

WLU Board of Governors

Regular Meeting

Wednesday, December 9, 2020 – 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, FY20 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 14, 2020, November 17, 2020* (pg. 3-9)
 - B. Minutes of the Executive Committee December 2, 2020* (pg. 10)
- VI. Board Items for Approval***
 - A. Audit* (pg. 11)
 - B. Policy 32-Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships* (pg. 12)
 - C. Bachelor of Arts in Music* (pg. 13)
 - D. CMTA Project-Phase II* (pg. 14)

*Action Items
- VII. Reports**
 - A. Provost Report (Crawford)
 - B. Enrollment Update (Cook)
 - C. Faculty Senate Update (Cowan)
 - D. 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 3, 2021**
- XIV. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
October 14, 2020**

Attendance:

Jack Adams, Kelly Baker, Michael Baker, Richard Carter, Linda Cowan, Jamie Evick, Rich Lucas, Kris Williams, Isabella Yakicic

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Scott Cook, Katie Cooper, Brian Crawford, Emily D'Aquila, Diana Harto, Mary Ann Edwards, Steve Greiner, Jason Koegler, Roberta Linger, Joe Rodella, Sara Sweeney

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

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

II. Introductions

A. Swearing in New Board Member

Chair Lucas swore in new faculty representative to the Board Dr. Linda Cowan.

Chair Lucas read the attached Board Resolution of West Liberty University in Recognition and Profound Appreciation of Distinguished Leadership by Dr. Stephen Greiner into the minutes of the meeting. Dr. Greiner thanked the Board for the recognition.

III. Public Comment

None

IV. Agenda Order

No changes to the agenda order.

V. Approval of Minutes

A. Minutes of the Full Board August 19, 2020, August 26, 2020*

Ms. Baker noted that in the August 19, 2020 minutes, it stated that there would be no new positions added, but there appear to be new positions on campus. In addition, for those employees who had time taken away from them, they deserve to have that time back before any new positions are filled. Chair Lucas deferred these statements to Human Resources.

On motion by Richard Carter and seconded by Kelly Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of August 19 and 26, 2020.

B. Minutes of the Executive Committee September 30, 2020*

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 minutes of the Executive Committee of September 30, 2020.

VI. Board Items*

A. Policy 60 – Information Technology Governance*

Ms. Hooper stated that Policy 60 – Information Technology Governance, authorizes the President the authority to establish and maintain a framework for the routine review and implementation of policies and procedures aimed at creating a rich, integrated, compliant, and secure electronic environment in which to educate students, engage in research, perform outreach services, and conduct the University's business. With this policy, we will be

repealing current Policy 49 – Computer Abuse, which will be incorporated into our upcoming policies for technical use.

On motion by Jamie Evick and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve Policy 60 – Information Technology Governance.

B. Emergency Revisions and Notice of Intent for Revisions to Policy 32 – Sexual Harassment, Sexual Discrimination, and Other Unlawful Conduct*

Ms. Hooper stated that new Title IX regulations released in May went into effect August 14, 2020. Higher Education had to scramble to put together a high-level policy addressing Title IX and anything falling outside the scope of Title IX. Currently posted on the Board web site is an interim Policy 32, but the revised policy will go out for 30-day comment before coming back to the Board for approval. Ms. Hooper is working on the revisions with WLU's Title IX Director. A brief discussion followed with regard to the policy.

On motion by Kris Williams and seconded by Linda Cowan, it was unanimously adopted by the West Liberty University Board of Governors to approve the emergency revisions and Notice of Intent of the stated policy.

C. Notice of Intent for new BOG Policy: Human Resources Administration and Employment Practices*

Ms. Hooper gave notice of intent to draft and make available to the campus community the Human Resources Administration and Employment Practices policy. This policy will enable the University to function in a proper and expeditious manner and will generally delegate to the President the authority to administer a system for all personnel matters through University Policies and Procedures. We are currently in the process of reviewing all University policies and procedures to ensure that each has authority under an existing Board policy. Several Board policies in this area are better suited as a University policy or procedure and this new proposed policy will assist the Board in eliminating redundant or outdated policies.

On motion by Rich Lucas and seconded by Jamie Evick, it was unanimously adopted by the West Liberty University Board of Governors to approve the Notice of Intent of the stated policy.

VII. Reports

A. Provost (Crawford)

Dr. Crawford gave an update on the status of various programs at the HLC and HEPC levels. Hybrid instruction is still going well and continues through the fall semester, with spring and summer schedules looking similar for planning. The Behavioral Clinic on the fourth floor of Campbell hall has had some delays, but we hope to have approval from the fire marshal in a couple weeks. The Smart catalog is effectively complete with the bulk of the work done by Maureen Golick, Sara Sweeney, and Jeremy Larance. The catalog will result in greater accuracy and consistency for the students in the future.

B. Enrollment (Cook)

Mr. Cook noted that these numbers were presented to the Executive Committee a few weeks ago. We are in the middle of registering early entrance students so there is currently no accurate count for the semester. As of two weeks ago, we have 2,227 students, 34 less than this time last year. Freshmen and transfer numbers are down, with gains in graduate and continuing students. Housing is down 120+ over last year.

C. Staff (Baker)

Ms. Baker stated that there were no issues to bring to the Board from Staff Council.

D. Faculty (Cowan)

Dr. Cowan noted that she did not have a report, but made the following statement: "I would like to commend Dr. Greiner for his service to the University, especially above and beyond his planned retirement date. I thank him for his five years of commitment to, and leadership of, West Liberty University. Thank you, Dr. Greiner".

E. SGA (Yakicic)

Ms. Yakicic stated that the SGA is trying to find ways to use funds they have since they are not able to hold their normal activities. Treasurer Maxwell Fiedorczyk continues to make plans for ways to improve the University, such as a community garden to be located near the Commons. A directory outside of Main Hall near the fire pit, which is in the WLU Master Plan, is another project SGA hopes to fund, along with the possibility of a type of online WLU Marketplace. They are working to bring other ideas to the Cabinet.

F. Foundation (Hill)

Ms. Hill stated that the Foundation was seeking funds to support the development of a teletherapy booth in partnership with NAMI (National Alliance on Mental Illness) Greater Wheeling. The Schenk Foundation has agreed to fund the partnership with NAMI, and will include the use of their downtown location. They will see teletherapy clients once a week and collaborate in other ways, for which WLU has already established an affiliation agreement. To make services more accessible to community members, WLU offers teletherapy as an option for adult individual therapy. The plan is to locate the booth at the NAMI offices in downtown Wheeling and staffed by a WLU work study student. The project will be announced publicly in the near future.

VIII. President's Report

Dr. Greiner stated that West Liberty University moved up in three categories in the U.S. News and World Report Best Colleges publication. WLU moved up seven places in the Regional Universities South, two spots in the Social Mobility category, and two spots in the Top Public Schools slot. WLU is the highest ranked West Virginia public school in all three categories.

College Raptor, a leading college planning platform that helps families discover college matches driven by AI algorithms to find the best colleges at the best price, selected West Liberty University as a 2021 Hidden Gem in a recent announcement.

Construction of the Behavioral Health Lab and the Speech Pathology and Audiology Lab are being finalized and the weight room renovation is ongoing and should be completed this fall.

Kudos to Linda Cowan for arranging a live-streamed musical concert "Sounds of the World," featuring West Liberty University instrumental ensembles, were held at Oglebay on October 3. The concert included music from the Marching Hilltoppers, under the direction of Dr. Gretchen Pohlman, along with the sounds and dancing of the African Drum and Dance Ensemble 17 and the distinctive sound of the WLU Steel Band, both under the direction of Dr. Mitchell Greco.

Joe Rodella recently joined the state of West Virginia's initiative to support virtual learning for all students, K-12 and higher education, by adding a Wi-Fi hot spot on campus. Located at the Beta Hall parking lot, students can come to campus for access to virtual classroom work. The equipment was provided by the State of West Virginia.

Topper Station now has on demand lectures which students have access to even after the class is over. So far, there are 125 different classes participating with 40 professors, and 1,200 uploaded lectures. As of last week 85,000 hours of classes have been watched by students for the fall term, with the primary users being in the sciences, education, and arts and communication.

IX. Finance Report (Linger)

Ms. Linger stated that the finance report is as of September 30, 2020. We have not seen a tremendous decrease in revenue, with a slight decrease in undergraduate and graduate looking about the same at this time last year. The greatest impact is in residency, down about \$560,000 from this time last year. The state appropriation of \$9.1 million was not cut and we have received the first two full allotments. The expense side is running at about what is expected, with utilities running below the benchmark. Other expenses include COVID, with some uncertainty in the spring.

X. Information Gathering

None.

XI. Next Meeting Date – Wednesday, December 9, 2020

XII. Adjournment

On motion by Jack Adams and seconded by Richard Carter, the meeting was adjourned at 4:50 p.m.

Richard Lucas _____
Chair

Jack Adams _____
Secretary

**BOARD RESOLUTION OF WEST LIBERTY UNIVERSITY IN RECOGNITION AND
PROFOUND APPRECIATION OF
DISTINGUISHED LEADERSHIP BY DR. STEPHEN G. GREINER**

On the 14th Day of October, in the Two Thousand Twentieth year of our Lord, the Board of Governors of West Liberty University, in body assembled, convened to conduct the bimonthly affairs of the Institution. Among the scheduled items of business for this day is a resolution in **PROFOUND APPRECIATION OF DISTINGUISHED LEADERSHIP BY Dr. Stephen Greiner**. This resolution reads as follows:

WHEREAS, Stephen Greiner has been President of West Liberty University since January 2016.

WHEREAS, Stephen Greiner, during his tenure as President, has always been mindful of the best interests of West Liberty University and has worked tirelessly to advance the institution's mission, and through his leadership has overseen, but not limited to, the following successes:

- *Consecutive years of enrollment and endowment growth.*
- *Consistency in balancing of budget and building cash reserves.*
- *Creation of Masters Programs including the MBA, MS in Criminology, MS in Dental Hygiene, MA and MS in Biology and MS in Clinical Psychology as well as the planning of future Masters Programs including MS in Exercise Physiology, MS in Art Therapy and Counseling, MS in Athletic Training and MS in Speech Language Pathology.*
- *Renovation and new capital projects including the West Family Athletic Complex, the Belmont Savings Bank Practice Facility, the Main Street Bank Video Board, the Panhandle Performance Zone, the Boyd and Rogers Hall re-openings, Topper Villages, the Bear Necessities Convenience Store, and the 4th Floor of Campbell Hall.*
- *Initiatives including the Energy Performance Contract, Topper Station, Downtown Wheeling Center, International Partnerships, The Robinson Writing Center, Men's Soccer and Acrobatics and Tumbling.*
- *An open-door policy that created an authentic connection between the Office of the President with students and parents.*

WHEREAS, Stephen Greiner has willingly and unselfishly given not only his time, but also his expertise and knowledge for the betterment of West Liberty University, and

WHEREAS, in the course of his service to West Liberty University, **Stephen Greiner** worked assiduously to discharge his responsibilities, in order to protect the assets of this institution, promote its image, further its mission, and enhance its integrity, and

WHEREAS, Stephen Greiner's sense of civic responsibility is by no means limited to his service at West Liberty University; he has served on the Board of Directors for Regional Economic Development Board, Wheeling Area Chamber of Commerce and President of the Mountain East Conference Board of Directors.

WHEREAS, the Board of Governors, faculty, staff, students, alumni and benefactors of West Liberty University are better off for having known **Stephen Greiner** as both a colleague and a friend, and

WHEREAS, the Board of Governors of West Liberty University wish **Stephen Greiner** and his wife Nancy every blessing and happiness in the future.

NOW, THEREFORE BE IT RESOLVED, the Board of Governors of West Liberty University wishes to express its profound appreciation to **Stephen Greiner** for his service to this institution, community, region and State of West Virginia.

BE IT FURTHER RESOLVED, that this resolution of profound appreciation be read upon the minutes of this meeting of the Board of Governors to constitute a lasting expression of the institution's gratitude to **Stephen Greiner.**

AND BE IT FINALLY RESOLVED, that a copy of this resolution, duly passed and signed by the Chair of the Board of Governors, be forwarded to **Stephen Greiner** in tribute to the outstanding service that he has provided to West Liberty University, the community, region and State of West Virginia.

Richard A. "Rich" Lucas, Chair
West Liberty University Board of Governors
October 14, 2020

**West Liberty University
Board of Governors**

**Minutes
November 17, 2020**

Attendance:

Jack Adams, Kelly Baker, Michael Baker, Richard Carter, Linda Cowan, Jamie Evick, Rich Lucas,
Kris Williams, Isabella Yakicic

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Steve Greiner

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

Chair Lucas called the meeting to order at 5:10 p.m. and a quorum was established.

II. Executive Session

Pursuant to WV Code § 6-9A-4, at 4:01 p.m., a motion to retire to executive session was made by Richard Carter and seconded by Linda Cowan; motion passed unanimously.

Discussion of presidential candidates.

Following discussion in executive session, a motion to rise from executive session was made by Richard Carter and seconded by Jack Adams; by unanimous approval, the Board rose from executive session.

III. Actions Emanating from Executive Session

After discussion a motion was made by Richard Carter and seconded by Jack Adams to not conduct a second interview with the candidates.

IV. Adjournment

On motion by Richard Carter and seconded by Mike Baker, the meeting was adjourned.

Richard Lucas _____
Chair

Jack Adams _____
Secretary

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
December 2, 2020**

Executive Committee Members Present: Jack Adams, Rich Lucas, Kris Williams

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

1. Chair Lucas called the meeting to order at 8:00 a.m.
2. Roberta Linger presented a brief budget status update. She reported that revenue is running slightly behind where it was expected to be, reflecting lower numbers from room and board fees and “other” income. Expenses have also been slightly lower than the benchmark.
 - a. Sue further reported that she is investigating options for financing the Main Hall HVAC project, as directed by the Finance Committee. The HEPC has indicated that an additional \$1 million loan is available interest-free to assist with this project.
 - b. The auditors will provide their annual report to the Finance Committee and Board of Governors at their meetings on December 9, 2020.
3. Jack Adams made a motion to recommend the changes to BOG Policy 32 as presented to the Board, seconded by Rich Lucas; motion passed.
4. Kris Williams made a motion to recommend approval of the Bachelor of Arts in Music to the Board, seconded by Jack Adams; motion passed.
5. The meeting was adjourned at 8:20 a.m.

Richard Lucas

Chair

Jack Adams

Secretary

FY 2020 AUDIT

ACTION ITEM

The West Liberty University Board of Governors is asked to approval the Fiscal-Year 2020 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 2020 audit report.

**Policy 32 - Discrimination, Harassment, Sexual Harassment, Sexual Misconduct,
Domestic Misconduct, Stalking, Retaliation, and Relationships**

WEST LIBERTY UNIVERSITY

Action Item

At the October 14, 2020 meeting, the Board of Governors approved the interim Policy 32 currently posted on the Board web site. The revised Policy 32 was disseminated to campus for 30-day comment with no comments received.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revisions to Policy 32 – Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships.

BACHLOR OF ARTS in MUSIC

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the proposal to add the new degree program Bachelor of Arts in Music.

CMTA Project – Phase II

ACTION ITEM

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the proposal to move forward with a portion of Phase II of the project as presented.