highlands. We are headed in this direction, have an idea of the type of funding necessary, and have approached the State regarding funding. We have also met with the Chancellor on the possibility of obtaining funding. The Chancellor was hoping to get to WLSC's campus before Christmas. From his demeanor he was very supportive of this project. Ms. Exley stated it was safe to say we are still looking at this project as a priority.

Ms. Burke stated that Chick O'Data, at one point, was working on a report with regard to the development office operations. Do we have the results of his findings? President Capehart stated that the issue hasn't been so much the funding of the development office as much as it was the handling of the funds after they were collected. The collecting, investing, distribution, and accounting for funds are where we had a real concern. President Capehart has been speaking with someone in legislative services in Charleston about getting a slight statutory judgment or adjustment to provide all colleges with the type of security we feel we need in the area of development. The danger was not to the College; the danger was to the Foundation. This whole initiative is to protect the Foundation.

Ms. Burke asked if any money that our employees had raised had to go to the State, rather than the Foundation. This is a decision the Foundation needs to make. The president has been meeting with Foundation Board members about having their own employee account for funds. The development office extends beyond fund raising. Their primary interest is civic engagement with the community, building relationships between the College and donors and alumni, government officials, those types of areas.

Mr. Stolarczyk asked concerning the Masters in Education; how it relates to university status, the visiting accreditation team, and his concern with the process. President Capehart stated that the accreditation team pointed out they prefer we have approval from the HEPC on the program before they pass it as part of the accreditation. West Liberty is scheduled to present this program at the January 25<sup>th</sup> HEPC meeting for approval. With the approval comes the concurrent feasibility, etc. We would take this information back to the HLC/NCA. We would have this information back to them in time to make their final report later in the summer. If we are notified of approval in the summer we would have an October, or possibly January start date for the program.

Mr. Turrentine asked if the Board could have a list of all consultants employed by the College, what their charge is, and what they're being paid. The president agreed to provide such a report by the next meeting.

**9. HEPC and Legislative Update ([www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)):**

President Capehart attended the HEPC meeting at Glenville State College on November 30, 2007. During the meeting the Commission approved West Liberty's request for an expansion of our metro rate to include Columbiana, Guernsey, and Monroe counties in Ohio and Beaver and Greene counties in Pennsylvania. The Commission also approved its proposed capital budget that includes funds for several improvements at West Liberty.

**10. Budget and Finance:**

Mr. Henry first reported on the current budget. Revenue is at 53% since we have not sent student invoices for next semester. We will have an adjusted budget at the February Board meeting. Right now, compared to last year, the budget is on track. Revenues are coming in on time and we are staying within our expenditures for this year's budget.

The Budget and Finance Committees are working on next year's budget. The budget is still at a deficit, which is not unusual at this point. We will bring a balanced budget to the Board in March once we get numbers from the State with our appropriations.

On the quarterly and interim financial statements there are a couple things to look at. In the Finance Committee meeting we went over and explained everything with the auditor. Cash is down, which is normal with our cycle. Some payments were made last year and accounts payable is down. One area that is down on the income statement is grant money.

On page two there are some changes on the bottom with the Gatsby 45 and the new way we count sick and vacation time. Drastic changes were implemented July 1 to replace the current system. On page three, operating revenues for the first quarter are up but the grants are down as well as cash flow due to the timing of the interim reporting. The next quarterly report should be in time for the February 6<sup>th</sup> Board meeting. At that point we will be half way through the year and have solid numbers.

The last item is the bond refinancing. We are looking to go ahead and refinance the bonds and have provided a resolution that we need to have approved. This resolution will allow us to refinance the current bonds at a point when rates are to our advantage. If the parameters are right for the refunding we may be able to get some additional funding, too. Mr. Henry has been working with Fred Williams of Steptoe & Johnson, and Larry Bashe of Raymond James on the possible refinancing of the bonds.

President Capehart stated that the resolution gives West Liberty the authority to refinance. Since the Board does not meet regularly, this would allow us to move on the refinancing when interest rates are most favorable.

**ACTION ITEM III:**

**A motion to add the bond refinancing to the agenda of the West Liberty State College Board of Governors was then made by Beverly Burke and seconded by Brian Joseph; motion passed unanimously.**

**ACTION ITEM IV:**

**A motion to approve the bond refinancing by the West Liberty State College Board of Governors was then made by Beverly Burke and seconded by John Larch; motion passed unanimously.**

**11. Student Affairs Update:**

Dr. Carpenter stated that he is excited about the first meeting of the new Campus Life Committee he just came from, which is a sub-committee of the Board. The group consists of Brian Joseph, Mike Turrentine, Bev Burke, Mike Stolarczyk, Jim Compston, Mallory Clegg, Dr. Carpenter, and a few other students to get their perspective. The group is not sure what the Board wants them to do but are going to do what is asked of them.



In looking at what we do as an institution and how we are facing our retention, we could talk all night about retention. In a nut shell, one out of three students, on average, will not make it back, and we had 504 new first-time students this fall. We are trying to raise this number and would like to see retention at 80%. We are looking at everything in Student Affairs. We are exploring new ideas in retention, statistics, and the way we focus and approach things. Between now and the next time the Board meets we will have things together that will give us something as a division to run with. Retention needs to become part of the regular vernacular in this group. Getting students here and keeping them here are separate areas. For every student lost we need to recruit two students to grow. Out of 500 freshmen you lose approximately 65. If we could keep 25 kids over three years time who would have graduated rather than drop out, the revenue would be close to \$2.5 million for a 5% increase, which is what we are chasing. If you get a student through the freshmen year, especially the first eight weeks of the semester, their chances of graduating go up dramatically.

Toppernet has changed to Teleflip.com. If you would like to sign up to receive notices about what's going on Dr. Carpenter would invite you to do so. You can also receive sports scores and other activities on campus. There are services similar to this that charge thousands of dollars but we offer it for free. There is no cost and we have the freedom to do a lot of things. This is the text emergency notification system many campuses are moving toward. The system was tested a week ago today and we actually received fan mail. Students think this is the greatest thing in the world. Beverly Burke stated that one of our Washington, DC interns e-mailed her about the snow we were having because they had received the text message.

We were awarded a small grant from the HEPC for untitled social justice, a summer bridge program for students provisionally admitted to the College. As part of the retention initiative, students are brought to campus for a week for a type of academic boot camp. The program is proven to be very successful. We are currently writing for a large grant from the HEPC offering \$15,000 for retention. We feel the best use for this grant would be to try and pilot an online tutoring program. Currently, at best, getting a tutor is a three to four day process. In this day and age, you can pull-up an online tutor on the computer. West Virginia State is finishing up their first year with this program and it has been a great success. We are anxious to take a look at the same program if we receive funding.

A long-term project that we have been looking at in Student Affairs is a Trio Program. We have a retired Trio Program director willing to consult with us about writing a Trio Program for this campus. This is federally funded program which allows you to identify at risk students and provide resources, personnel, programs, and funding. We have talked about this program for a couple years and are looking forward to exploring a potential relationship with her. We are hoping to have some number crunching done and report in more detail at the next meeting.

The Student Union came under Student Affairs management a couple months ago. A Student Union Board has been formed with goals and projects they are working on and they're excited about the opportunities presenting themselves in the Union. Mr. Compston stated that one issue they're looking at is the lounge and resources room on the second floor of the Union. They would like to use this room to attract those exchange students to come up and relax, along with other students, and introduce new cultures and new foods. Student Government is helping with funding on this project. The Student Union Board is also trying to develop a media room, a place to watch movies, play games, and just to relax. The Union needs to be more student friendly and a place to hang out, not eat and leave.

Dr. Carpenter stated that he is looking at the student engagement survey as a place where we can prepare some narrative on our campus. Two places where we need the most improvement is diversity to expose students to other cultures, and using technology to complete classroom assignments in their freshmen year.

Mr. Turrentine asked where the alcohol policy approved at the last Board meeting currently stands. Dr. Carpenter stated that his office will be spending time over Christmas and next semester going over the policy and meeting with the Resident Assistants in preparation for implementation the fall semester of 2008.

**12. Request for Governance Committee:**

Ms. Exley stated that this is something that has been given considerable thought. She would like to put together a Governance Committee for three purposes. One is to look at the feasibility of a Board retreat. The second is to establish a Nominating Committee for prospective Board members. The third would be to develop an annual evaluation for President Capehart, which would take place each year on campus and every five years with the community. Chair Exley asked permission to develop this committee for the Board of Governors and would appreciate any discussion on the matter. President Capehart stated that the evaluations are important, and to reach a consensus on what the expectations are of his office would make it easier to address these expectations. The committee would not meet very often but when they did it would be topical. Chair Exley then asked for a motion to go forward with this request.

**ACTION ITEM V:**

**A motion to approve the formation of a Governance Committee by the West Liberty State College Board of Governors was then made by Mike Stolarczyk and seconded by Bev Burke; motion passed unanimously.**

**13. Adjournment:**

The meeting adjourned at 6:48 p.m.

Lynne Exley \_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary