

WLU Board of Governors

Regular Meeting

Wednesday, December 11, 2019 – 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**
 - A. Nancy Gunza, Lori Finegan, FY19 Audit Report
- III. 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.
- IV. Agenda Order (Board may move to change order of consideration)**
- V. Approval of Minutes***
 - A. Minutes of the Full Board October 16, 2019* (pg. 3-6)
 - B. Minutes of the Executive Committee November 11, 2019, December 4, 2019* (pg. 7-9)
- VI. Board Items for Approval***
 - A. Audit* (pg. 10)
 - B. Oil and Gas Lease* (pg. 11)
 - C. Executive Committee Nomination* (pg. 12)
 - D. Board Chair Special Election*
 - E. Presidential Search Procedure* (pg. 13-14)
 - F. Presidential Search Committee* (pg. 15)

*Action Items
- VII. Reports**
 - A. Provost Report (Crawford)
 - B. Enrollment Update (Cook)
 - C. Foundation Update (Hill)
 - D. Faculty Senate Update (Gall)
 - E. Student Government (Yakicic)
- 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 – Personnel**
- XII. Actions Emanating from Executive Session**
- XIII. Next Meeting Date – Wednesday, February 5, 2020**
- XIV. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
October 16, 2019**

Attendance:

Jack Adams, Kelly Baker, Richard Carter, Cindy Fluharty, Patrick Ford, Robert Gall, Rich Lucas, William Mercer, Kris Williams, Isabella Yakicic

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Steve Greiner, Matthew Harder, Diana Harto, Angie Hill, Jason Koegler, Roberta Linger, Gerard NeCastro, Sara Sweeney, Ron Witt

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

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

II. Introductions

A. CMTA Performance Contract Presentation

Chris Wade, Project Manager, and John Bradshaw, Business Development, gave a presentation for CMTA, a national leading design firm who partners with architects across the country to design the most efficient higher education and K-12 schools in the country. They look at schools to see how they can save through their energy contracting and reinvest in education. They most recently did the upgrades on campus in Arnett Hall.

III. Public Comment

None.

IV. Agenda Order

No changes were made to the agenda order.

V. Approval of Minutes*

A. Minutes of the Full board 08/21/19*

On motion by Rich Lucas and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of August 21, 2019.

B. Minutes of the Executive Committee of 09/25/19*

On motion by Cindy Fluharty 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 September 25, 2019.

VI. Board Items

A. Property Acquisition*

Dr. Greiner stated that the University has been offered a piece of property, the West Liberty courthouse dating from the 1700's, which is in an extreme state of disrepair. The owner would like to gift the property to WLU to preserve, but after visiting the property it is the recommendation of the Executive Committee to not accept this property. It would take too much in the way of University resources to repair and maintain the property.

On motion by Richard Carter and seconded by Kris Williams, it was unanimously adopted by the West Liberty University Board of Governors to hereby decline the donation of the county courthouse property located in the Town of West Liberty.

B. Honorary Degree*

On motion by Rich Lucas and seconded by Jack Adams, it was unanimously adopted that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, the West Liberty University Board of Governors authorize the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the December 2019 commencement to Dr. Sarah Armstrong Tucker, and on a date yet to be determined, the awarding of an honorary Doctor of Humane Letters (DHL) degree from WLU to Phyllis "Flip" J. West.

C. Pay Raise*

The West Liberty University Board of Governors is asked to approve the following salary enhancements for faculty and staff effective October 26, 2019:

- Faculty – a total of \$128,210 to be distributed based upon merit and external competitiveness (equity) tiers as established by WLU Policy 245 and Procedure 240 to those who were on payroll prior to October 1, 2018.
- Staff – a total of \$122,088 to be distributed based upon merit in accordance with WLU Compensation Guidelines to staff at least .53 FTE who were on payroll prior to October 1, 2018.

On motion by Richard Carter and seconded by William Mercer, it was unanimously adopted that the West Liberty University Board of Governors approve the salary enhancements as stated, effective October 26, 2019.

D. Nominating Committee*

Dr. Greiner stated that Pat Ford, having accepted a position in Kentucky as Executive Director of the Marion County Foundation, cannot perform the duties required on a long-term basis as Chair of the Board. He will be resigning in December and the Executive Committee will be designated as the Nominating Committee to propose a slate of officers effective in January. The Bylaws do not allow for the vice chair to move into the position.

On motion by William Mercer and seconded by Rich Lucas, it was unanimously adopted that the West Liberty University Board of Governors approve the Nominating Committee as stated.

VII. Reports

A. Chair of the Board of Governors (Ford)

None.

B. Provost (Crawford)

Dr. Crawford stated proposals are in process for the MS in Speech Language Pathology, MA in Art Therapy and Counseling, and MS in Exercise Physiology and working their way through the internal process before coming to the Board of Governors. The accreditation report was due to the HLC in May, which was a recap of how WLU created the new Master Plan. Last week the HLC requested dates for 2021-2022 review. The Social Work Program received and 8-year reaccreditation yesterday.

At the last BOG meeting there was a discussion regarding the closure of OVMC and East Ohio Regional Hospital and the effect on student placements. Thanks to Roberta Linger and her team, WLU now has an agreement in place with UPMC for student placements. We are making progress with discussions held today with Washington Hospital.

Faculty Senate Representative Dr. Robert Gall noted that we are in need of a chief librarian or administrator for the library; somebody in touch with the rest of the state consortium for the library. Dr. Greiner noted that we are in the process of evaluating staff for that position and have been discussing the library regularly with the Chancellor.

C. Enrollment Update (Cook)

Mr. Cook distributed an enrollment update as of October 16, 2019, and stated that WLU's initial data file was submitted to the HEPC last week. These submissions take place twice a

semester; an initial and final submission. Various enrollment breakdowns were reviewed by Mr. Cook, noting that housing numbers include all student housing managed by the University. He also stated that 80 families were on campus for Black and Gold day today. Campus visits are up 24% and as always, if we get the students to visit we stand a better chance of getting them enrolled.

D. Student Government (Yakicic)

Ms. Yakicic noted everything went well for homecoming and has received positive feedback. The SGA brought in over \$600 from ticket sales. Higher numbers were expected for the dance, but the club across the road took away from attendance. The town clean-up and parade were cancelled due to weather.

Members of SGA participated with WVU and Marshall University in a state-wide volunteer project at a camp for underprivileged athletes. These were middle and high school age students not looking to go to college. WVU's Club donated draw string bags and items and letters of encouragement were packed in the bags.

Ms. Yakicic attended the State Advisory Council of Students meeting in Charleston, being updated on what students can and have the power to do on and off campus. There are two initiatives to be accomplished this year; one being safety and the other dealing with meal plans. Students would like to see more blue emergency lights on campus and are also concerned with safety at Mac's Club. They would also like to see meal plans with more options like WVU and Marshall in the next school year.

VIII. President's Report

Dr. Greiner stated that he had a meeting with the owner of Mac's about ID's being appropriately monitored. Mr. West has also agreed to let WLU put additional parking on the property.

Chancellor Tucker asked for a presentation from WLU at the recent HEPC meeting. A presentation was given by Dr. Greiner, Roberta Linger, Jason Koegler, and Diana Harto. The chairman gave quite a few accolades at the conclusion of the presentation.

In new rankings by College Raptor, WLU was identified as a hidden gem in the Northeast. *U.S. News & World Report* named WLU a Top Performer on Social Mobility, and Niche.com recognized us as one of the top 10% Safest College Campuses in America.

We have gone live with a new digital platform called Topper Station. Jason Koegler and his crew have worked very hard on this vastly improved platform.

We are very pleased that the Theater Program continues to win awards at the Kennedy Center American College Theater Festival.

The Women's Softball team has been recognized as one of the top 20 team grade point averages among all NCAA Division II teams last year out of approximately 288 teams.

Construction updates:

- We hope to move students in Friday in both buildings of the new apartments.
- 4th Floor Campbell Hall – Architects are getting quotes for construction of lab for Speech Pathology and Audiology hearing clinic and clinic for Clinical Psychology. Completion is expected by August of 2020.
- The indoor practice facility will be completed in December when the interior lining is installed.
- The elevator in the library is still under construction since it could not be repaired and had to be replaced.

With regard to a China update, construction on any facilities over there are still two years away for WLU and would be a partnering opportunity and nothing more. The biggest thing now is our beta testing for a patent on a piece of medical equipment that Fred Kinder has created. Our Science Department will be doing the equipment testing. A brief discussion followed.

IX. Finance Report

Ms. Linger gave an update on the budget status for the end of the quarter. Revenue and expenses are both running about what is expected, but continue to watch expense side. The deadline for submitting the annual audit for FY 19 was yesterday and WLU's financial accounting recording was sent within the deadline. The auditors will present their findings to the Board at the December meeting. Overall the audit was good with one finding.

X. Information Gathering

None.

XI. Executive Session – Personnel

Pursuant to WV Code § 6-9A-4, at 4:58 p.m., a motion to retire to executive session was made by Jack Adams and seconded by Rich Lucas; motion passed unanimously and Ms. Harto was asked to stay in the meeting.

A motion to rise from Executive Session at 5:33 p.m. was made by Kris Williams and seconded by Jack Adams; motion passed unanimously.

XII. Next Meeting Date – Wednesday, December 11, 2019.

XIII. Adjournment

The meeting adjourned at 5:37 p.m.

Patrick B. Ford _____
Chair

Jack Adams _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
November 11, 2019**

Executive Committee Members Present: Jack Adams, Patrick Ford, Kris Williams

Board of Governors Members Present: Rich Lucas

WLU Administrators: Stephen Greiner

1. Call to Order/Roll Call

Chair Ford called the meeting to order at 2:00 p.m.

2. Executive Session – Personnel

Pursuant to WV Code § 6-9A-4, at 2:02 p.m., a motion to retire to executive session to discuss a personnel matter was made by Jack Adams and seconded by Kris Williams; motion passed unanimously.

A motion to rise from executive session at 2:20 p.m. was made by Kris Williams and seconded by Jack Adams; motion passed unanimously and the Committee rose from executive session.

3. Actions Emanating from Executive Session

- On motion by Kris Williams and seconded by Pat Ford, it was unanimously adopted by the West Liberty University Executive Committee to recommend the nomination of Rich Lucas to serve on the Executive Committee, replacing Pat Ford at the end of his board term.
- On motion by Kris Williams and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Executive Committee to recommend the search procedure and the position announcement for the position of president, as suggested by the West Virginia Higher Education Policy Commission.
- On motion by Kris Williams and seconded by Pat Ford, it was unanimously adopted by the West Liberty University Executive Committee to recommend the appointment of Rich Lucas as Chair and Jack Adams as Vice Chair of the Presidential Search Committee.

4. Adjournment

The meeting was adjourned at 2:21 p.m.

Patrick Ford _____
Chair

Jack Adams _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
December 4, 2019**

Executive Committee Members Present: Jack Adams, Patrick Ford, Kris Williams

WLU Administrators: Scott Cook, Brian Crawford, Stephen Greiner, Stephanie Hooper, Roberta Linger

1. Vice Chair Williams called the meeting to order at 8:02 a.m.
2. Budget Report. Ms. Linger gave a report on the FY20 budget status as of the end of November. Revenue and expenses are close to budgeted amounts at this point. She explained several relatively minor variations and commented on processing changes being implemented in the State Auditor's Office, which have slowed the outgoing flow of funds to vendors. The growth of expenses is outpacing growth in revenue generation, which is unsustainable and must be addressed.
3. Ms. Hooper reported that Southwest Energy has offered an oil and gas lease for 4.7 acres for an 18% production royalty plus \$5,500/acre. There was some discussion about the offer. The lease will be brought to the December 11, 2019 meeting of the Board.
4. Budget Reduction. We have been notified by the WV Higher Education Policy Commission that the state is implementing a 4.6% mid-year appropriation cut. This amounts to slightly less than \$419,000. The President's Cabinet will be meeting on December 17th to make budget reduction decisions. The President requested that his scheduled January 1st pay raise be cancelled.
5. Nominating Committee. Mr. Lucas was elected at a special meeting of the Executive Committee to serve as co-chair of the Search Committee along with Mr. Adams. They have proposed a list of individuals to serve as additional search committee members:
 - a. Scott Cook (administration)
 - b. Katie Cooper (staff)
 - c. David Croft (Foundation Board)
 - d. Courtney Huffman (faculty)
 - e. Nick Sparachane (community member and donor)

Mr. Adams made the motion to recommend this list to the full Board, Ms. Williams seconded. Motion passed.
6. Presidential Search. The ad went out before Thanksgiving and applications are being received. The first meeting of the search committee will occur immediately after the December 11, 2019 Board meeting.
7. Honorary Degree. President Greiner proposed awarding an Honorary Degree to Phyllis (Flip) West at the Spring Commencement ceremony. A motion to this effect was made by Ms. Williams and seconded by Mr. Adams. Motion passed.
8. Executive Session – Personnel. Pursuant to WV Code § 6-9A-4, at 8:35 a.m., a motion to retire to executive session to discuss a personnel matter was made by Jack Adams and seconded by Kris Williams; motion passed.
9. Actions from Executive Session. A motion to rise from executive session at 8:55 a.m. was made by Kris Williams and seconded by Jack Adams; motion passed and the Committee rose from executive Session.

The following action was taken:

- a. A motion was made by Kris Williams and seconded by Jack Adams to make President Greiner an advisor to the Presidential Search Committee; motion passed.

10. The meeting was adjourned at 9:00 a.m.

Patrick Ford _____
Chair

Jack Adams _____
Secretary

FY 2019 AUDIT

ACTION ITEM

The West Liberty University Board of Governors is asked to approve the Fiscal-Year 2019 audit report. The Finance Committee has met with the auditors and approves the audit findings.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the submission of the Fiscal-Year 2019 audit report.

OIL AND GAS LEASE

Action Item

The Board of Governors is asked to approve an oil and gas lease with Southwestern Energy (SWN) of 4.752 acres for an 18% production royalty plus \$5,500/acre.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors hereby approve the authorization of the President of West Liberty University to initiate all actions and execute all documents and instruments to carry into effect the final the terms of said lease.

EXECUTIVE COMMITTEE

ACTION ITEM

The West Liberty University Board of Governors is asked to approve the recommendation of Rich Lucas to serve on the Executive Committee, replacing Pat Ford at the end of his board term.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the recommendation of Rich Lucas to serve on the Executive Committee.

PRESIDENTIAL SEARCH PROCEDURE

ACTION ITEM

The West Liberty University Board of Governors is asked to approve the presidential search process as recommended by the Executive Committee.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the presidential search process.

WEST LIBERTY UNIVERSITY PRESIDENTIAL SEARCH PROCESS

- Search Committee established (December 2019) which includes representatives from the faculty, students, staff, and other constituencies of the institution
- Initial Search Committee meeting (December 2019)
- Elect Chair and Vice Chair of Search Committee (December 2019)
- Solicit input as to the best characteristics and qualities of the president from the institution's constituencies (faculty, staff, students)
- Approve advertisement/position statement incorporating qualities and characteristics sought in the new president, along with the timeline (December 2019)
- Advertisement will run for at least 30-60 days in *Chronicle of Higher Education* online edition, on HigherEdJobs.com, and in Wheeling News-Register (December/January 2020)
- Search Committee reviews applications on NEOGOV applicant tracking system (February 2020)
- Deadline to receive nominations (January 24, 2020)
- Deadline to receive applications (January 31, 2020)
- Search Committee meets to narrow the candidate pool to approximately 8 to 10 candidates (full-day meeting) (February 7, 2020)
- Search Committee hold preliminary interviews of candidates via Skype on WLU's campus or at the Highlands Center (two full-day meetings). Based on preliminary interviews, narrow the pool to the top 3 to 5 candidates to invite for on-campus interviews (February 20 & 21, 2020)
- Once the finalists are selected, conduct background checks on each candidate prior to their on-campus interviews
- Search Committee holds on-campus interviews. Each candidate will spend a day and a half on campus (start and end date may change depending on number of candidates selected) (March 16 – 26, 2020)
 - Breakfast Meeting with Foundation Board/Alumni Board
 - Campus Tour
 - Meet with Staff
 - Meet with Directors/Administrative Department Heads
 - Meet with Students
 - Lunch with President's Cabinet
 - Open Meeting
 - Meet with Deans and Chairs
 - Meet with Faculty
 - Meet with President
- Search Committee, with input from the above-listed constituencies, meets to select finalists (March 27, 2020)
- Board of Governors interviews finalists for president. Higher Education Policy Commission provided opportunity to interview final candidates (April 9, 2020)
- Establish salary and terms of compensation for new president (April 9, 2020)
- Possible on-campus announcement of new president (afternoon) (April 9, 2020)
- New president takes office (July 1, 2020)

PRESIDENTIAL SEARCH COMMITTEE

ACTION ITEM

The West Liberty University Board of Governors is asked to approve the recommendation of Rich Lucas as Chair and Jack Adams as Vice Chair of the Presidential Search Committee, along with the additional committee members, those being:

- Scott Cook (administration)
- Katie Cooper (staff)
- David Croft (Foundation Board)
- Courtney Huffman (faculty)
- Nick Sparachane (community member and donor)

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the recommendation of Rich Lucas as Chair and Jack Adams as Vice Chair of the Presidential Search Committee and the additional committee members as stated.