

BOARD OF GOVERNORS
October 14, 2020
REPORT TO STAFF

Meeting called to order by Chairperson, Rich Lucas

I. Introductions

- II.** Chairperson, Rich Lucas issued Dr. Greiner a Declaration of appreciation for his years of service to West Liberty University.

III. Swearing in New Board Members

Linda Cowan was sworn in as the new BOG Faculty Representative member.

IV. Public Comment

No individuals signed up to speak.

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

VI. Approval of Minutes

- A.** Minutes of the Full Board August 19, 2020*-Approved.

I commented on the fact that Dr Greiner stated in the last BOG meeting that we would have no new positions hired when asked about the recent personnel cuts due to Covid-19. I commented on the fact that new positions have been created and those who lost time and money have not been given back their time or money. The Board would not address this and forwarded it to Human Resources.

- B.** Minutes of the Executive Committee September 30, 2020*-Approved.

VII. Board Items

- A.** Policy 60-Information Technology Governance*(approved please see attached).
- B.** Emergency Revisions and Notice of Intent for Revisions to Policy 32: Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct*(approved, please see attached).
- C.** Notice of Intent for new BOG Policy: Human Resources Administration and Employment Practices* (approved, please see attached)

*Action items

VIII. Reports

- A.** Provost (Crawford)-See attached.

- B.** Enrollment (Cook)-See attached.

- C.** Staff (Baker)- No items from staff council were asked to be presented.

- D.** Faculty (Cowan)-Made a statement thanking Dr. Greiner for his years of service to the University.

E. SGA (Yakicic)-Miss Yakicic reported that SGA is looking into possibly putting in a community garden down by the Commons for the whole West Liberty Community to take part. Also, SGA would like to fund a University directory to be placed outside of Main Hall as well as getting together a Facebook market place for students to sell things to each other.

H. Foundation (Zambito)-Ms. Zambito reported that the Schenk Foundation has approved a grant for the College of Sciences (for the Masters in Clinical Psychology program).

IX. President's Report

See attached.

X. Finance Report

Ms. Roberta Linger commented for the most part the budget is running as expected, but we are still dealing with some uncertainties.

XI. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at the meeting.)

XII. Next Meeting Date-Wednesday, December 9, 2020

XIII. Adjournment

Report respectfully submitted by:

Kelly Young Baker, WLU Board of Governors Staff Representative

**POLICY 60 – INFORMATION TECHNOLOGY GOVERNANCE
WEST LIBERTY UNIVERSITY**

Action Item

At the April 1, 2020 meeting, the Board of Governors approved the notice of intent for Board of Governors policies, specifically a policy that would deal with the governance of information technology. The policy, Information Technology Governance, was disseminated to campus for 30-day comment with one comment received. The comment received was reviewed and the Board is asked to approve this policy. This policy will repeal Board of Governors Policy 49 – Computer Abuse, adopted December 11, 2006.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the Policy 60, Information Technology Governance.

INFORMATION TECHNOLOGY GOVERNANCE – COMMENTS RECEIVED:

- I would suggest that the IT Governance policy include some language indicating that the (or at least a) primary purpose of IT is to facilitate the work of the university, viz. education, research, and community outreach.



NEW REQUEST
WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS POLICY #
Information Technology Governance

Approval Date:
Effective Date:
Revision History:
President's Signature:

SECTION 1: Purpose and Scope

- 1.1 The Board of Governors ("Board") seeks to outline the guiding principles for using, securing, and maintaining Information Technology Resources.
- 1.2 This Rule applies to all West Liberty University staff, faculty, students, volunteers and guests, as well as any third-party individuals and entities, who access the Information Technology Resources of West Liberty University.

SECTION 2: Delegation to President

- 2.1 Delegation. To enable the University to function in a proper, expeditious, and secure manner and to advance the University's mission and objectives, the Board delegates to the President the following authority to establish and maintain a framework for the routine review and implementation of policies and procedures aimed at creating a rich, integrated, compliant, and secure electronic environment in which to educate students, engage in research, perform outreach services, and conduct the University's business.
- 2.2 Reporting. At least annually, the Board shall be provided with an update on matters relating to the deployment of Information Technology Resources and information security; provided, however, that the Chair of the Board shall promptly be notified of any significant Information Security Event.

SECTION 3: Information Technology Governance

- 3.1 There shall be framework for governance and compliance within the University that, at a minimum:
 - 3.1.1 Provides reliable Information Technology Resources that are readily available for use by Authorized Users in accordance with an established acceptable use policy.
 - 3.1.2 Establishes guidelines for the responsible management of University-owned Information Technology Resources including the purchase, inventory, and replacement of such resources.

BOARD OF GOVERNORS POLICY #

Effective date:

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NEW REQUEST
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BOARD OF GOVERNORS POLICY #
Information Technology Governance

- 3.1.3 Safeguards the confidentiality and integrity of Information Technology Resources from unauthorized access, loss, alteration, or damage while also supporting the open, information-sharing needs of our academic culture.
 - 3.1.4 Establishes information security and risk management strategies that outline an efficient and effective process for responding to an Information Security Event.
 - 3.1.5 Provides awareness and training materials to the University community regarding information privacy and security policies, standards, guidelines, and best practices, including notifying Authorized Users that there is no expectation of privacy when using Information Technology Resources which are owned or controlled by the University.
 - 3.1.6 Provides for the security and privacy of University data in accordance with applicable laws and definable information technology security standards.
 - 3.1.7 Implements a prevention program that is documented in writing and designed to identify and detect the warning signs ("red flags") of Identity Theft in day-to-day operations.
 - 3.1.8 Fosters effective collaboration within the University to efficiently provide Information Technology Resources and technical support that aligns with up-to-date technologies, trends, and issues.
- 3.2 All information technology policies and procedures shall be consistent with Federal and State law and any Rule adopted by the Board of Governors.

SECTION 4: Definitions

- 4.1 "Authorized Users" means faculty, staff, students, volunteers, guests, and other third parties who have been granted access via WLU Login credentials or via WLU Guest Wireless Network to the University's Information Technology Resources.
- 4.2 "Information Security Event" means any real or suspected event that may adversely affect the availability and security of the University's Information Technology Resources that support academic, administrative, or research operations.
- 4.3 "Identity Theft" means fraud committed or attempted using identifying information of another person without authorization.



NEW REQUEST
WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS POLICY #
Information Technology Governance

- 4.4 "Information Technology Resources" means hardware, software, and communications equipment, including, but not limited to, computers, email, internet, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, facsimile machines, technology facilities (including but not limited to: data centers, dedicated training facilities, and switching facilities), and other relevant hardware and software items as well as personnel tasked with the planning, implementation, and support of technology.
- 4.5 "President" means the President of the University or the President's designee.

SECTION 5: Authority

- 5.1 W.Va. Code §18B-1-6

SECTION 6: Superseding Provisions

- 6.1 This Rule repeals and supersedes WLU BOG Policy 49 – Computer Abuse adopted December 11, 2006 and any other internal University policy or procedure which relates to the subject matter contained within this Rule.

EMERGENCY REVISIONS UNDER POLICY 23 – POLICY ON POLICIES

TO

**POLICY 32 – SEXUAL HARASSMENT, SEXUAL DISCRIMINATION,
AND OTHER UNLAWFUL CONDUCT**

NOTICE OF INTENT

ACTION ITEM

A request to approve emergency revisions to Board of Governor Policy 32: Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct is being made in order to comply with new Federal Regulations effective August 14, 2020. Interim Policy effective August 14, 2020.

On May 19, 2020, new regulations were published in the Federal Register regarding how “schools” must respond to allegations of sexual harassment consistent with Title IX of the Education Amendments of 1972’s (Title IX) prohibition against sex discrimination by requiring recipients to address sexual harassment as a form of sex discrimination in education programs or activities. The new regulations are required to become effective on August 14, 2020, and West Liberty University’s policies and procedures must be consistent with these new regulations.

Policy 32 will be revised to reflect the new federal regulations. After a 30-day comment period, the Board will be presented with a final draft, summary of comments received, and an explanation of the changes made. Final draft is expected to be ready for approval by the December 2, 2020 Executive Committee meeting and the December 9, 2020 Board meeting.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the emergency revisions and Notice of Intent of the stated policy.

HUMAN RESOURCES ADMINISTRATION AND EMPLOYMENT PRACTICES POLICY

NOTICE OF INTENT

ACTION ITEM

A Notice of Intent to draft and make available to the campus community is being made for the Human Resources Administration and Employment Practices Policy. This policy will enable the University to function in a proper and expeditious manner and will generally delegate to the President the authority to administer a system for all personnel matters through University Policies and Procedures. We are currently in the process of reviewing all University policies and procedures to ensure that each is given authority under an existing Board policy. Several Board policies in this area are better suited as a University policy or procedure and this new proposed policy will assist the Board in eliminating redundant or outdated policies.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the Notice of Intent of the stated policy.

- Academic Programs in progress:
 - MA Art Therapy & Counseling @ HLC since 7/31 - start Fall 2021
 - MS Exercise Physiology @ HLC since 9/15 - start Fall 2021
 - MS Speech Language Pathology @ HLC since 7/31 - start Fall 2022
 - MS Athletic Training - fully approved - start Fall 2022 due to accreditation timing
 - BA Music proposal is expected to be presented to the BOG at the Dec 9th meeting
- Remote/Online/Hybrid instruction continues, with adjustments being made as necessary. The spring & summer schedules look very similar to the fall in terms of increased use of remote and hybrid teaching methods.
- Implementation of SmartCatalog, which was mentioned at the last BOG meeting, is complete. This was a major effort that will result in increased accuracy and consistency for students.
- Slight delay in opening of Behavioral Health Clinic (4th floor Campbell) but expect to be open in a few weeks.

Brian L Crawford, PhD
Provost
West Liberty University

BOG Enrollment Update 10/14/2020

	Fall 2020	Fall 2019	
*Enrollment Headcount	2227	2261	-34
Freshman	416	465	-49
Transfers	126	200	-74
Graduate Students	344	312	+32
Continuing	1295	1235	+60

Housing

Fall 2020 1024 students in campus housing

Fall 2019 1153 students in campus housing

*Does not include early entrance students

PRESIDENT'S REPORT TO WLU
Board of Governors
October 14, 2020

- West Liberty University Fall 2020 enrolment report shows a slight decline from Fall 2019 (1.5%). This is better than projected because of anticipated declines due to COVID19. Since West Liberty decided to offer single rooms to all students who requested one, campus housing numbers are also down.
- Due to the continuation of the pandemic, additional adjustments are being made to the Fall 2020 calendar. Fall Commencement will now be held on the Saturday after final exams (December 5). It too will be a virtual commencement ceremony.
- West Liberty University moved up in three categories in the U.S. News and World Report Best Colleges publication. WLU moved up seven places in the Regional Universities South, two spots in the Social Mobility category and two spots in the Top Public Schools slot. WLU is the highest ranked West Virginia public school in all three categories.
- West Liberty University was selected as a 2021 Hidden Gem in a recent announcement by College Raptor, a leading college planning platform that helps families discover college matches driven by AI algorithms to find the best colleges at the best price.
- In an effort to keep students, staff and its campus community safe during the pandemic, WLU plans to start the spring semester a week later (January 19) and eliminate spring break.
- Construction of the Behavioral Health Lab and the Speech Pathology and Audiology Lab are being finalized. The weight room renovation is on schedule for completion this fall.
- A live-streamed musical concert, "Sounds of the World," featuring West Liberty University instrumental ensembles was held at Oglebay on October 3. The concert included music from the Marching Hilltoppers, under the direction of Dr. Gretchen Pohlman, along with the sounds and dancing of the African Drum and Dance Ensemble

and the distinctive sound of the WLU Steel Band, both under the direction of Dr. Mitchell Greco.

- West Liberty University is joining the state of West Virginia's initiative to support virtual learning for all students by adding a Wi-Fi hotspot to its campus. The Kids Connect Initiative is designed to support the learning needs of children during time outside of school hours. The equipment was provided by the state and installed on the side of Beta Hall so that access is available in the parking lot.
- West Liberty University distributed new awards at the start of the current academic year to honor its employees. Sponsored by the Employee Engagement Committee, this inaugural presentation of the Staff Recognition Awards included monetary awards and a team award represented by a large Traveling Trophy. Award winners were: True Topper Award-Brad Forshey, Customer Service Award-Becky McCullough, and Top Team Award-Office of eLearning.
- West Liberty University (WLU) and West Virginia Northern Community College (WVNCC) signed an articulation agreement for their social work program. Upon obtaining an Associate in Arts degree from WVNCC, students can now seamlessly transfer to WLU to pursue their Bachelor of Social Work degree, and upon successfully completing the required classes will be eligible to sit for the Social Work licensure exam.