

**West Liberty University
Board of Governors**

Minutes

April 21, 2010

Attendance:

Beverly Burke, Richard Carter, Brian Joseph, Paul Limbert, Shane Stack, Robert Steptoe, James Stultz, Ann Thomas, Michael Turrentine

Unable to Attend:

Michael Stolarczyk

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, John McCullough, Jack Wright

1. Call to Order:

Chair Joseph called the meeting to order at 5:08 p.m.

2. Chairperson Comments:

Chair Joseph welcomed the Board members and stated that he had been at The Highlands this week. It's amazing how busy it is at the new facility, and now nice the new facilities have been for students, especially for them to be able to see the economic development and the people with their businesses. In speaking with other business owners, the money is good for the area and creates a good quality of life for students to be in that environment. Many of the students attending classes at The Highlands Center work at the surrounding businesses. Again, it's completely amazing how quickly The Highlands Center took off and the number of people already involved in this first year.

3. Approval of Minutes*:

Chair Joseph asked if there was any discussion regarding the listed minutes. There being none, he then asked for a motion to approve the minutes of the full Board of March 2, 2010 and the Executive Committee of February 3, 2010.

A motion to approve the minutes of the full board of March 2, 2010 and the Executive Committee of February 3, 2010 was then made by Jim Stultz and seconded by Richard Carter; motion passed unanimously.

4. Approval of Reports*:

Chair Joseph asked for any discussion regarding the reports contained in the Board packet. Mr. Turrentine noted for the record with regard to the Provost report and the retirement of Associate Professor Barnabei from the College of Business, that Bob is an incredible instructor who led the CIS program magnificently. He is not a computer person by nature but he knew what he was doing and we were lucky to get him when he picked up a second career after many years at Weirton Steel. Mr. Turrentine stated they will miss him tremendously and wanted it noted for the record that Professor Barnabei was an outstanding part of the College of Business at West Liberty University. Dr. McCullough added that he could not have said this any better. We have had the good fortune to work with Professor Barnabei; not only fortunate to get him, but as an asset to WLU. What we have in the CIS area in large part is a tribute to the background and work expertise of Bob Barnabei. The classic "difficult to fill those shoes" describes Bob and he has provided that effort during difficult medical and personal situations and has not skipped a beat on anything he's done during his 17 years at WLU. A retirement function will be held for Bob, our only retirement this semester, on May 6th at 3:00 p.m. in the R. Emmett Boyle Conference Center.

Chair Joseph asked with regard to the College Union and making it more of a center for students; where will the pool tables and juke boxes be located? Mr. Cook stated that they are located in the basement of the union. President Capehart stated that Scott did a great job on taking the lead on this initiative. There has been increased activity and it has created a social atmosphere to give the students some place to go in the evening.

A motion that the West Liberty University Board of Governors approve the reports submitted by the Provost, Enrollment & Student Services, Development, and Community Engagement was then made by Ann Thomas and seconded by Beverly Burke; motion passed unanimously.

5. Approval of Department Name Change*:

Dr. McCullough stated that per policy this item comes to the Board of Governors for the proposed name change from Department of Physical Education, which came as a strong recommendation, unanimous on the part of the Department, the College, and Faculty Senate, to change the name to the Department of Health and Human Performance. This is a more contemporary name that you will find in many institutions today in professional education which is more accurately representative of what the department does. Health and Human Performance is a more encompassing, accurate, and contemporary description than the traditional name of Department of Physical Education. This would be a department name change only, effective July 1, 2010.

A motion that the West Liberty University Board of Governors approve the name change of the Department of Physical Education to the Department of Health and Human Performance was then made by Jim Stultz and seconded by Shane Stack; motion passed unanimously.

6. University Place Lease*:

Mr. Davis stated that the University Place lease is an action item. University Place is the apartment complex located across from the University's front gate. We have had a lease on this property for two years; this resolution will renew the lease for one year and the new lease will have a one year option beyond. It should be noted that if the Board of Governors approves this lease the rent for the first year will be the same as the rent is for this current year. Mr. Wright gets credit for this in his dealings with the new owner of the apartment complex. The rent will stay the same as the first year and the rent in the option year is six percent higher, which is consistent with the agreement we have now. The long and short of it is that the resolution renews the lease on the property we have.

Chair Joseph asked if there is any advantage to a longer or shorter lease, to which Mr. Davis stated that from the University Board of Governor's side of the table we are better off with a short-term lease to keep our options open down the road. Mr. Turrentine asked what the occupancy is in the building. Jack Wright stated that it's full with a waiting list and this is also considered an honors residence. He also stated that although there was a concern last year with the quality of construction, President Capehart, Dr. McCullough, and Mr. Wright did a walk through of the building at the end of the school year and the area looked brand new. Other than some heating problems there have been no major issues with the building.

A motion that the West Liberty University Board of Governors approve authorization for the President of West Liberty University, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission, to enter into a lease of the apartment building located at 140-142 Van Meter Way (nee Chatham Street), West Liberty, West Virginia, effective July 1, 2010 and not to exceed two years was then made by Paul Limbert and seconded by Mike Turrentine; motion passed unanimously.

7. Approval of FY 2011 Budget/Tuition & Fees*:

Mr. Wright stated that he would quickly run through the budget. There will be a 5% cut in State appropriations for which we are told we will receive backfill monies. Paperwork has been completed and returned to receive stimulus money to backfill the budget. This should be received by mid-May. The State has approved the return of the proceeds from the sale of the Warwood Center last year. It is our hope to have this money in the month of May, too. We are very pleased that enrollment is up 37% for summer courses. WLU will be asking for a 6.7% metro and out-of-state tuition increase, along with a fee to be established for Juniors and Seniors in the College of Business and College of Science. The College of Business fee will be \$100 and the College of Science fee will be \$125.

The Governor has mandated no increase in State tuition and fees; there has been no change to in-state tuition and fees. We were heavily criticized by the HEPC for being so far from the other institutions on graduate tuition. Even at \$4,700 WLU would still be the lowest residence graduate tuition and fee in the state. \$6,320 is also far off from any other non-resident graduate tuition and fee with a 25% increase this year. We need to increase our graduate tuition and fees before we get more programs up and running.

Essentially the HEPC has told us to make up money in auxiliaries. We are very competitive on room and board with the surrounding area. Looking at special fees we have increased undergraduate and graduate graduation fees. We have added a Hilltopper Academy registration, Red Cross certification, and ceramics fees. Many colleges and universities publish a special undergraduate Business College fee. We are proposing for juniors

and seniors with 60 or more hours be assessed a \$100 per semester fee in the College of Business and a \$125 per semester fee in the College of Science. None of the service fees were changed this year. Mr. Wright asked if there were any questions.

Mr. Turrentine asked why the College of Business and College of Science were identified for these fees. Mr. Wright stated that to hire competitively and get the salaries up within these departments, since they are currently our busiest departments. President Capehart stated when looking at our salaries in the different Colleges and compared with others in the various disciplines, our salaries in Science and Business were very far behind. In other words, in order to compete it is necessary that we have more funds available. That's why WVU and Marshall's tuition and fees are always higher in these particular Colleges. Mr. Turrentine stated that he understands the competition with new faculty, but since there's no merit raise this year; it's been mandated that we can't, he is bothered by the fact that these Colleges were singled out for this fee to be passed on to the students. President Capehart stated that this is not a significant amount; it is an amount that was removed from fees about a year ago. It was Mr. Turrentine's understanding we were trying to get away from these fees and now we're going back in that direction. Mr. Wright stated that WVU and Marshall make application to the College of Business and Science and have a process in place to be admitted into these particular Colleges. This is basically our hope; we need to start getting money into both of these Colleges.

Mrs. Burke stated that she understood, especially with the Colleges of Science and Business, why not to assess the same fee to freshmen and sophomore, because a family could have two students attending at the same time and one pays this fee and the other one doesn't. Why not assess the same fee to everybody in the major? President Capehart stated that the freshmen and sophomores are usually still taking a lot of core classes. It usually isn't until their junior and senior years that the take almost exclusively upper division classes from those schools where the costs are higher. Mrs. Burke asked Shane Stack, student representative to the Board of Governors if he has any feedback from the students and how they might react to the different fees. Mr. Stack stated that he does not know the state process, but this would be a lot easier if the Governor had not put us in this position. Mr. Stack stated that his option is to ignore the Governor. He also stated that he has spoken at Student Government meetings and students do understand the University moving forward; with the masters programs they expect to pay more. As long as students see what's going on it's not a huge problem. Students realize that these are difficult times with regard to the budget. Mrs. Burke asked if there is something that goes out to the students explaining the reasoning for a new fee. President Capehart stated that WLU already does this type of thing to a certain degree in Nursing and Dental Hygiene. Dr. McCullough stated that the Sciences still have a few lab fees. Part of the Sciences also has to do with very sophisticated technology and they need to stay current in that area, more so than you do in other areas. Another element the President referenced in the research that he's done, which has been fairly extensive, is in terms of salary; we are the furthest behind for any type of norm for the Business and Science faculty members. We do not want to put it all on the backs of the students, but we want to make an attempt to start a process in those areas to be a bit more competitive in salary to attract and retain individuals. If there had been a greater differential in salaries in the Liberal Arts area we may have seen a fee in that area, too. What we are proposing for Business and Science is a very modest amount of money.

Mrs. Burke then asked what the status is of the laptop program. Is this program going to continue? President Capehart stated that this will be addressed at the June meeting by Mr. Jim Clark. This had been a two-year pilot program for the laptops.

Mrs. Burke also asked with regard to for Classified Staff since the Governor said we are to fund the Mercer scale; does that mean for those moving to the next step? What about the people that are already beyond the 15 year cap? President Capehart stated he was hoping SB 480 would take care of that situation. Mr. Wright will be covering everything we are allowed to cover for raises at this point. We would like to cover more but at this point we can't do it. Dr. McCullough stated that faculty promotions will be met but there will be no other faculty raises. Mr. Turrentine stated that the financial forecast for the State previously given by Mr. Stultz, and most recently by Dr. Root, Legislative Representative for Faculty in Charleston gave a very chilling report at his last meeting. What does Mr. Wright see next year for WLU? Mr. Wright stated that WLU should be fine next year; 2012 will be the difficult year, especially with no backfill. We have taken a hard look at auxiliaries and are trying to increase them to something competitive.

President Capehart stated that we are doing things to attract students to West Liberty University. At the HEPC meeting to be held this Friday, we are hoping for approval of the Bachelor of Music, Bachelor of Social Work, and the Physician Assistant Program. In the future we are also looking at a Nurse Anesthetist program. We started adding different scholarship monies two years ago and have increased retention with more students living on campus paying tuition and room and board. We have laid the ground work to grow and offer high quality programs to remain competitive.

Chair Joseph asked Mr. Cook if he had a sense of whether students compare our costs to other schools available to them. Mr. Cook stated that the parents looking for financial aid are well aware of the differences, having looked at three, four, or five schools when their child is making the transition from high school to college; they are very well aware. Mr. Joseph asked Mr. Stack if our current students give him any feedback on costs. Mr. Stack stated that our students talk a lot and offer feedback. The students really understand that the school's in a tough position when looking down the road at finances. President Capehart stated that the students at Shepherd University passed a resolution to increase tuition and fees; they want better facilities and know this is what it takes to get that done. WVU also passed such a resolution. Mr. Cook commented with regard to Mrs. Burke's previous question of whether we inform students of a new fee; we always recommend to the department adding a fee that they notify the students what the fee would be and why it's been put into place. This way there will be minimal phone calls asking for an explanation. Once a new fee is identified we need to contact students and let them know what the fees are; once students are aware of these new fees it shouldn't be a problem, but they do need to be informed.

A motion was then made that the West Liberty University Board of Governors approve the FY 2011 tuition and fees as presented was then made by Richard Carter and seconded by Ann Thomas; motion passed unanimously.

8. Change in WV Code – Informational Item:

Mr. Davis stated that this is an information item that does not require a vote from the Board. For over a decade the public colleges and universities in this State have been required by law to evaluate the president every four years. Two years ago the legislation changed to every three years. This Board of Governor's Policy No. 2 currently states "every four years," so it just needs to be changed to be consistent with State law.

9. BOG Training on June 9, 2010:

President Capehart stated that by law, members who are placed on a board of governors of a public institution in West Virginia are supposed to complete three hours of training within six months and six hours of training within a year. Like most institutions we have not completed that assignment. What we are going to do before the June board meeting is hold a meeting for three hours of training. The Chancellor and Bruce Walker will be coming up from Charleston to give the training. This will give Board members a good opportunity to ask any questions you may have. At this time, it is preferred that the training start at 3:00 p.m., followed by the Board meeting at 6:00 p.m.

10. President's Report:

President Capehart proceeded with his presentation as outlined. It was stated that Mr. Wright has been meeting with budget managers to discuss monies not used in their budgets. We were able to reallocate approximately \$400,000 from the meetings, a large portion coming from Public Relations. Last year we retained a private firm to handle our marketing. This firm had sophisticated data to tell us where to market, what process should be used, and as a result, we moved about 50% of our marketing on-line. This move saved WLU \$60,000.

Next week is University week with many activities planned. There will be four bands; a variety of country and rock. Friday will be the Academy of Honor Induction dinner. Inductees this year will be John Bonar, General William Curtis, and Al Blatnik. These three will be honored with a plaque on the Academy Wall of Honor. Dr. McCullough noted that the senior art exhibit is tonight in the Nutting Gallery. This is a premier exhibit for graduating senior art students.

Mr. Stultz asked if parking for the upcoming commencement is still in the same area for Board members. Board members can park in the upper Blatnik parking lot next to this building. Commencement will be held Saturday, May 8, 2010 at 11:00 a.m.

11. Appointment of Presidential Evaluation Committee:

Mr. Gompers stated that recent legislation mandated that the president's evaluation be moved from every four years to every three years. This is the third year for the president and we now need to appoint a committee for the president's evaluation. The statute and the policies of the HEPC and WLU require numerous meetings with constituent groups by the Presidential Evaluation Committee and a schedule will need to be made. Assisting with these meetings will be Bev Burke for Classified Staff, Mike Turrentine for Faculty, and Shane Stack for the students. Statute mandates a written report after all is said and done. Also included will be a self-assessment report from the president. From these a written report will be made to the Chancellor. This written report is also necessary in order for the Board to decide to keep the president and negotiate a new contract. Chair

Joseph nominates for the Committee Jim Stultz, Richard Carter, Counsel John Gompers, and himself. Mr. Gompers asked for a motion at this time.

A motion was then made that the West Liberty University Board of Governors approve the appointment of Brian Joseph, Jim Stultz, Richard Carter, and John Gompers as the Presidential Evaluation Committee by Bob Steptoe and seconded by Ann Thomas; motion passed unanimously.

Mr. Gompers asked that the Committee, along with the staff and faculty representatives to the Board, meet for a few minutes following the meeting.

Chair Joseph stated that having looked over what needs to be done during the presidential evaluation, the amount of work to do this evaluation exceeds what he would do for his entire staff; it's an amazing amount of work. Mrs. Burke asked for clarification on the Committee members; is she included, along with Mike Turrentine, on the Committee? Mr. Gompers stated that no, he would just like their assistance in the meetings involving their campus constituent groups. Mr. Turrentine asked if the meeting will be an open forum. Mr. Gompers stated that it will be an open forum and would like to have a representative sample present from each constituent group. Mr. Turrentine stated that he has had calls from faculty in the last ten days wanting to know where we are in the process since the year was coming to an end. He didn't know that a committee of the Board would be selected tonight. Mrs. Burke stated that she's been getting the same questions from the classified staff. Mr. Gompers stated that a date will be set tonight especially to meet with faculty and students before school is out. Mr. Stultz asked if there is a protocol someplace, requirements in statute, and regulations they can look at to see how this process is done. Mr. Gompers stated that he will supply the Committee members with the needed information.

Chair Joseph asked if there was any other business to be conducted by the Board this evening. There being none the meeting was adjourned.

12. Adjournment:

The meeting adjourned at 6:20 p.m.

Brian Joseph _____
Chair

Richard Carter _____
Secretary