

**West Liberty University
Board of Governors**

**Minutes
August 16, 2023**

Attendance: David McKinley, Michael Baker, Tom Cervone, Richard Carter, Rich Lucas, Lou Karas, Jenna Maguire, Jack Adams, Robert Kreisberg, Stephanie Shaw, Jamie Evick

Administration/Faculty/Staff: Katie Cooper, Betsy Delk, Ann Saurbier, Lori Hudson, Karen Kettler, Cathy Monteroso, Lynn Ullom, Sherri Theaker, Joe Rodella, Cyndi Galloway, Tasha Taylor, Cecilia Konchar-Farr

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

Chair McKinley called the meeting to order at 4:01 p.m. and a quorum was established.

II. Introductions

Guest Presentation: CMTA

CMTA discussed projects that have been completed and gave an update on campus utility savings. CMTA designs projects and manages contractors and bidding. After project completion, utility savings are guaranteed.

Water Usage-Water savings of 399K for the last 12 months which is a 60% reduction.

Electric Usage- Electric savings of 240K for the last 12 months which is a 25% reduction.

III. Public Comment

None.

IV. Agenda Order (Board may move to change order of consideration)

V. Approval of Minutes*

A. Minutes of the Full Board June 7, 2023*

On motion by Rich Lucas 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 June 7, 2023.

B. Minutes of the Executive Committee June 7, 2023*

On motion by Richard Lucas and seconded by Jamie Evick, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee June 7, 2023.

C. Minutes of the Special Meeting June 17, 2023*

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 minutes of the Special Meeting June 17, 2023.

VI. President's Report

Dr. Borchers noted that he's had about 60 meetings with individuals on campus so far since beginning on July 1st. He's met with many members of faculty, staff, and community members.

Today's presentation will be presented at the Campus Welcome tomorrow.

Dr. Borchers reviewed his plan for the year ahead. Our current Strategic Plan is due to be reviewed and updated this year. We'll include the campus community and stakeholders in this process.

We're working with a marketing firm and are in the process of a branding discovery process.

We're in an Academic Program Review process that is required by the state, but we also think this will give us a good baseline on program growth/decline, revenue/spending, and other data.

Dr. Borchers is taking employee compensation very seriously and is having conversations to see what can be done to increase salaries for faculty and staff.

Dr. Borchers discussed retention and graduation rates. Our retention rate in Fall 2021 was 71%. The Six-Year Graduation Rate for the Fall 2016 class was 58%.

We must choose a quality initiative as part of our ten-year review process. This would be a major improvement project for our campus. We will have to show genuine effort towards project completion.

Our Human Resources Department is in the process of a refresh and interviews are currently underway.

A Budget and Planning Committee will be formed to provide input and be engaged in planning.

The Concealed Carry law will be in place next July. We're creating a sub-committee to keep the campus safe and comply with the new law.

Diversity Initiatives in our current strategic plan will be reviewed—specifically, enrollment and student success.

Connecting Conversations-Dr. Borchers is meeting with many on campus and will report out on these conversations during the Fall semester.

Jamie Evick asked about how our retention rate compares locally. Dr. Borchers responded that he believes we're just behind Marshall and WVU. We're in the top range of institutions.

Tom Cervone asked if there are themes emerging through the Connecting Conversations. Dr. Borchers shared that the need for communication, consistency, transparency, and inclusion seems to be top employee priorities.

Jenna Maguire asked if a student could sit on the committee for concealed carry. Dr. Borchers agrees and will work on including a student.

VII. Board Reports

A. Academic Affairs (Monteroso)

Cathy Monteroso reviewed faculty promotions and tenure.

Enhancing Student Experience

The Student Success Center is being developed. This will be centralized in the library. The SSC will be on the second floor of the library and Cathy hopes to have it ready later this semester.

Ed.D. was approved in July and we're opening our first class in September. We'll have 10-12 in our first class and we already have applicants for next Summer.

Program Review Process

Annual and 5-year Reviews are in process. Faculty will be appointed to the task force next week.

Aviation Program

We are still looking at a Fall 2024 start. Marshall bought 3 new planes for us to use. We'll use the Ohio County Airport and classrooms on campus. We'll use Marshall's flight school staff, and they'll complete all plane maintenance. We deliver all General Studies courses.

Dual Enrollment Program

There are 3 pathway options: Education, Nursing and Social Services are our established pathways. The state pays \$75 per credit hour, but students must be in a pathway for the state to reimburse.

Stephanie Shaw asked about the Topper Ready Program. Cathy explained how this program works and noted that it eliminates a barrier for many students. It's a rental process and the prices are much lower. Jenna Maguire mentioned that as a Liberal Arts student, books aren't needed as much and the way to opt out wasn't clear. Faculty also don't seem to know much about how the program works. Cathy will give more detailed information to the campus tomorrow. She also noted that students can opt-in/out each semester.

B. Student Affairs/Enrollment Management (Cooper)

Katie Cooper shared an enrollment update and noted that we're at 462 full-time, first-time freshmen as of 3:00 PM today and we're bringing in 123 transfer students at this point.

Fall Graduate Enrollment currently shows 345 as of today, but we will pick up more since they have different start dates throughout the semester. Graduate hours are projected above what we've budgeted.

Overall, 1,984 is our total estimated headcount. Early Entrance students will be counted in the headcount once they can be enrolled. Enrollment is down slightly for next year, but it's expected to change once Early Entrance students are enrolled. We are budgeted to be up in FTE, Graduate billed hours, and Housing and Food.

We enrolled 11 AB Students (freshman and transfers) and 28 applications have been received. Admissions is currently reviewing transcripts for transfer students.

The Ed.D. program is up to 16 applications.

Aladdin donated meal cards that are available in different areas on campus for students in need. Katie also noted that our food pantry on campus is accepting donations.

Katie shared that we have a Behavior Intervention Team on campus. Students can be referred to this team to assess their needs.

TopperFest events will be taking place over the next two weeks and Faculty/Staff/BOG can come up to participate alongside our students in some events.

C. Fiscal Affairs (Hudson)

FY23 EOY Budget Status Report

Lori Hudson reviewed the FY23 EOY Budget Status Report.

Revenue-Undergraduate and Graduate revenue projections were not met, but Housing and Food exceeded the projection. Waivers were less than the budgeted amount and royalty income exceeded projections. Our total net tuition-related revenue ended with a deficit of about \$62,000. We received our entire appropriation of \$9.5M. All revenue totaled \$46.210M (excluding waivers).

Expenses categories ended within an acceptable range. Utilities, contract service, and others went over due to maintenance of facilities and payments to The Registry which is normally under Salaries/Benefits and were instead listed under contract service. All expenses totaled \$46.128M (including waivers).

We ended the year with a slight surplus of \$82,865.

Cash position at 6/30/2023

Lori discussed our cash position as of 6/30/2023. Our state and local cash balance at year-end was \$11.9M. Lori noted that a large portion of this is restricted. Our unrestricted portion is only \$3.8M. We have approximately 74 days of Cash on Hand for FY23. Lori explained how cash on hand is calculated and shared that an ideal range is 103-177 days. Though we are not meeting the 103-177, we are still within the top universities in the state.

FY24 Budget

Lori shared a breakdown of our revenue and noted that Tuition and Housing/Food make up 75% of our total revenue. Budget Expenses show that Salary/Benefits are our largest expense at 54%.

Lori announced that we are beginning the year with a balanced budget if projections come in where they're needed.

We have budgeted the following:

Undergraduate FTE enrollment: 1,700

Graduate credit hours: 5,736

Housing: 1,035

Meal Plans/Food: 1,075

D. IT/Physical Plant (Rodella)

Student Resnet and Entertainment - Joe shared that we brought in a new vendor for streaming services into the dorms to replace Comcast.

Argos Implementation - The Argos implementation will be a great advancement for our staff and should be operational in about 6-8 months.

Building Access and Surveillance Project-Building access should be complete later this fall and surveillance by the end of this year.

Annual Risk Assessment Update-Joe is anticipating a result of very low risk.

Domestic Water Project - Phase 1 of the Domestic Water Project is complete and we're already starting to see savings of roughly 5 gallons per minute.

Library HVAC Replacement - Replacement is in progress. The chiller is no longer working and it's very hot in the library. Classes have been moved until the chiller can be replaced and we're hoping within 10-12 days the AC will be operational.

Colonial Heights Upgrades - Upgraded with a new roof.

Campus Carry Preparations - A committee is being formed. The Criminology Department and many others on campus will be included to help us with this process.

Deferred Maintenance - No new updates. Joe is hoping to hear something by the end of August.

E. Athletics (Ullom)

Lynn Ullom reviewed many successes in the athletic department. He shared that the overall GPA for student-athletes was 3.19.

Lynn shared that the Athletic Department created "Topper Studio". This is a photo center that includes a large selfie wall. This studio will serve as a recruiting tool for all programs and has been a major hit so far.

F. WLU Foundation (Delk)

Betsy gave an update on donations to the foundation and scholarships that have been established.

Fund Manager training sessions are coming up on September 12th and 13th.

The 8th Annual Topper Day of Giving is set for March 27, 2024.

Betsy shared information on the breakdown of Foundation support to WLU.

G. Faculty Representative (Kreisberg)

Robert noted that faculty have some concerns about Policy 123 which is the Policy on Policies.

Robert shared information on successes with grant writing the Biology Department. Since 2000 the department has received no less than \$10M for research and at least 150 students have been involved in research and traveling all over the world to present data.

Dr. Borchers added that invites will be sent soon for the AACC groundbreaking ceremony to be held on August 30th.

H. SGA Representative (Maguire)

Jenna noted that SGA is interested in building up a culture on campus that hasn't quite been back since COVID. Jenna is also interested in getting SGA members more involved with committees on campus.

TopperFest is in the works and will include many events on campus.

Homecoming events will take place the week of September 17th. The theme this year is Blast from The Past and the dance will be held at River City.

Community Service Day on campus will be Friday, September 22nd. This will include a blood drive, food drive, clothing drive, and campus cleanup.

The SGA is beginning a tradition of having dinners at the President's House.

I. Staff Representative (Karas)

Lou shared that the Staff Council met in July. Monthly Staff Council meetings will begin in September and are open meetings for anyone who would like to join.

VIII. Board Items for Approval*

- 1. **Academic Affairs Committee Chair Selection
Nomination-Tom Cervone**

On motion by Rich Lucas and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve Tom Cervone as the Academic Affairs Sub-Committee Chair.

IX. Possible Executive Session

None.

X. Information Gathering

None.

XI. Adjournment

On motion by Richard Carter & seconded by Jamie Evick, the meeting adjourned at 5:24 p.m.

David McKinley _____
Chair

Tom Cervone _____
Secretary

Minutes submitted by: Cyndi Galloway