

Minutes
West Liberty State College Institutional Board of Advisors
Tuesday, 12 June 2001

Present: Mr. Brad Blair, Ms. Debbie Boger, Mr. John Cole, Mr. Jim Frum, Mr. John Gompers, Dr. Lawrence Jones, Dr. Dan Joseph, Ms. Roseanna Keller, Ms. Barbara Neuman, and Mr. Will Turani. Unable to attend: Mr. Derek Ennis and Mr. John Moore. Also in attendance were: Dr. Ronald Zaccari and Dr. Marsha Krotseng.

1. **Call to Order:** The West Liberty State College Institutional Board of Advisors met on June 12, 2001, in the conference room at 60 Fourteenth Street in Wheeling. Chairman Gompers convened the meeting at 5:33 p.m. He outlined the agenda and noted that the primary purpose of the meeting was to finalize the advertisement and other important elements of the presidential search process. To expedite the process, the Higher Education Interim Governing Board passed the following resolution at its June 6, 2001, meeting permitting the West Liberty State College Institutional Board of Advisors to proceed with the search.

Resolved, that the West Virginia Higher Education Interim Governing Board waives the procedures set out in Procedure No. 20 of the previous State College System Board of Directors for the search and selection of a new president for West Liberty State College and authorizes the Board of Advisors of the institution to advertise the vacancy and for the Board of Governors of the institution to proceed with the search effective July 1, 2001, consistent with any guidelines that may be promulgated by the Higher Education Policy Commission.

The board has the option to employ a professional search firm or to use an in-house search process with assistance from the Higher Education Policy Commission staff as appropriate. Given the cost of employing an external search consulting firm, the in-house process was preferred.

ACTION ITEM I:

Resolved, that the West Liberty State College Institutional Board of Advisors will use an in-house search process with assistance from the Higher Education Policy Commission staff. A motion to approve the resolution was made by Mr. Frum and seconded by Dr. Joseph; motion passed unanimously.

2. **College Master Plan:** President Zaccari explained the need to update the College's Master Plan which was approved in 1999. The Higher Education Policy Commission will require West Liberty to update the existing Master Plan before the College can proceed with plans to construct apartment/suite style student housing on campus and complete the proposed new technology center. To enable the College to move forward with this project, the Executive Committee of the Board met on May 31, 2001, and voted unanimously to authorize President Zaccari to sign the attached agreement with WTW to update the College's current Master Plan. Chairman Gompers asked the board to ratify this action of the Executive Committee.

ACTION ITEM II:

Resolved, that the West Liberty State College Institutional Board of Advisors ratifies the action of its Executive Committee on May 31, 2001, authorizing President Ronald M. Zaccari to sign an agreement with WTW to update the College's current Master Plan for a cost not to exceed \$8,500 with additional reimbursable expenses of approximately \$900. A motion to approve the resolution was made by Dr. Jones and seconded by Mr. Blair; motion passed unanimously.

3. **Presidential Search Committee:** Based on a new draft policy developed by the Higher Education Policy Commission, all Governing Board members are included on the search committee. At its discretion, the Governing Board may appoint additional students, faculty, staff, community leaders, alumni, or other citizens to the search committee. A member of the Higher Education Policy Commission will participate in the concluding interviews to facilitate final approval of the selected candidate by that body. However, the Policy Commission member will not have a vote on the search committee.

ACTION ITEM III:

Resolved, that the West Liberty State College Institutional Board of Advisors appoints a search committee consisting of the membership of the Governing Board as of July 1, 2001, including the new superintendent appointed to fill Larry Jones' position on the Board, a representative of the Foundation Board (Mr. R. Emmett Boyle), a representative of the Alumni Board (Mr. Dick Edge), a representative to be appointed by Faculty Senate, a representative to be appointed by Classified Staff Council, and a representative to be appointed by the Student Government Association. A motion to approve the resolution was made by Mr. Blair, and seconded by Mr. Frum; motion passed unanimously.

Dr. Marsha Krotseng will communicate with the chairs of Faculty Senate, Classified Staff Council, and the president of SGA to obtain their recommendations for appointments to the search committee.

Roseanna Keller recommended that, for consistency, John Gompers be selected chair of the search committee with Jim Frum as vice chair.

ACTION ITEM IV:

Resolved, that Mr. Gompers be appointed chair of the presidential search committee with Mr. Frum as vice chair. A motion to approve the resolution was made by Dr. Joseph and seconded by Mr. Turani; motion passed unanimously.

4. **Position Advertisement:** The board reviewed the draft advertisement (see attached) to be used in soliciting nominations and applications for President. The board agreed unanimously that the earned doctorate must be a requirement. After discussion as to whether a salary/salary-range should be included in the advertisement, the board unanimously decided against this option. When additional information is available regarding salaries for peers, a range could be established and communicated to candidates.

ACTION ITEM V:

Resolved, that the West Liberty State College Institutional Board of Advisors approves the advertisement as drafted for publication in the Chronicle of Higher Education, Black Issues, and the Affirmative Action Register. A motion to approve the resolution was made by Mr. Blair, and seconded by Ms. Keller; motion passed unanimously.

The ad will be sent to the Higher Education Policy Commission staff to forward to the journals for publication.

5. **Presidential Qualities:** The board then reviewed the expanded description of "Qualities Sought in Candidates for the Presidency of West Liberty State College" (see attached). This document will be sent to all applicants for the position. Several revisions were made to the draft to more strongly emphasize service to students, the importance of fund-raising, and research.

ACTION ITEM VI:

Resolved, that the West Liberty State College Institutional Board of Advisors approves the document describing "Qualities Sought in Candidates" as amended. A motion was made by Mr. Frum, and seconded by Mr. Cole; motion passed unanimously.

The revisions were recorded by Dr. Marsha Krotseng and will appear in the final document that is forwarded to the Higher Education Policy Commission.

6. **Timeline:** The board reviewed the draft timeline (see attached) that was distributed. If possible, board members wish to complete the on-campus interviews even earlier than shown in the timeline. It is important that the top candidate be identified prior to October 19, so that the name can be forwarded to the Higher Education Policy Commission for approval on that date.

ACTION ITEM VII:

Resolved, that the West Liberty State College Institutional Board of Advisors approves the timeline as shown with the understanding that a possible future amendment may be made to allow on-campus interviews to begin at a slightly earlier date. A motion to approve the resolution was made by Mr. Frum, and seconded by Ms. Neuman; motion passed unanimously.

7. **President's Resignation:** With President Zaccari's impending departure as of August 15, 2001, it is necessary to appoint an interim to fill the position. President Zaccari has recommended, and John Gompers concurs, that current WLSC Provost John McCullough, be appointed interim president with the understanding that he cannot apply for the presidency. Based on draft policy commission guidelines, the following recommendation by the Board of Advisors will be forwarded to the Higher Education Policy Commission for approval.

ACTION ITEM VIII:

Resolved, that the West Liberty State College Institutional Board of Advisors recommends that the Higher Education Policy Commission approve the appointment of John McCullough as interim president effective August 16, 2001, through December 31, 2001, or until the successor is appointed with the understanding that Dr. McCullough will not be a candidate for the presidency. A motion to approve the resolution was made by Mr. Cole, and seconded by Mr. Frum; motion passed unanimously.

ADJOURNMENT: The meeting adjourned at 6:55 p.m.

John E. Gompers _____
Chair

Roseanna Keller _____
Secretary

MVK/pjt

