

Faculty Senate Minutes April 17, 2012

Senators present: Robert Gall, Craig Crow, T. Maurice Lockridge, Jim Crumbacher, Earl Nicodemus, Lance Tarr, Richard Brown, Linda Cowan, Brian Fencl, Shannon Halicki, Darrin Cox, Tammy McClain, Corey Reigel, Tracy Hutchison, Carolyn Kinney, Hollie Buchanan, Travis Miller, Traci Tuttle, Aaron Huffman, Bonnie Porter. Michael Aulick, Ryan McCullough, Matthew Zdilla

Absent members: None

Honored Guests: Carrie White, (BOG Representative), Jack Wright, CFO, LeeAnne Yeater, (Student Government Vice President).

Absent: Robin Capehart, (WLU President) and Ex Officio: Anthony Koyzis, Provost, Melinda Kriesberg

Senate was called to order by Chair Robert Gall at 3:03 pm.

The minutes of March 20, 2012 were approved with a change in the wording of Dr. Koyzis comments at the end of the meeting. All in favor with the exception of one abstention.

Report by Dr. Koyzis, Provost (absent) –No Report

BOG Report – Carrie White – BOG meets tomorrow. Carrie will be making a report to the BOG from the Faculty Senate Executive Committee. This has been submitted to the BOG. Carrie will be available for any comments or questions after the BOG meeting. The Provost suggested this approach to help inform the BOG about what we do as Faculty in terms of teaching and service. The Faculty Executive Committee worked up a report that focuses on faculty evaluation criteria with an emphasis on teaching. Carrie has also asked to be on regular agenda, and has not yet been given permission to do so.

Advisory Council Report: Erik Root, (absent) No report

Jack Wright: (Guest)

Review of the current year budget. Jack placed emphasis on the fact that the revenue figure is not really known ahead of time and is based on tuition and fees. Revenue depends on the numbers of both in-state and out-of-state students. Scott Cook makes an estimate of what these numbers will be based on current students, part time hours, and previous year's summer school hours to predict revenue for the next year. We've had six years of increased enrollment. Last year we had a change in the mix of students with an increase in the number of out of state and foreign students. This increased out of state tuition and fees by a two and half increase.

Our budget consists of money from the state at approximately \$9.1 – 9.15 million dollars which is 22% of our total budget. This was the pool for raises in the last few years at 3% of budget. Eighty percent of the revenue coming in is a variable. Capital projects money must be taken out of our own revenue.

Operating revenue was estimated at \$40 million last year and we had \$39.5 million in expenses. This is solely operating revenue. Last year though, we got \$ 750,000 for the windows in Shaw from the Federal

government, and we got \$2.8 million from the state for Shaw Hall. We got \$500,000 from the state for the architect's for the Science Building, and the state has given us \$12 million.

Expenses that are not variable are salaries, debt, utilities, and Sodexo. This leaves about \$7million as a question mark. The largest part of this unknown factor is university scholarships and waivers. We won't know this until about the third week of class. Last year this figure was \$3,850,000.00 which was more than we expected. We planned \$650,000 on adjuncts, then came in \$800,000 on adjuncts.

Shaw Hall :

We had \$4.3 million for this project. The state gave us \$2.8 million, but this may run over anticipated costs. We had the asbestos inspection several times as we thought we had it all removed, but did not. 20% savings if can bid up front, may have shaved \$70,000 off the \$350,000 if we had known ahead of time. Asbestos removal cost about \$55,000. We had to go back 3-4 times for removal. Also the Fire Marshall delayed inspection, but expect this to happen in 15 days from now.

Scholarships:

This year we built in 5% increase in tuition and fees. Scholarships went up – scholarships going up 55. roughly 4050 this year. shaw was to have occupancy inspection next Monday, but inspector not available, so expect it about 13 days from now. We also have a differential in that scholarships doubled, still ended up same position on adjuncts and we have the 350.

The science building is to be completely funded without University operating funds. Other current funding sources for this include:

- A grant from WV – Just under \$13 million
- 1 million in gas reserves
- 240,000 timbering
- 7-800,000 in gifts
- Going out for a 10 million dollar bond.

Utility costs: We expect to spend about \$250,000 on utilities. 2million 1 2 million 2 for utilities, but with mild winter, we expect savings. *Natural gas.* We buy self-help gas, freeze the leftover and then we are running 25%. Currently home gas cost is \$2.43. But consumption is way down, utility costs are down off-setting the cost about \$2.50.

For WLU, the important figure is our minimum operational reserve. This is what the finance committee, the board, HEPC, and outside auditors from DeLoit say you should have on hand at all times for unexpected problems. We should have at any time 10% of the operating revenue on hand. Last year's operating revenue was about 40 million, so we should have 4 million minimum operating reserve on hand at any given time. We ended up with \$500,000 and \$35, 000. Now we're at about a \$700,000 difference.

We take the budget for next year, and tuition and fees to the board tomorrow. The finance committee has gotten very conservative and feels we need to get control of scholarships and waiver costs. The only thing we have a lid on is athletic scholarships. The other primary scholarships are Elbin Scholars. If we

had had 2300 Elbin Scholars, our operating revenue would have been nothing except capital fees. We had meetings with Scott, and expected the number of these scholarships to continue going up about 5% a year. We did not anticipate the jump last year. For next year we plan to institute a rule that if the student does not get back to us within 20 days then the scholarship offer is rescinded.

We will not be able to get more than a 5% increase in tuition and fees. A question was asked about Asbestos abatement. This was done in Shaw Hall, although it had to be redone. We lost 10 days due to lead testing and also found the place had lots of lead in place. Due to the dropped ceiling in lots places, when they took something down, they found asbestos in ceiling areas, including glue.

Questions were asked about the minimum operating reserve figures at 10% of operating revenue. What is the actual % for other WV institutions? The Deloit accountants and HEPC recommended 10%. Jack stated that HEPC, BOG and finance committee recommendations were followed.

The budget had travel funds in it and by February all the travel funds were paid out. At the finance meeting last week they did not like the net figures for travel funds. A question was asked about the administration of the WLU travel policy. The administration and actual policy do not jive 100%. Travelers who leave during summer are required to fill out travel reports saying they started here, vs. someone who lives in say Washington Pa. A concern was expressed that if you don't report actual expenses, you run the risk of losing the money entirely. Jack responded that the rule of the State of WV says that your home base is West Liberty. A faculty member stated that this is not in the state policy, and that we run the risk of potential non- accountability of the plan.

Jack recommends that if you need equipment in your area, that you order this in the fall, not spring. A question was asked if there was going to be hiring of new faculty. Jack said that new faculty will be hired if it is a replacement. He is available to answer any questions in his office.

Committee reports:

Academic Policies and Procedures: *Hollie Buchanan, Chair – no report*

Finance Committee Report: *Darrin Cox, Chair*

New forms are available from the Business Office. Darrin recommended that the next Finance Chair and committee review the new forms and make suggestions. Some discussion ensued regarding the current travel form policy that all trips begin at West Liberty, WV.

Personnel and Policies Committee: *Linda Cowan, Chair*

Linda stated that she recently received an e-mail from the WLU webmaster, Whitney Inkster requesting a copy of the new syllabus policy. This implies that the policy has now been signed, but we do not yet have confirmation of this. Personnel and Policy Committee has action item later regarding Policy 214.

Social Committee: *Travis Miller, Chair*

The social committee is working on two events. One will be on campus at the end of the semester, on Thursday May 10th, at 3 pm in the Boyle Room. The second event will be a Happy Hour Social Event

held off campus at either Generations or Drovers from 3-6 pm. We are also working on an event for the end of the semester. We will have meeting later in April to discuss this. A question was asked about who honors retirees. Travis thinks it has always been done by Mary Ann Edwards, but will look into doing this.

Student Advising Committee: *Tammy McClain, Chair- no report*

Green Committee: *Travis Miller, Chair*

We are planning an event this week, as advertised in flyers and ads in Hilltopper Headlines. We have a recycling event for this Friday. We are trying to get people to start recycling by selling aluminum cans. The amount of money given to us by the recycler company is given to the winner.

Ad Hoc Committee on General Education Requirements: *Robert Gall, Chair*

Report of motion was distributed. Concern was expressed regarding the last recommendation that whoever is teaching the class gets to decide if the course counts toward graduation or not instead of a Chair or administrator. Robert clarified that this was an effort to make the English Literature classes well marked to enable students to select a course that meets the graduation requirement that they need.

Action Items:

1. Motion #1 –A faculty member for the Faculty Salary Review Policy Committee needs to be elected. This person should be from education, sciences or the arts to get a wide representation of faculty. Gail Blaustein was nominated and seconded. Motion to close nominations, and seconded. Gail is elected by acclamation.

2. Motion #2 – Recommendation of General Studies Ad Hoc Committee to Reduce General Studies Hours. A motion to approve the recommendation was made and seconded. Discussion involved the possibility of making English 278 a special topics course that applies only to English. Concerns were expressed regarding enforcement and that some special topics courses are not literature classes. Students could get caught with a course that does not meet the literature course that students need for graduation. This was the attempt by the Ad Hoc Committee to get clarification of what subject a special topics course involves. We can drop it, or modify the amendment.

A recommendation was made to amend the recommendation to put English 278 down to the category of or with the consent of the instructor. After much discussion, a motion was made to table James amendment and seconded. All were in favor. Several faculty members wanted to discuss the amendment further. The motion was then un-tabled and then a motion was made to strike the amendment, seconded and approved unanimously. A motion was made after further discussion about alternatives to special topics courses, to table the last part of the recommendation, seconded, and approved.

Robert pointed out that the recommendation is the Ad Hoc Committee's attempt to balance the degree to keep it a balanced liberal arts degree while reducing the number of required hours. It also seemed the simplest way of reducing hours from 63 to 60 for the BA and from 48 to 45 for the BS to achieve 120

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hours for the Bachelor's degree. One person was in favor of approving the tabling of the recommendation. The rest were in favor of not to table the entire recommendation. A suggestion was made to approve the recommendation without the third section regarding Special Topics. Motion carried to drop the third recommendation, seconded and approved by all.

A question was asked by the student observer as to why do we have two sciences in the BA degree, and also why are we taking out two of the arts of the BA and leaving in two sciences. Discussion involved dropping 3 credits from the foreign language department again, then taking out the free elective in humanities since other fine arts courses were already required. A motion was made on the first two parts of the Ad Hoc Committee recommendation. One member was opposed, no abstentions, the rest were in favor. The motion carried as amended.

Faculty Forum:

A question was asked pertaining to the minutes from last meeting. The general feeling is that something in the minutes said there were not Executive Committee meeting before that. There were Executive Committee meetings, they just didn't include all the Faculty Senate officers and were not in the format they are now. The chair and vice chair were there, but not all the other committee chairs. Robert clarified the comments from the last minutes as part of his dialogue and several other faculty members explained the previous organization of the former Executive Committee under Bob Fleis. The Executive Board as defined by the constitution should be composed of the officers and the chairs of all the standing committees.

Announcements:

A summary of the tobacco policy comments was distributed. There were comments both in favor and against. Next week we will have an organizational meeting of the new senate. This senate is in place until June 30, but will only meet if requested. The new Senate will meet next week, ask for nominations for chair, vote, and then elect officers and chairs. He will send out a notice to new senators.

A motion was made to adjourn, motion seconded.

Meeting adjourned.

The next Faculty Senate meeting for the new senate will be April 24, 2012 at 3 pm

Respectfully submitted,
Tracy A. Zang