

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**June 5, 2013
5:00 p.m.
Shall Hall Board Room**

AGENDA

1. Call to Order
2. Chairperson Comments
3. Consent Agenda* 10 Min
 - a. Minutes of the Full Board: 04/17/13, 05/22/13, 05/29/13
 - b. Minutes of the Executive Committee 05/22/13
 - c. Tentative Schedule of Meetings July 2013-June 2014
4. Informational Items 45 Min
 - a. Annual Graduate Degree Report
 - b. Annual Report on WLU Research Corporation
 - c. President's Report
5. Action Items* 20 Min
 - a. Election of Officers
 - b. Capital Improvement
6. Adjournment

*Action Items

**West Liberty University
Board of Governors**

Minutes

April 17, 2013

Attendance:

Beverly Burke, Richard Carter, George Couch, Brian Joseph, Ann Thomas, Carrie White,
LeeAnne Yeater

Unable to Attend:

Patrick Kelly

Administration/Faculty/Staff:

Robin Capehart, Linda Cowan, Brian Crawford, John Davis, Mary Ann Edwards, John Gompers,
John McCullough, Tom Michaud, Jim Stultz, Jack Wright

1. Call to Order:

Chair Carter called the meeting to order at 5:15 p.m.

2. Chair Person Comments:

Chair Carter stated that this will be the last Board meeting before the end of the 2012-13 semester. This has been a successful year in many regards; academically and what may be what was the greatest athletic success in the past year, the men's basketball team going 34 and 2. They came so close in the final-four to going to the finals, and they made this University proud of how they handled themselves both on and off the court. They certainly represent the University well.

One item that's not on the agenda is that this Board now consists of eight people. It had been a 12 person Board and needing seven for a quorum; if we don't have seven we don't have a meeting. We were counting very carefully and we were able to get seven members today, the eighth not being available. We lost four people because the Governor and the HEPC advised us some six to nine months ago that we had Board members who did not have sufficient board continuing education credits that were required. Some attempted to get those credits, one in particular did some online research, but in the end did not fill out a form that gave this person sufficient credit. Although we tried to advise people that this work was done, it fell on deaf ears because these offices are holding very strictly to this and said we were warned, so we lost those members. We now have four members on the bubble with regard to obtaining board training credits by June 30th. Chair Carter has advised these members what needs to be done; information and instructions were provided by Mary Ann as to how to get the credits. This needs to be done and the proper forms are to be filled out as proof that the training was completed. Mary Ann will check with the HEPC and confirm they have record of the credits. Chair Carter received a letter and chart of where members stood with regard to their training hours and wasn't sure where they get all of their information to do the chart.

The Stonewall Jackson conference that is held annually in the summer is a way of getting credits that will satisfy member's requirements. New Board members need three hours within the first six months and six hours in the first two years; six credits every two years after that. We will be diligent in watching in the future; we cannot afford to be losing BOG members of this stature, reappointing more, and fighting to get a quorum. If people are interested and want to be on this Board, those are the rules and they're not WLU rules; they are the Governor's and HEPC rules.

President Capehart talked with the Chancellor and he's willing to come to the next meeting in June and present to the Board. Chair Carter asked how much credit they are willing to award for this type of presentation and a discussion followed with regard to training credit.

Chair Carter also stated that spring commencement is coming up on May 11th.

3. Consent Agenda*:

Chair Carter asked if there were any additions or corrections to the full Board or Executive Committee minutes; there were none. Although we do not have confirmation from the commencement speaker, it was agreed that an honorary degree will be conferred upon whoever the speaker may be. Chair Carter also asked if there were any questions with regard to the program reviews; there were none. President Capehart stated that we are not going to have an annual report today of the Research Corporation because we are not close enough to the end of the 2013 FY. We will wait until we get closer, get all of the final transfer and information in that regard, and it will be reported at the next meeting on June 5th. Charter Carter asked if there was any more discussion on the consent agenda.

A motion that the West Liberty University Board of Governors approve the Consent Agenda items, including the conferral of an honorary degree to the individual identified as the May commencement speaker, was then made by Brian Joseph and seconded by George Couch; motion passed unanimously.

4. Informational Items

President Capehart gave an update on the April Admissions report; applications are up 9.7% over last year; applications accepted are up 13.3%; and Freshman are up 17.3%. We have had some of the highest increases in Colleges, with Arts and Communication up 67% with about 50 new students, and the Sciences continue to skyrocket up almost 20% or 89 students.

Institutional Advancement has raised \$3.8 million as of April 16, 2013 with 233 first-time donors. This is up 26% for more than 5,000 donors and a total of 1,922 gifts; up 23.4% overall from 2012. There are now three times more President Circle donors than in 2012, which are those who give \$1,000 or more.

Focus 2020 is WLU's initiative to find out where we are in preparation for going through the strategic positioning process next year. We spent this year working to see where we are as a basis for going into next year. A full report will be given at the June BOG meeting. The Focus 2020 web site information, although not fully populated, shows our return on investments; a place to see where we are. One of the task forces was the SmartCampus Initiative, consisting of information gathered from 23 focus groups with over 1,000 responses. These responses were gathered for the efficiency initiative to try to find things we can do on this campus better; to create efficiencies. If it was determined that to create these efficiencies that State statute, HEPC regulations, BOG/administrative policies, or other areas needed changed, it would be accomplished. A full report will be given in June.

The Academic Program Status Review was distributed to the Board members. This report was created by Dr. Melinda Kreisberg to track programs and areas of concern. There are areas highlighted in green, yellow, and red; Green/program stable, Yellow/program needs attention, and Red/program in peril. The program shown in all red is a new program. This review will eventually be posted on the web site; most likely after school is out. This is a good budgetary and academic document for decision making purposes.

The Student Success Taskforce, consists of focus groups, surveys, speaking at clubs, along with a survey to be distributed through the State Chamber of Commerce, is looking for basic information. They are asking employers what they want in an employee and how good a job are colleges and universities doing in providing the training. It sounds simplistic, but it's really quite complicated. Employers want more than good accounting skills; they want problem solving, etc. The Taskforce is finding out what employers want, what should a college graduate look like, characteristics; how well a job are we doing in assessing and making changes that when a student walks across the stage at commencement they fit these expectations.

The Hilltopper Heritage Project – With the Shaw Hall rehabilitation and the new health sciences building coming up, it's important to celebrate the heritage of West Liberty University. A group of alumni, retired faculty, and others on campus are in the process of gathering pictures, artifacts, and old programs to be displayed to be able to celebrate our heritage. Shane Stack, Director of Alumni Relations, is heading up this initiative. We will identify areas where we can do these types of things; in Shaw Hall, hallways, etc. In terms of Athletics and the ASRC, we would like to create these presentations through different pictures and items so people can make an attachment to our past. In the Gary E. West Event Center the former bar area will be designated as the Faculty Club with a

plaque and decorated with photos of past faculty members and people who have contributed immensely to the University.

As Chair of the Council of Presidents, three or four weeks ago President Capehart conducted the Higher Education Round Table, sponsored by the Institute for Innovation in Education. This was the first time this has been done and included the HEPC, Chancellor, college presidents, and about 20 legislators. This was a chance for regional college presidents to talk about different issues from their perspective and headway was made on a lot of issues, such as the Outcome Based Funding Model. It turns out the bill containing the model died. Part of the bill was looking for access to raw data on each campus, which is a great concern because of the different formats on each campus. To try to compare Glenville, Concord, or others will not give a true picture of what they are trying to find out. The bill did not make it past the House Finance Committee.

The 8.9% budget cuts for the next fiscal year are still intact. WVU and Marshall were included in a bill to lift statutory limits on approvals from the HEPC for capital projects. The limits were raised for them but not for West Liberty.

The Mountain East Conference has been approved by the NCAA. A full-scale search for the Commissioner, headed by Dr. Pete Barr and representatives from Notre Dame and Urbana, today recommended that Reid Amos be hired. The decision was unanimous and he was offered the job today as Commissioner of the Mountain East Conference. Chair Carter asked if he will remain at WLU, to which President Capehart stated that he will have no affiliation and no cost to WLU. As the former voice of the Hilltop, it was a tough choice for him to make.

Some upcoming events, one being Friday as President Capehart is recognized by The State Journal in Who's Who in West Virginia Business. He is the first college president to receive this award and is excited on behalf of the University. The Great Gala is that same evening with a sold out crowd and many people flying in for this event. April 23rd will be the LEAP breakfast – Liberal Arts and American Promise, which is to emphasize the need for people to have a solid basis of liberal arts and a lot of those skills mentioned earlier in the meeting. There is a great interest among faculty members to become an action network campus. Two faculty members will meet with the group and talk about how to move the program forward. April 24th is the campus report with an update on Focus 2020. There is an HEPC meeting on April 26th. Although West Liberty is not on the agenda we will have a presence at the meeting. The Florida Alumni Chapter will meet April 26-28, and there will be a Faculty Round Table on April 29th to discuss competency based education. May 1-3, 2013 is the NCAA President's Council meeting in Indianapolis. There will be a faculty breakfast May 11th from 8:00 to 10:30 a.m. before commencement at the Gary E. West Event Center. Events like the faculty breakfast, club dedication, and roundtable are opportunities to build community among faculty. One of the concerns heard among faculty is that everybody knows faculty in their area, but they don't get to know faculty in other areas. We are working to develop a series of initiatives to get interdisciplinary cooperation.

The President's Trust is a group of college presidents who belong to the Association of American Colleges & Universities (AACU), promoting the LEAP project and aligns with what we have done in the Student Success survey. President Capehart went down through the survey and what was gleaned from the information. Chair Carter stated that in the last few years this type of information has changed; so many employers, when they interview kids coming out of college, ask what kind of experience they have. Ten years ago kids could only give their summer job experience. Kids now are going out and making certain they do internships and those types of things. They may not be making any money, but it's giving them experience in field in which they are trying to be employed later. Some of these kids need to make money in the summer, but we need to emphasize to them to get as much experience related to their field in the summer as they can. Mrs. Burke stated that our students in the Washington Program are looking for that experience in their internships. President Capehart stated that there is a big supply of internships out there. As he continued through the survey he noted that this is the same type of survey we will be sending out through the WV Chamber of Commerce.

5. Action Items:

a. Approval of Bachelor of Science in Creative Arts Therapy

Dr. Crawford stated that this is a 120 credit hour interdisciplinary program that combines course work in Art, Art Therapy, and Psychology. The purpose of the program is to prepare students for graduate school or other potential areas not requiring licensure. The Bachelor of Science in

Creative Arts Therapy allows us down the road to add other majors to that such as Drama Therapy or Music Therapy. The initial program will have one major within it and that will be Art.

A motion that the West Liberty University Board of Governors approve the creation of a new undergraduate degree program, the Bachelor of Science in Creative Arts Therapy, within the College of Arts and Communication, was then made by LeeAnne Yeater and seconded by Bev Burke; motion passed unanimously.

b. Approval of Master of Professional Studies

Dr. Michaud stated that the Master of Professional Studies initial area of emphasis is Organizational Leadership. It is a 30 credit hour master's program, accelerated, making it possible for students to begin and finish the program within 18 to 20 months. The program is designed to be very flexible. Some of the institutions that have an MPS degree, and nationally it is wide spread, are the University of Connecticut, Georgetown University, and practically all of the SUNY University System. We are proposing Organizational Leadership as the initial area of emphasis but other areas of emphasis can be added, depending on student need and interest. Criminal Justice Administration and Health Care Administration are existing areas that we can insert classes specific to these areas. There is no major start-up cost or administrative cost through the School of Professional Studies and at this point no new full-time faculty will be required.

A survey was done with regard to this program and currently there are at least 54 students interested in obtaining an MPS Degree in the area of Organizational Leadership. The projection is that as soon as we are able to get the program going we are going to have students ready to enter the program. Chair Carter asked if the Master of Professional Studies is a nuance difference from the Organizational Leadership Masters or is it structured much differently. Dr. Michaud stated that this one is structured different; this is the initial program as the umbrella and an area such as criminal justice could be incorporated under this umbrella. There are 12 structured hours with four courses called core courses. Those core courses aim to cultivate professional competency that are translatable across other areas. The structure for the other 18 hours are where you design the program specifically for the student. Dr. Crawford stated that it's not for the student, but for the area of emphasis. President Capehart stated that an area such as criminal justice won't be the same every time. Students all take the same core courses and branch off into an area of emphasis. Chair Carter asked if, when a student is getting ready to apply to this program, are you telling them what the major emphasis is. Dr. Michaud stated that currently the only area is Organizational Leadership. Future areas of emphasis will be determined by surveys and student interest. What we are approving now is the overall program of Organizational Leadership as the area of emphasis; down the road other areas of emphasis will emerge.

A motion that the West Liberty University Board of Governors approve the creation of a new graduate degree program, the Master of Professional Studies, within the School of Professional Studies, was then made by Brian Joseph and seconded by Ann Thomas; motion passed unanimously.

c. Approval of FY 2014 Budget/Tuition & Fees:

Mr. Wright noted the budget information contained in the Board packet. Mr. Wright opened his presentation with Cash Reserves on page three (3) of the budget information. Chair Carter asked if the figures were cumulative, to which Mr. Wright noted that yes, they are cumulative. Mr. Wright continued through the budget information, noting no increase in the metro or out-of-state tuition. In-State students and graduate programs will be increased, along with the incoming class of the PA Program, by 5%. The current PA Program class will have the same tuition as the previous year. The Hilltopper for Life fee will only be assessed to incoming freshman and transfers. One-Time income was noted from the Mongahalia Forest Grant, DuPont tree settlement, and the Chesapeake Right-of-Way; although Chesapeake may come back to negotiate another right-of-way.

At this time there is no pool for faculty or non-classified salary increases included in the budget, but it could be brought back to the Board in October or December if the outlook changes. Faculty promotions will take place and the Mercer scale will be funded for classified staff. These items are required by policy and code, with funding by August 15th. Mr. Davis asked if the budget is predicated on the current numbers, to which Mr. Wright responded "yes."

Chair Carter stated that we need to think about what has been shown here this evening. Fortunately we are in decent shape where we are now and what we are proposing through FY 14, which is July 2013 through June 2014. We are looking at an operations plus of \$400,000, which is good if all that is targeted comes to fruition. The potential upside, and there's always the potential downside, is hoping enrollment goes up better than the current mix. The point to be made is that WLU needs to be cautious going into 2014-15; all things being equal and hitting this on target there is another projected \$754,000 hit next year. One year from now we will be talking about the same thing, all things being equal; we are talking about a negative of \$350,000. It's important to look at expenses and efficiencies. The Provost is looking at adjuncts, faculty teaching full loads, and negotiations with Sodexo for a 2.5% increase instead of the desired 5.0%. We have to hit this expense side of the budget and be very respectful of it because the revenue side is a question. We are at a high point right now; we have good enrollment. If we hold enrollment this is where we are; where do we go if it drops or hit a sign curve downward when we've done nothing wrong, but fewer kids are coming out of the high schools and the population cycle turns down. We can only control expenses and we are in good shape, but this is a tight budget. We have petitioned the state and tried for a different outcome. As a Board we need to be aware and make everyone here mindful that this is what we need to watch. We offer a good quality education at a price students can afford and an expense revenue ratio that we can stay in business.

Mr. Wright continued with capital projects and costs. We are looking at the Main Hall chiller, Arnett Hall renovations and roof, and the Campbell Hall parking lot. The parking lot bid came in too high and gravel was discussed temporarily. The College Union roof will need attention in the future, along with campus elevators, which are in the range of 55 years old, and Blatnik windows. The items listed are of the highest importance. The remaining sheets correspond with increases shown in tuition and fees and room and board. No special fees will be changed this year with the exception of Dental Hygiene and Nursing. DH and Nursing students get equipment at the first of the year and whatever the company charges to us is what we pass along to the students. Both departments let us know each year if the charges change.

Mr. Wright asked if there were any questions with regard to the budget. Mrs. Burke noted on page eight, Personnel Salary Changes; at the very bottom Personnel Reductions effective June 2013 raise a concern. What are we talking about and what are we doing? Mr. Wright stated that we have people who are leaving that we are not replacing. Mrs. Burke asked if it was in the faculty ranks; faculty generally have to be replaced.

Chair Carter stated that the people leaving have chosen to leave and will not be replaced. From his understanding, this is a combination of people from across faculty, classified, and non-classified. What has been analyzed so far is that to not replace them would be in accordance with the law and based on need. If somebody was going to leave and needed to be replaced they wouldn't show up on the list. No names will be named in this room. Mrs. Burke said she understands, but when you see personnel reductions after the cut backs some years ago you get nervous. President Capehart stated that the VP for Broadcasting position, Mr. Amos' job, would not be filled after he was gone.

Chair Carter stated that in 2011-12 faculty increased by 46%, enrollment by 19.9%, non-classified by 42%, and classified staff by 20%; those are the numbers. Within these individual numbers faculty increases in salary were 14% and non-classified 12%. In addition to those numbers being increased we have some people here that we see, some of them through attrition reductions, rather than constantly increasing. When you think about the increases that have occurred, based on the stats just given to look at, it's possible on June 30 we could find \$426,000 worth of reductions. Mrs. Burke stated that she understands people leaving and not being replaced. If people are not doing anything and we fire them that's okay, too. She stated she would feel more comfortable knowing the combination. Chair Carter stated that he endorses the Board's effort and based on what's coming in 2014-15 endorses the administration in looking at items like this and looking at the cost. He hoped the rest of the Board is asking to do the same thing.

Mrs. White stated that she agrees that reductions have to be done; that's understandable. She is concerned if WLU is losing faculty and asked to cut back on adjuncts; many rely 100% on adjuncts. Chair Carter stated that adjunct costs are up 146%. Mrs. White stated she understands, but is concerned. Moving forward we want to make sure we have the needed faculty. Chair Carter stated that WLU has a Provost who is brand new and looking at this and he is behind him in endorsing changes. Dr. Crawford stated that there will be no program cuts. President Capehart

stated that we have had non-classified staff who are in positions that we spend \$100,000/per position. Some have been reprioritized to the faculty and saved \$50,000. There has been a great deal of reprioritization. As we move toward those programs that we are showing are productive, there is a combination of things that resulted in the savings of \$489,000. Vice Chair Couch stated that the Board's intent is not to cut or layoff people, but to do this through attrition through the natural turnover in staff. The alternative, that the Board and the President does not want to pursue, but when they have 8% plus in budget cut with the increases WLU has, there has to be some trade-off. This has been agonized over and the minimal amount has been done to keep the University viable. Chair Carter asked if there were any more questions. There being none, he asked for a motion for the budget as proposed. The Finance Committee saw this budget last week and recommends the acceptance of this budget.

A motion that the West Liberty University Board of Governors approve the FY 2014 Budget/Tuition and Fees was then made by George Couch and seconded by LeeAnne Yeater; motion passed unanimously.

6. Adjournment:

The meeting adjourned at 7:00 p.m.

Richard Carter

Chair

Secretary

**West Liberty University
Board of Governors**

Minutes

May 22, 2013

Attendance:

Beverly Burke, Richard Carter, George Couch, Brian Joseph, Patrick Kelly, Ann Thomas, Carrie White, LeeAnne Yeater

Administration/Faculty/Staff:

Robin Capehart, Brian Crawford, Mary Ann Edwards, John Gompers, Jack Wright

2. Call to Order:

Chair Carter called the meeting to order at 9:06 a.m.

2. Action Item*:

Approval of New Undergraduate Degree Program-Bachelor of Arts in Community Education

Chair Carter stated that we do not have any minutes or any other reports to be given today. We have one agenda item which is important and we need to have it resolved today; that is the reason for the special Board meeting. The program is associated with the Bachelor of Arts in the College of Education with a specialization associated with Community Service. Chair Carter asked Provost Crawford if he would tell the Board about the Program, what it entails, and what the next step would be for the Board.

Dr. Crawford thanked the Chair and stated that this is a Bachelor of Arts in Community Education, housed in the College of Education, and involves five different majors built around one core; Community Arts, Museum Education, Outdoor Education, Sports Recreation and Wellness, and Youth Ministry. It's designed as an accelerated program to be completed in three years; four years if so desired. This is a program we believe will meet the needs of a number of different organizations and entities in the surrounding region. Support for the program comes from the Children's Museum, The Andy Warhol Museum, and a number of other outlets. All of these institutions periodically have needs and find it difficult to find people to employ with these skills. This program would address those needs. In fact, the U.S. Bureau of Labor Statistics indicated there should be about a 19% increase in demands for positions in these particular fields in the next ten years. In this region there are no other institutions who offer a similar program. The only program which resembles this in West Virginia is a major in Sports and Recreation and Wellness offered by several other institutions. No one has a single degree program that does anything like what we are proposing. The program will have a core of 36 hours which will prepare students to work in public education in general, and each of the specific majors has a collection of courses from all Colleges. Each College is somewhat involved; the Gary West College of Business, Arts and Communication, Sciences, Liberal Arts, and Education, all having some level of participation in preparing students to have the content knowledge and ability to educate in a public setting. That is the program in a nutshell.

Chair Carter asked if there were any questions. Mrs. Thomas asked what has changed that in the next ten years there will be a need for people with the kind of degree we want to propose. Dr. Crawford stated that he couldn't specifically address why the need is increasing, but believes there are more entities like the Children's Museum, Gateway to the Arts, the Schrader Center; those sorts of activities are increasing and serve large populations.

President Capehart stated that a lot of non-profit organizations or city recreation leagues, areas such as these which will be targeted. Oglebay for an example, they have a person start out as a drama teacher and over the years this person retires. Another person moves up through the organization and is now a director, and their training was in a substantive field, providing an individual who can do drama but not fundraising. This program allows people from the start to fill in a lot of those positions where there were people not necessarily trained to provide leadership roles in those areas.

Mr. Kelly asked if a lot of these would be non-traditional students. Dr. Crawford stated possibly, but it remains to be seen what students will attend in the individual categories. Mr. Kelly then asked how the students finish in three years. Dr. Crawford stated that summer courses allow us to compress the program in three years if a student so wishes. Each major includes an internship program to be completed in the summer. Chair Carter stated that the three years to finish is a two-edged sword for students. To complete the degree in three years is to forgo some of the earning opportunities that they might otherwise have in the summer. This is the better way to go, but it's also a matter of preference. It's good to have an option.

Chair Carter also noted, as stated before, that WLU is able to provide this program with existing faculty. Some adjuncts may be required, but they are not necessarily additional. It appears we are able to do this under umbrellas that already exist without additional cost. This is a very good program, providing opportunities and different career paths, and doing it without expending additional costs. Dr. Crawford stated that projected enrollments anticipated by the end of year four are to be at about 50 students in the program.

Chair Carter asked if there were any further questions.

A motion that the West Liberty University Board of Governors approve the creation of a new undergraduate degree program, the Bachelor of Arts in Community Education, within the College of Education, was then made by George Couch and seconded by Beverly Burke; motion passed unanimously.

3. Adjournment:

The meeting adjourned at 9:15 a.m.

Richard Carter

Chair

Secretary

**West Liberty University
Board of Governors**

Minutes

May 29, 2013

Attendance:

Beverly Burke, Richard Carter, George Couch, Brian Joseph, Patrick Kelly, Ann Thomas, Carrie White, LeeAnne Yeater

Administration/Faculty/Staff:

Robin Capehart, Mary Ann Edwards, John Gompers

3. Call to Order:

Chair Carter called the meeting to order at 9:10 a.m.

2. Action Item*:

Evaluation of President Capehart

Chair Carter stated that there is one major agenda item for today's meeting and it is a personnel matter. That being said, he asked for a motion to move to Executive Session.

A motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Carrie White and seconded by Brian Joseph; motion passed unanimously.

Following discussion, a motion was made to rise from Executive Session by Brian Joseph and Bev Burke.

With the return to regular session, Chair Carter asked for a motion to accept the evaluation of President Capehart as written, and to send a copy of the evaluation report to the West Virginia Higher Education Policy Commission.

A motion that the West Liberty University Board of Governors accept the evaluation of President Capehart as written, with a copy to the West Virginia Higher Education Policy Commission, was then made by LeeAnne Yeater and seconded by Ann Thomas; motion passed unanimously.

Chair Carter asked to entertain a motion to rehire President Capehart.

A motion that the West Liberty University Board of Governors approve to rehire President Capehart was then made by Pat Kelly and seconded by Ann Thomas; motion passed unanimously.

Chair Carter stated he will appoint a Contract Committee. Based on the Board's motion and acceptance to rehire President Capehart, a contract needs to be developed. The Contract Committee will consist of Chair Carter, Brian Joseph, and George Couch. Chair Carter asked for a motion to accept these appointments.

A motion that the West Liberty University Board of Governors approve the Contract Committee appointments of Chair Richard Carter, Brian Joseph, and George Couch was then made by LeeAnne Yeater and seconded by Carrie White; motion passed unanimously.

3. Adjournment:

The meeting adjourned at 10:15 a.m.

Richard Carter

Chair

Secretary

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
May 22, 2013**

Executive Committee Members: Richard Carter, George Couch

WLU Administrators: Robin Capehart, Brian Crawford, John Gompers, John McCullough, Jack Wright

1. Chair Carter called the meeting to order at 8:00 a.m.
2. BOG Business – The next Board of Governors meeting will be held in the Shaw Hall Board Conference Room at 5:00 p.m. on Wednesday, June 5, 2013. The BOG Finance Committee will meet at 4:00 p.m. in the Provost's East conference room.
3. Special BOG Meetings – Two special BOG meetings will be held – one at 9:00 a.m. today to address the proposed B.A. degree in Community Education and one on May 29, 2013 to address the President's evaluation.
4. College Union Capital Improvements – Jack Wright described the proposed capital improvements – roof and chimney – to be made to the College Union. The Executive Committee voted to formally recommend to the BOG that these capital improvements be appropriately funded, initiated, and completed. The work would be undertaken during the summer.
5. New Degree Program in Community Education – Brian Crawford discussed the rationale and the attributes of the proposed B.A. degree in Community Education. Although this program will be housed in the College of Education, it is not a traditional Teacher Education program leading to certification. The route to certification can be accomplished through additional coursework and student teaching.
6. SmartCampus Initiative – President Capehart discussed the progress being made on this campus-wide project directed toward reducing/eliminating inefficiencies in practices/processes. Presently, approximately 70 pages of raw data/comments have been compiled from the 23 focus groups. George Couch and Richard Carter recommended that a condensed executive summary be distributed to the BOG and that the large document containing the raw data be available for review by any Board members or by any employee wishing to see it. John Gompers advised that the large raw-data document should not be placed online, but should be available in hard copy for review by anyone so desiring.
7. President's Report – President Capehart updated the Executive Committee on the items to be included in the June 5, 2013 agenda. The President will update the Board on other items on June 5th.
8. The meeting adjourned at 8:47 a.m.

Richard Carter

Chair

Secretary

West Liberty University

Board of Governors

Schedule of Meetings **July 2013—June 2014**

Wednesday, August 14, 2013	5:00 p.m.
Start-up meeting for new school year	
Wednesday, October 16, 2013.....	5:00 p.m.
Discuss/review fall initiatives, enrollment, academics, etc.	
Wednesday, December 11, 2013	5:00 p.m.
Need to approve audit	
Wednesday, February 5, 2014	5:00 p.m.
Prepare for legislative year and FY '14 budget	
Wednesday, April 16, 2014	5:00 p.m.
Budget approval for FY '14	
Wednesday, June 4, 2014	5:00 p.m.
End of year, officer's elections, schedule, etc.	

Unless otherwise specified, all meetings will be held in the Shaw Hall Board room. We may schedule additional meetings to allow for discussion of unforeseen issues.



Provost
Brian L Crawford, PhD
Office: 304-336-8004
brian.crawford@westliberty.edu

208 University Drive
CUB 100
West Liberty, WV 26074

From: Brian L. Crawford, Provost

Re: Annual Graduate Degree Report

Date: June 3, 2013

1. The number of programs being offered and the courses offered within each program

- Master of Arts in Education (MAEd) with Areas of Emphasis in:
 - Advanced Teaching
 - Leadership Studies
 - Multi-Categorical Special Education
 - Sports Leadership and Coaching
 - Technology Integration
- Master of Science in Physician Assistant Studies (MSPAS)

2. The disciplines in which programs are being offered

- MAEd:
 - College of Education
 - Department of Professional Education
 - Department of Health and Human Performance
- MSPAS:
 - College of Sciences
 - Department of Physician Assistant Studies

3. The locations and times at which courses are offered

- MAEd:
 - Monday through Thursday from 5:00 pm to 7:50 pm at the WLU Highlands Center
- MSPAS:
 - Monday through Friday between 8:00 am and 4:00 pm on the WLU Main Campus

4. The number of students enrolled in the programs

- MAEd:
 - 70 currently enrolled
 - 3 degree-seeking students have been accepted to begin in August 2013
- MSPAS:
 - 17 currently enrolled
 - 19 have been accepted to begin in July 2013

5. The number of students who have obtained master's degrees through each program

- MAEd:
 - 2010 – December: 25
 - 2011 – May: 1
 - 2011 – August: 2
 - 2011 – December: 3
 - 2012 – May: 14
 - 2012 – August: 1
 - 2012 – December: 8
 - 2013 – May: 10
 - TOTAL 64
- MSPAS:
 - None until July 2014

West Liberty Research Corporation
Profit & Loss
July 2012 through May 2013

	Jul '12 - May 13	Jul '11 - May 12
Ordinary Income/Expense		
Income		
4000 · Contributions - Individuals	1,770.00	0.00
4050 · Grant Income	264,055.40	498,937.85
4053 · Grant Income - INBRE	20,987.54	0.00
4054 · Grant Income - Invasive	33,205.00	0.00
4100 · Miscellaneous Income	270.00	3,419.47
Total Income	320,287.94	502,357.32
Expense		
7000 · Program		
7005 · Advertising	3,314.18	0.00
7015 · Office Expense	2,649.42	1,663.77
7017 · Supplies	86,620.94	139,474.09
7020 · Miscellaneous	0.00	2,478.11
7025 · Postage and Delivery	1,519.42	213.19
7030 · Printing and Production	184.47	425.00
7035 · Travel	6,202.16	12,905.92
7040 · Automobile Expense	0.00	0.00
7045 · Principle Investigator	18,200.10	67,229.73
7046 · Student Researcher	25,344.80	42,027.80
7047 · Research Technician	0.00	12,874.93
7048 · Research Assistant	23,488.64	27,064.80
7050 · Meals and Entertainment	9,123.69	3,327.64
7065 · Executive Director Fee	0.00	5,458.35
7095 · Lodging	1,424.31	811.62
7100 · Program Director	1,300.00	39,168.26
7105 · Dues and Subscriptions	55.00	0.00
7125 · Contract Services	32,500.00	35,275.00
7200 · Tech Advisor	0.00	4,000.00
7400 · Administrative Assistant	0.00	3,000.00
7510 · Summer Institute	0.00	0.00
7600 · Conferences & Seminars	950.00	1,721.20
7910 · Program Expenses-Misc	0.00	0.00
7920 · Payroll Taxes	114.75	4,625.70
Total 7000 · Program	212,991.88	403,745.11
7110 · Communications Advisor	4,500.00	0.00
8000 · Management		
8015 · Office Expense & Supplies	291.38	559.32
8020 · Miscellaneous	0.00	210.00
8025 · Postage and Delivery	0.00	136.01
8030 · Printing and Reproduction	0.00	289.00
8035 · Travel	2,455.85	3,083.94
8037 · Lodging	3,428.83	1,913.94
8045 · Professional Fees	0.00	250.00
8050 · Legal and Accounting	9,004.62	11,817.61
8055 · Rent	3,300.00	3,300.00
8065 · Telephone	27.15	401.98
8075 · Meals and Entertainment	2,932.11	911.16
8080 · Bank Service Charges	39.31	225.74
8115 · Insurance	906.00	3,665.42
8120 · Administrative Assistant	6,670.00	0.00
8125 · Contract Services	15,000.00	0.00
8135 · Casual Labor	200.00	0.00
8245 · VP for Research	0.00	2,400.00
8246 · VP Grants Management	30,000.00	22,000.00
Total 8000 · Management	74,255.25	51,164.12
Total Expense	291,747.13	454,909.23
Net Ordinary Income	28,540.81	47,448.09
Net Income	28,540.81	47,448.09

West Liberty Research Corporation
Balance Sheet
As of May 31, 2013

	May 31, 13	May 31, 12
ASSETS		
Current Assets		
Checking/Savings		
1000 · Checking Account - Huntington	61,776.15	53,629.30
1060 · Cash in Bank Kreisberg-Marshall	307.28	16,901.36
1070 · Cash in Bank-BB&T Account	2,229.06	15,788.13
Total Checking/Savings	<u>64,312.49</u>	<u>86,318.79</u>
Other Current Assets		
1112 · A/R - Grant Income - INBRE	20,987.54	0.00
1113 · A/R - Grant Income - Invasive	33,205.00	0.00
1114 · A/R - Grant Income - NASA	5,975.66	5,674.49
1116 · A/R - Grant Income - Statewide	3,478.51	391.16
1117 · A/R - Grant Income - Aguilar	0.00	42,187.04
1118 · A/R - Grant Income - Kreisberg	0.00	50,699.74
1119 · A/R - Grant Income - Loughman	200.00	7,750.00
1130 · Prepaid Taxes	0.00	39.33
Total Other Current Assets	<u>63,846.71</u>	<u>106,741.76</u>
Total Current Assets	<u>128,159.20</u>	<u>193,060.55</u>
TOTAL ASSETS	<u><u>128,159.20</u></u>	<u><u>193,060.55</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	3,906.32	29,013.35
Total Accounts Payable	<u>3,906.32</u>	<u>29,013.35</u>
Other Current Liabilities		
2300 · Advances-WLU	120,000.00	135,000.00
2401 · Accrued Expenses - Admin	1,355.00	0.00
2406 · Accrued Expenses - INBRE	0.00	863.08
Total Other Current Liabilities	<u>121,355.00</u>	<u>135,863.08</u>
Total Current Liabilities	<u>125,261.32</u>	<u>164,876.43</u>
Total Liabilities	125,261.32	164,876.43
Equity		
3110 · Fund Balance	-25,642.93	-19,263.97
Net Income	28,540.81	47,448.09
Total Equity	<u>2,897.88</u>	<u>28,184.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>128,159.20</u></u>	<u><u>193,060.55</u></u>