

WLU Board of Governors

Regular Meeting

Wednesday, August 22, 2018 – 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. Swearing in New Board Members

IV. Public Comment Description: Up to 10 individuals may sign in 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.

V. Agenda Order (Board may move to change order of consideration)

VI. Approval of Minutes

A. Minutes of the Full Board June 6, 2018*

B. Minutes of the Executive Committee August 8, 2018*

VII. Board Items

A. Pay Increase/Information (HEPC)*

B. Policy 23 – Policy on Policies*

C. Bond Issue*

*Action Items

VIII. Reports

A. Chair of the Board of Governors (Ford)

B. Provost Update (Crawford)

C. Enrollment Update (Cook)

D. WLU Foundation Report (Hill)

E. SGA Update (Rhodes)

IX. President’s Report

X. Finance Report

XI. Information Gathering (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)

XII. Possible Executive Session

XIII. Actions Emanating from Executive Session

XIV. Next Meeting Date – Wednesday, October 3, 2018

XV. Adjournment

**West Liberty University
Board of Governors**

**Minutes
June 6, 2018**

Attendance:

Jack Adams, Cindy Fluharty, Patrick Ford, Jim Haizlett, Jim Stultz, Teresa Toriseva, Rhonda Tysk, Kris Williams

Unable to Attend:

Joe Carey, Adam Croasmun, Les DeFelice, Rich Lucas

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Steve Greiner, Diana Harto, Jason Koepler, Roberta Linger, John McCullough, Joe Montemurro, Sarah Schimmel, Sara Sweeney

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

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

II. Introductions

None

III. Public Comment

Robert Kreisberg signed up to speak and distributed information with regard to the College of Sciences.

IV. Approval of Minutes

A. Minutes of the Full Board April 4, 2018*

On motion by Kris Williams and seconded by Jim Stultz, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of April 4, 2018.

B. Minutes of the Executive Committee May 23, 2018*

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 minutes of the Executive Committee of May 23, 2018.

V. Agenda Order

There were no changes to the agenda order.

VI. Board Items

A. Election of Officers*

The Board of Governors Nominating Committee, as appointed by Les DeFelice, comprised of Jim Stultz as Chair, Patrick Ford, and Jim Haizlett, convened and recommended that the following be appointed for a one-year term beginning July 1, 2018, extending to June 30, 2019:

- Patrick B. Ford, Chair
- James R. Stultz, Vice Chair
- Kristina Williams, Secretary

The decision was unanimous in the recommendation for the appointments.

On motion by Jim Stultz and seconded by Cindy Fluharty, it was unanimously adopted by the West Liberty University Board of Governors to approve the slate of officers of Patrick Ford, Chair, Jim Stultz, Vice Chair, and Kris Williams, Secretary.

B. Schedule of Meetings July 2018 – June 2019*

On motion by Teresa Toriseva and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to approve the Schedule of Meetings for July 2018 – June 2019.

C. Metro Rate Counties*

Mr. Cook distributed a map of current and proposed Ohio counties encompassed by the metro rate. The metro rate gives students approximately a \$2,500/year reduction on out-of-state tuition. A brief discussion followed with regard to surrounding counties and a possible marketing strategy for the metro rate for the entire state of Ohio.

On motion by Jack Adams and seconded by Teresa Toriseva, it was unanimously adopted by the West Liberty University Board of Governors to approve the new Metro Rate counties of Champaign, Logan, Union, and Madison, Ohio beginning with the 2018-19 academic year as stipulated.

D. Policy 23 – Policy on Policies*

Dr. Greiner noted that Jim Haizlett and Diana Harto worked on several revisions to the policy. Mr. Stultz stated that some changes included clean-up language in the policy. Ms. Williams asked if there is an option for employees to submit comments directly to the president, or are they required to go through their representative. A discussion followed on clarification of the submission of comments and how they are to be summarized by representatives. It was suggested that an acceptable format for representatives to submit their summary of comments be incorporated in the policy and delay action on Policy 23 until the next Board meeting.

E. Annual Graduate Degree Report*

Sara Sweeney, Director of Graduate Studies, presented the annual Graduate Degree Report to the Board, listing programs at WLU, where and how they are offered, and students enrolled.

On motion by Teresa Toriseva and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the Annual Graduate Degree Report for Academic Year 2017-18.

F. Campus Development Plan*

Dr. Greiner noted that the Campus Development Plan is now referred to as the Capital Projects Plan; the terminology changed. The HEPC now refers to it as the Capital Projects Plan, and includes those items not contained in the 2009 Capital Projects Plan, even though they were previously approved by the Board. Not included in the plan are the track and soccer field complex and any housing developments across Route 88. The HEPC wants affirmation that the Board is actually approving these items. We will be moving toward a new Capital Projects Plan at the next Board meeting.

On motion by Jack Adams and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to approve the revisions to Part III – Capital Projects Plan, contained in the Institutional Master Plan.

G. Review of Board Policies – Informational

A list of Board policies with non-substantive changes were reviewed, the majority of which were clarifications in terminology.

VII. Reports

A. Provost (Crawford)

Dr. Crawford stated that the HEPC is currently asking for input from state colleges and universities to update Series 33.

We received the final report from the team for the HLC reaffirmation site visit in March. The report was generally favorable and recommended 10-year reaffirmation with two concerns;

internal communications and strategic planning. We were given the opportunity to respond; the response will go through committee and be forwarded to the HLC. Also recommended was that WLU move to the standard pathway as opposed to the open pathway. No reason was given for this move, which is not logical for WLU. The standard is more comprehensive, but costs more money, time, and resources. This will also go before the committee.

We should have an update from the HLC next week on the MS in Dental Hygiene and the MA in Clinical Psychology.

Dr. Crawford also reviewed a report from the Elbin Library, created by Katie Zane, measuring library usage and services provided to the campus. There were increases across the board and a new strategic plan for the library is in the works. There is a need to do more and have a long-term vision for the future of the library.

We have officially closed the Tourism and Event Management major in the Business Program, which was a remake of the Travel and Tourism Program. There were a little over 20 students in the program at one time but the numbers have decreased, and with a faculty retirement in that area, the College of Business has decided to terminate the program.

Jim Haizlett noted the comments on the College of Science issue; Pat Ford stated that it is a staff issue.

B. Enrollment (Cook)

Mr. Cook distributed the fall enrollment figures as of June 1, 2018. We are up slightly over 1% from last year on enrollment headcount. Residence hall students are slightly behind by two students less than last year. Undergraduate applications are up 1%, with graduate applications up 51% from last year. Summer enrollment is running behind with many students taking courses at community colleges. Next summer WLU will be offering a greatly reduced tuition. A brief discussion followed with regard to graduate applications and programs.

C. SGA

None

VIII. President's Report

Dr. Greiner congratulated the new Board officers and noted that we will be seeking individuals willing to accept the last two years of the term of Les DeFelice. Recommendations will be presented to the Governor to fill his term, and those interested need to be either a Republican or an Independent. Recommendations should be forwarded to Dr. Greiner to contact the individuals to see if they are willing to serve.

A notice was received from Williams Company that they will be clearing the pipeline right-of-way in the next few months.

Tomahawk Energy in Texas has offered WLU \$100,000 for gas rights on property we own in Texas; they offered \$60,000 a year ago. We will work to find out more about the property. To date, there have been no royalty checks.

As part of Policy 2: Presidential Appointments, Responsibilities, and Evaluation, Dr. Greiner's Goals and Objectives for 2017-18 are included in the Board information packet.

Dr. Greiner continued with a review of the downtown office and many campus projects. A brief discussion followed with regard to the Nursing Program and student athlete recognition ceremonies.

IX. Finance Report

Ms. Linger updated the group on operating results as of May 31, 2018. The revenue side is at 101% of the projected budget, with an overage in other revenue; all other categories came in at 99%. The increase in other revenue was due to one-time money such as the pipeline easement and cell tower. On the expense side, personal services/salaries and wages are trending as

expected. At the end of May, we were at 94% of the budget in expenditures. With some significant expenses in June, we will still end up on a positive side for the year.

X. Information Gathering

Mr. Stultz voiced his concerns with regard to comments made by Robert Kreisberg during the Public Comments period of the meeting.

Vice Chair Ford read a letter from Les DeFelice stating his resignation from the Board.

On motion by Jim Stultz and seconded by Teresa Toriseva, it was unanimously adopted by the West Liberty University Board of Governors to accept the resignation of Les DeFelice.

XI. Possible Executive Session

None

XII. Actions Emanating from Executive Session

None

XIII. Next Meeting Date – Wednesday, August 22, 2018

XIV. Adjournment

On motion by Cindy Fluharty and seconded by Rhonda Tysk, it was unanimously adopted by the West Liberty University Board of Governors to adjourn the meeting at 5:10 p.m.

Patrick B. Ford _____
Chair

James R. Stultz _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
August 8, 2018**

Executive Committee Members Present: Patrick Ford, Jim Stultz, Kris Williams

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

Others: Rhonda Tysk, Fred Williams (Steptoe & Johnson), Joseph Nassif (Piper Jaffray), Thomas Buck and Mark Kepple (Bailey & Wyant, PLLC), Teresa Toreseva

1. Chair Ford called the meeting to order at 8:00 a.m.
2. Pursuant to WV Code §6-9A-4, at 8:02 a.m., a motion to retire to executive session was made by Jim Stultz to discuss current litigation and a personnel matter. The motion was seconded by Kris Williams. Motion passed.

Following discussion in executive session, a motion to rise from executive session at 9:20 a.m. was made by Jim Stultz and seconded by Kris Williams; by majority approval, the Board rose from executive session.

3. A motion was made by Jim Stultz and seconded by Kris Williams to take action regarding litigation. Motion passed.
4. A motion was made by Jim Stultz and seconded by Kris Williams to direct the President to retain counsel to investigate a personnel matter. Motion passed.
5. Ms. Linger introduced Mr. Williams and Mr. Nassif, who were in attendance to explain options regarding a possible bond issue to finance several projects, including needed work on Campbell and Arnett Halls.
 - a. Mr. Williams provided information regarding the University's current bonds and options for the proposed new bond issue. He also provided information on preparatory steps that have already been taken for this new issue. The next step would be for the BOG to adopt a resolution. He recommended a parameters resolution for the issue of the bonds, along with a reimbursement resolution, which could both be presented to the BOG at their August 22nd meeting. He explained each in some detail.
 - b. If approved by the BOG, the issue would be presented for approval to the HEPC at their August 24th meeting and then to the Governor's office. The bond issue could be completed in September.
 - c. There were several questions, which Mr. Williams and Mr. Nassif answered. More detailed information will be available at the Finance Committee meeting and for the full BOG at their August 22nd meetings.
6. President Greiner reported on several items.
 - a. The TTL project is on track and the soccer field turf will be installed soon.
 - b. Revenue projects are sufficient to recommend the previously discussed pay raise for staff and faculty.
 - c. The purchase of houses and property North of campus is continuing. The cost of this purchase was reduced when the survey revealed that there was less property than originally thought.
 - d. Two other houses are up for sale in West Liberty and have been offered to the University. The President is not recommending their purchase at this time.
 - e. The Blue-Ribbon Commission established by the Governor has begun meeting. President Gee was on campus to visit last week.
 - f. The Interim Chancellor of the HEPC will be on campus tomorrow.

- g. The President pointed out that the NCHEMS report presented to the HEPC indicated that WLU is one of the three regional institutions in the state regarded as being at low-risk.
- h. Changes have been made to BOG Policy 23, per previous input from the board.

7. The meeting was adjourned at 10:10 a.m.

Patrick Ford

Chair

Kris Williams

Secretary

SALARY INCREASE

Action Item

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve a salary increase based on a salary pool of 3%, effective October 2018.

Policy 23 – Policy on Policies

ACTION ITEM

At the April 4, 2018 meeting, the Board of Governors approved the dissemination of Policy 23 – Policy on Policies, to constituent groups for comment. The proposed amendments and comments were reviewed at the June 6, 2018 meeting. Action was delayed until the August 22, 2018 Board meeting where an acceptable format would be presented.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve Policy 23 – Policy on Policies, as amended.

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 23: POLICY ON POLICIES

Section 1. General.

Scope: This policy describes steps for adopting a new Board of Governors policy, revising a policy, or repealing a policy.

Authority: W.Va. Code Section 18B-1-6; ~~HEPC Title 133 Procedural Rule, Series 4~~

Filing Date: August 27, 2008

Effective Date: November 21, 2008; ~~Revised~~ August 17, 2011.

Section 2. New Policies or Revisions.

The Board of Governors (through its chair) and/or the President may propose new policies or policy revisions. Notice of such intent shall be given to the Board, and a draft of the new policy or revision shall be made available for a comment period of 30 days. During such period the draft shall be posted on the institution's website and ~~made available in hardcopy at the Elbin Library~~ may be viewed at <https://westliberty.edu/bog/30-day-review-and-comment/>. It shall be provided directly to ~~those persons representing all~~ students, faculty, and ~~classified~~ staff. ~~Also, the draft shall be submitted for comment to the Chancellor of the Higher Education Policy Commission. Comments shall be directed to the Office of the President. Comments from students, faculty, and classified staff shall be received by their representatives and then transmitted in summary form to the Office of the President. All comments shall then be transmitted to the office of the president. Each representative may also provide a summary of the final tally.~~

~~Following the 30 day comment period, all comments shall be made available to Board members and to the President. The Office of the President shall forward the draft summary and comments to the Board of Governors Executive Committee and the President prior to their scheduled meeting.~~ The Board's designee or the President's designee (depending upon who proposed the new policy or revision) may make changes to the draft. A final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy or policy revision. If adopted, the new policy or policy revision shall be forwarded to the Chancellor within 15 business days. Absent objection by the Chancellor within 30 days, the new policy or policy revision shall be deemed approved.

Constituents of the Board's three elected members (those members representing students, faculty, and ~~classified~~ staff) may propose policies and revisions through their respective representatives as otherwise prescribed herein.

Section 2.1. Submitting Comments

An official comment or suggestion for purposes of this Policy, shall be submitted via the employee's westliberty.edu email address and submitted to his/her respective student, staff, or faculty BOG representatives. The email subject line shall list Policy # Comment. Confidentiality may be requested upon submission. Comments or suggestions submitted outside of this process will not be considered.

Section 3. Repealing a Policy.

The Board of Governors (through its chair) and/or the President may propose repeal of a Board policy by providing reasons therefore and by giving notice, soliciting comments, etc. as outlined above.

Section 4. Other Changes.

Changes that do not materially affect the meaning of a policy (changes that are non-substantive, editorial, or related to format, grammar, punctuation, etc.) may be made anytime at the direction of the President. Such changes shall require the review and approval of the Board's executive committee and shall be noted thereafter as an information item at a Board meeting.

Section 5. Emergency Circumstances.

In case of emergency, the Board may adopt, revise, or repeal a policy without first following the steps described herein. An emergency shall exist when Board action is necessary for the immediate preservation of public peace, health, safety, or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive of the Higher Education Policy Commission or legislature, or is necessary to prevent substantial harm to the public interest, or to deal with financial exigency. The fact constituting an emergency shall be communicated in writing in advance to the

Chancellor.

Any Board action so undertaken shall remain in effect no longer than three (3) months and shall expire unless the Board has completed final approval under the normal process set for in this policy.

Section 6. Record Keeping.

It shall be the responsibility of the ~~Vice President of Chief~~ Human Resources Officer to maintain a "Master Copy" of all Board policies and to ensure that all policies are posted on the institution's official website.