

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Monday, December 11, 2006

ATTENDANCE:

Board Members: Mary Blair, Clyde Campbell, Al de Jaager, Lynne Exley, Dan Joseph, Roseanna Keller, Larry Miller, John Moore, Will Turani, Bernie Twigg, Aaron Wilkinson

Unable to Attend: Dan Greathouse

Administration/Faculty/Staff: J. D. Carpenter, Mallory Clegg, Matthew Cottle, John L. Davis, Pete Fernbaugh, Patrick Henry, Donna Lukich, John McCullough, Barb Neuman, Marcella Snyder, Jim Watson, Ron Witt

1. **Call to Order:**

Mr. Moore called the meeting to order at 5:45 p.m. and asked if there were any changes or corrections to the minutes.

2. **Approval of Minutes*:**

Full Board
10/18/06

Executive Committee
None

ACTION ITEM I:

A motion to approve the minutes of the full Board of October 18, 2006 was then made by Bernie Twigg and seconded by Larry Miller; motion passed unanimously.

3. **President's Report:**

Dr. McCullough thanked the Board members who participated in commencement Saturday, having received many comments from parents on the fact that members were in attendance. Dr. McCullough continued with a statement, regarding Mayor Nick Sparachane and comments he made during his address. These comments were not interpreted as he intended, and the Mayor has issued an apology to all faculty via e-mail. The interpretation was not at all as he intended and the Mayor expressed his great regret regarding this reaction. He is willing to meet with anyone on campus if further discussion is needed. Mr. Sparachane could not have been more apologetic.

Saturday's graduating class was small, and we will have smaller graduating classes for the next several years due to previous declining enrollment. This has begun to turn around thanks to the good work of everyone and their involvement with recruiting and retention efforts. Second semester positive numbers will be given later in the meeting from J.D. These numbers are much different from a year ago.

The Chancellor returned to campus on November 29 and met with various executive committees and councils. These meetings were very productive. We also received a fine statement from the Chancellor, saying he has returned to other campuses to look at issues and problems, but our return visit was for input and advice. He was very appreciative for this. The Chancellor said the proposed agenda for the upcoming legislative session was very simple and based on three critical items: (1) need-based financial aid fully funded, (2) institutional operating budgets receive a 5% increase to the base budget, and (3) funding academic research for \$15 million statewide, most of which would go to WVU and Marshall, and the remainder to the other four-year institutions. This would include basic research, not just academic. He would like to revise the statewide master plan (the non-facilities master plan) and update and revise the institutional compact. The Chancellor will try to return to campus sometime in the spring or summer.

The Media Arts Center open house was held November 10, and thanks go to Tammi Secrist on a great job, and also to Al de Jaager, Jeff Turner, BIC, and all involved. This is a facility to be proud of with cutting-edge equipment, making it a powerful addition to the campus.

The "Legislative Update" was held at Wheeling Island Racetrack and Gaming Center on November 20. This is a reception held annually prior to the legislative session to update the Northern Panhandle Delegation on what's happening at WLSC. This also allows us to find out how we can assist the delegates and what they can do for West Liberty.

The Strategic Planning Session was held November 21 for the first time in three years to gather input and ideas to update the Strategic Plan. There was campus-wide representation at this meeting and a good day with a lot of solid, realistic ideas. We will be reaffirming sections and revising others from the past to give us a document with which to move forward. This information will be circulated to everyone and is in the process of being summarized.

Tomorrow is the Enrollment Planning Retreat to update the Enrollment Management Plan. Scott Cook, J. D. Carpenter, and Brenda King played key roles in this Plan last year, and the Plan is the main element in our enrollment increase. Tomorrow's session is to fine tune and update this document with campus-wide participation.

A holiday reception was held last Thursday at Liberty Oaks. We had a great turn out, and it was a pleasant day for some holiday commradory. Thanks go to Ron Witt and the Alumni Association for providing the funding for this event for the second year in a row.

Dr. McCullough has a meeting in Charleston on Friday with regard to our university status. If approved by the reviewing staff, this item could be on the HEPC agenda in February as an action item. Later this evening we will review an enabling type of authority for this next step, which is a culmination of over two years work. West Liberty has done its due diligence in the review of this action and is in a position to move forward in pursuit of a final decision from the HEPC. Work has already begun on developing specific marketing plans for that time in which university status is approved. We believe this time frame will be less than the three to four years that had previously been anticipated.

4. **HEPC and Legislative Update (www.hepc.wvnet.edu):**

At the recent HEPC meeting, the Metro Rate was unanimously approved, allowing for \$2,000 discount to yearly tuition and fees in Belmont and Jefferson Counties in Ohio, and Washington and Allegheny Counties in Pennsylvania. In the draft budget from Pat Henry you will see a deficit element which is the worse-case scenario of not getting one additional student via the Metro Rate. The Metro Rate should be a positive driver for our enrollment from the four out-of-state counties.

Lynne Exley spoke with regard to the Chancellor's visit. She met with the Chancellor one-on-one for a half hour and had a wonderful conversation. It was sad nobody else showed up, but great to get to speak with him. There were two things he would like to suggest to the Board: (1) with regard to the search for a new president, that we determine salary ranges before the candidates get into a discussion on this, and (2) on the university status, look long and hard at degrees offered and be very practical in the approval of masters programs and be careful in determining what kind of education we will provide at that level.

Dr. McCullough stated that very deliberate planning and needs analysis will precede the offering of any graduate programs.

5. **Academic Affairs:**

Dr. Lukich reported the HLC/NCA working groups continue to collect data for the self-study on the upcoming accreditation visit next year.

Nursing hosted their accreditation site visit team on November 6-8 and they were reported as meeting all standards. A final decision will reach us in May 2007. Dr. Lukich thanked everyone for helping to make the visit very effective.

Professor Al de Jaager is currently writing the self-study for Music, which is preparing for a spring visit.

Open faculty positions at this time are three in Professional Education, two in Mathematics, one in Political Science, and one in Social Sciences. Nick Baker will be retiring after 36 years from the Mathematics area and Rich Lizza with 23 years from the Social Sciences. David Javersak, Dean of Liberal Arts, will be retiring in the spring after 38 years.

Beta Hall plans are evolving as we try to find funding to complete the necessary renovations for AY 2007-08.

The Multicultural Committee received a grant from the HEPC to fund activities this year, totaling nearly \$8,000.

6. **Enrollment Update:**

Dr. Carpenter stated that they are finishing up with the traditional fall recruiting season. The next job becomes turning the leads and prospects into applicants and registered students. This will be the focus we take on in the spring, along with follow-up visits to high schools and additional visits and programs on the calendar. Tomorrow is the Enrollment Management Planning Retreat which will run all day, involving all of the constituent groups on campus. We believe the growth in this last year were of consequence from the Plan done last year and the campus coming together to implement this plan.

The Fall 2007 markers were fall visitation days, along with black and gold days. We had 30 students for the first black and gold day in September, 50 in November, and a record setting 316 students (535 with mom, dad, and others) attending open house on November 11. This was the largest open house in years. To date we have about 400 students who have attended a formal program on campus, not counting walk-in traffic. Admissions was busy again today with appointments and walk-in traffic.

We are working on setting up more non-traditional visits with local high schools. A recent visit set-up with Wheeling Park will be the model for a first time program at John Marshall in the future.

We will not start tracking Fall 2007 applications until January, but the traffic that we are seeing would indicate that we would again see good news as we move toward next fall. Again, Dr. Carpenter is being cautiously optimistic. January 2006 showed a 20% increase in applications over January of 2005. To match this would be a positive as we continue to move in this direction. For the Spring 2007 semester, as of last Friday, we are up 143 students over January of last year and are tracking at a pace that we did not hit until January 5 of spring last year. College at the Park has been expanded two semesters so that does account for a certain amount of that growth, but only 50 to 60 students, which would mean traditional enrollment is up between 80 and 90 students. If we sustain at 125 students overall, it would mean that we would be in a position to track around 2,100 for the spring, a 6% increase over January last year, 4% if not counting College at the Park. Residence halls will be opening with a population of 980, which would be the same as what we opened with in the fall of 2005.

Bernie Twigg asked, with the passage of the bond issue in Marshall County and the expansion at John Marshall, will we be offering college courses at John Marshall and are we on top of this? J.D. stated that a meeting has been scheduled for January 10th with the folks at John Marshall and our goal is to do something very similar to what is being done at Wheeling Park.

Aaron Wilkinson asked how retention numbers look. J.D. stated that it is too early to tell for the fall, but if you consider we are up 35 students for the fall, and up 80 to 90 for the spring, whether counting College at the Park or not, it's a safe bet that the increase is going to be the retention of students.

Roseanna Keller stated that this is great news and congratulated Dr. Carpenter and the whole West Liberty team and the campus for their work on this issue. We need to keep going in this direction.

Mr. Moore stated that many in this room would echo those same comments. We have gotten to this point with a lot of cooperation and hard work. Don't lose sight of that; there are lots of accolades to be shared, but it has been a true team effort. To be successful it has to continue at the team effort level.

Dr. Carpenter stated that keeping the Enrollment Management Plan on the front burner, with accountability for each area, keeps us talking about enrollment.

7. **Institutional Advancement Update:**

Mr. Cottle distributed a chart which shows where we stand with the Capital Campaign. We continue to track at the line and well above the trend line, which would put us at \$15 million on June 30 of 2007. What worries him is that the slope of the line is not such as it would at least hit or exceed yellow when we get to June 30, and that is something we have to deal with. He pointed out that the key people on board in the Development Office when the Campaign started, all left within about a seven month period, and now have almost an entirely new crew on board. He remains competent that we will see an upward tilt in that line. Various donors and bequests are close in our favor, and things are happening that should enable a positive outcome.

Organizationally, we are trying to rebuild staff. Erin Neely, Director of Annual Giving, has been hired at Belmont Tech. This is a wonderful opportunity for her and we're happy for Erin, but we now need to fill this position. Erin had this fund headed in the right direction, with last year being the first year in the last five that the annual fund actually posted a gain from one year to the next. Erin is leaving us on the up tick, on course for \$91,000 as opposed to \$82,000 last year.

With the Campaign coming to an end, bequests and other opportunities such as the annual fund, are areas where we need to grow. If Board members know of a good young, dynamic writer to take over the phone-a-thon, let Matthew know.

8. **Budget and Finance:**

Mr. Henry directed the Board to the Interim Financial Statement in their packets. As of September 30th areas look to be in line. We did have a one-time expense come in this year and they are supplies and other services for projects needing completed and equipment for the Media Arts Center and the capital that goes along with these expenses. The budget is on track and we are comfortable with the numbers. This does not reflect the spring semester, and we will have a better picture of that at the end of the month.

The budget for FY 2007 will be adjusted as of next semester when we have more information. As of December 1 invoices had not gone out so there is nothing reflected for next semester.

The bond covenants are in-line and payment has been made. Money was allocated as of November 25 and adjustments have been made. We are currently at 52.5% revenue and 44.3% expenditures and in compliance on bond covenants.

On the draft budget for FY 2008, the grey areas showing still do not have confirmation on where they will fall, and the current negative balance is \$20,842. As work progresses this will be brought to a balanced budget. The Chancellor is working toward a state funding increase of 5%, and we will work through the shaded areas as the legislative session progresses. The Winan's cleaning service and Sodexho food service contracts will be negotiated in April.

Mr. Wilkinson asked if both the Winan's and the Sodexho contracts are up. Mr. Davis stated that Sodexho is not up and Winan's is up, but with a one year option. Mr. Wilkinson then asked who negotiates these contracts, to which Mr. Davis stated that he, Pat Henry, and Ed Stewart work together on the contracts. Of the seven or eight auxiliary type service contracts West Liberty has, these are two of the three largest. Mr. Davis and Mr. Henry work on all of the renewals, consult with each other on any rebids, and Mr. Stewart, with his 20 some years of purchasing experience with the College, handles paperwork for both.

Mr. Wilkinson then asked if Housing or anyone in the academic buildings are involved in looking at the cleaning service contracts. Mr. Davis stated that in the distant past, with contracts such as the bookstore, Dr. Carpenter's predecessor joined in this process.

Mr. Wilkinson noted the tuition and board increase, even with the possibility of a 5% increase in the state funding. Even though we may be getting more money in the budget we're going to raise both? Are we ever going to stop increasing tuition and room and board? Mr. Moore stated that there are different expenses that the College will still need to offset with these increases. Utilities continue to increase, along with deferred maintenance of buildings and equipment on campus. Dr. McCullough stated there are two things that may mean no increases in tuition and room and board. One would be deflation and fixed costs on utilities, and the other would be an absolute explosion in terms of enrollment in which student numbers were so great we had excess money coming in to the College.

Mr. Moore stated that we are getting more students and more money, but expenses are also rising, fuel costs and other utilities continue to go up. You also need to remember that we have deferred maintenance items on the books. We need to continue to build funds to maintain what we have. Ms. Blair asked what the maximum percentage is that we can increase tuition. Mr. Henry stated 9% or 7.5% over three years. Historically we have been very conservative in our increases compared to other institutions. Mr. Wilkinson again stated he strongly urged Mr. Davis to consult others on the Winan's contract.

Mr. de Jaager would like to speak to the same point. When the food service contract came up there was very competitive bidding with people coming on campus, food sampling, etc. With regard to the cleaning service, he wasn't sure that we are getting feedback from those who deal with this issue on a daily basis. Is there some way, if there are concerns, to bring these to someone to factor into the consideration being made? Mr. Davis stated that the custodial bid will be out in a year from now, and will take this under advisement. He did want to be clear that when the cleaning service bid was put out to bid initially in 2002, Mr. Mike Turbanic, Davis, and two others, considered nine companies who submitted bids, not one or two bidders.

Mr. Turani stated that the increase would amount to \$91.00 per semester with tuition being raised \$64 and room and board \$27. We do not anticipate the \$388,000 worse case scenario amount on the metro fee, but it does need to be taken into account. This is a draft budget; it will change. Mr. Turani asked if there were any questions. Mr. Moore asked why there is a 2% for Winan's and Sodexho. Mr. Davis stated this number has been built in and has been done for the last two or three years. The Sodexho contract does call for an increase in 2008, but it is not automatic. Last Wednesday Mr. Henry and Mr. Davis met and reviewed Winan's contract and this \$14,000 was going to be taken out but it was too late to remove from the Board packets.

Mr. Henry stated that the budget will be changing each time it is brought to the Board until we have solid numbers. The budget will probably be ready to present for approval in April. At this point there are still a lot of variables.

9. **Honorary Degree*:**

Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of Nick A. Sparachane, to receive an honorary degree of Doctor of Humane Letters (DHL) from West Liberty State College. Mr. Sparachane has been invited to be the featured speaker at the December 2006, commencement. The Board is asked to approve this nomination.

ACTION ITEM II:

A motion to approve the recommendation of the Honorary Degrees and Recognition Committee and the President of the College, the West Liberty State College Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty State College at the December 2006 commencement to Nick A. Sparachane. A motion to approve was made by Bernie Twigg and seconded by Roseanna Keller; motion passed unanimously.

10. **University Status*:**

Based on the latest data submitted to the staff of the West Virginia Higher Education Policy Commission (HEPC), the administration of West Liberty State College believes that the College has fulfilled the criteria established by the HEPC for "University Status." This resolution provides authorization for the administration to fully pursue all appropriate steps with the HEPC and, if necessary, the West Virginia Legislature, in order to establish University Status for West Liberty State College.

ACTION ITEM III:

A motion to approve West Liberty State College Board of Governors authorizing the administration to pursue all appropriate steps with the HEPC and, if necessary, the West Virginia Legislature, to obtain University Status for the College was then made by Bernie Twigg and seconded by Al de Jaeger.

11. **WLSC Policies*:**

At the August 30, 2006 meeting, the Board of Governors approved the dissemination of the listed policies. Comments received by the close of the 30-day comment period are as follows:

- **No. 2 – Protocol for Submitting or Revising Policy** - Change Human Resources Administrator in body of policy to "Director of Human Resources"
- **No. 30 – Workers' Compensation** - Change Workers' Compensation in body of policy to "Brickstreet, Inc."
- **No. 110 – Sick Leave** - Change Workers' Compensation in body of policy to "Brickstreet, Inc."

The Board of Governors is asked to approve these policies with the above noted changes.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the following policies:

Board of Governors Policies:

- **No. 23 (former No. 2) – Protocol for Submitting or Revising Policy**
- **No. 24 (former No. 3) – Terms and Other Definitions**
- **No. 25 (former No. 4) – Definition of Faculty, Administration, and Staff**
- **No. 26 (former No. 6) – Order of Precedence**
- **No. 27 (former No. 7) – Order of Responsibility**
- **No. 28 (former No. 8) – Social Justice**
- **No. 29 (former No. 9) – Affirmative Action/Equal Opportunity and Non-Discrimination**
- **No. 30 (former No. 10) – Americans with Disabilities Act**
- **No. 31 (former No. 11) – HIV/AIDS Infection**
- **No. 32 (former No. 12) – Sexual Harassment and Other Unlawful Discrimination**
- **No. 33 (former No. 13) – Drug-Free Workplace**
- **No. 34 (former No. 14) – Nepotism – Employment of Relatives**
- **No. 35 (former No. 18) – National, State, and Local Elections**
- **No. 36 (former No. 19) – Leave of Absence Without Pay**
- **No. 37 (former No. 20) – Military Leave**
- **No. 38 (former No. 21) – Witness and Jury Duty**
- **No. 39 (former No. 23) – Group Insurance**
- **No. 40 (former No. 24) – Social Security**
- **No. 41 (former No. 25) – Retirement Benefits**
- **No. 42 (former No. 26) – Unemployment Compensation**
- **No. 43 (former No. 27) – Tuition Waiver**
- **No. 44 (former No. 30) – Workers' Compensation**
- **No. 45 (former No. 31) – Workplace Threats and Violence**
- **No. 46 (former No. 32) – Use of College Property**
- **No. 47 (former No. 33) – Tobacco Use and Guidelines**
- **No. 48 (former No. 34) – Code of Ethics**
- **No. 49 (former No. 35) – Computer Abuse**
- **No. 50 (former No. 36) – Fund Raising Policy and Procedure**
- **No. 52 (former No. 42) – Public Relations Representative**
- **No. 53 (former No. 44) – Access to Personnel Files**

College Policies:

- **No. 100 – Definitions of Full-Time and Part-Time Employees**
- **No. 106 – Compensatory Time**
- **No. 107 – Overtime**
- **No. 109 – Annual Leave**
- **No. 110 – Sick Leave**
- **No. 111 – Catastrophic Leave**

- **No. 112 – Holidays**
- **No. 116 (former No. 19A) – Terminal Leave**

ACTION ITEM IV:

A motion to approve Policy Nos. 23–50, 52, 53, 100, 106, 107, 109-112, and 116, along with any revisions, was then made by Larry Miller and seconded by Bernie Twigg; motion passed. Mary Blair opposed.

12. Presidential Search Update:

Dr. Campbell stated that the committee, comprised of Board members and additional appointees, met for most of this afternoon screening applications. There are slightly in excess of 60 high quality applicants. Initial interviews will be held in January, not on WLSC's campus, since the whole process is still in a state of confidentiality. After these interviews, those applicants invited to campus will be made public knowledge. The committee hopes this will occur in early spring and are still shooting for July 1 to install a new president. The appointment will be announced long before this date. The process is moving well and Dr. Campbell was contacted this week by a reporter from The State Journal, giving WLSC a little publicity. WVU and Shepherd are also seeking a president.

Dr. Campbell stated that he would be happy to respond to any questions. The search is moving along on schedule, is staying in line with the time table, and hope to continue this trend. Mr. Moore thanked Dr. Campbell for his leadership and work in this process.

13. I-70 Project Business Plan and Property Update:

Dr. Cook began with speaking first to the business plan of the I-70 Project. To refresh the Board's memory on the mechanics of the business plan, we have been working with a consultant in Indianapolis who has been involved with children's museums and written business plans throughout the United States. Dr. Cook has been acting as liaison with Paul Richard, taking Mr. Richard's information to the committee for review and getting their comments. The first lengthy draft of the business plan was received approximately three weeks ago. The committee met and went over the plan thoroughly and took it back to Mr. Richard to put in place. We should have this plan to present at the February Board meeting. The committee does not review this as an excellent plan, but has issues to be addressed. We need to support what is in that plan, its sustainability, and send it back until we are absolutely positive this business plan represents what is needed to make this facility financially functional. We should expect an updated business plan soon and have the committee get together to look over.

Mr. Cottle stated that the I-70 Project was presented to the Northern Panhandle Legislative Delegation at the legislative update session at the Wheeling Island Racetrack and Gaming Center. This was a briefing for the new and returning Legislators. One thing we focused on are the concerns we share about the projected cost of the facility. When we had the presentation by WTW Architects in the summer, their projected cost was in the range of \$35 to \$50 million. Since then we have been meeting with other contractors in the area. A recent meeting was held with some people with the Ohio County Commission out at Applebee's at the Highlands. There are some very strict controls on what kind of building can be built at the Highlands, from the exterior appearance to the types of building materials. The site for this project is currently a layout yard for other projects. Through these various meetings we were able to lower the estimated cost of site and building work to the range of \$12 million. Exhibits would be in the range of \$6 million, with an overall total estimate of \$18 million. The earlier estimate was to build a building that would not be allowed on this site.

We continue to pursue our need to get various forms of funding for this project. Dr. Cook and Mr. Cottle have had successful conversations with those who would fund a teacher development grant around the facility. We are working on somebody to pay for the exhibits with a seven figure gift. We had an initial meeting with Governor Manchin and his staff, and are currently pursuing a letter of commitment promising \$1 million in State appropriations if we are successful in getting federal funds to pay for the building, and \$250,000 per year for the operating budget. If we can get these pieces together, we would be in a position to talk about federal funding. In speaking with Tammy Rapp, local representative for Congressman Mollohan, she has conferred with Washington and said very clearly what the congressman is willing to do. We would also involve Senator Byrd's staff in this conversation. There are also key Board and Foundation Board members interested in assisting with this project. Mr. Cottle was very optimistic that he would be going to Washington with a package of State and private commitments for one-third of the budget, and the federal to pay for the other two-thirds.

Mr. Twigg asked if there was an anticipated drop dead date on moving forward with this project. He is concerned West Liberty is traveling down a path, spending a lot of money, on something that there is no chance will come to fruition. Mr. Cottle admitted there is a great deal of time spent on this project, but it has tremendous benefits for the College. With regard to the land commitment, once we have the commitment, the project must begin within five years or we lose the property. We are not pushing for the land for this reason; we don't want the clock to start. Conversations in Charleston have also been very favorable. Mr. Twigg stated to the Board Chair, that with the hopes of only a 5% budget increase in the budget, and the hopes of more assistance from Charleston on this project, this is a lot of work and the end result is really far down the road. We need to have a financial statement to prove to the Board that this place could operate at

breakeven. At some time the Board needs to give a thumb up or a thumb down on this project, or proof it can happen. Ms. Keller stated that she would like to see a business plan, and with the changing political arena, have a go or no go before the 2008 elections.

14. **Update from Ad Hoc Committee on Proposed SGA Alcohol Policy:**

Dr. Carpenter stated that at the last Board meeting, he was instructed to put together a subcommittee to examine the proposal put together by the SGA to allow limited alcohol on campus. The proposal is in conjunction with the anticipated opening of the first two floors of Beta Hall. These floors would be designated drinking areas for students of age who live on these floors. The subcommittee is comprised of J.D. Carpenter, Lynne Exley, Al de Jaeger, Marcella Snyder, Joe Mills, Jim Compston, Karen Hamilton, Dawn McCroskey, Mallory Clegg, and Tommy Hostutler. Included in the Board packet were copies of the old State College System series that addressed alcohol on state college campuses, as well as the current WLSC policy passed in 2002, and BOG policies from Shepherd University and Concord University. These are the only other two state institutions that do allow alcohol in the residence halls. Glenville is currently considering this move. Two consistent questions that came from the Board and constituent groups around campus were the risk and liability. In discussions with Concord and Shepherd, there is not a sense of strict liability. Because of the nature of the supervision that we will provide, rules and regulations will be held to a higher standard. The bottom line is that we do what we say we are going to do; due diligence in all that we do.

In checking with the Board of Risk, neither Concord nor Shepherd pay an additional premium. BRIM had no opinion on whether to allow alcohol in the residence halls. The State Alcohol Beverage Commission will not be involved because we are not selling the alcohol on campus. The idea of reopening the Pub was addressed and tossed around by several groups. The option of selling alcohol on campus is another ball game, and does expose us to greater liability. Feedback received on campus was from Faculty Senate, Classified Staff Council, Student Government, and the Alumni Board. All groups involved asked good questions with consistent themes of concern. SGA had a unanimous vote for the alcohol policy. Classified Staff Council did not vote, but had a negative response to the proposal. The Alumni Board did not vote, nor did they see the document, but were generally in favor of the policy once questions were answered. Faculty Senate voted no by a margin of 7 to 4, but wanted the subcommittee to know that some of the no votes were cast because they felt the policy was unenforceable, not necessarily because they were against alcohol on campus. Should the Board consider action on this item, we could work with the current policy No. 7 as it exists. After the third meeting, the subcommittee voted in favor of what Dr. Carpenter called the spirit of allowing a drinking area in the residential facilities. This is seen as (1) giving the option for students 21 or older to purchase and consume alcohol, (2) an opportunity to educate and promote educational opportunities to drinking in moderation, and (3) the opportunity to educate students about social responsibility.

The question was asked whether there are any state reports that show the relationship between college student's patterns and behaviors, such as with alcohol consumption, that show the effects of this behavior in GPA or any other measurable statistic. Dr. Carpenter stated that there is not such a report. He went on to remind the Board that similar campus conversations were held in 2004 before Curtis Hall opened as a coed dorm. People thought this dorm would be out of control and wouldn't be able to enforce visitation, but it did work with few behavioral issues and visitation violations.

Mr. Moore asked what the vote was on the alcohol proposal within the subcommittee. Dr. Carpenter stated that it was five to three in favor, with two abstentions. Mr. Moore then asked of the State colleges and universities, how many have policies which allow alcohol on campus and how many do not? Dr. Carpenter stated that there are two, Concord and Shepherd, who currently allow alcohol in the residence halls, seven do not. Mr. Wilkinson pointed out that Bluefield has no residence halls.

Mr. Twigg asked if directors and officers insurance coverage has been checked for the Board members and administrators of WLSC. If not, this needs checked before anything else is done with regard to this policy. This is insurance to protect the officers of the college. John Davis will check on this insurance. Mr. Twigg also stated he would be very interested in viewing the minutes of the subcommittee meetings. The Board should see all plans, statutes, policies, staffing, budget, and intended cost of this endeavor. We should also double check the liability issue as far as insurance is concerned. As with any time that an institution can be found negligent, if we have a specific policy and say we do not, we would be in trouble if we knew we violated a policy and made no effort to have that policy enforced.

Mr. Wilkinson asked to address staffing as covered in the original proposal. A brief discussion followed on the amount of staffing for the two floors of Beta. Mr. Wilkinson stated that this proposal can be altered. He also stated that he was confused on the passage of this proposal. To his knowledge, the proposal does not need to go to the Board. The president of the College can give approval on this matter. Mr. Moore stated that he would be fool hardy to believe the president would act on such a proposal without the Board's direct involvement and official approval or disapproval. Mr. Wilkinson also noted that of all the people that have discussed this proposal and have been talked with about the proposal, the SGA came up with the idea and has panned out every detail. Also, Faculty Senate broke the Sunshine Law by removing the Trumpet, SGA presenters, and Aaron from the room for a closed door vote on the proposal. If they're not held accountable,

but weighed in on the proposal, what's the point? They've read the proposal, can contact those involved, and take into consideration what SGA is doing here. At this point Mr. Moore stated that Mr. Wilkinson was out of order.

Ms. Keller stated that she voiced her concern at the October meeting on how much input we had on this proposal from parents. There is nothing from the subcommittee on this point. How many parents actually pay tuition and room and board, but have no input before we support such a proposal. Most parents pay the bill. Lynne Exley stated that she was approached by a parent who knew she was on the Board. This parent asked that the Board please try and get the alcohol issue clarified, and this parent agreed students 21 or older should be able to have alcohol on campus. Ms. Exley further stated she is in total support of the proposal. She felt the SGA has jumped through all of the hoops that the Board has asked. They have approached the Board with sincerity and thoroughness, yet we always find a reason not to call for a vote. She also reminded the Board that if the proposal does not work, we pull the plug. This could be an experiment if you want, but the students have worked with the students on this campus. They have done everything the Board has asked them to do.

Ms. Keller stated that she is worried about the trend we could set here and upset people. She also asked if parents of prospective students ask about alcohol on campus during their visits, to which Dr. Carpenter replied that alcohol is a very infrequent discussion with parents.

Mr. Moore asked for a five minute moratorium. He suggested the SGA proposal be put on the agenda for the February Board meeting as an action item. This would give appropriate time to consider all points of view, Board members to reconcile their own thoughts, and come to the February meeting and vote to ask the president whether to allow this alcohol proposal.

15. **Adjournment:**
The meeting adjourned at 7:08 p.m.

John Moore _____
Chair

Lynne Exley _____
Secretary

**West Liberty State College Board of Governors
Executive Committee
WesBanco Conference Room, Wheeling, WV
December 4, 2006**

Executive Committee Members: John Moore, Will Turani, Lynne Exley, Bernie Twigg

WLSC Administrators: John McCullough

Legal Counsel: John Gompers

1. Mr. Moore called the meeting to order at 4:00 p.m.
2. Dr. J. D. Carpenter, Vice President of Student Affairs/Enrollment Management, presented feedback from the Ad Hoc Committee on the proposed SGA alcohol policy.
3. In terms of student enrollment for second semester, we are running well over 100 students ahead of this time a year ago, and we should exceed 2,000 students as total enrollment for second semester, representing a significant increase over last year.
4. Both "Board of Governors" and "College" policies will be proposed for approval at the upcoming BOG meeting. The revisions to these existing policies are generally non-substantive in nature.
5. The Honorary Degrees and Recognition Committee has recommended that an honorary degree be awarded to Nick Sparachane, Mayor of Wheeling and a WLSC alumnus, who will serve as the guest speaker at the December Commencement.
6. Dr. McCullough will be meeting next week with HEPC officials regarding "University Status" for West Liberty. An "Enabling" type of approval is being proposed for the upcoming BOG meeting.
7. On his recent second visit to campus, HEPC Chancellor Noland met with the Executive Committee of the BOG, Foundation, Alumni Association, Faculty Senate, Classified Staff Council, and Student Government Association. The visit was very cordial, and the Chancellor referenced that the meetings were productive and that they provided valuable feedback to him.
8. The business plan for the I-70 Project is still under thorough review. The updated business plan will not be presented until the February BOG meeting.
9. Mary Ann Edwards continues to assist with the logistics and other details associated with the presidential search process.
10. Several personnel matters were discussed in executive session.
11. The meeting adjourned at approximately 5:30 p.m.

John Moore _____
Chairman

Lynne Exley _____
Secretary



WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WV 26074-0295

INTERIM FINANCIAL STATEMENTS

Second Quarter

December 31, 2006 and 2005

APPROVED BY _____ TITLE _____ DATE _____

APPROVED BY _____ TITLE _____ DATE _____

WEST LIBERTY STATE COLLEGE

STATEMENT OF NET ASSETS

December 31, 2006 and 2005

ASSETS:

	<u>12/31/2006</u>	<u>12/31/2005</u>
Current assets:		
Cash and cash equivalents	\$ 6,230,992	\$ 5,454,170
Appropriation due from Primary Government	140,333	188,387
Accounts receivable—net	8,570,415	8,068,592
Due from commission	26,000	19,000
Due from other state agencies	59,380	
Loans to students—current portion	313,627	321,225
Prepaid expenses	58,242	4,152
Inventories	67,500	87,000
Total current assets	<u>15,466,489</u>	<u>14,142,526</u>
Noncurrent assets:		
Cash and cash equivalents	1,584,225	4,293,999
Loans to students—net of allowance of \$690,128 and \$693,933	922,097	944,437
Capital assets—net	42,793,597	36,736,783
Total noncurrent assets	<u>45,299,919</u>	<u>41,975,219</u>
TOTAL ASSETS	<u>\$ 60,766,408</u>	<u>\$ 56,117,745</u>
LIABILITIES:		
Current liabilities:		
Accounts payable	\$ 586,246	\$ 515,219
Due to commission	15,012	399
Due to other state agencies	173,712	
Accrued liabilities	776,499	480,874
Deferred revenue	249,929	135,324
Compensated absences—current portion	620,621	667,527
Debt obligation to commission—current portion	327,897	222,725
Capital leases—current portion	357,745	355,654
Bonds payable—current portion	365,000	355,000
Total current liabilities	<u>3,472,661</u>	<u>2,732,722</u>
Noncurrent liabilities:		
Advances from federal sponsors	1,567,323	1,554,337
Compensated absences	1,923,951	2,069,363
Debt obligation to commission	3,956,299	3,784,195
Capital leases	450,081	807,826
Bonds payable	12,489,618	12,847,262
Total noncurrent liabilities	<u>20,387,272</u>	<u>21,062,983</u>
Total liabilities	<u>23,859,933</u>	<u>23,795,705</u>
NET ASSETS:		
Invested in capital assets—net of related debt	<u>24,898,419</u>	<u>21,529,484</u>
Restricted for:		
Expendable:		
Scholarships	92,670	49,836
Debt service	1,113,794	1,112,448
Capital Projects	390,889	(291,082)
Total restricted expendable	<u>1,597,353</u>	<u>871,202</u>
Unrestricted	<u>10,410,703</u>	<u>9,921,354</u>
Total net assets	<u>36,906,475</u>	<u>32,322,040</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 60,766,408</u>	<u>\$ 56,117,745</u>

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

PERIODS ENDED December 31, 2006 and 2005

	<u>12/31/2006</u>	<u>12/31/2005</u>
OPERATING REVENUES:		
Student tuition and fees (net of scholarship allowance of \$1,223,800 and \$1,208,200)	\$ 8,801,084	\$ 8,016,599
Contracts and grants:		
Federal	1,350,301	1,717,531
State	1,114,780	971,024
Private	227,002	378,263
Interest on student loans receivable	9,206	9,035
Auxiliary enterprise revenue (net of scholarship allowance of \$886,200 and \$916,800)	6,793,353	5,867,116
Miscellaneous—net	<u>100,675</u>	<u>137,236</u>
Total operating revenues	<u>18,396,401</u>	<u>17,096,804</u>
OPERATING EXPENSES:		
Salaries and wages	5,372,429	5,087,114
Benefits	1,567,898	1,517,428
Supplies and other services	3,824,861	2,836,760
Utilities	648,584	464,330
Student financial aid—scholarships and fellowships	284,083	567,303
Depreciation	1,049,892	876,079
Loan cancellations and write-offs	(8,594)	(33)
Fees assessed by the Commission for operations	<u>76,787</u>	<u>82,592</u>
Total operating expenses	<u>12,815,940</u>	<u>11,431,573</u>
OPERATING INCOME (LOSS)	<u>5,580,461</u>	<u>5,665,231</u>
NONOPERATING REVENUES (EXPENSES):		
State appropriations	\$ 3,595,827	3,527,598
Loss on disposal	(272)	
Investment income	213,476	194,629
Interest on indebtedness	(387,561)	(404,716)
Fees assessed by the Commission for debt service	<u>(239,310)</u>	<u>(247,131)</u>
Net nonoperating revenues (expenses)	<u>3,182,160</u>	<u>3,070,380</u>
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS OR LOSSES	8,762,621	8,735,611
CAPITAL AND BOND PROCEEDS FROM THE COMMISSION		
INCREASE (DECREASE) IN NET ASSETS	8,762,621	8,735,611
NET ASSETS—Beginning of year	<u>28,143,854</u>	<u>23,586,429</u>
NET ASSETS—End of period	<u>\$ 36,906,475</u>	<u>\$ 32,322,040</u>

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

PERIODS ENDED December 31, 2006 and 2005

	<u>12/31/2006</u>	<u>12/31/2005</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Student tuition and fees	\$ 5,442,129	\$ 4,608,363
Contracts and grants	2,698,212	3,093,395
Payments to and on behalf of employees	(7,760,683)	(6,771,890)
Payments to suppliers	(3,491,629)	(2,522,082)
Payments to utilities	(575,721)	(533,205)
Payments for scholarships and fellowships	(2,394,083)	(1,815,491)
Loans issued to students	(160,386)	(209,417)
Collection of loans to students	200,359	263,873
Auxiliary enterprise charges	4,027,335	2,690,303
Debt service assessed by Commission	(76,787)	(82,592)
Other receipts—net	<u>153,590</u>	<u>161,038</u>
Net cash provided (used) in operating activities	<u>(1,937,664)</u>	<u>(1,117,705)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
State appropriations	3,455,494	3,339,416
William D. Ford direct lending receipts	3,842,716	3,508,985
William D. Ford direct lending payments	<u>(3,797,801)</u>	<u>(3,509,020)</u>
Cash provided by noncapital financing activities	<u>3,500,409</u>	<u>3,339,381</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:		
Purchases of capital assets	(3,171,822)	(3,913,494)
Proceeds from long term liabilities	500,000	
Proceeds from sale of assets		
Principal paid on long term liabilities	(289,442)	(288,937)
Principal paid on bond obligations		
Interest paid on bond obligations	(362,749)	(369,406)
Interest paid on long term liabilities	(21,134)	(31,632)
Decrease (Increase) in noncurrent cash and cash equivalents	1,327,185	2,106,940
Debt service assessed by Commission	<u>(239,310)</u>	<u>(247,131)</u>
Cash used in capital financing activities	<u>(2,257,272)</u>	<u>(2,743,660)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest on investments	<u>209,773</u>	<u>187,907</u>
Cash provided by investing activities	<u>209,773</u>	<u>187,907</u>
INCREASE (DECREASE) IN CASH	(484,754)	(334,077)
CASH AND CASH EQUIVALENTS—Beginning of year	<u>6,715,746</u>	<u>5,788,247</u>
CASH AND CASH EQUIVALENTS—End of year	<u>\$ 6,230,992</u>	<u>\$ 5,454,170</u>

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

PERIODS ENDED December 31, 2006 and 2005

RECONCILIATION OF NET OPERATING INCOME (LOSS) TO NET

CASH USED IN OPERATING ACTIVITIES:	<u>12/31/2006</u>	<u>12/31/2005</u>
Operating income (loss)	\$ 5,580,461	\$ 5,665,231
Adjustments to reconcile net income (loss) to net cash used in operating activities:		
Depreciation expense	1,049,892	876,079
Changes in assets and liabilities:		
Due from Primary Government	(140,333)	(169,878)
Accounts receivable, net	(7,997,145)	(7,366,615)
Due from Commission and other state agencies	37,417	2,323
Loans to students, net	22,173	45,357
Prepaid expenses	(56,812)	7,666
Inventories	(2,759)	26
Accounts payable	(25,590)	72,426
Due to Commission and other state agencies	(4,693)	(25,511)
Accrued liabilities	(603,677)	(321,616)
Compensated absences	51,010	110,574
Deferred revenue	131,713	(167,374)
Advances from federal sponsors	20,679	22,941
Other operating activities		<u>130,666</u>
NET CASH PROVIDED (USED) IN OPERATING ACTIVITIES	<u>\$ (1,937,664)</u>	<u>\$ (1,117,705)</u>

For Management Use Only

West Liberty State College
Budget Fiscal Year 2007
As of January 30, 2007

	<u>Percent (%) of Budget</u>	<u>Original Budget Totals</u>	<u>Adjusted Budget Totals</u>	<u>Actual Totals</u>	<u>Variance to Budget</u>	<u>Percent Budget</u>	
Revenues:							
Tuition and Fees Less Waivers \$327,970	32.61%	10,308,895	10,425,034	10,425,034	0	100.00%	
State Government Appropriations	30.49%	8,561,489	8,561,489	5,736,199	2,825,290	67.00%	
Auxiliary Enterprise Revenues Less Waivers \$376,446	19.34%	6,462,125	7,800,000	7,796,150	3,850	99.95%	
Other Sources	<u>17.56%</u>	<u>1,045,424</u>	<u>1,634,239</u>	<u>1,368,723</u>	265,516	83.75%	HEPC Fine Arts Roof & Grants
Total Revenues	100.00%	26,377,933	28,420,762	25,326,106	3,094,656	89.11%	
Expenditures:							
Personal Services	38.48%	12,011,253	12,011,253	5,372,429	6,638,824	44.73%	
Fringe Benefits	10.40%	2,961,032	2,961,032	1,567,898	1,393,134	52.95%	
Other	<u>51.12%</u>	<u>11,382,456</u>	<u>12,412,456</u>	<u>7,880,422</u>	4,532,034	63.49%	Roof, Scholarships, Grants
Total Expenditures	100.00%	26,354,741	27,384,741	14,820,749	12,563,992	54.12%	
Net Increase/(Decrease)		<u>23,192</u>	<u>1,036,021</u>	<u>10,505,358</u>			

Budget Assumptions:		Bond Covenants		Covenant	Cash	Actual	Fund #
		Compliance %		Balance	Balance	Percent	
1	Budget based on 4,300 FTE						
2	Raises 2%	110%	A	440,426	973,257	221%	8322
3	Small reserves	154%	B	96,446	274,669	285%	8342
		163%	C	190,877	833,034	436%	8653
				727,749	2,080,959		

Analysis FY 08 Budgets

DRAFT

Additional Revenue Sources:

Tuition Increase 5.9% \$ 665,425

2150 Students

Fee Increases \$ -

Room/Board Increase 5% \$ 225,000

State Funding increase 5% \$ 428,074

Reverse one time expenses (President Search) \$ 43,000

Grants \$ -

Total \$1,361,499

University Status
Cost

Adjunct \$50 per hour 26500

Catalog 4,500

Goalquest software \$ 20,000

Project Director SC 14000

Wages - Increase - 2.5% \$ 249,551

HR Software 23,000

Benefits - 2.5% \$ 34,937

Web Server Director 52,500

Promotions \$ 65,000

Campus life 12,000

PEIA \$ 50,000

Housing Reserve 50,000

Retirees PEIA increase \$ 50,000

Fine Arts Roof 100,000

New Proposals \$ 278,000

Totals 278,000

Staff Request \$ 50,388

656 Technology 38,000

Library - 5% \$ 2,100

636 Advertising 2,450

BRIM \$ 35,000

635 Personal Services 2,066

Sodexho - 2% \$ 36,188

380 Office Supplies 200

Winans-Contract extension Beta 900x11 \$ 9,900

660 Advertising 6,972

Utilities-Gas Natural- \$38,000 Water-\$12,000 \$ 50,000

710 Office Supplies 500

Accreditation \$ 18,000

900 Pest Control 200

Tuition Waivers - (Proposed) \$ 41,332

Metro Fee \$ 388,000

Totals 50,388

Total 4,500

Total \$1,378,396

Variance \$ (16,897)

DRAFT FY 2008

		In-State FY2007	In-State FY2008	Out- State FY2007	Out- State FY2008
Tuition & Fees					
Totals per semester		1909	2022	4751	5031
Increase 5.9%		106	113	265	280
Graduate Fees	WVU MU	Same as main campus			
Residence Halls		Same as main campus			
Capital Fee		376	376		
Single		2098	2,098		
Double	5.0%	1,270	1,334	64	
Board - meal plan	5.0%	1,221	1,282	61	
Special Fees		FY2007	FY2008		
Health Professionals		60			
Late Registration		65			
Transcripts		6			
Priority transcript		20			
Return Check Charge		25			
Graduation		75	100		
Off Campus Instruction		17.7			
Orientation		50			
Diploma replacement		20			
Regents BA Degree		300			
Work life credit		350			
Scuba diving		100			
Basic Horsemanship		75			
Firearms		80			
Science Lab		60			
Liberal Arts Lab		60			
Electronic course		100			
Student teaching		125			
Parking		50			
Regional practical/internship		75			
Security card replacement		10			
Late graduation		75			
Math/SPA/GEO/PSYC/SS/ENG/ACC/CIS/EDU/RD		60			
Tuition Payment Plan Fee		50			
Special Equity (Title IX)		65			
Registration reinstatement Fee		25			
Private Music Lessons		35			
Laundry Fee		40			
Credit Card Processing Fee		\$20-1st \$1K			
Credit Card Processing Fee		\$40-over \$1K			

West Liberty State College Board of Governors
February 7, 2007

MASTER'S DEGREE INTENT TO PLAN

Action Item

The School of Education is proposing to establish a new Master's Degree in Education. An "Intent to Plan" document must be submitted to the West Virginia Higher Education Policy Commission six months prior to submission of the formal proposal. This program represents a stand-alone Master's Degree in Education. The Curriculum Committee has given their approval of the "Intent to Plan" document. We are very optimistic about the program, and Dr. Beth Musser, Dean of the School of Education, and her staff have been working intently on developing the program. We anticipate no additional faculty members will be needed in the immediate future. If additional faculty are required at a later date, funding for such positions would come primarily from this Master's program revenue. The Board of Governors is asked to approve the dissemination of this document to the HEPC.

Proposed Resolution: *Resolved, That the West Liberty State College Board of Governors approves the submission, to the Director of Academic Affairs of the West Virginia Higher Education Policy Commission, of the Intent to Plan for the Master's Degree in Education.*

**POLICIES
WEST LIBERTY STATE COLLEGE**

Action Item

At the August 30, 2006 meeting, the Board of Governors approved the dissemination of the listed policies. No comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve these policies as attached.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the following policies:

Faculty Policies:

- **Policy No. 201: Evaluation of Academic Unit Head**
- **Policy No. 202: Selection of Chairperson and Dean**
- **Policy No. 206: Faculty Meetings**
- **Policy No. 207: Definition of Voting Faculty**
- **Policy No. 209: Joint Appointments**
- **Policy No. 210: Teaching Loads**
- **Policy No. 212: Faculty Employment Period**
- **Policy No. 214: Faculty Evaluation**
- **Policy No. 215R: Student Evaluation of Faculty**
- **Policy No. 216: Tenure and Promotion**
- **Policy No. 217: Criteria for Faculty Rank and Promotion**
- **Policy No. 218: Required Attendance**
- **Policy No. 219: Class Schedules**
- **Policy No. 220: Faculty Office Hours**
- **Policy No. 221: Grade Appeal Procedure**
- **Policy No. 223: Sabbatical Leave**
- **Policy No. 224: Leave of Absence**
- **Policy No. 225: Termination of Position Because of Reduction or Discontinuance of Program**
- **Policy No. 226: Petitions in Classrooms**
- **Policy No. 229: Class Admission and Attendance**
- **Policy No. 231: Examinations**
- **Policy No. 232: Reporting Grades**
- **Policy No. 241: Work Not Covered under BOD Contract**
- **Policy No. 242: Work for Other Institutions**
- **Policy No. 244: Financial Exigency Committee**
- **Policy No. 245: Institutional Salary Policy Full-Time Faculty**
- **Policy No. 247: Syllabus Policy**
- **Policy No. 248: Adjunct Faculty**