



*COUNCIL of CLASSIFIED EMPLOYEES*  
*West Liberty University*

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*West Liberty, West Virginia 26074*

**REGULAR MEETING – April 13, 2017**

Present: Katie Cooper (Chair), Michelle Panepucci (4), Sue Garrison (5), Rhonda Tysk (BOG), Sherri Mason (1), Dawn Swiger (4), Travis Hinkle (3), Luke Tacosik (Alternate) Absent: Bob Wise (ACCE), Michelle Stack (1), Stephanie North (3), Alan Ramsey (5), Rich Blankenship (6/7), Bruce Jochum (6/7), Guests: Diana Harto

The meeting was called to order in the Shaw Hall board room at 1:33 p.m. by Chair Katie Cooper.

Meeting minutes are available on the web site.

**ADVISORY COUNCIL OF CLASSIFIED EMPLOYEES (ACCE):**

Bob Wise absent; no report

**BOARD OF GOVERNORS:**

Rhonda Tysk gave report; see attached report in detail.

**OLD BUSINESS:**

**Picnic:** June 16<sup>th</sup> date has been approved, G-Top is willing to open for us, cost will be \$5 per person, classified staff will cover the difference, anyone who can solicit donations for prizes please get a letter from Katie or Travis, the staff awards will be sent out by Stephanie soon.

**Elections:** Nomination list was provided as part of the meeting agenda. For group 4, Michelle P. will step down if others are interested in serving, if no one is interested then she will stay on. Need additional representatives for group 6/7. Elections will be held on April 19<sup>th</sup> from 10:30am-1:30pm in the faculty lounge in the college union. A new chair will be elected after July 1. July 13<sup>th</sup> meeting will be the transition meeting for newly elected positions.

**NEW BUSINESS:**

**Meeting Change:** Katie will be out the next 2 meetings. Bumping May 11<sup>th</sup> meeting to May 18<sup>th</sup> then a possible mini-meeting will take place in June if needed.

**Ombudsman:** No report

**Committees:**

Social Committee: No Report

Orientation Committee: No report

Staff Development: \$15,000 starting budget, only have 2 requests pending.

Fundraising: Travis suggested that we do an “online store” fundraiser for work attire. We could set up options for all employees’ campus wide to place orders for polos, jackets, and other items that could be worn to work with the WLU logo. Check with Angie Hill to see if a fundraiser form is needed.

Scholarships: No report

Human Resources: Diana Harto

The timeline for performance reviews are on the HR website. A financial planner will be on campus on April 26<sup>th</sup>. Cassie Findley of Forester Financial will be giving presentations in the Boyle room at 9am and 12pm. Benefits open enrollment deadline is May 15. Legislative update: HEPC legal team is preparing summaries of how these bills will effect higher education. Follow the policies and rules that we have in place until confirmation from HEPC if there will be any changes. Job openings are posted on the HR website for several positions, mostly faculty which some are in the interview process now.

The next meeting will be held May 18th at 1:30 p.m. in the Shaw Hall board room located on the second floor. Meetings are open to all classified staff.

The meeting adjourned at 2:34 p.m.

Minutes respectfully submitted by Michelle Panepucci (4)

**BOARD OF GOVERNORS MEETING**  
**APRIL 5, 2017**  
**REPORT TO CLASSIFIED STAFF**

- BOG Chair, Les DeFelice, congratulated Board member, Pat Ford, on recently being named as the 2017 West Virginia Small Business Champion of the Year by the U.S. Small Business Administration.
- Ben Howlett was introduced and congratulated on recently being named as West Liberty University's Head Mens Basketball Coach, replacing Jim Crutchfield.
- Teresa Toriseva, founder and CEO of Toriseva Law, was introduced as our newest Board member.
- All of the following Action Items were approved:
  - a. Renaming of the College of Education to the "College of Education and Human Performance"
  - b. Move forward with the construction of the track/soccer field through all legal channels necessary to finalize this process.
  - c. Authorization of a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on the following revised Board policies:
    - i. Policy 11 – Employment Hiring
    - ii. Policy 27 – Order of Responsibility
    - iii. Policy 57 - Discipline and Separation from Employment (it will eliminate Policy #104)
    - iv. Honorary Degree – Doctor of Humane Letter (DHL) from WLU at the May 2017 commencement to Glenn F. Elliott, Jr., Mayor of Wheeling
    - v. Metro County Expansion Proposal (expand the metro rate to include the counties of Richland and Ashland in Ohio)
    - vi. Approve the FY18 Budget/Tuition and Fees as presented
- 1. One of the main items on the agenda for this meeting was the FY18 Budget. The state budget has not yet been passed so we are currently uncertain as to what percentage of cuts in state appropriations that we may be facing. Therefore, Roberta Linger presented a FY18 Planning Model for WLU that showed variations that included a base budget with no further decreases in state appropriations, a 5% decrease in state appropriations, a 10% decrease, and a 15% decrease. (I have included a copy of the planning model with these meeting minutes). The Finance Committee recommended the 4.86% increase in tuition/fees (column C on the attached planning model). The actual increase in tuition/fees would be 4% (the extra .86% increase would be for upgrades to technology).

When deciding on the proposed increase for tuition/fees, the Board is very mindful of needing to keep the increase as low as possible. It was noted that 90% of our students are on financial aid. Currently, any increase over 5% would require HEPC approval. Taking all of these things into consideration, the BOG voted for the 4.86% increase.

Some of the other noteworthy items regarding the budget include:

- a. Parking permit fee will now be \$40 a semester instead of \$75 per year. This will be a savings for students who start in the Spring semester. Currently those students were having to pay the yearly fee even though they were not starting until spring.
  - b. Students were previously charged a \$150 "Forever Hilltopper" fee. However, there was really no true benefit that students were seeing from this fee. Now all students will be assessed a \$25 per semester fee. (*Anyone who has already paid the \$150 will not pay the \$25 per semester. The \$25 per semester will only be assessed to new students beginning with our Fall 2017 semester*). Students will now see a return on their investment because of our soon to be released "Graduway" program that Ron Witt has been working on implementing for some time now. "Graduway" is an alumni networking platform where students and alumni will benefit from networking opportunities, mentorships, job postings, etc. They are an industry leader in this. Our link will be WLU Connect. Whitney is working on the logo right now and it will be released soon.
  - c. The on-line course fee has been reduced from \$150 per course to \$50 per course.
  - d. The raises that were previously approved are still in the budget. (1%)
2. Dr. Crawford reported the following:
- a. A new Dean of the College of Liberal Arts has been hired. His name is Dr. Gerard NeCastro. He comes to us from the University of Maine at Machias. He will assume his duties at WLU on July 1.
  - b. The Dean for the College of Arts and Communications has not yet been named. This has been an "internal search" only.
  - c. Dr. Keely Camden, Dean of the College of Education has resigned. Scott Glysson, Director of Choral Activities, has resigned.
3. Scott Cook gave the enrollment update:
- a. There was a 2.5% increase in Spring Enrollment Headcount as of 4/4/17.
  - b. Fall Pre-Registration started on April 3<sup>rd</sup> --- as of April 4<sup>th</sup>, we are showing an increase of 24 students from this same time last year (as shown below)  
361 – 2017  
337 - 2016
  - c. Our applications for admission for the Fall 2017 semester is showing an increase as well. This is important because our yield rate from applications to enrolled students has been very consistent for the past 10 years.
4. Reid Boden, Student Government President ran unopposed in the recent SGA elections and will remain as the SGA President. The new VP of SGA is Adam Croasmun.
5. Dr. Greiner gave his report:
- a. An RFP (request for proposal) is in the works to build a new apartment complex on campus. The last new housing on campus was in the 1970's.

- b. We have entered into a mutual assistance agreement with the town of West Liberty with regard to the police. This will enable our police officers to have jurisdiction within the town. Currently there is no police coverage in the evening for the town of West Liberty.
- c. Boyd and Rogers Hall will both be reopened for the Fall 2017 semester. Neither building has air conditioning; both have community style bathrooms. Therefore these two buildings will now offer guaranteed single rooms at the same rate as a double room.
- d. A “convenience-type store” will be opening in the Student Union this fall. It will be located at the current “faculty lounge” location. The hours will be until 11pm each night.
- e. Sodexo is planning on taking out “Pizza Hut and Taco Bell” and replacing it with a “Slice of Life”. Students are on board with this.
- f. With the resignation of Dr. Keely Camden, effective June 30, a one-year internal interim appointment to the position of Dean of the College of Education will be made by the President within the relatively near future.

**Next BOG meeting is scheduled for June 7, 2017 at 4:00 pm.**

*Report respectfully submitted by:  
Rhonda Tysk, WLU Board of Governors Staff Representative*

FY18 Planning Model for WLU

4/4/2017

296 but technology increase brought in to 4910

Revenues:	A		B		C		D		E		B-A		C-A		D-A		E-A	
	FY17	FY18 Mid Year Base	FY18 Mid Year Projection	FY18 5% Projection	FY18 10% Projection	FY18 15% Projection	Mid Year Base Appro	Variance	5% Depr State Appro	Variance	10% Depr State Appro	Variance	15% Depr State Appro	Variance				
Undergraduate Tuition and Fees	17,711,106	18,099,263	18,245,421	18,245,421	18,245,421	18,245,421	388,157	(278,348)	534,315	(264,709)	534,315	(264,709)	534,315	(264,709)				
Graduate Tuition	2,051,425	1,773,077	1,786,716	1,786,716	1,786,716	1,786,716	(278,348)	(33,108)	(264,709)	(33,108)	(264,709)	(33,108)	(264,709)					
Room and Board	9,075,300	9,042,192	9,042,192	9,042,192	9,042,192	9,042,192	(33,108)	(33,108)	(33,108)	(33,108)	(33,108)	(33,108)	(33,108)					
State Appropriation	7,638,116	7,797,244	7,407,382	7,407,382	7,017,520	6,627,657	159,128	(230,734)	(230,734)	(620,596)	(620,596)	(1,010,459)	(1,010,459)					
Other Revenues	1,865,738	1,865,738	1,865,738	1,865,738	1,865,738	1,865,738	-	-	-	-	-	-	-					
<b>Total Revenues:</b>	<b>38,341,685</b>	<b>38,577,514</b>	<b>38,347,449</b>	<b>37,957,587</b>	<b>37,567,725</b>	<b>37,567,725</b>	<b>235,829</b>	<b>5,764</b>	<b>(384,098)</b>	<b>(773,960)</b>	<b>(773,960)</b>	<b>(773,960)</b>	<b>(773,960)</b>					

Expenses:	A		B		C		D		E		B-A		C-A		D-A		E-A	
	FY17	FY18 Mid Year Base	FY18 Mid Year Projection	FY18 5% Projection	FY18 10% Projection	FY18 15% Projection	Mid Year Base Appro	Variance	5% Depr State Appro	Variance	10% Depr State Appro	Variance	15% Depr State Appro	Variance				
Personal Services	20,269,012	16,335,233	16,400,928	16,400,928	16,400,928	16,400,928	2,405	78,805	78,805	78,805	78,805	78,805	78,805					
Benefits	3,936,183	3,946,889	3,946,889	3,946,889	3,946,889	3,946,889	-	-	-	-	-	-	-					
Discounts	4,715,000	4,715,000	4,715,000	4,715,000	4,715,000	4,715,000	-	-	-	-	-	-	-					
Utilities	2,014,350	2,054,637	2,054,637	2,054,637	2,054,637	2,054,637	40,287	40,287	40,287	40,287	40,287	40,287	40,287					
Debt	2,095,190	2,370,921	2,370,921	2,370,921	2,370,921	2,370,921	275,731	275,731	275,731	275,731	275,731	275,731	275,731					
Rent	689,953	703,752	703,752	703,752	703,752	703,752	13,799	13,799	13,799	13,799	13,799	13,799	13,799					
Contractual Services	3,799,024	3,875,004	3,875,004	3,875,004	3,875,004	3,875,004	75,980	75,980	75,980	75,980	75,980	75,980	75,980					
Other Expenses	3,853,252	3,930,317	3,930,317	3,930,317	3,930,317	3,930,317	77,065	77,065	77,065	77,065	77,065	77,065	77,065					
<b>Total Expenses:</b>	<b>37,435,781</b>	<b>37,921,048</b>	<b>37,997,449</b>	<b>37,997,449</b>	<b>37,997,449</b>	<b>37,997,449</b>	<b>485,267</b>	<b>561,668</b>	<b>561,668</b>	<b>561,668</b>	<b>561,668</b>	<b>561,668</b>	<b>561,668</b>					

Net Increase / (Decrease)	905,904	656,466	350,000	(39,862)	(429,724)	(429,724)	(249,438)	(555,904)	(945,766)	(1,335,628)
Capital Budget	350,000	350,000	350,000	350,000	350,000	350,000				
Net of Other Sources	555,904	306,466	0	(389,862)	(779,724)					
Est Net with 7% tuition incr:			409,863	20,001	(369,861)					
Est Net with 10% tuition incr:			983,003	593,141	203,279					