

WLU Board of Governors

Regular Meeting

Wednesday, June 14, 2017 – 4:00 p.m.

Location: Shaw Hall Board Room

“...to provide our students with the opportunity for a high quality undergraduate, graduate and professional education.”

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
- III. Public Comment** Description: Up to 10 individuals may sign in (name, address and a brief description of their chosen topic) to speak in open session for three minutes each. The sign-in sheet will be available from Executive Secretary Mary Ann Edwards fifteen minutes prior to the meeting until the noticed start time.
- IV. Approval of Minutes**
 - A. Minutes of the Full Board April 5, 2017*
 - B. Minutes of the Executive Committee May 24, 2017*
- V. Agenda Order (Board may move to change order of consideration)**
- VI. Board Items**
 - A. Election of Officers*
 - B. Schedule of Meetings July 2017 – June 2018*
 - C. MBA Tuition*
 - D. Policies for Approval*
 - 1. Policy 11 – Employment Hiring
 - 2. Policy 27 – Order of Responsibility
 - 3. Policy 57 – Discipline and Separation from Employment
 - E. Annual Graduate Degree Report*
 - F. Performance Contract*
 - G. FY 2018 Budget*

*Action Items
- VII. Reports**
 - A. Chair of the Board of Governors (DeFelice)
 - B. Provost Update (Crawford)
 - C. Enrollment Update (Cook)
 - D. SGA Update (Boden)
- VIII. President's Report**
- IX. Finance Report**
- X. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)**
- XI. Possible Executive Session**
- XII. Actions Emanating from Executive Session**
- XIII. Next Meeting Date – Wednesday, August 23, 2017**
- XIV. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
April 5, 2017**

Attendance:

Jack Adams, Reid Boden, Les DeFelice, Cindy Fluharty, Patrick Ford, Jim Haizlett, Rich Lucas,
Jim Stultz, Teresa Toriseva, Rhonda Tysk, Kris Williams

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Steve Greiner, Diana Harto, Ben Howlett, Jason
Koegler, Roberta Linger, John McCullough, Ron Witt, Maureen Zambito

I. Call to Order/Roll Call/Quorum and Mission Statement

Chair DeFelice called the meeting to order at 4:00 p.m. and a quorum was established.

II. Introductions

Chair DeFelice continued with congratulations to Pat Ford, who was recently named Small Business Champion of the Year for the State of West Virginia. He also welcomed recently appointed men's head basketball coach Ben Howlett. Ben came to West Liberty as a student player and returned as assistant coach. Newly appointed Board member Teresa Toriseva was also introduced, who then gave a brief background on her area of expertise.

III. Public Comment

None

IV. Approval of Minutes

A. Minutes of the Full Board of February 1, 2017*

On motion by Kris Williams and seconded by Reid Boden, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of February 1, 2017.

B. Minutes of the Executive Committee of February 23 and March 22, 2017*

On motion by Jim Haizlett and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of February 23 and March 22, 2017.

V. Agenda Order

No changes to the agenda order.

VI. Board Items

A. Approval of Program Reviews*

The Board of Governors was asked to approve the five-year program review for the following degree programs and recommend continuation of the programs at the current level of activity:

- Master of Arts in Education (M.A.Ed.)
- Social Work

On motion by Pat Ford and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the program review recommendations.

B. College of Education Name Change*

Pursuant to Board of Governors Policy No. 5, Naming or Renaming of Buildings or Organizational Units, the Board of Governors is asked to approve the name change of the College of Education to the College of Education and Human Performance.

On motion by Jim Stultz and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the name change of the College of Education to the College of Education and Human Performance, effective July 1, 2017.

C. Relocation of Academic Program – Information Item

Pursuant to BOG Policy 4-2.2, effective July 1, 2017, the Psychology Program will be relocated to the College of Sciences. The request was made by the Dean of the College of Liberal Arts, having been initiated by the faculty of the program, with the approval of the Dean of the College of Sciences.

D. Track/Soccer Field*

On motion by Kris Williams and seconded by Reid Boden, it was unanimously adopted by the West Liberty University Board of Governors to move forward with the construction of the track/soccer field through all legal channels necessary to finalize this process.

E. Ratification of Oil, Gas and Mineral Lease*

The lease comes to WLU as a result of a search conducted by Noble Energy, on property owned by W.E. Pierce, Helen Elbin's father. This lease will release a royalty check being held in suspension by Noble Energy.

On motion by Jack Adams and seconded by Jim Stultz, it was unanimously adopted by the West Liberty University Board of Governors to authorize the President of the University to initiate all actions and execute all documents and instruments to carry into effect the finalization of the terms of said lease.

F. Policies for Approval for 30-Day Comment*

The Board of Governors was asked to authorize a 30-day period during which campus constituencies may review and comment on the following revised Board policies:

1. Policy 11 – Employment Hiring
2. Policy 27 – Order of Responsibility
3. Policy 57 – Discipline and Separation from Employment

On motion by Jim Haizlett and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Board of Governors to approve the dissemination of the stated policies to constituent groups for 30-day review and comment.

G. Honorary Degree Approval*

On motion by Cindy Fluharty and seconded by Teresa Toriseva, it was unanimously adopted by the West Liberty University Board of Governors to authorize the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the May 2017 commencement to Glenn F. Elliott, Jr., Mayor of Wheeling.

H. Expansion of Metro Rate*

On motion by Reid Boden and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve the new Metro Rate counties of Richland and Ashland, Ohio beginning with the 2018-19 academic year as stipulated.

I. FY 2018 Budget/Tuition & Fees*

Information was distributed to the Board members by Ms. Linger, and a lengthy discussion followed with regard to the various budget scenarios. Several budget options were prepared in order to have the best fit when the final State budget is decided upon by the Governor. Suggestions were made for the FY 2019 budget process and access by Board members to more in-depth budget materials.

On motion by Jack Adams and seconded by Jim Stultz, the West Liberty University Board of Governors approved option "C" of the Fiscal Year 2018 budget and the tuition and fees as presented; one member was opposed.

VII. Reports

A. Chair of the Board of Governors (DeFelice)

None

B. Provost Update (Crawford)

Dr. Crawford stated that the Higher Learning Commission (HLC) had a small team on campus a few weeks ago looking at the Masters in Biology Program. The visit went well, and we should receive a report in the near future. There are a number of program accreditation visits next year, including the National Association of Schools of Music, the American Society of Exercise Physiologists, the Commission on Dental Accreditation, and the Council for the Accreditation of Educator Preparation.

Dr. Melinda Kreisberg, Jon Serra, and Sara Sweeney just returned from Chicago, attending the annual HLC conference and brought back a lot of information that will be helpful for WLU's next 10-year authorization. There will be a liaison visit in October, and they will attend the Board meeting that month and a site visit in March 2018.

The Master of Arts in Clinical Psychology and Master of Science in Dental Hygiene will go to the HLC for final approval over the summer.

The new Dean in the College of Liberal Arts is Dr. Gerard NeCastro, and the internal search is ongoing for the Dean for the College of Arts and Communication. Dr. Scott Glysson, Director of Choral Activities, has resigned and a search started this afternoon. Dr. Keely Camden has resigned, leaving for Carlow University in Pittsburgh. We will most likely have an interim dean in the College of Education to serve next year.

C. Enrollment Update (Cook)

Mr. Cook distributed enrollment information, reviewing various figures for spring and summer 2017, along with fall 2017 new-student application update.

D. WLU Connect (Witt)

Mr. Witt presented a brief background on the Alumni Association in recent years and ideas on reconnecting with this group. We are in the process of rolling out WLUCONNECT, with the emphasis on "U." Students will finally see real value added to the Forever Hilltopper fee. Rather than charge a one-time \$150 fee, we are going to charge \$25 per student per semester to help cover the annual cost of the program. The program will allow a funding stream for scholarships, additional program support for the student body, mentoring, career advising, and other initiatives. The launch of the program will be in approximately six weeks.

E. SGA Update (Boden)

Mr. Boden noted that the SGA elections were held today and he ran unopposed; Adam Croasmun is the newly elected Vice President.

Two buses for the trip to New York City sold out in an hour and one-half, and permission was given for a third bus, which sold out just as quickly. Greek organizations have many activities coming up on campus; an ALS event, Autism awareness, an ASPCA fundraiser, among others.

As part of the Sustainability Committee, he was able to visit Chatham University's branch campus in Pittsburgh to explore sustainability and green resource options for WLU. Mr. Boden thanked everyone on the Board for communicating with the students, who are very aware of what is going on at the state level at this time and appreciate the honest feedback.

VIII. President's Report

Dr. Greiner stated that the first-ever "Day of Giving" was a great success and thanked Mr. Lucas and Main Street Bank for their generosity and support. WLU was able to raise over \$30,000 in a 24-hour period.

The Community University program had its largest participation in history this semester with over 90 individuals enrolled in classes.

Sixteen students attended the Undergraduate Research Day held at the Capitol, along with several of their professors.

Dr. Greiner had previously distributed a handout at the BOG Executive Committee meeting dealing with performance contracting. This is a program WLU is looking at to save on utility costs without spending a lot ourselves. An RFP is being prepared to go out for bid. A brief discussion followed on the advantages of performance contracting.

A Mutual Assistance Agreement was signed with the Town of West Liberty and the WLU Police Department. A discussion followed on what the agreement entails for the town and campus police.

Later this month an RFP will be ready for a new apartment complex on campus. This RFP will be for an architect to design the structure and depending on whether we get a loan or private financing for the structure, will be brought back to the Board to make a decision on where we go next.

Boyd and Rogers Halls have been shut down, but this year we are going to open them back up. Boyd is being repainted and cleaned-up and will be marketed as guaranteed single rooms for students. Knowing that these rooms do not have air conditioning and still have a community bath, students can sign up for these rooms at the greatly reduced price of a double. 110 students are signed up to date. Approval for a new building will be based on current residence halls being filled.

The Great Gala will be held on Saturday, April 22, 2017 with a Hawaiian theme for the evening.

Mr. Haizlett stated that this is the 17th year for MADFEST, which has grown to be a premier event. It will be held this Friday, all day long, with competitions and awards being presented at 10:00 a.m. in College Hall. High school students from the tristate area will be attending with four different artists from around the country presenting their work.

IX. Finance Report

None

X. Information Gathering

None

XI. Possible Executive Session

None

XII. Actions Emanating from Executive Session

None

XIII. Next Meeting Date – June 14, 2017

XIV. Adjournment

On motion made by Reid Boden and seconded by Jim Stultz, it was unanimously agreed by the West Liberty University Board of Governors to adjourn the meeting at 5:43 p.m.

Leslie DeFelice _____
Chair

James R. Stultz _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
May 24, 2017**

Executive Committee Members Present: Les DeFelice, Jim Stultz

WLU Administrators: Stephen Greiner, Brian Crawford, John McCullough, Scott Cook, Roberta Linger, Diana Harto

Others: John Gompers

1. Mr. DeFelice called the meeting to order at 8:00 a.m.
2. Diana Harto reported on recent legislative changes related to Human Resources, including HB 2815 and HB 2542. As a result of these changes, Marshall, WVU, and WVSOM are exempt from HEPC rules. The BOGs of other state institutions, including WLU, can create their own HR policies to replace those of HEPC. HB 2542 eliminates many of the HR issues that were previously of concern. There was discussion of the possibility of creating new board policies as needed.
3. Mr. Cook gave an enrollment update. As of today, fall enrollment numbers are up and other indicators are showing positive trends.
4. President Greiner presented information on the following:
 - a. A request for a gas line easement has been received. The location of the proposed pipeline is at the far side of the 200-acre property farthest from the campus. There was discussion of the proposal, its location, and the amount of compensation offered. The company has been invited to present to the Board at the 14 June meeting.
 - b. The Technology Infrastructure contract has been awarded and the project is scheduled to kick off today.
 - c. The selection of an architectural firm for the TTL project is ongoing. Because of complications with the process related to state rules, Mr. Gompers suggested starting over with a new Expression of Interest document. Permission to undertake this project will be requested at the HEPC meeting on 23 June.
 - d. The Department of Social and Behavioral Sciences and Humanities are being merged effective 1 July.
 - e. Permission for a Performance Contract will be requested from HEPC at their 23 June meeting.
 - f. WLU Connect is now functional. The webpage was displayed and there was discussion of the number of WLU alumni and best methods for maintaining communication with them.
5. The election of BOG officers was discussed. Mr. DeFelice appointed Mr. Stultz as Chair of the Nominating Committee and named Mr. Ford and Mr. Haizlett as members.

6. The tentative schedule of BOG meetings for 2017-18 was reviewed. There were no suggestions for changes. The schedule will be presented to the full Board for approval.
7. Ms. Linger presented an FY17 budget status update. Revenue is running slightly ahead of projections. Expenses are trending close to target and it is expected that we will end the year with a balanced budget.
8. President Greiner reported that he still hopes to be able to provide the already-approved pay raise for employees after the end of the fiscal year. The raise would likely take effect in September. It is dependent on having funds remaining from the FY17 budget.
9. Dr. Crawford reported that the annual Graduate Degree Report will be prepared for the full Board meeting.
10. The President reported that the Alumni Park renovations are underway. The alumni names from the “pyramids” have been moved to the breezeway. A fire pit with seating and landscaping will be in place by fall.
11. Renovations in Boyd and Rogers Halls are ongoing. All of Boyd and two floors of Rogers will be fully occupied in the fall.
12. The meeting was adjourned at 9:07 a.m.

Leslie DeFelice _____
Chair

James R. Stultz _____
Secretary

ELECTION OF OFFICERS

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the slate of officers as stated.

REPORT OF THE BOARD OF GOVERNORS NOMINATING COMMITTEE

The Board of Governors Nominating Committee, as appointed by Les DeFelice, comprised of Jim Stultz as Chair, Patrick Ford, and Jim Haizlett, convened by telephone and recommended that the following be reappointed for a one-year term beginning July 1, 2017, extending to June 30, 2018:

- Leslie DeFelice, Chair
- Patrick Ford, Vice Chair
- James Stultz, Secretary

The decision was unanimous in the recommendation for the reappointments.

James Stultz, Chair, Nominating Committee

SCHEDULE OF MEETINGS

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the Schedule of Meetings for July 2017 – June 2018.

West Liberty University

Board of Governors

Schedule of Meetings **July 2017—June 2018**

Wednesday, August 23, 2017	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, August 16, 2017 – Executive Committee – 8:00 a.m.	
Wednesday, October 4, 2017.....	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, September 20, 2017 – Executive Committee – 8:00 a.m.	
Wednesday, November 29, 2017	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, November 15, 2017 – Executive Committee – 8:00 a.m.	
Wednesday, January 31, 2018.....	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, January 17, 2018 – Executive Committee – 8:00 a.m.	
Wednesday, April 4, 2018	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, March 21, 2018 – Executive Committee – 8:00 a.m.	
Wednesday, June 6, 2018	4:00 p.m.
Finance Committee	3:00 p.m.
Wednesday, May 23, 2018 – Executive Committee – 8:00 a.m.	

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.

NOTE:

- Fall 2017 Commencement – Saturday, December 9, 2017
- Spring 2018 Commencement – Saturday, May 12, 2018

MASTER OF BUSINESS ADMINISTRATION (MBA) TUITION

ACTION ITEM

The Board of Governors is asked to approve a rate of \$450.00/per credit hour for courses related to the Master of Business Administration.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approves the stated per credit hour rate.

**POLICY 11 EMPLOYMENT HIRING
POLICY 27 ORDER OF RESPONSIBILITY
POLICY 57 DISCIPLINE AND SEPARATION FROM EMPLOYMENT
WEST LIBERTY UNIVERSITY**

Action Item

At the April 5, 2017 meeting, the Board of Governors approved the dissemination of Policy 11 – Employment Hiring, Policy 27 – Order of Responsibility, and Policy 57 – Discipline and Separation from Employment to constituent groups for comment. No comments were received on these policies.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve Policy 11, Employment Hiring, Policy 27, Order of Responsibility, and Policy 57, Discipline and Separation from Employment.

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 11: EMPLOYMENT / HIRING

Section 1. General

1.1 This policy applies to all employment.

A. The responsibility for creating or filling a position shall rest first with the President's Cabinet, which shall provide the President with a recommendation regarding such action.

1.2 The University does not accept applications for employment unless a specific job vacancy exists, and a search has officially commenced. Applications are not accepted or kept on file in the event a position comes open, and the University does not accept vague, non-specific applications or those applications which specify "anything" as a position or selection preference. New applications must be completed for each specific job opening (see policy Section 8.1 for limited exceptions to the "new application" rule).

1.3 An application refers to online submission via the applicant tracking system.

Section 2. General Process

2.1 Requesting Approval to Hire – Notice of Vacancy

2.1.1 In all cases, whether requesting to fill an existing position as a result of a resignation, retirement, or death or to fill a newly created position, a WLU Hire Request Form must be completed and signed by the individual department/unit head. The completed form shall be forwarded then to the sponsoring VP or other presidential direct report who, upon approving it, shall forward it to the CHRO or Provost, as applicable. The Vice President of Finance and Administration shall then forward the requisition to the President's Cabinet for review and final recommendation for consideration by the president.

2.1.2. Upon completion of the approval/authorization review process the Human Resources representative will notify the requesting department/unit head via email regarding the disposition of the employment request. Only in the case of approval does the process continue to the next step, "Search Process."

2.2 Search process

2.2.1 Once notified of approval to proceed with the employment process, it is necessary to prepare a "position announcement" or job advertisement.

2.2.2 Faculty position announcements/advertisements are to be drafted by the originating department head and forwarded with the completed requisition. The position announcement must be reviewed and approved by the Provost before becoming final. If the position being created or filled is for a Dean, Chair, or Program Director, refer to WLU Policy 202.

2.2.3 Staff position announcement/advertisement will be drafted by Human Resources for both external and internal distribution. Drafts will be reviewed and approved by the sponsoring vice president or administrator.

2.2.4 Listings of anticipated interview questions are to be submitted by the chair of the search committee to the Human Resources department for review prior to commencement of actual interviews.

2.2.5 Each person who participates in the formal interview process must first review the CUPA interview guide, complete an ***“Interview Analysis Form”*** for each candidate interviewed and return the form to Human Resources for inclusion in the job file.

2.2.6 The CHRO – Chief Human Resources Officer/AA/EEO will review all hiring recommendations with regard to ensuring the University's Affirmative Action commitments have been met, and will participate in the final approval of all offers of employment.

2.3 Preliminary Screening of Job Applicants:

2.3.1 The Human Resources Office will conduct non-binding preliminary screening of applications for all positions for the purpose of ensuring the selection committee; reviews only applicants who meet the advertised qualifications in terms of education level and experience.

2.4 Interview process/committees

2.4.1 Search committees should consist of at least three (3) individuals as determined by the hiring supervisor, except specified by WLU Policy 202. In no case will the number be fewer than three (3) individuals with direct knowledge of the position to be filled. Search committee membership is subject to approval by the sponsoring vice president or administrator and HR. In the event that the committee violates policy or fails to fulfill its responsibilities, it may be disbanded and a new committee formed.

2.4.2 Designated search committee members are to recommend to the sponsoring Vice President a chairperson from among the appointed committee members.

2.4.3 The Chief Human Resources Officer or Human Resources representative should be invited by each search committee to attend the first meeting of the committee and address legal guidelines and best practices. If the CHRO or HR representative is not invited to speak to the committee, the chairperson is required to review CUPA's interview guide with the committee and a notation to that effect shall be made in the official file regarding the position.

2.5 Search committee responsibilities-General

2.5.1 Chairperson:

- May participate in the selection of members for a selection committee
- Anchors and guides the selection committee in the selection process
- Is responsible for seeing that the interview process is followed, that interviews are conducted in a non-discriminatory fashion and that the process flows smoothly from the time the first job candidate arrives on campus to the final submission of committee paperwork to the Human Resources Department.

2.5.2 Committee member:

- Attend *ALL* meetings and maintain appropriate confidentiality about search committee proceedings. **Confidentiality is absolutely essential through the entire process.** Members owe a duty of care to the University and to one another to protect the freest expression of opinion in committee deliberations without fear that comments will be shared with others outside the committee. Every remark must be taken as privileged. Committee deliberations and decisions are to be held in strict confidence until public disclosure is necessary for the conduct of on-campus interview and for final selection. Disclosure must only be on a need-to-know basis.
- Become familiar with the nature of the position, position responsibilities and requirements.
- Assist in the recruitment process, including personal contacts.
- Review all applications and make an objective evaluation of applicants' suitability for the position.
- Participate in discussions for the purpose of screening and selection of candidates.
- Assist the Chair with travel accommodations and interviewing schedules.
- Participate in observing demonstration classes or seminars and formal interviews.
- Complete evaluation forms for candidates' demonstration classes or seminars and for the formal interview.
- Make telephone calls to reference as assigned by chair and make reports to the entire committee.
- Participate in final evaluation and formulation of recommendation.
- The committee also has a role in welcoming the new hire. Members of the committee should contact the new hire as they are settling on campus. This contact may be by telephone, e-mail or in person. It is even appropriate to invite the new employee to lunch. An effort should be made to maintain casual contact throughout the year.
- In the event that the committee violates policy or fails to fulfill its responsibilities, it may be disbanded and a new committee formed.

2.6 Recommendations to hire

2.6.1 Only the chair of the search committee is authorized to make the official recommendation to the sponsoring administrator for the hiring of a job candidate upon the completion of the interview process. This is accomplished via a written memorandum and/or an E-mail correspondence to the administrator with a copy to HR. This recommendation may be forwarded at the same time as the selection committee paperwork to the Human Resources Office. Where appropriate all interviewed candidates are to be rank ordered, and an alternate candidate selected in the event the first choice declines or withdrawals from consideration, i.e. all candidates interviewed should be ranked in order of preference once interviews have completed. For Dean, Chair, or Program Director searches, WLU Policy 202 shall be followed.

2.7 Reference/background checks

2.7.1 Reference checks must be completed before any official offer of employment is extended to a candidate.

2.7.2 The Human Resources Department shall obtain all official written references of record from contacts as supplied by the identified job candidate at the time of receipt of a written recommendation to hire from the chair of the search committee. The search committee chair and HR, will determine who conducts any phone reference checks.

2.7.3 Background checks, as applicable are coordinated through the HR office.

2.8 Authority to hire/make a bona-fide job offer

2.8.1 All official offers of employment are made by the sponsoring administrator and Human Resources Department. It is important that all involved in the selection and interview process not provide false or misleading information to job candidates regarding any potential job offer, salary and/or benefits. In certain limited instances, upon verbal request to the Vice President and CHRO, authority may be granted for the selection committee chairperson, or department/unit head to make the official job/employment offer. The University does not recognize nor is it obligated or bound by any unofficial offer of employment, salary or benefits made by an unauthorized individual whether connected with the selection process or otherwise. The search committee, its members, supervisors, or others will make no offer, commitment or promises.

Final approval for all hires, and certain key part-time positions, as well as approval of salary and other considerations, remains with the President of the University.

2.9 The official job offer shall contain all terms and conditions of employment, including an anticipated starting date. If the selected candidate rejects the offer, a counter offer may be discussed with the President or other appropriate officials, or the second candidate will be extended an offer. When a candidate accepts a position, the department/unit head, and/or selection committee shall be notified of the acceptance and the anticipated starting date of employment.

2.10 All official offers of employment are made via an official letter, issued from the Human Resources Department at the conclusion of the selection and reference gathering process. Hiring decisions will be based on the written recommendations from the chair of the search committee, approval of the responsible administrator, review by Human Resources, and approval of the president.

Section 3. Process Specific to Staff

3.1 Classified Staff positions

3.1.1. Prior to completing a WLU Hire Request form the current job description must be reviewed by the department/unit head. If the job description is inaccurate, a revision shall be completed and submitted to HR for review.

3.1.2. In general, approved job vacancies shall first be posted campus-wide for a period of 5 consecutive workdays. Notification of interest shall consist of an employee applying online through the application tracking system, which may require additional documentation such as a cover letter and resume.

3.1.3. A representative from Human Resources may observe the interview process, to be determined on a case-by-case basis. An individual from Human Resources may also be identified as part of the selection committee. Any individual employee may request in writing, prior to an interview, that a representative from Human Resources observe the interview process. Prior to interviewing the selected applicants, each committee member will be asked to confirm that no conflict-of-interest exists and that they are able to make a fair and unbiased selection decision.

3.1.4. After the campus-wide, posting period and/or, if no qualified internal job candidates have been identified by the campus-wide posting period, then the job vacancy will be advertised external to the campus. External advertising *may* be conducted simultaneously with internal posting, so long as qualified, in-house applicants receive first consideration for all non-exempt positions. When there are multiple internal non-exempt classified candidates for a non-exempt classified position, and if the candidates are equally qualified, then the employee with the most seniority must be hired. If one internal candidate is deemed by the sponsoring administrator to be better qualified than other internal candidate(s), then that individual may be hired even if he or she does not have as much seniority as other internal candidate(s). In such instance, the administrator shall state in writing the reason(s) the less senior candidate is better qualified.

3.1.5. In cases where no qualified applicants exist, the University may re-advertise the position. When determined necessary or otherwise desirable, the position shall be re-advertised both internally and externally as if the process were starting over.

3.1.6. Incomplete, inaccurate or untimely applications shall be disqualified from further consideration. Applicants are solely responsible for submitting complete, accurate and timely applications.

3.2 Non-Classified Staff positions

3.2.1. In all cases a WLU Hire Request form must be completed and signed by the sponsoring administrator or department/unit head as appropriate. The completed form shall be forwarded then to the sponsoring VP or other presidential direct report who, upon approving it, shall forward it to the CHRO or Provost, as applicable. The Vice President of Finance and Administration shall then forward the requisition to the President's Cabinet for review and final recommendation for the consideration of the president.

3.2.2. If the position is a *new position*, a Non-Classified written job description must be developed and attached to the completed Requisition as in number 3.1 above, at the time of requisition.

3.2.3. If the position requisition is to fill a *previously established* but vacant position, the sponsoring administrator must review the existing Non-classified written job description for accuracy of duties/responsibilities and title and if changes are necessary or otherwise desirable, modify the description and attach to the completed WLU Hire Request form as in number(s) 3.2.1 and 3.2.2 above.

3.2.4. If approval is received to hire the position, the sponsoring administrator will draft a position announcement (advertisement) in compliance with WLU policies, initial it, and forward the announcement to the to Human Resources for review and to commence the search process. All job announcements will contain the language that the position is considered to be "will-and-pleasure, non-classified staff" employment.

3.2.5. Human Resources will commence the hiring process with the receipt of the original, approved WLU Hire Request form, the Non-Classified job description form, and the initialed, draft position announcement. If any of the required items are missing the process will not commence until all items have been received.

3.2.6. Qualified applicants will be forwarded to the identified selection committee members and further screened by the search committee to determine interviewees.

3.2.7. Each job candidate interviewed may be scheduled for time with the President during their interview process on campus. Such time is considered part of the formal interview process (albeit external to the committee process).

3.2.8. The President, in consultation with the department/unit head, Human Resources, and the Vice President of Finance and Administration will determine a salary to be offered to the selected job candidate which is to be communicated to job candidates and in all official offer(s) of employment. No offer or discussion of salary may be undertaken unless or until an official salary has been established.

3.2.9. In certain cases, the chair of the search committee, sponsoring administrator, or the department/unit head may wish to extend the official job offer. This is possible but must first be coordinated with Human Resources to ensure all necessary approvals, authorizations, and salary figures have been received and reviewed.

Section 4. Process Specific to Faculty

4.1 Candidates must apply to open positions through the online application tracking system.

4.2 The WLU Hire Request form will be initiated by the academic department/unit head and forwarded to the College or School Dean, who will then forward with recommendation to approve or deny to Human Resources for position review who submits to the Provost.

4.3.1. The Provost will then forward to the Vice President for Finance and Administration for inclusion in the President's Cabinet deliberations; thereafter the process will follow as previously outlined, with final approval vesting with the President.

4.3.2. If approved, the department/unit head will draft a position announcement (advertisement) in compliance with WLU policies and forward the announcement to the Provost for approval signature, who will then forward to Human Resources for review and to commence the search process.

4.3.3. Qualified applicants will be forwarded to the identified selection committee members and further screened by the search committee to determine who will be interviewed. The search committee shall comply with section 2.4.1. It shall consist of faculty from the unit in which the vacancy exists. In the event there are not enough faculty in the unit, the requisite number of faculty committee members may be selected from the hiring College by the department chairperson or program director.

4.3.4. Each job candidate interviewed will be scheduled for time with the Provost and, if available, the President during their interview visit on campus. Such time is considered part of the formal interview process (albeit external to the committee process).

4.3.5. The Provost, in consultation with the college dean, department/chair or Program Director, and Human Resources will recommend a salary and academic rank to be offered to the selected

job candidate which is to be communicated, in writing to Human Resources and approved by the President before any official offer can be made.

4.3.6. In certain cases, with the approval of the Provost, the College Dean, Department Chair, or Program Director may extend the official offer of appointment for faculty positions. This is possible but must first be coordinated with Human Resources to ensure all necessary approvals and authorizations have been received and reviewed.

Section 5. Expenses

5.1 Expenses of the University related to employment activity:

7.1.1. Candidates brought to the campus for interviews are to travel in the most economical manner possible. If approved, travel arrangements will be made by the Human Resources Office through approved vendors.

5.2 Candidate transportation; if approved:

7.2.1. Air: Arrangements made with approved travel vendor in as far in advance as possible by the Human Resources representative.

7.2.2. Ground: In the event that the University cannot provide ground transportation to/from the airport, candidates may secure their own rental cars and submit an invoice for reimbursement upon completion of the interview process. Conversely, the HRR may make rental car arrangements and bill the University via Business Office procedures depending on the needs of the job candidate and their eligibility for leasing a vehicle.

5.3 Other:

5.3.1. Lodging: Whenever possible all candidates requiring overnight lodging will first be placed in campus facilities. Late arrivals on campus are to be assisted by Campus Police personnel. Candidates may stay at alternative off-campus lodging at their own expense.

5.3.2. Meals: Candidates are reimbursed if approved, for meals during travel to and from the interview upon submission of receipts at the conclusion of the interview process. Meals while on campus are to be taken in campus dining facilities and charged to the appropriate hiring unit. If staying in off-campus lodging, at the University's request, during the campus interview visit, those meals will be eligible for reimbursement.

5.4 General Statement on Reimbursement of Moving Expenses:

5.4.1. The University does not provide assistance with relocation /moving expenses to candidates for most positions as a general practice. Certain positions, such as Non-Classified, Executive or Administrative, or Senior Faculty may be eligible for consideration of modest relocation assistance on request and on a case-by-case basis. The President's Cabinet shall make such determination.

5.5 General Statement on the Availability of Campus / Temporary Housing:

5.5.1. Any individual interested in obtaining temporary living arrangements on campus must contact the Director of Purchasing to determine availability of rental units. Generally, housing will be of limited availability and short-term only.

Section 6. Exceptions

6.1 With regard to Section 1.2., only in specific and limited cases will the University consider applications previously submitted in consideration for a different, current job opening. If the following conditions exist, the University may reconsider applications previously submitted:

- 6.1.1. The previous job search for which the applicant applied was less than 3 months old and the application was previously submitted for the same position.
- 6.1.2. The former applicant(s) being considered was qualified and/or was actually interviewed during the previous search.
- 6.1.3. In all cases where the University reviews previous applicants, qualified minority and female applicants from the previous search pool (where they exist), must be reviewed and afforded consideration consistent with the Affirmative Action Plan of the University.
- 6.1.4. The provisions of 3.1.4. and 3.1.5. relate to the posting of positions and the preference of internal qualified candidate(s) over external candidates. Previous applicants may be considered as outlined above in this section 8.8.2. as long as the position is reposted / re-advertised.

Approved by the WLSC Board of Governors on 02/26/03.

Approved by the WLU Board of Governors on

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 27: ORDER OF RESPONSIBILITY

The President of the University, in accordance with the Board of Governors, has primary responsibility for all activities of the campus. In the President's absence the order of responsibility is as follows:

- A. Provost
- B. Vice President of Finance and Administration
- C. Vice President of Student Services/Registrar

Approved by the West Liberty State College Board of Governors on 12/11/06.

Revisions approved by the Board of Governors executive committee on April 15, 2009.

Revision approved by the Board of Governors executive committee on December 7, 2011.

Revision approved by the WLU Board of Governors on mm/dd/yyyy.

WEST LIBERTY UNIVERSITY

Board of Governors

Policy No. 57

TITLE: DISCIPLINE AND SEPARATION FROM EMPLOYMENT

STATEMENT:

The following policy outlines the general disciplinary and resignation procedures for the University for classified and other employees (*This policy replaces former institutional procedure number 104.*)

Non-classified employees may be terminated for any reason, however, the University may but is not required to implement progressive discipline to remediate the conduct of a will and pleasure employee but does not waive the employee's will and pleasure status by doing so.

Termination proceedings and causes for dismissal for faculty members are set forth in West Virginia Higher Education Policy Commission Series 9, Section 12. However, the faculty members are expected to adhere to the general provisions of this procedure and are expected to comply with the standards of conduct herein and are expected to not engage in acts of gross misconduct and/or any other conduct proscribed by Series 9. Unacceptable conduct set forth in this procedure may serve as grounds for dismissal of a faculty member for cause in accordance with Series 9. The University may, but is not required to, implement progressive discipline to remediate the conduct and/or unacceptable job performance of a faculty member. This procedure in no way supersedes Series 9 and does not impose upon the University an obligation to use progressive discipline when addressing misconduct of a faculty member unless otherwise required to do so by law.

The resignation procedure set forth herein apply to all employees.

I. General Discipline Policy Statement

The University has a progressive disciplinary system which allows opportunities for correction of unacceptable workplace conduct and/or job performance while maintaining fair treatment to all. Employees may be disciplined for unacceptable conduct and/or poor job performance and the discipline may include termination of employment. In order to maintain and operate the University in the best interest of both the employee and the University, it is necessary that all employees adhere to certain standards of conduct designed to create a friendly, cooperative, and effective work atmosphere. This requires each employee to respect the rights and feelings of others as well as assure that each employee's personal conduct is not harmful to others or to the University. Employees are expected to act professionally during working hours, (including but not limited to lunch hours), when conducting University business, when performing their job duties, and/or when representing the University in their official capacity as a University employee. Employees are expected to perform their job duties effectively and to maintain satisfactory levels of job performance. Employees may be disciplined for failure to perform the duties of their position and for unacceptable job performance. Off duty conduct may also be the source of disciplinary action if the conduct adversely affects the employee's ability to perform his/her job duties and/or bears a rational nexus to the employee's job. Employees found responsible for gross misconduct may be terminated immediately. All disciplinary actions will be determined on a case-by-case basis. The type of discipline imposed by the University may

depend upon, but not be limited to, the seriousness of the performance/conduct issue(s) and the impact on the University.

II. Misconduct

Misconduct could cover any failure to comply with the accepted standards at work to be expected of an employee. Breaches of discipline by an employee which are not of a similar nature may be added together and result in progression through the disciplinary procedure. Employees found responsible for gross misconduct may be terminated immediately without progressive discipline. Gross misconduct can be a single act or omission, or short course of conduct, or an accumulation of those things which taken individually would not amount to gross misconduct. Gross misconduct that could result in immediate employment termination includes, but is not limited to, the following (this list is not exhaustive):

- Stealing property of the University or of another person;
- Threat of violence or physical harm to any individual;
- Harassment or discrimination;
- Damaging property of the University or of another person;
- Reporting to work while under the influence of alcohol or drugs or consuming alcohol and/or drugs while at work in violation of University policy;
- Falsification of time records;
- Lying in official matters;
- Failure to report to work for three (3) consecutive scheduled work days without notice;
- Gambling on University property;
- Unauthorized possession or use of a firearm and/or deadly weapon and/or destructive device on University property;
- Falsification of employment application or official record;
- Insubordination;
- Sexual harassment including but not limited to acts of sexual violence;
- Falsification of timecard and/or leave time;
- Unauthorized and excessive absence from work or tardiness;
- Engaging in sexual conduct in University offices, classrooms and/or buildings;
- Conviction of a crime (state of West Virginia, any other state and/or the federal government law);

- Loss of driving license where driving on public roads forms an essential part of the duties of the post;
- Failure to comply with the University's consensual relationship policy;
- Substantial and manifest neglect of duty;
- Failure to sign a Notice of Appointment and/or contract;
- Other serious infractions that may involve immediate termination will be handled on a case-by-case basis.

III. Types of Discipline

The following steps are typical of the procedure followed to counsel an employee; however, each situation is unique and the University reserves the right to choose the level of disciplinary action it deems appropriate at any time.

A. Verbal Counsel. If an employee's work performance or conduct is unsatisfactory, the supervisor or anyone in the employee's chain of command should communicate this information to the employee through counseling.

B. Written Warning. The supervisor or anyone in the employee's chain of command should consult with the Chief Human Resources Officer for approval to issue a written warning. Once the written warning has been approved, the supervisor may but is not required to meet with the employee regarding the deficiencies in performance and/or conduct. The written warning is a written summary of the unsatisfactory performance or conduct as well as any violations of University policy if applicable. The written warning and any attachments should be forwarded to the Chief Human Resources Officer for retention in the employee's official University personnel file.

C. Suspension Without Pay. If, after a reasonable time, performance or conduct deficiencies persist, the employee may be given a disciplinary suspension without pay. The supervisor or anyone in the employee's chain of command is required to consult with the Chief Human Resources Officer for approval prior to suspending an employee without pay. Nonexempt employees may be suspended without pay for a period varying from 1 to 15 working days, depending on the gravity of the offense and the employee's previous record. Exempt employees may be suspended without pay for a period of 1 to 15 working days and must be in week long increments to a maximum of three weeks.

D. Employment Termination. Employment termination may result after receipt of two (2) written warnings in one twelve (12) month period. The written warnings do not have to be for the same offense. A suspension without pay is not required prior to employment termination. Prior to terminating an employee, the University will issue the employee an intent to terminate employment letter. The University will issue the employee an intent to terminate employment letter and will provide the employee with an opportunity to rebut the charges set forth in the intent to terminate employment letter. The supervisor or anyone in the employee's chain of command is required to consult with Human Resources prior to issuing an intent to terminate employment letter. The President makes the final decision on all employment terminations.

E. Immediate Termination. Immediate without progressive discipline may result, without prior counseling or warning, where there are serious violations and/or gross misconduct. The University will issue the employee an intent to terminate employment letter and will provide the

employee with an opportunity to rebut the charges set forth in the intent to terminate employment letter. The supervisor or anyone in the employee's chain of command is required to consult with Human Resources prior to issuing an intent to terminate employment letter. The President makes the final decision on all employment terminations.

IV. Grievance Procedure. Any eligible employee may seek resolution of an employment related dispute through the Public Employees Grievance Procedure, established by the legislature in W. Va. Code § 6C-2-1, *et seq.* Information about the Grievance Procedure and grievance forms are available in the Human Resources Office and online at:

<http://www.pegb.wv.gov/Pages/default.aspx>

V. Resignation. In accordance with the notification requirements of this section, an employee shall submit a signed and dated resignation letter or statement to his/her immediate supervisor, indicating the date when the resignation is to become effective. If an employee provides verbal rather than written notice of his/her intention to resign from employment, a supervisor shall confirm acceptance of the resignation in writing to the employee. The supervisor or departmental business office shall forward a copy of the signed written resignation letter or confirmation to the Records Unit at the Division of Human Resources for placement in the employee's personnel file.

A. Notification Requirements. A classified employee shall provide at least two weeks written notice of the resignation, whenever possible. A shorter period of notice may be provided if authorized by the immediate supervisor. A classified employee is expected to be present and functioning at his/her position, as scheduled, throughout the two week notice period, unless this requirement is waived by the immediate supervisor.

A non-classified employee should provide at least one month's advance notice of the resignation, if possible.

A faculty member shall give notice of resignation in writing at the earliest opportunity, giving due consideration of the institution's need to have a full complement of faculty throughout the academic year.

B. General Procedures. Resignations shall be regarded as permanent and the employee shall forfeit all eligibility for continued service and benefits, in accordance with the policies of the Higher Education Policy Commission, West Liberty University Board of Governors, or University; contracts of employment; notices of appointment; or state and federal laws.

The employee shall contact the Director of Human Resources regarding their health insurance benefits, COBRA, annual leave accruals, and retirement account(s).

The employee shall settle any outstanding bills or monetary commitments to the University, such as parking tickets, library fines, etc., prior to the termination date.

The employee shall surrender all University property, including identification card, keys, cellular phone(s), computer(s), equipment, documents, etc. to his/her immediate supervisor or appropriate individual(s) on or before the employee's last physical day at work.

Employees who resign will be paid out their accumulated annual leave accruals as of the termination date.

C. Failure to Follow Resignation Procedures. Failure by an employee to meet these responsibilities and/or the resignation notice requirements may result in the employee leaving the University in poor standing and may result in unfavorable consideration for re-employment at the University.

Approved by the WLU Board of Governors on _____.

ANNUAL GRADUATE DEGREE REPORT

Action Item

Proposed Resolution: Resolved that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2016-17.



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

208 University Drive
CUB 100
West Liberty, WV 26074

To: WLU Board of Governors

From: Brian L. Crawford, Provost

Re: Annual Graduate Degree Report

Date: May 25, 2017

1. The number of programs being offered and the courses offered within each program:
 - a. Master of Arts in Education (MAEd) with Areas of Emphasis in:
 - i. Advanced Teaching
 - ii. Community Education: Research & Leadership
 - iii. Leadership Studies
 - iv. Advanced Special Education
 - v. Multi-Categorical Special Education
 - vi. Reading Specialist
 - vii. Sports Leadership and Coaching
 - viii. Technology Integration
 - b. Master of Science in Physician Assistant Studies (MSPAS)
 - c. Master of Professional Studies (MPS) with Areas of Emphasis in:
 - i. Organizational Leadership
 - ii. Justice Leadership
 - d. Master of Business Administration
 - i. Entrepreneurship
 - ii. Management
 - e. Master of Science in Criminology
2. The disciplines in which programs are being offered:
 - a. MAEd: College of Education
 - b. MSPAS: College of Sciences / Department of Graduate Health Sciences
 - c. MPS: School of Professional Studies
 - d. MBA: Gary E. West College of Business
 - e. MS Criminology: College of Liberal Arts / Department of Social and Behavioral Sciences
3. The locations and times at which courses are offered:
 - a. MAEd: Monday through Thursday, 5:00 PM – 8:50 PM at the WLU Highlands Center or online.
 - b. MSPAS: Monday through Friday, 8:00 AM – 4:00 PM on the WLU Main Campus
 - c. MPS: Friday 5:00 PM – 9:00 PM, Saturday 8:00 AM – 5:00 PM at the WLU Highlands Center or online.

- d. MBA: Entirely online program.
 - e. MS Criminology: Monday through Friday, 8:00 AM – 8:50 PM on the WLU Main Campus.
4. The number of students enrolled in the programs for 2016-17:
- a. MAEd: 113
 - b. MSPAS: 36
 - c. MPS: 42
 - d. MBA: 69
 - e. MSC: 12
5. The number of students who have obtained master's degrees through each program since May 2016:
- a. MAEd: 29
 - b. MSPAS: 18
 - c. MPS: 19
 - d. MBA: 0
 - e. MSC: 0

**PERFORMANCE CONTRACT
WEST LIBERTY UNIVERSITY**

Action Item

At the April 5, 2017 meeting, the Board of Governors discussed performance contracting as an option to upgrade campus utilities. We are asking to move forward with a request for proposal (RFP) to perspective vendors.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve moving forward with the request for proposal (RFP) for Performance Contracting.