

Minutes
West Liberty State College Board of Governors
R. Emmett Boyle Conference Center
Monday, 29 July 2002

ATTENDANCE:

Board Members: Brad Blair, Debbie Boger, Jim Frum, John Gompers, Roseanna Keller, Larry Miller, John Moore, Will Turani, and Christopher Varney.

Unable to Attend: John Cole, Dan Joseph, and Keith Kaczor

Administration/Faculty/Staff: Richard Owens, Bassam Deeb, Marsha Krotseng, John McCullough, Paula Tomasik, Mike Turbanic, and Jeff Turner.

1. **Call to Order:** Chairman Frum called the meeting to order at 5:45 pm.
2. **Oath of Office:** The Oath of Office was administered by Chairman Frum, who officially swore in Mr. Christopher Varney as the new student representative to the Board of Governors replacing Mr. Derek Ennis who graduated spring 2002.

3. **Approval of Minutes:**

Full Board

• June 12, 2002

Executive Committee

• June 18, 2002

ACTION ITEM I:

A motion to approve the minutes of the full Board and the Executive Committee was made by Roseanna Keller and seconded by John Gompers; motion passed unanimously.

4. **President's Report:** Dr. Owens distributed a handout summarizing his report to the Board. He cited several of West Liberty's most significant accomplishments such as the CyberneticCampus concept and the capital campaign. He also discussed other issues related to quality of education, enrollment, and finances. Dr. Owens stated that financial difficulties are not unique to West Liberty. Currently, throughout the United States institutions of higher learning are struggling with job cuts, and fiscal and financial crisis. Solutions to these financial difficulties include reviewing faculty schedules, consolidating administrative services, and limiting capital funding for renovations. These financial problems will have to be resolved on the institutional level since little or no financial support will be available from the state. Dr. Owens is optimistic that with our dedicated administration, faculty, staff, and Board of Governors we have the tools necessary to meet the financial challenges we are currently facing.
5. **Facilities Report:** Mr. Jeff Turner reported on completed, ongoing, and future deferred maintenance projects. The most critical projects include roof replacement on virtually all the buildings on campus at a cost of three million dollars. According to Mr. Turner, roofing is one of the most important areas of facilities management and sixty percent of maintenance problems can be solved through solid, leak-proof roofing. A campus-wide assessment of all the building roofs was completed in July 2002. Other completed projects include replacing the roof on Main Hall (new 30-year warranty), Krise Hall Lobby, Dental Hygiene Phases I and II, and shower upgrades in Rogers Hall. Funding for repairs comes from the College's operating budget, except funds used for the renovation of the Dental Hygiene Clinic (federal and some special state dollars). Mr. Turner informed the Board that these deferred maintenance issues must be addressed soon since the problems are only exacerbated over time.

6. **Report of Bond Subcommittee:** Mr. Brad Blair reported on the progress being made in the Bond Subcommittee. The Subcommittee has developed a “wish list” of projects. Most important is to move West Liberty closer to internet access (\$10 of \$15 million). In addition, the wish list includes upgrading residence halls, deferred maintenance (\$1 million), and the College Union (\$1 million). A breakfast meeting has been planned for 23 August with bankers from local financial institutions. The plan for this meeting is to communicate the goals and vision for West Liberty’s future. Soon after the meeting, a RFP will go out to the banks about bidding for the bond initiative.
7. **Capital Requests:** Dr. Owens reported that the HEPC requires all state colleges and universities to transmit a prioritized capital expenditure request. These capital requests were distributed to the Board prior to the meeting and members are being asked to consider approval for transmission to the HEPC by August 30.

ACTION ITEM II:

Resolved, That the West Liberty State College Board of Governors approves the capital expenditure request for FY 2004. A motion to approve the request was made by John Moore and seconded by Will Turani; motion passed unanimously.

8. **Academic Issues and Update:** Dr. McCullough reported that the Master of Science in Nursing: Nursing Education program has been approved by the HEPC. This is the second collaborative Masters program at West Liberty and the first collaborative with Marshall University. He commended Dr. Donna Lukich and Dr. Andy Cook for their fine work with this program.

This summer West Liberty hired 16 new faculty making this the largest group of freshmen faculty in more than twenty-five years. Nine of these positions have been filled with terminally degreed faculty and the rest are currently enrolled in doctoral programs. Having to fill these positions reflects the age of our current faculty. Dr. McCullough believes these new faculty will be a positive influence and will help to further invigorate our academic departments. This past week we received two more resignations and these positions will have to be filled before the beginning of the fall semester. Dr. McCullough stressed the importance of being able to attract quality faculty by maintaining a competitive stance with salaries. He stated that our experience has shown that competitive salaries are essential to our ability to attract, hire, and retain qualified faculty and to increase the number of terminal-degree holders.

The two Dean positions, one Chair, and one Program Director left vacant due to retirements, have all been filled in-house, as interim positions, and with no additional dollars being spent to fill them. Dr. McCullough commended the Human Resources Department and the selection committees, all of whom worked very hard at getting these positions filled.

9. **Financial Update and FY 2002 Year End Status:** Mr. Turbanic distributed a financial statement as of June 30, 2002. The accounts are in fair condition, but there are still outstanding expenditures. This is due to the fact that many invoices do not arrive and cannot be processed until after the close out period. As this statement reflects a cash basis, balances are projected, but Mr. Turbanic predicts that the College will be able to cover any outstanding debts. Next year, he will be able to provide a much more in-depth view of the budget, and at the September meeting of the Board, Mr. Turbanic will provide the draft audit papers and the GASB Financial Statement.
10. **Banner Information System Update:** Mr. Deeb reported on the progress of the Banner Information System. The student information module is beginning to operate. However, the most time has been spent with the financial aid and registration modules. These pieces are critical to the beginning of the academic semester. A few difficulties have been experienced thus far, but

WVNet has committed to providing a two-day training session for staff. Currently, everything is being processed in both systems until September 28, 2002.

11. **Campus Safety Evaluation:** Mr. Deeb updated the Board on an evaluative process involving different components of Student Services. Over the past 12 months, the College has been reviewing/evaluating the operations of Campus Safety. Mr. Deeb stated that an expert in law enforcement was required to provide an evaluation. Mr. Don Bordenkircher, Chair of the WLSC Criminal Justice Department, was contacted and agreed to assist with the review. Mr. Bordenkircher conducted interviews with the Director and Officers within the department. He also conducted interviews with various other campus departments who most utilize the services of Campus Safety. Mr. Bordenkircher's research clearly indicates that some changes in operation are needed. Mr. Deeb hopes to have a more detailed report available for the President's Council by fall 2002.
12. **Consent Agenda:** In accordance with WV Code and HEPC rule, the following policies have been made available to constituent groups for comment. These policies were posted on the Board of Governors' website for the past 30 days and no comments have been received. Therefore, the Board is asked to take final action on these policies.
 - a. Policy 4: Change in the Organization of Schools, Divisions, Departments or Other Units
 - b. Policy 5: Naming or Renaming of Buildings or Organizational Units
 - c. Policy 6: Holidays
 - d. Policy 7: Alcoholic Beverages on Campus
 - e. Policy 8: Use of West Liberty State College Facilities

ACTION ITEM III:

Resolved, That the West Liberty State College Board of Governors approves Policies 4, 5, 6, 7, and 8. A motion to approve the policies was made by Roseanna Keller and seconded by John Moore; motion passed unanimously.

13. **Non-Classified Personnel Designation:** Dr. Owens distributed a handout listing the names and positions of staff designated as non-classified. According to Dr. Owens, the percentage of non-classified personnel allowed at an institution was limited to ten percent prior to passage of Senate Bill 653. However, after the passage of Senate Bill 653, an additional ten percent could be made non-classified. However, this additional ten percent could only be moved to non-classified positions if they were considered to be either critical to the institution or were directly involved in policy-making decisions. Following this, there was a great deal of discussion on non-classified and classified positions, and at the conclusion of the discussion, Board members were asked to approve the placement of non-classified staff.

ACTION ITEM IV:

Resolved, That the West Liberty State College Board of Governors approves the placement of non-classified staff in the "Policy-making" and "Critical" designations as outlined by President Owens. A motion to approve the placement was made by Debbie Boger and seconded by Brad Blair; motion passed unanimously.

14. **Amendment to By-Laws:** At the June 12 Board of Governors meeting, Chairman Frum expressed a desire to designate Mr. Gompers as a member of the Board's Executive Committee and all members present agreed by consensus. As a result, a revision to the Board's By-Laws is required to allow Mr. Gompers to be an official member of the Executive Committee. Mr. Gompers suggested that the wording be changed in Article IV. Amendments to Bylaws as follows.

"These Bylaws may be amended at any regular or special meeting of the Board provided previous notice of the nature of any proposed amendment shall have been given at least one regular or special meeting before the action thereon shall be taken."

The Board is asked to consider approval of these amendments.

ACTION ITEM V:

Resolved, That the West Liberty State College Board of Governors approves an amendment to its By-Laws that designates the immediate past Chairman of the Board as a member of the Board’s Executive Committee along with the current Chairman, Vice Chairman, and Secretary. Be it Further Resolved, That the language of Article IV regarding special meetings is revised to be consistent with Article I, Section 3. A motion to approve the amendment to the By-Laws and revision of the language was made by Larry Miller and seconded by Roseanna Keller; the motion passed unanimously as amended by Mr. Gompers.

- 15. **Policy 9: Annual Review of Presidential Goals:** At the Board’s June 12 meeting, Mr. Gompers requested that the staff draft a policy outlining the process by which presidential goals will be established in the future. Such policies must be reviewed and disseminated to constituents for 30 days before final adoption.

ACTION ITEM VI:

Resolved, That the West Liberty State College Board of Governors approves the dissemination of Policy 9, “Annual Review of Presidential Goals,” to constituent groups for comment. A motion to approve dissemination was made by John Gompers and seconded by Will Turani; motion passed unanimously.

- 16. **Other Issues:** Mr. Frum announced that the HEPC Board of Governors Training Workshop will be held on September 12, at the Embassy Suites in Charleston, WV. The workshop will begin at 9:00 am, but the agenda is not yet available. Chairman Frum encouraged attendance and promoted the experience as enjoyable, especially the shared communication with board members from other institutions.

- 17. **Adjournment:** The meeting adjourned at 8 pm.

Jim Frum _____
Chairman

Brad Blair _____
Secretary

pjt

**NEXT MEETING: SATURDAY, 28, SEPTEMBER 2002
10:00 AM**