

# **WLU Board of Governors**

Regular Meeting

**Wednesday, October 19, 2022 – 4:00 p.m.**

Location: Shaw Hall Board Room

Meeting ID: 987 7829 2342

Passcode: 064051

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
- 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 August 17, 2022, September 13, 2022, September 23, 2022\* (pgs. 3-13 )
  - B. Minutes of the Executive Committee August 17, 2022\* (pgs. 14-15)
- VI. Board Items for Approval\***
  - A. Proposed Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation\* (pg. 16-20)
  - B. Doctoral Program Tuition and Fees\* (pg. 21-22)
  - C. HEPC Interest Free Loan Application\* (pg. 49)

\*Action Items
- VII. President's Report**
- VIII. Reports**
  - A. Interim Provost (Monteroso)
  - B. Enrollment (Cooper)
  - C. Staff (Glanville)
  - D. Faculty (Metz)
  - E. SGA (Burkle)
- IX. Finance Report (pgs. 33-35)**
- X. Executive Session**
  - A. Executive Session – Presidential Search Update
  - B. Actions Emanating from Executive Session\*
- 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. Next Meeting Date – Wednesday, December 14, 2022**
- XIII. Adjournment**

**West Liberty University  
Board of Governors**

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**Minutes  
August 17, 2022**

**Attendance:**

Jack Adams, Michael Baker, Arlene Brantley, Sydney Burkle, Richard Carter, Thomas Cervone, Jamie Evick, Ryan Glanville, Richard Lucas, David McKinley, Jason Metz, Stephanie Shaw

**Administration/Faculty/Staff:**

Monique Akassi, Amanda Bennett, Phil Carl, Katie Cooper, Mary Ann Edwards, W. Franklin Evans, Cecelia Konchar Farr, Jake Flatley, Diana Harto, Angie Hill, Stephanie Hooper, Lori Hudson, Jeff Jenkins, Karen Kettler, Jason Koepler, Cathy Monteroso, Vincent Mumford, Ryan Quinn, Adam Ripley, Joe Rodella, Ann Saurbier, Lynn Ullom, Maureen Zambito

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

Chair Lucas called the meeting to order at 4:04 p.m.

**II. Introductions**

None.

**III. Public Comment**

Adam Ripley spoke regarding financial aid and the Elbin Scholarship.

**IV. Agenda Order**

No change to the agenda order.

**V. Approval of Minutes**

**A. Minutes of the Full Board June 1, 2022\***

**On motion by Richard Carter and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of June 1, 2022.**

**B. Minutes of the Executive Committee June 1, 2022\***

**On motion by David McKinley and seconded by Sydney Burkle, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of June 1, 2022.**

**VI. Board Items for Approval\***

**A. West Rentals Donation of Land\***

Dr. Evans stated that Gary West has already given the University the Gary E. West Event Center, and next to it is a two-story apartment. This apartment interferes with our working toward converting the center into the aquatic conservation center. Mr. West has agreed to give us the apartment and will now belong to WLU and be used along with the center. In order for Dr. Evans to enter into an agreement, the Board must give its approval.

The West Liberty University Board of Governors hereby accept the real estate donation by West Rentals, Inc. to West Liberty University of the Road Worthy property located behind the Gary West Event Hall including a .262 area tract with an approximate value of \$95,000, upon the terms and conditions as set forth in Contract of Pledge.

**On motion by Richard Carter and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to authorize the president of West Liberty University to execute any Agreements as amended above and the President, Chairperson of the Board and/or Chief Financial Officer, are hereby authorized to initiate all actions and execute all documents and instruments needed in order to obtain title to the subject property. Said transfer of the above-referenced real**

estate is subject to final legal review and approval of the deed of transfer of the real estate and right of way comprising this donation.

**B. Sale of Property\***

Dr. Evans stated that we are asking the board to give approval for the president and CFO to be in discussions with persons who are willing to purchase land that we might have. An inquiry has been made with regard to some property on the left-hand side, north of campus. We are asking approval to give authorization to discuss or initiate actions on behalf of the University regarding the sale of parcels 53, 54, 58, and 60.

**On motion by David McKinley and seconded by Jamie Evick, it was unanimously adopted by the West Liberty University Board of Governors to approve the authorization of the President of West Liberty University to initiate all actions and execute all documents and instruments to carry into effect and finalize the sale of the property.**

**C. Governors Salary Enhancements Plan\***

Dr. Evans noted that the previous discussion with regard to the Governors salary enhancement plan was tabled since we were not clear as to whether the institution would be responsible for maintaining the amount or if it will be part of the annual appropriation. We have since been informed that it will be added to the annual appropriation. We are also working to bring the minimum wage up, which is currently \$11.00/hr., looking to increase it to \$14.00/hr.

**On motion by David McKinley and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the authorization of the salary enhancements effective October 8, 2022 as follows:**

- **Faculty – a total of \$186,455 to be distributed based upon merit and external competitiveness (equity) tiers as established by WLU Policy 245 and Procedure 240. To be eligible, the employee must be at least .53 FTE and on payroll prior to July 1, 2022.**
- **Staff – a total of \$201,983 to be distributed through fixed dollar amounts based on quartiles within the Compensation Guideline pay ranges, equity and/or promotions, as applicable. To be eligible, the employee must be at least .53 FTE and on payroll prior to July 1, 2022.**

**D. Higher Education Outcomes Based Funding Formula for WLU\***

Dr. Evans stated that the HEPC and state have developed a funding formula to provide additional money to institutions based on a criterion, and we're asking the board to approve what we have come up with for our funding formula. We will receive dollars for progressions in metrics; students accumulating 30, 60, 90 hours, earning associate degrees, bachelor's degrees, etc. There is also money earned for workforce outcome; those students who graduate from WV institutions and stay in WV. Ms. Hudson noted we were basing the numbers on what we thought was best, but the state has recommended a formula, based on their research, that they feel is the best for WLU to maximize dollars coming to us. We went with the state recommended formula and that is what is being recommended today.

**On motion by Richard Carter and seconded by Ryan Glanville, it was unanimously adopted by the West Liberty University Board of Governors to approve the Institutional Mission Weight Selection and Approval form for submission to the WV HEPC.**

**VII. President's Report**

Dr. Evans reviewed 2021-22, dealing with the pandemic, although we did not have a lot of major issues regarding COVID; we were still able to function. We were pleased with the funding the federal government provided through CARES and HEERF, some of which was distributed to students. Enrollment across the state was down, with no difference here at WLU. The bright note is that we have increases in graduate enrollment and continue capitalize on our graduate

programs. We started with a \$2.7 million deficit, part of which the former CFO prior to her leaving cut some \$900,000; we're not sure where or how. Ms. Hooper and Ms. Hudson have worked with this and were able to reduce the deficit to less than \$300,000. They and others worked hard to keep the institution financially stable, and Dr. Evans commended them for safeguarding the finances.

With regard to academic accomplishments throughout the year, there are new programs on board that Dr. Monteroso will update on, along with changes to low producing programs that we have no reason to keep. We have expanded in areas where we recognize a need. Our students continue to be successful, both in the classroom and outside as well. Many of our students are going on to graduate and professional schools, being employed before they graduate. With regard to community outreach, the Deans have worked hard getting out into the community and the Cabinet understands the same thing. Faculty and staff are also working to develop partnerships and reach the community. Community engagement has taken on a whole different look and continue to partner with various agencies.

Alumni engagement is on the upswing with the new alumni director who has been working diligently to get engaged and in touch with alumni. She will talk to you later on about the initiatives we are working on.

Highlights worth celebrating are the nursing reaffirmation, speech pathology & audiology status, and athletic training conditional acceptance. With the mission statement revision, we have curtailed the goals and priorities for the next few years. The HLC assurance review was conducted, and we made it through; Dr. Monteroso will discuss in her update. Dr. Saurbier was asked to stand and be recognized for her work on the HLC document. We met all standards but need to deal with retention and put into place a student success plan. Dr. Evans acknowledged the leadership of Dr. Saurbier and others who pulled the information together.

WLU's pass rate for the Physician Assistant program was 100%. Nursing continues to do well, along with dental hygiene. We continue to establish MOU's and are happy with the recent articulation agreement with Pittsburgh Technical College and Wheeling University. Kudos to Mr. Koegler for the people he knows and his many connections. We have secured grants in nursing, DEI, and social work, and hoping we can establish an office of sponsored programs that will assist in more grants.

Athletics continue to excel with All American's across the gambit. Kudos to Mr. Ullom and his team and the teams who perform well on and off the field with athletes doing extremely well in the classroom.

DEI initiatives are happening across the board, focused on students being included and feeling like they belong. From the LGBT community to non-traditional student, you can feel the wave and love being shown. The graduate center and Dr. Mumford and his team's numbers continue to increase along with programs. International students are at an all-time high this year. We have started planning for our first doctoral program and hoping to get that done so that by next summer we will have our first program up and running. We have stabilized the budget, which is certainly something to brag about with a \$2.7 million deficit. There was right sizing to do, which was painful, but had to be done. By eliminating some of the fluff and excess that people had gotten used to and looking at contracts and renegotiating leases, we saved dollars. Aladdin is the new food service vendor, providing us with some revenue we had not gotten from the previous vendor. We are partners, and even in the bookstore we are now doing things that had not been done before to the benefit of the university.

Fundraising in 2020 received 2,703 gifts with \$1.7 million raised. Last year at this time there we received 3,704 gifts with \$1.9 million raised, and 2022 received 4,620 gifts and \$2.4 million raised. Despite what you hear on the street, we can only report what the numbers say, and the numbers say we've done well. The annual fund had a 122% increase, seven new endowed funds, and new donors increased by 25%.

With the 2023 budget, as always, it's what's the new year going to be like; we will be transparent and not be caught by any surprises. Reductions were made across the board, not just certain areas. Priorities need to be based on needs, not wants. Ms. Hudson worked with members of the Cabinet, they came together, and it was her responsibility to put together this budget. It has already been shared with the Finance Committee and the Foundation, who have seen it all along, but it's been brought to Dr. Evans' attention that there are concerns that the University is in bad shape. There are rumors that there has been the mismanagement of funds and we're begging the Foundation for money; that wasn't what happened. As the budget was being put together, we sought the assistance of the Foundation, whose mission it is to raise and invest funds and steward dollars that will benefit the institution and students. Dr. Evans asked Ms. Hudson and Ms. Hill to explain the whole process, the request that was made of the Foundation, and conversations that were had since they are familiar with what took place and why it was done. These are not new dollars, just redirected dollars normally given to the University.

Ms. Hudson stated that as they put together the FY23 budget they were trying to look at revenue sources and see what might be missing from the big picture. In her experience she was used to seeing the support dollars that were derived from fundraising, such as restricted and permanent or endowed funds. WLU operates slightly different; instead of raising money to use solely for scholarships, we instead use money the entire academic year for individual and department requests. Requests are made to the Foundation for their wants, then presented and approved; this is how the Foundation is utilized. Recently in a conversation with Ms. Hill, there was a discussion and Ms. Hudson thought it would be a good idea if instead, we should see if they would pledge monies toward the school for our students. Those monies would offset our institutional waiver line or discounts. This is how that request came about; it would be a new way of operating, not a well-liked way by some, but it is Ms. Hudson's job to look into and seek out those creative ways of how we can help the institution. Our greatest need is our students; we wouldn't be here without them. Ms. Hill added that the process of the WLU Foundation Board of Directors is to approve any disbursement requests, and the BOD is fulfilling its fiduciary responsibility in looking at the request in that light. A special meeting of this board has been called to explore this request further and make their decision. The \$500,000 request is not over and above any monies we received in the past and it's not new money. According to Miss Hill it has to come from unrestricted funds and not department specific initiatives. Mr. Glanville asked if this goes forward, does this mean the Foundation cannot be approached for any support going forward? There is an annual spend from other funds if raised for a specific need, but it would do away with the needs request as we know it. Dr. Evans noted the perception, but this is not an increase from our disbursement; it's the same as last year with a different focus from us and an increase in unrestricted fundraising. This will probably increase the disbursement to the University if successful. Ryan Glanville asked Ms. Hudson how, in her research, this is done across not only the state but the nation. Ms. Hudson noted in the articles and information she has found regarding the use of an independent foundation, they are evolving to take on many different roles, assisting with operational needs of higher education institutions. A brief discussion followed on public/private institutions and whether the university helps pay the foundation employees.

Dr. Evans thanked the board for approving the salary enhancement funding, noting the faculty and staff will also appreciate, as well as the funding formula. We are hoping that we can carefully look at some of those areas and really grow in order to get the maximum amount of dollars. The Highlands Center, which has been an area of concern, has a new director, Mr. Carl. At one time there were many other employees, but Mr. Carl is the only one there now and he has been charged with coming up with a plan for the center. We need to maximize the space; we don't need 15,000 sq. ft. to do some of the things we want to do. We have engaged more people across the campus to know about the center. We are looking at keeping a couple classrooms available, along with the idea of a testing center, and other viable options. We are looking to refocus and rephrase the highlands center to significantly reduce the size and expense we have now. We don't want it to go away; unlike a business closing and shut something down, higher education and their programs go through a process. You have to teach out degree programs and if you shut down an instructional site you can't come back and open it again. You have to start from the beginning, and it could take a year or two years to be able to restart.

Areas of focus are to increase enrollment, maintaining financial stability, fostering student success, enhancing engagement, promoting unity, and boosting workplace satisfaction. The Chancellor shared this morning some disturbing news; the WV college rate for people in the state is 45.9% of people graduating and going on to college, with some counties with a rate of 11%. They are putting together a consortium of presidents and superintendents to rate the pool of those going to college. We need to work on increasing enrollment; not just to attract and recruit, but we need to retain students as well. Maintaining financial stability has always been an area of focus. Fostering success; students feel they are getting a bargain when they come to West Liberty; they feel good about themselves. We have success in many different areas; culture, education, and financial. We recognize the average number of credits hours in one college is 144 hours, which was the average. We know that our accrediting agency says a minimum of 120 hours is needed; we're out of balance, and we need to work on these numbers.

Enhancing engagement with community partners and alumni is still at the top of our list and promoting unity across campus. It's not the big bad wolf administration, but partners working for the success of our students. The SGA is coming to a cabinet meeting next month. In the spring the cabinet will go to an SGA meeting and staff council will be a part of the president's cabinet meeting. Also, the plan is that instead of the president being the only one to go to a faculty senate meeting, members of cabinet will attend and present information. We want to promote unity and workplace satisfaction. We are hoping not only with dollars from the governor, but also looking at other strategies. Ms. Harto is working on a survey for input from employees and what would make them enjoy coming to work every day.

## **VIII. Reports**

### **A. Interim Provost (Monteroso)**

Dr. Monteroso presented items celebrated by Academic Affairs, including Linda Cowan as a finalist for professor of the year. The application for Mathematics in Data Science was approved, along with the Doctorate in Education preliminary plans where we hope to have the full proposal complete in the fall. Goals for this year are removing barriers between students, faculty, and staff and focusing on student success. We need to be sure our operating systems are running, getting programs to 120 hours to graduate, some of which will be guided by the funding formula, but it's good practice of where we need to be. HLC passed all areas except retention; we need to work on retention. Dr. Monteroso has met with the chairs and started to work on the process to help monitor student retention. Many of the deans are in attendance this evening and they have been working hard with the chairs, pulling everyone to be on the same team. Dr. Monteroso couldn't thank them enough for the time and energy they put in at the University. The chairs meeting was today, along with professional development all week with exciting initiatives. The Faculty/Staff Institute will be held tomorrow from 9:00 a.m. to 12:00 noon with breakout sessions for faculty and staff. Lunch will be at 12:00 noon in the new and improved Bear's Den, the former Marketplace. We are increasing dual credit, letting high school students know they can be successful in college. We have faculty going into the high schools, who are our best recruiters, which is important to retention as well. We are still working on the faculty handbook. We would like it to go out electronically and are making sure it functions well. It is a Watermark system, like the university catalog, which functions more efficiently. A brief discussion followed with regard to credit hours and curriculum requirements and the importance of attracting students to WLU.

### **B. Enrollment (Cooper)**

Ms. Cooper, Assistant Vice President of Enrollment Management/Director of Admissions gave staff updates, noting Brenda King retired in June and Scott Cook in July, along with a few resignations this summer and a reduction in workforce due to the budget, all of which impacts enrollment. Being down seven people within the division in five months is hectic, but thankful for the staff they do have and working around the clock to make things happen. Several people have picked up multiple duties and hope that the salary enhancements will help keep the current staff.

New undergraduate accepted students are up 22% and fall housing is increased by 5.5% compared to 2021-22. Housing dropped during COVID with many rooms converting to single,

but students are moving back to campus. Overall, we are still down at 2008 students as of today. New freshmen and transfer students are up but down in returning students. There are two weeks left to enroll and we will be working through lists every day to get students back into classes. A brief discussion followed on recent resignations and status of open positions.

**C. Staff (Glanville)**

Mr. Glanville stated that Staff Council did not meet this week. Major things recently discussed were the salary increases. He believes that Ms. Hudson and Ms. Harto discussed this with Staff Council, how it would work, and took a lot of suggestions from the council. They were happy to be included, especially in the discussion to bring up minimum wage, and thanked the administration for hearing their concerns. They are still working on new fundraising opportunities for this year and think next week's meeting will be exciting.

**D. Faculty (Metz)**

Dr. Metz stated that Faculty Senate has not met yet but meets the third Tuesday of every month.

**E. SGA (Burkle)**

Ms. Burkle noted that the upgrades to the SGA area are nearly complete and will be a great space for students to hold meetings. Students have expressed concerns since they will no longer be able to hold event in the Gary E. West Event Center; the chapel could be an alternative. The Student Government meeting schedule has been revised to meet twice monthly. Plans for homecoming are underway, along with Topperfest events. Student leadership renovation is in progress and the SGA focus.

**F. WLU Foundation (Hill)**

Ms. Hill gave a Foundation update based on the fourth quarter of fiscal year 2022, noting that the Foundation is currently engaged in its annual audit and financial statements will be produced in a few weeks. The Foundation received a total of almost \$2.5 million, a 27% increase over 2021. With increased solicitations, events, and initiatives you can see by the chart how gifts have grown from FY18 to FY22. New donor numbers increased by 25% from FY21 with Ms. Hill giving credit to the growth of the annual day of giving. Faculty members hung out in the "war room" along with students making phone calls, engaging every part of campus in the project. Alumni giving is still a bit of a challenge, but Ms. Bennett has been in talks about partnering and working collaboratively with alumni to grow this number. The President's Circle level has grown, and the Board has moved to increase that society to \$2,000. Ms. Hill reviewed the remainder of the areas of giving, noting this success has been a long work in progress which is paying off, and hope it continues as we move forward.

**G. Alumni (Bennett)**

Ms. Bennett, Director of Alumni Affairs, gave an update on what they're doing, making a point to be more involved in the community, both on and off campus. As a two-time WLU graduate, she has been connecting with alumni, touring the campus and different departments, and getting familiar with the surroundings. After participating in the Alumni Directors engagement conference, Twitter and Instagram sites were started and the Alumni Facebook page participation has grown by 503%. There are small victories here and there and Ms. Bennett is attempting to go to multiple networking events each week. Being off and on campus, it is important to bring the hilltop off the hill and making people aware of what's happening. We have held two alumni happy hours so far with 40 to 50 attendees, with a mix of staff and alumni. The next one will be Thursday, August 25<sup>th</sup>, in Glendale, WV at Rutenbucks. With regard to sustaining memberships, we are trying to come together and are ready to establish a structure for engagement. There has been no membership structure since 2013. This is going to be a way to bring everything together. Alumni engagement and giving is low with significantly more non-alumni donors than alumni. They will be working with the Foundation to tackle this giving potential. In meeting with other directors, they showed that this is actually a national trend, with a move from dues to sustaining memberships. These won't be dues; simply an annual tax-deductible gift with membership perks at each level of giving; this is still a work in progress. The Pittsburgh and Columbus chapters are trying to be a little more active

with hopes for a National Alumni Advisory Board and additional chapters. The goals are to work in collaboration with the Foundation, solicit in October with a push on social media, and push out on homecoming. The goal is 500 members by June of 2023.

**IX. Finance Report**

Ms. Hudson opened with the budget status report through 06/30/22, which ended in a good position overall with tuition and fees for undergraduate and graduate, with a surplus of \$212,000. We fall short on room and board by \$195,000, with discounts well over the original budget over \$6.1 million in waiver, ending with a little over \$6.7 million in institutional waivers. We received the entire appropriation of \$9.1 million for FY 22 with next year's appropriation set at \$9.5 million with the salary enhancement. The other venue performed extremely well with a fantastic year for royalties, which were budgeted at \$354,000 and we actually received a little over \$1 million, helping greatly with the deficit. The expense lines ended very slightly under at 99% with utilities going over budget. There is a water issue on campus, which Mr. Rodella mentioned prior, and a rate increase in water and sewage not accounted for in the adjusted budget. All other categories are on target with \$204,000 to the good in expenses, overall ending the year with a deficit of \$243,000, compared to looking at \$2.7 million. This was due to really watching expenses that came through and also being able to pull in lost revenue with CARES Act funding and being able to extinguish the debt of some students.

Ms. Hudson stated that for the past several years it was stated that we had over \$12 million in unrestricted cash in Charleston. \$10 million is very deceiving; in reality what our unrestricted cash is \$3.8 million. Ms. Hudson explained the breakdown of the \$9.9+ million restricted funds to get to the total unrestricted cash of \$3.8 million. At the end of FY21, WLU had 85 days of available cash, compared with other institutions in the state; Glenville was at 13 days. A brief discussion followed with regard to days of cash available.

The FY23 budget just started, beginning the year with a balanced budget based on the enrollment projection of Mr. Cook before he retired and of Dr. Mumford in graduate studies. If after enrollment is verified, the amount is significantly less, we would like to stay ahead of the game and look at this again to see if more adjustments will have to be made. On another note, the financial statement audit is well under way. CLA is working very well with the controller, Michael Smith, a former CPA from St. Clairsville. In the past the audit was only done by the controller. Ms. Hudson has implemented each staff member being involved in this audit, wanting them to understand that their daily jobs impact the reconciling to pass and have a clean audit. It's important that the entire staff be involved to understand what is necessary for the audit.

**X. Executive Session**

**A. Personnel Matter – Contract Discussion/President**

Pursuant to WV Code section 6-9A-4, Rich Lucas requested a motion to retire to executive session at 5:23 p.m. A motion to retire to executive session was made by Richard Carter and seconded by Michael Baker; motion passed unanimously.

At 6:20 p.m. Rich Lucas made a motion to rise from executive session and seconded by Jason Metz; motion passed unanimously.

**XI. Actions Emanating from Executive Session**

On motion by Rich Lucas and seconded by Michael Baker, an offer to Dr. Evans for a one-year extension on his contract beginning January 1, 2023 and ending December 31, 2023 was made with a roll call vote as follows:

- Jack Adams - nay
- Michael Baker - yea
- Arlene Brantley - yea
- Sydney Burkle - nay
- Richard Carter - nay
- Thomas Cervone - nay
- Jamie Evick - yea

- Ryan Glanville - nay
- Rich Lucas - nay
- David McKinley - nay
- Jason Metz - nay
- Stephanie Shaw - yea

The motion failed 8 to 4.

**XII. Information Gathering**

None.

**XIII. Next Meeting Date – Wednesday, October 19, 2022**

**XIV. Adjournment**

On motion by Richard Carter and seconded by Michael Baker, meeting adjourned at 6:21 p.m.

Richard Lucas \_\_\_\_\_  
Chair

Jamie Evick \_\_\_\_\_  
Secretary

**West Liberty University  
Board of Governors**

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**Minutes  
September 13, 2022**

**Attendance:**

Jack Adams, Michael Baker, Arlene Brantley, Sydney Burkle, Richard Carter, Thomas Cervone, Ryan Glanville, Richard Lucas, David McKinley, Jason Metz, Stephanie Shaw

**Unable to Attend:**

Jamie Evick

**Administration/Faculty/Staff:**

Mary Ann Edwards, Jake Flatley, Stephanie Hooper, Jeff Jenkins, Ryan Quinn, Maureen Zambito

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

Chair Lucas called the meeting to order at 4:02 p.m.

**II. Presidential Search Timeline/Process\***

Chair Lucas distributed the tentative presidential search process timeline and breakdown committee members and additional members per policy. Barring anything similar to COVID, there should be no problem staying within the timeline. While reviewing the timeline, Chair Lucas read from WLU Board of Governors Policy No. 1: Presidential Search and Selection, and also from the WV HEPC Series 5 Guidelines for Governing Boards in Employing and Evaluating Presidents.

The search committee automatically includes all 12 members of the Board of Governors, with the addition of one staff, faculty, student, member of the WLU Foundation, Inc. board, and WLU Alumni Association board. We are to elect a chair and vice chair of the search committee, who must be governor appointed members of the board, which eliminates the student, faculty, and staff representatives. We also have the option to enter into a contract with a professional search consultant or firm.

A discussion followed with regard to virtual options. Virtual options will be available for all meetings and most likely be used when narrowing the search. It was also noted that all search committee meetings are to be noticed with the WV Secretary of State like any other state meeting.

A lengthy discussion followed with regard to the use of a search firm or consultant and the expense involved, where the position should be advertised, how previous searches were handled, criteria,

**On motion by Michael Baker and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the estimated presidential search process timeline.**

**III. Establish Presidential Search Committee\***

As stated by Ms. Hooper, 12 members of the committee are automatically seated with the members of the board of governors. The chair and vice chair are to be appointed from the nine appointments made by the Governor. Additional members of the committee should be from the WLU Foundation Board, Alumni Association, staff member, faculty member, and member of the president's cabinet. The suggestion was made that the additional staff member should be a dean.

The Presidential Search Committee membership will include:

- Jack Adams
- Michael Baker
- Arlene Brantley
- Sydney Burkle

- Richard Carter
- Tom Cervone
- Jamie Evick
- Ryan Glanville
- Rich Lucas
- David McKinley
- Jason Metz
- Stephanie Shaw
- John Dolan, WLU Foundation
- Dan Joseph, WLU Alumni Association
- Katie Cooper, Staff/President's Cabinet

**On motion by David McKinley and seconded by Ryan Glanville, it was unanimously adopted by the West Liberty University Board of Governors to adopt the stated Presidential Search Committee members with additional members to be selected at the next Presidential Search Committee meeting.**

A nomination was made for Thomas Cervone to act as Chair and David McKinley to act as Vice Chair of the Presidential Search Committee. Both individuals are willing to accept their role and are a good combination of academia and business.

**On motion by Rich Lucas and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to elect Thomas Cervone as Chair and David McKinley as Vice Chair of the WLU Presidential Search Committee.**

#### **IV. Adjournment**

On motion by Richard Carter and seconded by Jason Metz, the meeting adjourned at 5:02 p.m.

Richard Lucas \_\_\_\_\_  
Chair

Jamie Evick \_\_\_\_\_  
Secretary

**West Liberty University  
Board of Governors**

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**Minutes  
September 23, 2022**

**Attendance:**

Jack Adams, Michael Baker, Sydney Burkle, Richard Carter, Thomas Cervone, Ryan Glanville,  
Richard Lucas, David McKinley, Jason Metz

**Unable to Attend:**

Arlene Brantley, Jamie Evick, Stephanie Shaw

**Administration/Faculty/Staff:**

Mary Ann Edwards, Diana Harto, Stephanie Hooper, Ryan Quinn, Maureen Zambito

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

Vice Chair Adams called the meeting to order at 4:02 p.m.

**II. Action Items\***

**a. Finalize Search Committee Members\***

Mr. McKinley stated that there is only one item to complete and that is to finalize the search committee. He noted that once we seat the committee, the Board may want to preapprove the soon to be formed committee to authorize or engage a search consultant or search firm.

The proposed Search Committee will consist of the 12 Board of Governors members, John Dolan, Dan Joseph, Katie Cooper, Karen Kettler, Chris McPherson, and Keith Bell. A brief discussion followed with regard to student representation on the committee.

**On motion by Rich Lucas and seconded by David McKinley, it was unanimously approved by the West Liberty University Board of Governors to seat the Presidential Search Committee as stated above.**

**III. Adjournment**

On motion by Rich Lucas and seconded by Michael Baker, the meeting was adjourned at 4:20 p.m.

Richard Lucas \_\_\_\_\_  
Chair

Jamie Evick \_\_\_\_\_  
Secretary

**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS**

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**Executive Committee  
Minutes  
August 17, 2022**

**Executive Committee Members Present:** Jack Adams, Arlene Brantley, Richard Carter, Jamie Evick, Rich Lucas, David McKinley, Stephanie Shaw

**WLU Administrators:** W. Franklin Evans, Monique Akassi, Stephanie Hooper

**Others:** Ryan Quinn

**1. Call to Order/Roll Call**

Chair Lucas called the meeting to order at 3:00 p.m.

**2. President's Update**

Dr. Evans provided various updates.

**3. West Rentals Donation of Land**

Mr. Gary West has consented to another outright gift donation for the Aquatic Center. The Board of Governors will have to decide if we can accept the donation. He will, however, retain all mineral rights. We have received a \$1.5 million grant for the Aquatic Center and the money will be used for renovations.

**4. Sale of Property**

The University is still in conversations with the Dollar General and has to give approval to sell the land or property. Discussions were also presented regarding the possibility of selling partial. Currently there are no structures on this area, just for parcels. President Evans is seeking approval.

**5. Governor's Salary Enhancements Plan**

The Governor's salary enhancement plan will include giving \$449,000 inclusive of benefits. The Vice Chancellor said that this pay enhancement will be added permanently. There are some equity issues with some of the faculty in regard to equity and merit. The money distributed will not be a bonus. Bonuses are prohibited. Instead, this money will go into the base salary. The remaining dollars for staff will be in four quartiles, with those in the first quartile receiving the highest increase. The Governor stated that the money must be used for salaries. There is also a need to increase the minimum wage. The current minimum wage is \$11.00/hour.

**6. Higher Education Outcomes Based Funding Formula for WLU**

The HEPC and the State of West Virginia have a new funding formula and current allocations and the State have come up with a criterion. Two-Year Colleges have their own model; progression metrics—money for students that earned by the amount of credit hours and graduates. Other programs that will be targeted as well include Teacher Education, pending final Board approval.

- The State of West Virginia came up with the best-case scenario. A Funding Model sets a base model, but then after a year, money is given based on gains made by students and the number of credit hours earned; and the next programs enrolled.
- Only an Associate in Dental Hygiene but the State said to place focus on it, for it is consistent and everything has to add up to load and will require Board's approval for State recommendations. The Executive Committee will make its motion.
- There will be a base at 10% not effected and 30 years can accrue for growth. Increment financing. 50% based on degrees earned. The average number of Liberal and Creative Art degrees are 144 credit hours. However, 120 credit hours is the requirement. West Liberty University's academic programs need to be reviewed to decrease the number of credit hours needed to graduate in order to compete with neighboring colleges and universities.

- HEPC and HLC's recommendation is 120 credit hours to graduate from a program. New programs are requiring 120 credit hours. Some schools were able to grandfather other courses in.
- There is a move towards more Co-Ops and internships.
- Revenue standpoint is at a loss to the students and requires more faculty.
- Newer programs, moving forward, from Academic Affairs—should have 120 credit hours as a requirement for graduating.
- One of the new challenges will be streamlining courses to trim down to 120 credit hours with 50% of the formula.
- There is concern that some faculty from Academic Affairs will resist assessing current academic programs and decreasing credit hour requirements for graduation; and it may be a slow process if left up to the HEPC.

## 7. **Adjournment**

The meeting was adjourned at 3:30 p.m.

Richard Lucas

\_\_\_\_\_  
Chair

Jamie Evick

\_\_\_\_\_  
Secretary

Respectfully submitted,

Dr. Monique L. Akassi

**DOCTOR OF EDUCATION (Ed.D.) IN  
INSTRUCTIONAL LEADERSHIP, MANAGEMENT, AND INNOVATION**

**ACTION ITEM**

***Proposed Resolution:*** Resolved, that the West Liberty University Board of Governors approve the Proposal for the Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.

# Faculty Senate Meeting Minutes 9/20/22

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**Senators Present:** Dr. Robert Gall (Chair), Dr. Gregory Chase, Dr. Sherry Rocchio (Finance Chair), Dr. Hilary Bougher-Muckian (Secretary), Dr. Ken Sexton (alternate), Dr. Ronald Hulewicz, Dr. Brian Fitzpatrick, Dr. Gerard NeCastro (Vice-chair), Dr. Corey Reigel, Matthew Harder (alternate), Dr. Sylvia Senften, Dr. Anna Stephen-Robinson, Jeremy Dann, Amanda Francis, Hannah Hart, Dr. Ray Holsapple (Policies Chair), Dr. Rose Kutlenios, Dr. Zachary Loughman, George Vopal, Michelle Yadrick, Carol Zambotti, Dr. Darrin Cox (ACF Representative), Douglas McCall (Parliamentarian), Sara Alig (alternate)

**Senators Absent:** Dr. Aaron Huffman, Dr. Courtney Huffman, Dr. Jeffrey Grubbs

**Invited Guests:** Provost Dr. Cathy Monteroso, President Dr. Franklin Evans, Dr. Jason Metz (BOG Representative), Dr. Richard Whitehead

**Guests:** Dr. Monique Akassi, Dr. Nicole Ennis, Dr. Ann Saurbier, Dr. Eveldora Wheeler, Dr. Karen Kettler

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Meeting called to order at 3:31PM

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***Chair Gall called for nominations for secretary. Motion by Dr. Loughman to nominate Dr. Hilary Bougher-Muckian, seconded by Dr. Cox. Motion for new senate secretary passed unanimously .***

## **President Dr. Franklin Evans Update:**

1. Transportation for students on campus is an issue. Campus transportation is a goal.
2. Angie Zambito Hill is providing fund manager training for all required.
3. WLU website currently under revision. Changes and update requests should be sent to colleges. The new website will launch July 1st.
4. Homecoming will take place on October 22nd and will include a recognition banquet, Wall of Fame Alumni Breakfast, and tailgating.
5. Water leakage on campus has been an issue. Fixing the pipes on campus is a 1 million dollar project. Ultimately, this will save us \$250,000 a year in water bills. WLU is applying for a loan through the HEPC (10 year interest free).
6. The executive cabinet toured residence halls.
7. Retention plan has been updated due to the new HEPC funding formula. In 2 years WLU will need to provide an updated report on retention.
8. The following are events/activities planned to celebrate Hispanic Heritage Month: trivia lunch, Hispanic Heritage Luncheon, book display, West Liberty Elementary students on campus day.

## **Dr. Monteroso, Provost Updates:**

1. HEPC Series 10 has been revised. A new template will be designed by University Effectiveness and the Assessment Committee. This template should be available February 1st.
2. HEPC's updated goals are promoting student success and removing student barriers.
3. WLU's updated priorities include increasing enrollment, maintaining financial stability, fostering student success, enhancing engagement, managing accurate/timely data, promoting unity, and boosting workplace satisfaction.
4. HEPC's updated funding formula is based on the following: number of students accumulating 30, 60 hours, and 90 hours, Associates Degrees awarded, Bachelor's Degrees awarded, Master's Degrees awarded, Doctoral and Law Degrees awarded, and Research Development.
5. Faculty compensation date is October 8th using the following formula: 50 percent equity (high equity >20 percent; equity 1-19 percent) and 50 percent merit (high merit, merit, no merit). Faculty will receive a letter detailing the raise amount, merit, and rationale.
6. Student, faculty and staff travel is permitted for the following reasons: recruiting, required for accreditation, required for grant, required for program, and presentations.

7. WLU has received high rankings as #27 university in the south and #12 in social mobility.
8. Open resource textbooks are highly recommended to make textbooks more accessible.
9. Personnel issues on the agenda and at will employment is covered under HEPC Series 55.

**Dr. Jason Metz, Faculty Representative, Board of Governors**

1. At the most recent BOG meeting a public vote was taken on President Evans contract. A motion to extend President Evans contract by 1 year failed, 8 to 4. President Evans' contract was not renewed.
2. A presidential search committee was formed. One additional faculty member needed to serve. The BOG is hoping to add an additional staff member due to Ryan Glanville having been elected by BOG.
3. The search committee has set a deadline for hiring a new president as January 1st.
4. A survey was sent to faculty and staff for feedback on presidential search and desired qualities.

*Question from Dr. Loughman regarding how many candidates the search committee will consider.*

*Dr. Metz' response: The committee would like to narrow it down to 3-5 for on-campus interviews at the end of November. They may be looking at using an outside firm to find candidates.*

**Dr. Darrin Cox, Faculty Representative, WV Advisory Council of Faculty**

1. Dr. Cox made a request for suggestions for issues to bring to ACF.  
*Discussion ensued. Issues raised included legislation on tenure, guns on campus, and critical-race theory.*
2. ACF Retreat is in November. Legislators will meet with ACF representatives before the legislative session starts. In December they will visit the legislature.  
***Motion by Dr. NeCastro to discuss amendment 2, seconded by Dr. Holsapple.***
3. Amendment will remove revenue taxes. There is concern that counties will lose money and the legislature will have more power to pass policies impacting the counties. Universities may see a secondary impact and lose additional funding.

*Discussion ensued regarding the benefits and drawbacks of the Amendment. Questions were raised regarding the impact on higher education directly and the state surplus.*

***Chair Gall made a motion to consider item on Amendment 2; Dr. NeCastro seconded. A verbal vote was taken: 1 nay, 1 abstention and the remaining yays. The motion for Amendment 2 passed.***

**Dr. Ray Holsapple, Chair, Academic Policies and Procedures Committee:**

1. No update. Please send policy requests to Dr. Holsapple.

**Dr. Sherry Rocchio, Chair, Finance Committee:**

1. Dr. Rocchio attended the finance committee meeting on September 3rd.
2. Dollar General may purchase 2 acres of university owned land on Girty's Point to build a new location.

*Discussion ensued. Point raised regarding how Dollar General will impact campus beauty.*

**Action Items:**

**I. New Program Proposal (Ed. D)**

1. Dr. Whitehead presented. The program will be an accelerated 3 year doctorate in Educational Leadership and will be hybrid (remote and in-person). The Education Doctorate will not require

any new full time faculty until year 4. A feasibility survey was sent to all the counties in West Virginia and 50 percent of respondents said they would be “likely or extremely likely to apply.”

*Discussion ensued. Concerns raised include increased workload for graduate faculty, differences in this program and those at WVU and Marshall, superintendent certification, and the tuition rate.*

*Responses from Drs. Monteroso, Whitehead, & Ennis: Graduate faculty in education who are teaching in the Ed.D. will switch to 9, 9, 9 course loads, also teaching in the summer term. This is needed due to the accelerated schedule. The program may apply to K-12 administrators and higher education. Superintendent requirements in WV do not require a certification. Differences in our program and WVU and Marshall programs are checkpoints (Years 1, 2, and 3) and lower tuition rates.*

***Motion made by Chair Gall to consider proposal, seconded by Dr. Holsapple. A verbal vote was taken: 1 nay, remaining yays. Proposal for Ed. D. passed.***

II. Selection of Faculty Senate Representative to President Search Committee.

***A motion was made by Chair Gall to nominate a faculty representative to the presidential search committee. Dr. NeCastro nominates Keith Bell; seconded by Dr. Cox. Motion passed unanimously. Keith Bell was nominated as faculty representative.***

III. Academic Integrity Policy

1. Chair Gall made a motion to consider the policy, Dr. Holsapple seconded.

*Discussion ensued. Concerns raised included the chain of command and timeframe.*

***Dr. Rocchio motioned to move policy back to committee, seconded by Dr. Holsapple. Motion unanimous. Policy moved back to committee.***

IV. Travel Funding

*Dr. Rocchio made a motion to hear the travel funding item, seconded by Senator Yadrick.*

*Dr. Cox asked for clarification on state travel guidelines and requirements for travel to be approved.*

*Dr. Monteroso response: There is no travel ban for out-of-state travel from the Governor’s office; however, there are sometimes bans on out-of- country travel. Recruiting, grants, presenting, program development, students, accreditation are areas for travel that are permitted. Need must fit areas.*

***Chair Gall made a motion to consider proposed motion on travel, seconded by Dr. Loughman. A verbal vote was taken; the motion passed unanimously.***

V. Amendment 2 (Property Tax in WV)

See above section from ACF representative, Dr. Cox.

V1. Promotion/Tenure Deadlines

***Motion to consider by Dr. Bougher-Muckian, seconded by Dr. NeCastro. A verbal vote was taken. Motion passed unanimously.***

## VII. Final Exam Schedule

*Several senators raised concerns regarding the final exam schedule being changed after the start of the semester and negative impacts on course finals and faculty planning.*

*Provost Monteroso response: This change was to allow for more time for grading before grades are due. Dr. Ryan (previous chair) was consulted and gave approval. Anecdotal evidence shows student approval.*

***Chair Gall motioned to consider the action item, seconded by Dr. NeCastro. A vote was taken: 8 Yays, 10 Nays. Motion failed.***

## VIII. Fall Holiday/Perpetual Calendar

*Dr. NeCastro motions to hear, Dr. Cox seconds.*

*Discussion ensued. Concern raised regarding lack of shared governance.*

*Provost Monteroso response: The procedure was looked at in February and the existing schedule negatively impacted first and second half classes and made spring semester start late. Provost has received recommendations to eliminate the perpetual calendar.*

*Discussion ensued regarding the necessity of fall holiday and purpose.*

***Motion to consider by Dr. Cox and seconded by Dr. Senften. A verbal vote was taken: 1 nay, remaining yays. Motion passed.***

## IX. Censure of Provost, Human Resources Director, & President

***Senator Vopal made a motion to table the action item on censorship until HEPC 55 is thoroughly investigated; seconded by Senator Sexton. A verbal vote was taken: 1 nay, remaining yays. Motion to table censorship passed.***

## X. Selection of Faculty Representative to Policy Review Committee

*No action taken. Need nominations.*

### **Faculty Forum Items:**

*Dr. Fitzpatrick suggested that Faculty workloads need to be re-examined.*

**Motion for Adjournment-** Motion to adjourn by Dr. Senften and seconded by Dr. Loughman. Motion unanimous. Adjourn at 5:13PM.

**DOCTOR OF EDUCATION (Ed.D.) IN  
INSTRUCTIONAL LEADERSHIP, MANAGEMENT, AND INNOVATION**

**TUITION AND FEES**

**ACTION ITEM**

***Proposed Resolution:*** Resolved, that the West Liberty University Board of Governors approve the 6.4.2 Program Projections, FORM 1: Source of Operating Resources, contained in the Proposal for the Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.

#### 6.4.1. Program Administration

The Doctor of Education in Instructional Leadership, Management, and Innovation will be housed within WLU's College of Education and Human Performance. The following is the proposed administrative organization for the program based on the autonomy of University structure: The Chair of Teaching and Learning will lead the doctoral program under the supervision and guidance by the Dean of the College of Education and Human Performance.

#### 6.4.2. Program Projections

Initial plans for enrollment will be yearly cohorts of 12-15 students. A new cohort would start annually in the Summer I term. Evaluation of an increase in enrollment will be investigated after the successful graduation of the first couple of cohorts. The continued need for leaders within the education, healthcare, law enforcement, and business occupations will provide sustainability for the program as the workforce will always need employees in this profession. The anticipated enrollment figures along with tuition revenue can be found below in **Form 1**.

#### FORM 1

##### *Source of Operating Resources*

	First Year 2023/24	Second Year 2024/25	Third Year 2025/26	Fourth Year 2026/27	Fifth Year 2027/28
<b>Number of Students Served through Course Offerings of the Program:</b>					
<b>Headcount:</b>	12	24	36	36	36
<b>FTE:</b>	3.5	3.5	4.5	4.5	4.5
<b>Student Credit Hours:</b>	21	42	60	60	60
<b>Total Student Credit Hours:</b>	252	1008	2160	2160	2160
<b>Resident tuition (\$575 per credit hour) 3% increase each year</b>	\$151,800.00	\$611,202.00	\$1,339,560.00	\$1,379,746.80	\$1,421,141.40
<b>Number of degrees granted (annual total):</b>	0	0	12	12	12



## **Board Report**

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### **WLU Board of Governors**

October 19, 2022

• Office of the President	Pgs. 24-26
• Academic Affairs	Pgs. 27-28
• Student Affairs and Enrollment Management	Pgs. 29-30
• Legal Counsel	Pgs. 31-32
• Fiscal Affairs	Pgs. 33-35
• External Affairs	Pg. 36
• Athletics	Pgs. 37-38
• Human Resources	Pgs. 39-40
• IT/Physical Plant	Pgs. 41-42
• WLU Foundation	Pg. 43
• Diversity	Pgs. 44-48

**I. West Liberty University 2019-2024 Strategic Plan**

- Goal #1 Demonstrating Academic Excellence
- Goal #2 Cultivating Diversity, Equity, and Inclusion
- Goal #3 Creating an Innovative Student Experience
- Goal #4 Enhancing Community Engagement
- Goal #5 Strengthening Operational and Financial Excellence

**II. Update on Specific Strategic Objectives****A. Goal #1: Demonstrating Academic Excellence.****1.1 *Attract and retain students.***

The Division of Student Affairs and Enrollment Management (SAEM) reports for the fall 2022 semester, new first-year students increased 10%, new transfer students increased 8%, and new graduate students increased 21% over last year's numbers. The institution experienced a decreased in returning upper class students by about 3%. There was an increase in housing students on campus to the tune of 6%.

**1.3 *Pursue innovative and relevant program development.***

The Doctor of Education Degree in Instructional Leadership, Management, and Innovation has received campus approval at the various levels. If BOG approval is granted, the proposed degree will be submitted to HEPC and then HLC for final approval.

**1.8 *Pursue continuous improvement through data driven assessment and analyses.***

Dr. Eveldora Wheeler was appointed as Acting Dean of General Studies to oversee and redesign the Regents' BA (RBA) and the Interdisciplinary Studies degree programs.

**B. Goal #2: Cultivating Diversity, Equity, and Inclusion.**

**2.1 *Develop and implement ongoing DEI workshops.*** The Office of Title IX provided training sessions on reporting incidents.

**2.3 *Create retention strategies that support a diverse student community.*** Three scholarships provided for African American students were awarded on September 8 at the University's first home football game. The Brantley Foundation Academic Scholarship, the Carole Lynn Harris Academic Scholarship, and the President W. Franklin Evans Academic and Leadership Scholarship were presented to three currently enrolled students.

**2.4 *Provide programs that build and strengthen inclusive teamwork.*** The Office of Institutional Research launched LiveText assessments and uploads for General Studies, the College of Business, and the College of Education. The Office of DEI secured two grants, from HEPC, to provide additional resources for students.

**C. Goal #3: Creating an Innovative Student Experience.**

**3.1 *Engage students in experiences that extend beyond the classroom.*** Four students participated in the REACH (Reimagining Engagement with Action, Culture, and History) Conference held in Morgantown, September 24-25. The Men's Soccer Team was awarded the College Team Academic Award from the United Soccer Coaches Association.

**3.2 *Develop a student culture that fosters sense of belong.*** Hispanic Heritage Month commenced on September 19 and will end October 15. Activities include lecture presentations, book series, and a cultural foodfest.

- 3.3 *Provide holistic support for the whole student experience.* The Graduate School Expo and Career Fair will take place on October 5.
- 3.4 *Provide resources that foster a safe and nurturing student experience.* The University Chapel building has been closed due to sewage issues. The services of the Chapel have been temporarily relocated to another campus facility.
- D. Goal #4: Enhancing Community Engagement.
- 4.1 *Sustain and grow the University's image.* The planning process of redesigning/recreating the University's website has begun, and a new website should be activated July 1, 2023. Athletic Director Lynn Ullom now hosts a weekly podcast to share information and updates on our athletic programs.
- 4.2 *Provide services and learning opportunities for on and off-campus constituencies.* The 41<sup>st</sup> Annual Hall of Fame Induction Ceremony took place on September 24, and eight former athletes were recognized and honored. Homecoming Day is October 22, and the Hilltoppers will play Wheeling University at 1:00 p.m.; tailgating begins at 8:00 a.m., and the Alumni Wall of Fame Breakfast is at 9:00 a.m., followed by the campus parade. The Office of Alumni Affairs will roll out its "sustaining membership" program and the National Alumni Advisory Board.
- 4.3 *Create, expand, and facilitate dynamic partnerships and relationships that serve all stakeholders.* Several MOUs have been signed to include partnerships with Mindset 2 Wellness, Augusta Levy, North Wheeling Community Center, Concord University, Holy Family Child Care and Development Center, and various K-12 school districts.
- E. Goal #5: Strengthening Operational and Financial Excellence.
- 5.1 *Support the University mission through sound business decisions and ongoing campus maintenance.* The Contract of Pledge for the building and parcel of land donated by Gary West to the University has been executed and the deed has been recorded. A public hearing is scheduled for October 3 in accordance with the sale of about 1.5 acres of land on Route 88. The University received funding from HEPC to serve as a pilot and audit all campus facility equipment. Additional funding was received from the state to pilot the installation of a fleet management system. The Main Hall Roof has been completed. The University may be seeking a \$1 million, 10-year interest-free loan from the HEPC to cover a new underground water pipeline system and a new HVAC system for the library.
- 5.2 *Provide an outcome-driven culture with accurate data, best practices, and feedback.* Based on the final enrollment count for the fall term, the reduction in returning students will result in a financial deficit of about \$160,000. The number of early-entry/dually enrolled students increased, but those students are only paying \$75 per course taken. The Office of Human Resources has finalized the Telework Program guidelines. Employee trainings on blood-borne pathogens, driver's safety, and science lab safety have been completed.
- 5.3 *Develop an efficient business culture of ongoing employee evaluations.* BambooHR, the new human resources system, is configuring performance measures for the next evaluation phase for employees.

5.5 *Work collaboratively with the WLU Foundation to grow private revenue.* The WLU Foundation reports a clean FY22 audit, with no findings or recommendations. The Hilltopper Athletics Club boasts of an 85% retention rate of sponsors and members. The Donor Recognition Banquet is scheduled for October 21.

**III. Recent Activities and Accomplishments**

**IV. Personnel Items at the Cabinet Level**

- Ms. Katie Cooper is serving as Interim Vice President for Student Affairs and Enrollment Management (SAEM).

**V. Action Items**

- Action items will be handled through the respective BOG committees.

Respectfully submitted,



W. Franklin Evans, Ph.D.  
President

**DEMONSTRATING ACADEMIC EXCELLENCE**

- We aim for West Liberty University to be nationally recognized as a dynamic destination for academic excellence, an institution that encourages scholarly exploration, experiential learning, creative expression, and global citizenship across degree levels and disciplines.

**West Liberty University will demonstrate academic excellence by implementing the following strategic initiatives:**

- A. Strategic objective: 1.1 Attract and retain students at every level—traditional age and adult, transfer and first-year, graduate, and non-degree-seeking.**
  - a. Dr. Wheeler, Acting Dean of General Studies, including RBA and Interdisciplinary Studies. Redesigning the Interdisciplinary Studies and the RBA program.
  - b. The Deans established a retention plan for each college. Dr. Saurbier working on the institutional retention plan for HLC.
- B. Strategic Objective: 1.3 Pursue innovative, viable, and relevant program development.**
  - a. Graduate Council and Faculty Senate Approved the Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.
- C. Strategic Objective: 1.7 Affirm and expand national, regional, and specialized accreditations**
  - a. Implementation of Watermark products
- D. Strategic Objective: 1.8 Pursue continuous improvement through consistent, data-driven assessment and analyses of student learning.**
  - a. General Studies Assessment Committee developing a new assessment plan
  - b. Assessment and Accreditation Committee conducting a pilot on annual and 5-year review to align with series 10 and 11.

**BUILDING AN INNOVATIVE STUDENT EXPERIENCE**

- We work to create a vibrant and engaged student experience, no matter where or how students attend West Liberty University—undergraduate or graduate, residential or commuter, online or on campus.

**West Liberty University will build an innovative student experience by implementing the following strategic initiatives:**

- A. Strategic Objective: 3.1 Engage students in experiences that extend beyond the classroom.**
  - a. Programs in all of the colleges are resuming student travel and student presentations.

**ENHANCING COMMUNITY ENGAGEMENT**

- We envision WLU as a regional, national, and global leader in preparing a diverse student population to be impactful in society.

**West Liberty University will enhance community engagement by implementing the following strategic initiatives:**

- A. Strategic Objective: 4.2 Provide services and learning opportunities for all on- and off-campus constituencies.**
  - a. The connected classroom continues for the fall semester

**B. Strategic Objective: 4.3 Create, expand, facilitate, and sustain dynamic partnerships and relationships that serve all stakeholders.**

- a. Continue to strengthen and enhance articulation agreements and MOU's**
  - i. Art Therapy- Mindset 2 Wellness**
  - ii. Community Education - Augusta Levy, North Wheeling Community Center, Christ Community Church C3**
  - iii. Social Work - MSW MOU with Concord**
  - iv. Physician Assistant - Rexburg Surgery, Mountain State Dermatology, Just for Kids**
  - v. Nursing - Wheeling Country Day**
  - vi. Speech Pathology - Holy Family Child Care and Development Center, McGuffey School Districts**
  - vii. Education - Ohio County, Marshall County, Brooke County, Hancock County**

**Action Items:**

1. Proposed Doctor of Education (Ed.D.) in Instructional Leadership, Management, and Innovation.

Attached in email

2. Doctoral Program tuition and fees:

\$575.00 per hour - Page 30 6.4.2 Program Projections, FORM 1: Source of Operating Resources

Respectfully submitted,

Dr. Catherine Monteroso

**I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**

- Demonstrating Academic Excellence
  - New student enrollment increase
    - New First-time freshmen increase of 10%
    - New Transfers increase of 8%
    - New Graduate Student increase of 21%
  - Peer to peer Mentorship program began with two athletic teams and the nursing program. - We have 52 Peer Mentors and 61 mentees that either are first year students or were deemed at risk.
- Cultivating DEI
  - Diversity Committee - The library, WLU's Center for Arts and Education and Student Affairs and Enrollment Management will host West Liberty Elementary students on Thursday, Oct. 6. WLU students will assist as Dr. Rojas and Lou Karas, director of the Center for Arts and Education, read Puerto Rican myth stories and play some authentic Hispanic children's games following by lunch in the Bear's Den.
  - Students attended REACH - Four student attends the REACH Conference (Reimagining, Engagement with Action, Culture and History) in Morgantown, WV September 24-25. This conference was aimed to promote, foster and celebrate diversity through education, team building, open dialogue and facilitated student growth.
- Building An Innovative Student Experience
  - Housing Increase - Students choosing to live on campus has increased by 6% since Fall 2021. Designated Graduate Student Housing is full for the Fall 2022 semester..
  - The Organizational Fair was held on the Quad on August 31<sup>st</sup> with a great turnout. This was a chance for our students to learn what organizations and clubs are available and provided.
  - FYE Presentations - First time Freshmen Students are taking part in multiple presentations throughout this semester including: Financial Literacy/Wellness, ALICE Training and Financial Aid/Satisfactory Academic Progress.
  - Graduate School Expo and Career Fair - October 5<sup>th</sup> - This event is for our current students and future graduates looking for internships, graduate school options, and career opportunities.
- Strengthening Operational & Financial Excellence
  - Staff attending state professional conferences - Professional Development travel dollars are still limited, but we are able to send three members of our Admissions staff and one member of our Financial Aid staff to the state conferences for professional development and networking.
  - Scholarship Manager - In partnership with the WLU Foundation, we will be launching a Scholarship Portal for our accepted and enrolled students. This portal will house our WLU Foundation Scholarships as well as our Academic Scholarships. Students will apply for available scholarship opportunities and fund managers will award within the new tool. This will streamline the process for all as well as ensure proper awarding based on donor guidelines.

**II. Significant Accomplishments**

- Increase in new students for the Fall 2022. As stated above, we saw a significant increase in new students.
- Dedicated staff - Our loyal, dedicated staff members have picked up multiple additional duties due to increased vacancies and lack of applicants.

**III. Other Matters of Focus**

- Declining demographics and increased costs impacting enrollment.
- Lack of staffing in the enrollment services division, due to cuts in staffing over the last seven years leading to increased wait time for students and decreased strategic planning and development.
- Decreased budget dollars for travel, professional development, system support, and student recruitment and activities.
- Still have five vacancies within our division. Losing staff members to remote work and higher salaries.
- Although new student numbers are up, continuing students choosing not to return and register for classes has decreased by 9.6%.
- Although new graduate students are up for the fall, the overall number of graduate students is down 11%. Please note new graduate students may start in the second half of the semester, which we anticipate enrolling additional students at that time.

**IV. New (Essential) Personnel**

- Enrollment Services Coordinator – Michelle Filberto, previously Campus Event Coordinator

**V. Information Requested by Committee****VI. Action Items**

N/A

Submitted by Katie Cooper

**I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**

- **Strategic Initiative III. Community Engagement-Goal 3.2 Facilitate community-based learning opportunities for students.**
  - We continue to develop and maintain Agreements with our local partners creating internships, externships, clinical and field experiences, and articulation opportunities.
    - **Recent Agreements: Mountain State Dermatology, McGuffey School District, Holy Family Child Care Center, Wheeling Country Day School, Logan Regional Medical Care Center, Rexburg Surgery Center.**
- **Strategic Initiative II. Branding- Goal 2: Reinforce and expand the university's reputation as the premiere institute of higher learning in the region.**
  - **II.2C. Establish brand uniformity by developing and implementing guidelines that include branded, copyrighted, and trademarked materials. Updated brand uniformity guidelines**

In 2019, the Executive Director of Marketing worked with outside counsel to get our WLU logo trademarked. Liberty University objected to the filing of West Liberty University as a trademark. The TPO claims examiner agreed with our position but with the objection filed by Liberty University claiming that the proposed WLU trademark is confusingly similar to their previously registered mark and prevailing case law, his hands were tied, and he was not able to allow the registration.

WLU and outside counsel attempted to negotiate an agreement with Liberty University. However, they demanded monetary compensation in exchange for this concession and negotiations came to a halt. No further action was taken.

**Update 10/19/22: Initiative in process. Applications with the USPTO are currently taking six – nine months to process.**

**II. Significant Accomplishments**

- WLU filed its first US and International Patent application on August 6, 2021, related to an antimicrobial therapy-using a specific compound for the treatment of bacterial infections. The inventors on the patent application include Dr. Horzempa (WLU Faculty), Mr. Elliott Collins (Former WLU Graduate Student), and Dr. Leon Francisco (Former Faculty of University of Mississippi). An examiner will review the application and the claims made within. It could take several months for a final determination on whether the patent is granted.
- 03/30/22: On February 10, 2022, WLU received notification from the United States Patent and Trade Office advising us of publication of our US Patent Application under publication number US-2022-0040146-A1 and our PCT International Application was published by the International Bureau of the World Intellectual Property Organization on February 10, 2022, under No. WO2022/032134. This is a standard step in the process while the applications are being examined.
- **10/19/22: Patent prosecution still in progress.**

**III. Other Matters of Focus**

- **All University Policies and Procedures will be going through a high-level review over the next several months.**
  - **Cabinet Members and other appropriate personnel are currently reviewing University Procedures and University Policies.**
  - GC and HR are working on a new HR Governance BOG Policy. Notice of Intent was already given to the BOG. Similar to the IT Governance, this Policy will be high level and appropriately delegate authority to the President, or designee, to implement and effectuate internal HR Policies and Procedures.
  - **West Rentals Contract of Pledge**
    - **Gary West has donated the parcel of land and building behind the Gary West Center. The Contract of Pledge is currently being executed and the Deed will be recorded by West Rental's attorney.**
  - **Sale of Property**
    - **West Liberty University is currently advertising the sale of approximately 1.5 acres of land located on Route 88 for development. A public hearing will be held on October 3, 2022.**

**IV. New (Essential) Personnel**

- NA

**V. Information Requested by Committee**

- NA

**VI. Action Items**

- NA

Respectfully submitted,

Stephanie Hooper

**I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area**

- Strategic Priority Goal # 5 – Strengthening Operational & Financial Excellence
  - Strategic Objective 5.6 – Comply with local and state regulations for efficiency in finances
    - FY23 Balanced Budget
    - FY22 Financial Statement Audit is underway
  - Strategic Objective 5.5 – Strengthen collaborations with the West Liberty University’s Foundation and other donor prospects
    - Request for assistance with student scholarships
      - For Fall 2022 semester, \$250,000 in Unrestricted Funds assisting 96 students and \$201,591 in Other Foundation Funds assisting 184 students

**II. Other Matters of Focus**

- FY22 Audit Update
  - Entire Business Office staff involved with FY22 audit
- Financial Impact of Enrollment on FY23 budget
  - Overall deficit of \$163,000
- Sale of approximately 2 acres on Route 88, West Liberty
  - Public Hearing scheduled for October 3, 2022 at 10:00 – minimum bid set at \$250,000
  - Bids due on October 3, 2022 before 3:00 p.m.

**III. Information Requested by Finance Committee and BOG**

- FY23 Budget Status Report through 9/15/22 (attached)
- Bond Debt (attached)

**IV. Action Items**

- HEPC Loan Application \$1M interest free for campus water project and HVAC in Library

Respectfully submitted,

Lori Hudson

**West Liberty University**  
**FY23 Operating Budget Status (through 9/15/22)**

<u>Sources:</u>	<u>FY23 Original Budget</u>	<u>9/15/2022 YTD Actual</u>	<u>FY23 Less Actual</u>	<u>% of Budget</u>
Undergraduate Tuition and Fees:	20,021,752	10,079,976	9,941,776	50.35%
<i>Related Discounts:</i>	<i>(4,388,176)</i>	<i>(2,188,078)</i>	<i>(2,200,098)</i>	
<i>Net:</i>	15,633,576	7,891,899	7,741,677	50.48%
Graduate Tuition:	4,452,619	1,545,837	2,906,782	34.72%
<i>Related Discounts:</i>	<i>(525,661)</i>	<i>(241,128)</i>	<i>(284,533)</i>	
<i>Net:</i>	3,926,958	1,304,709	2,622,249	33.22%
Room and Board:	9,812,817	5,603,846	4,208,971	57.11%
<i>Related Discounts:</i>	<i>(1,553,163)</i>	<i>(697,636)</i>	<i>(855,527)</i>	
<i>Net:</i>	8,259,654	4,906,210	3,353,444	59.40%
State Appropriation	9,552,600	1,910,520	7,642,080	20.00%
Other	1,583,678	629,130	954,548	39.73%
	<b>38,956,466</b>	<b>16,642,468</b>	<b>22,313,998</b>	<b>42.72%</b>
<i>Discounts</i>	<i>6,467,000</i>	<i>3,126,842</i>	<i>3,340,158</i>	
Total FY23 Revenue Budget	<b>45,423,466</b>			
<u>Uses:</u>				
Personal Services*	19,426,786	4,369,653	15,057,133	22.49%
Fringe Benefits	4,945,030	1,024,298	3,920,732	20.71%
Utilities	2,356,055	515,922	1,840,133	21.90%
Debt	2,659,121	63,236	2,595,885	2.38%
Rent	1,394,778	338,446	1,056,333	24.27%
Contractual Services	3,215,034	232,361	2,982,673	7.23%
Other	4,884,483	1,261,618	3,622,865	25.83%
	<b>38,881,287</b>	<b>7,805,533</b>	<b>31,075,754</b>	<b>20.08%</b>
<i>Discounts</i>	<i>6,467,000</i>	<i>3,126,842</i>		
Total FY23 Expense Budget	<b>45,348,287</b>			
<u>Net Income (+)/Loss (-):</u>	<b>75,179</b>	<b>8,836,935</b>		
Total Tuition / Room and Board Revenue	34,287,188	17,229,660		50.25%
Total Discount	<i>(6,467,000)</i>	<i>(3,126,842)</i>		48.35%
Total Net Tuition / Room and Board Revenue	27,820,188	14,102,818		50.69%

\*Personal Services/Fringe Benefits (includes 6 out of 26 pays + increment)  
 All Other Expenses (2.5/12 months)

23%

21%

**West Liberty University**  
**Debt Summary as of 6/30/2022**

	Original Loan/Bond Amount	Balance at 6.30.2022	Maturity	Interest Rate	Purpose
<b>2012 BOND</b>	\$ 10,000,000.00	\$ 4,255,000.00	11/1/2027	3.25%	Campbell Hall
<b>2013 BOND</b>	\$ 9,810,000.00	\$ 4,195,000.00	5/1/2028	2.48%/2.68%	Bond refinance of 2003 bonds to reduce interest/payments: 2003 Series A: repairs & improvements to existing dorms. College Union Revenue Bonds Series B: repairs & improvements to existing Student Union building. Series C: construction of new Communications wing and to make structural repairs on roads, sidewalks, and parking areas.
<b>2018 BOND</b>	\$ 5,132,000.00	\$ 4,535,000.00	6/1/2038	3.65%	Arnett, Campbell 4 <sup>th</sup> floor, Track and Soccer Field
<b>2020 HEPC LOAN</b>	\$ 1,000,000.00	\$ 600,000.00	3/31/2025	Interest Free	CMTA Phase II – Energy (LED lighting) and water savings (water line Student Union)
<b>2021 BOND</b>	\$ 3,020,000.00	\$ 3,020,000.00	5/20/2036	2.17%	Phase III – Energy Performance (HVAC in Main Hall and updating controls in ASRC, College Hall, and Campbell Hall)
<b>2021 HEPC LOAN</b>	\$ 1,000,000.00	\$ 900,000.00	3/31/2031	Interest Free	CMTA Phase III Project - HVAC
	\$ 29,962,000.00	\$ 17,505,000.00			

**I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area****Objective 4.1**

- **Sustain and grow the university's image as a leader in the region by effectively telling our story.**
  - *NEW WEBSITE PROCUREMENT*
    - Initiated by a major initiative to seek and create a new website to be completed by August 1, 2023. Initial tasks include (Fall 2022):
      - Third Party Design Quotes
      - First steps of RFP
      - SGA, GEWCOB led student feedback survey
      - One on One 30,000 feet stakeholder meeting
  - Engagement in Niche.com / Online High School College Search Platform

**Objective 4.3**

- **Create, expand, facilitate, and sustain dynamic partnerships and relationships that serve all stakeholders.**
  - Working with Senator Weld regarding new legislation for the 2023 Session to approve licensure for Masters level Art Therapy graduates.
  - *ALUMNI AFFAIRS*
    - Homecoming 2022:
      - Tailgating spots are sold out, approximate revenue \$3,000
      - New "Alumni Family Fest" elements in place including new location behind Fine Arts building. Students art, COE student programming for children, ZOOsci students with animals, food trucks, bouncy houses and music by alum Eli Lamby.

**Objective 4.2**

- **Provide services and learning opportunities for all on- and off-campus constituencies.**
  - Report to cabinet regarding Highlands Center: recommendation is to:
    - (1) Downsize to a 1/3 space at the Highlands
    - (2) Exit the Highlands entirely

Respectfully submitted,

Jason Koegler

EXTERNAL AFFAIRS

**I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area****• Priority #1: DEMONSTRATING ACADEMIC EXCELLENCE**

- 1.1 Attract and retain students at every level—traditional age and adult, transfer and first-year, graduate, and non-degree-seeking.
  - Our school's Learning and Student Development Center (LSDC) utilizes a system which generates academic alerts for student-athletes struggling in certain areas and forwards those alerts to the Director of Compliance. The alerts are then forwarded to the head coaches of each sport, enabling them to reach out to the student-athlete
- 1.6 Increase the number of students exemplifying academic excellence through enrollment, retention, and graduation rates.
  - The men's soccer team was notified that it had been awarded the College Team Academic Award from the United Soccer Coaches Association for the first time in school history

**• Priority #2: CULTIVATING DIVERSITY, EQUITY, AND INCLUSION**

- 2.1 Develop and implement ongoing D.E.I. workshops
  - The athletic department will invite all past and present female student-athletes to an on-campus basketball game to be recognized as part of our ongoing celebration of the 50th anniversary of Title IX

**• Priority #3 BUILDING AN INNOVATIVE STUDENT EXPERIENCE**

- 3.1 Engage students in experiences that extend beyond the classroom.
  - Men's basketball junior Bryce Butler traveled to the Dominican Republic over the summer to play for Team USA in the FIBA 3-on-3 Nations League Championships
  - In conjunction with the Sept. 8 celebration of the 50<sup>th</sup> anniversary of West Liberty winning college football's first overtime game with a 29-yard field goal, several students in attendance at the Sept. 8 game were invited onto the field to attempt a field goal from the same distance
- 3.2 Develop a student culture that fosters a true sense of belonging.
  - The Student-Athlete Advisory Committee (SAAC) sponsors a "Gold Rush" game for every fall sport where students are encouraged to support their teams by wearing gold shirts in the stands

**• Priority #4: ENHANCING COMMUNITY ENGAGEMENT**

- 4.1 Sustain and grow the university's image as a leader in the region by effectively telling our story.
  - Director of Athletics Lynn Ullom is hosting a new weekly podcast highlighting the accomplishments of West Liberty's fall sports teams
- 4.4 Enhance communication practices to strengthen our brand and share information.
  - The athletic department hosted its 41<sup>st</sup> annual Hall of Fame induction, adding eight former West Liberty greats to the Hall. One of the largest crowds ever jammed into the Boyle Room for the ceremony

- On Sept. 8, the athletic department welcomed members of the 1972 football team back to campus to recognize the 50<sup>th</sup> anniversary of West Liberty winning the first overtime game in college football history
- The Coach Bob Roe Football Alumni Group will be in attendance at Homecoming on Oct. 22 for the unveiling of the Coach Bob Roe plaque at West Family Stadium

• **Priority #5: STRENGTHENING OPERATIONAL AND FINANCIAL EXCELLENCE**

5.1 Support the university mission through solid business decisions and ongoing campus maintenance

- All 492 student-athletes in the WLU athletic department successfully completed the required NCAA paperwork during the first week of classes
- Three of our athletic teams – baseball, softball, acrobatics & tumbling – are collaborating with the retention committee in a peer mentoring pilot program

5.5 Strengthen collaborations with the WLU Foundation and other donor prospects

- The athletic department is collaborating with Shawn Ullom, the new Director of the WLU Foundation, to develop new initiatives in order to help identify new prospects for donor cultivation

**II. OTHER SIGNIFICANT ACCOMPLISHMENTS**

- Junior defensive back Shon Stephens was honored as the NCAA Division II National Defensive Player of the Week with an NCAA season-high 4 interceptions in a win against Alderson Broaddus. Stephens currently leads the nation with 7 interceptions
- Junior placekicker Justin Kaplan was the MEC Special Teams Player of the Week after kicking a game-winning 48-yard field goal to defeat West Virginia Wesleyan on Sept. 24
- Men's golf senior Alex Easthom was named Mountain East Conference Golfer of the Week following his victory in the Golden Eagle Invitational
- The WLU men's cross country squad was ranked No. 8 in the first NCAA Division II Atlantic Region poll of the season
- Women's cross country junior Hannah Kemp was chosen as the MEC Female Runner of the Week after running away from the field at the Bethany College Invitational
- Women's soccer sophomore Rileigh Gualtiere was named MEC Offensive Player of the Week for Sept. 5-11

**III. OTHER MATTERS OF FOCUS**

- n/a

**IV. NEW (ESSENTIAL) PERSONNEL**

- n/a

**V. INFORMATION REQUESTED BY COMMITTEE**

- n/a

**VI. ACTION ITEMS**

Respectfully submitted,

Lynn Ullom

ATHLETIC DEPARTMENT

**I. Human Resources update on the strategic priorities, objectives, or strategic actions****Demonstrating Academic Excellence**

Objective 1.2 Attract and retain an outstanding and diverse faculty.

- **HR Generalist facilitated training for Deans/Provost concerning faculty and adjunct hiring**
- **Partnered with Provost and Search Committee for Dean of Library Services**

**CULTIVATING DIVERSITY, EQUITY, & INCLUSION**

**Objective 2.1** Develop and implement ongoing D.E.I. workshops.

- 2023 Affirmative Action Program complete

**BUILDING AN INNOVATIVE STUDENT EXPERIENCE**

**Objective 3.4** Provide resources that foster an innovative, safe, and nurturing student experience.

- Increasing visibility by participating in Graduate Career Fairs at Bethany College and WLU
- Sr. Generalist and Health/Safety Specialist participated in Dr. Hanna's student presentations on chronic diseases of the heart; interacting with students on healthy lifestyles.

**STRENGTHENING OPERATIONAL & FINANCIAL EXCELLENCE**

**Objective 5.3** Develop an efficient business climate of ongoing employee evaluations, while offering learning and professional development opportunities

- Preparing to rollout new performance philosophy and tool for staff.

**II. Significant Accomplishments**

**Telework Program and FAQ completed and ready to implement.**

**Department of Health/Safety Employee Training:**

○ Blood-borne Pathogen	52
○ Eye Protection	1
○ Driver's Training	42
○ Safety Data Sheet Training	9
○ Science Lab Safety	28

Our Health and Safety Specialist held a professional development session at this year's Fall Institute and since then he has been in popular demand. Kudos to Anthony Salatino presenting on "Living a Healthy Lifestyle" to more than 75 employees and students.

Faculty and Staff  
 Senior's Science Class  
 Freshman Experience  
 Exercise Physiology Class  
 Freshman Experience Zoom

**HUMAN RESOURCES**

**III. Other Matters of Focus**

- SAVI/TIAA Loan Forgiveness for faculty/staff
- TIAA representative scheduled to visit campus in October to assist with retirement/financial planning
- Legal Matters
- Employee Relations/Investigations
- Salary Enhancement processing
- New HRIS tool – BambooHR – configuring Performance for next phase
- Strategizing on eNPS survey through BambooHR
- Employee Separations (July 27, 2022 - September 29, 2022): 5 Staff; 7 Faculty

**Total Headcount is 315:** 177 Staff and 138 Faculty

**IV. (9) New Personnel (July 27 2022 - September 29, 2022)**

- 8 full-time faculty
- 8 full-time staff
- 8 adjunct faculty
- 12 temporary/casual staff

**V. Governance Committee**

- The Governance Committee did not meet.

Respectfully submitted,

Diana Harto

**I. Update on the strategic priorities, objectives, or strategic actions of the Division/Area**

- **Building Access and Surveillance Upgrades – Strategic Objective 5.4**
  - Project to replace Building Access System Campus Wide and Enhance Campus Surveillance.
  - Building Access is initial focus Live Date TBD
  - Surveillance implementation in progress
- **Capital Planning / Maintenance Platform – Strategic Objective 5.1**
  - Secured a Pilot funded by HEPC to Audit All Campus Facility Equipment
  - This will Provide Ticketing, Capital Planning and Energy Monitoring Capability
  - No 1<sup>st</sup> Year Cost to WLU. Valued at \$170,000
  - There is also an ADA Audit in the project.
  - Phase 1 – System Discover Complete
- **Cash Register System – Strategic Objective 5.4 - Complete**
  - Current System End of Life
  - Replacement In Progress
  - Working with vendor and new Food Service vendor
- **Document Management Project – Strategic Objective 5.4 - Complete**
  - System in production by 8/15
  - Digital storage and attachment of source documentation to records (Student, Financial, Procurement, etc.)
- **Housing Management Software Integration – Strategic Objective 5.4 - Complete**
  - Initiative to increase productivity in Housing integrating Adirondack (Housing) to Banner (Finance System) - **Complete**
- **CARES Act Funding- Strategic Objective 5.1**
  - Remaining CARES funding is being allocated to Library HVAC system replacement
  - Planning Underway
- **Fleet Management - Strategic Objective 5.1**
  - Secured a Pilot from the State to install a Fleet Management System.
  - Work Flow Efficiencies will aid Campus Users and assist with Policy Compliance
  - Implementation in Progress

**II. Other Matters of Focus**

- **Main Hall Roof**
  - **Work began 5/9/22 – Completion by 9/30/2022**
  - Cost = \$860,000
- **Watermark Software Upgrade**
  - Accreditation Data Automation
  - Kickoff in December
- **Nursing Program Upgrades**
  - Simulation Mannequins Implemented
  - VR Simulations Configured
- **The Chapel is being temporarily closed for sewage concerns**
  - Repair Investigations Underway
- **Campus Domestic Water Repairs**
  - Securing Funding to replace campus water mains
  - Will save the University approximately \$125,000 per year

## EXECUTIVE BOARD REPORT

- **Elbin Library HVAC**
  - Library HVAC Replacement Planning Underway
  - Funding Secured
- **Campus Roof(s) under Evaluation**
  - Fine Arts
  - ASCR
  - Krise Hall – Need Replacement
- **Aquatic Conservation Center- New Facility**
  - On the site of the West Events Center
  - Site Planning In Progress
- **Energy Conservation Contract – Complete**
- **Student Housing Entertainment Project**
  - Investigating wireless and streaming entertainment upgrades for students
  - Cost Estimates in house and under evaluation

### III. Personnel

- **IT is seeking an entry level Help Desk Technician – Complete**
- Physical Plant seeking Administrative Assistant

Respectfully submitted,

Joe Rodella

IT/PHYSICAL PLANT

- I. Update on the 5 strategic priorities, objectives, or strategic actions of the Division/Area:** The WLU Foundation's mission directly supports Strategic Goal 5: STRENGTHENING OPERATIONAL & FINANCIAL EXCELLENCE: 5.5 Strengthen collaborations with the West Liberty University's Foundation and other donor prospects
- II. Significant Accomplishments for FY23 Quarter 1:**
- \$213,000 in fundraising revenue from July 1, 2022, through 09/29/22
  - FY22 Audit Complete: Clean Opinion; no management recommendations
  - Held WLU Foundation Fund Manager Training Sessions on 09/13 and 09/14 for campus community; 63 total attendees
  - Hilltopper Athletic Club VIP Events and Activities began and thus far we have four brand new corporate sponsors this year with an 85% retention rate of existing sponsors and members.
  - New partnership with Double the Donation implemented to capture new revenue from corporate matching programs
  - Disbursing additional \$200,000 in institutional waiver support toward University request for budget support on top of recurring \$250,000 scholarship support for Fall 2022 semester
- III. Other Matters of Focus**
- WLU Foundation Scholarship Day planned for October 5 to coordinate student recipients and connect them to their donors; last year over 100 students participated
  - Homecoming events including Recognition Banquet October 21
  - WLUF Quarterly BOD meeting: October 21; Subcommittee meetings in progress
  - Annual Fund Brochure Mailing to drop mid-October
  - Year-end fundraising and major gift activities being planned
- IV. New (Essential) Personnel**
- V. Information Requested by Committee**
- VI. Action Items**

Respectfully submitted,

Angie Hill

- I. **2022-2023 Strategic Priorities for the University**
- A. Priority #1 **DEMONSTRATING ACADEMIC EXCELLENCE**
  - B. Priority #2 **CULTIVATING DIVERSITY, EQUITY, & INCLUSION**
  - C. Priority #3 **BUILDING AN INNOVATIVE STUDENT EXPERIENCE**
  - D. Priority #4 **ENHANCING COMMUNITY ENGAGEMENT**
  - E. Priority #5 **STRENGTHENING OPERATIONAL & FINANCIAL EXCELLENCE**

**Priority #1: DEMONSTRATING ACADEMIC EXCELLENCE**

Objective 1.4 Develop high-impact practices for learners through a range of innovative learning platforms.

***Data Management and Institutional Research and Effectiveness***

- Launched the Tenure Workflow and launched the Promotion Workflow in Faculty Success
- Launched Fall 2022 Course in LiveText and upload assessments for General Studies, College of Education, and College of Business
- Met with the General Studies Dean and provide general studies information collected over the last few years. We are starting to work on getting General Studies updated.

**Priority #2 CULTIVATING DIVERSITY, EQUITY, & INCLUSION**

Objective 2.1 Develop and implement ongoing D.E.I. workshops.

Objective 2.2 Establish recruitment initiatives that target diverse student populations.

Objective 2.3 Create retention strategies that support a diverse student community.

Objective 2.4 Provide programs that build and strengthen inclusive teamwork.

**Media and DEI**

\*Republished from Maureen Zambito's Article on September 15, 2022

**A. Hispanic Heritage Month Kicks Off**

<https://westliberty.edu/news/news/hispanic-heritage-month-kicks-off/>

"WEST LIBERTY, W.Va., Sept. 15, 2022 — West Liberty University observes Hispanic Heritage Month now through Oct. 15, as part of its Campus and Community Diversity Committee and Office of DEI outreach.



Events kick off with the Department of English and Modern Languages hosting a trivia lunch at **noon, on Monday Sept. 19** in the Union Ballroom.

Also taking place throughout the month will be virtual presentations featuring addresses by Latino scholars, beginning with WLU's own Dr. Monique Akassi, Special Assistant to the President for DEI and Strategic Initiatives at **noon, Sept. 20**. All virtual noontime presentations will take place in the Boyle Center. Additional dates, speakers and topics include:



- **Sept. 22**, Professor Tia Javier of Randolph Macon College, "Celebration of Afro Latinos during the International Decade for People of African Descent."
- **Sept. 27**, Dr. Clement Akassi of Howard University, "How African-Hispanic and Afro-Latinx are Decolonizing Imaginaries and Identities after Enslavement and Colonization."
- **Sept. 29**, Afro Latino Film Discussion, "Blacks in Latin America," written and presented by Dr. Henry Louis Gates Jr.

Later in the month, on **Sept. 30**, the **Bear's Den (cafeteria)** will **invite the campus community to a Spanish/Hispanic lunch** featuring special recipes from some of our international students and faculty to enjoy."

WLU's Elbin Library is participating in the month-long observation by offering an appropriate book display that highlights Spanish and Hispanic literature.

\*Republished from Maureen Zambito's September 8, 2022 article

## B. African-American Scholarship Recipients Honored at Home Game

<https://westliberty.edu/news/news/african-american-scholarship-recipients-honored-at-home-game/>

WEST LIBERTY, W.Va., Sept. 8, 2022 — West Liberty University's Office of DEI awarded scholarships to three deserving African-American students at the first home football game on Thursday, Sept. 8 as the Hilltoppers took on Alderson-Broaddus at the West Family Stadium. Kick-off was at 6 p.m.



From left, scholarship winner Jay Johnson, donor President W. Franklin Evans, donor and former Professor Carole Harris, Alumna Donor Stephanie Shaw, scholarship winner Savannah Turner Davis, donor Arlene Brantley, student-athlete Quintin Williams (accepting for scholarship winner Wisdom Jenkins) and Special Assistant to the President for DEI Monique Akassi.

Dr. Monique L. Akassi, special assistant to the president for Diversity, Equity, Inclusion, and Strategic Initiatives, assisted honored guests and donors to present the awards on the field at 6:20 p.m., between the first and second quarters of the

game. The awards, presenters and scholarship winners are as follows:

- The Brantley Foundation Academic Scholarship, presented to **Wisdom Jenkins** of Orlando, Fla., by donor Arlene Brantley of Atlanta, Ga. Brantley also serves on the WLU Board of Governors;
- The Carole Lynn Harris' Academic Scholarship, presented to **Savannah Turner Davis** of Wheeling, W.Va., by Stephanie Shaw of Columbus, Ohio, donor and WLU alumni, and her mother Carole Harris, a former WLU professor who resides in Chandler, Ariz. Shaw also serves on the WLU Board of Governors;
- The President W. Franklin Evans Academic and Leadership Scholarship, presented to **Jay Johnson** of Monroeville, Pa., by WLU President and donor Dr. W. Franklin Evans of Wheeling.



From left, scholarship winner Jay Johnson and donor President W. Franklin Evans.

The scholarships provide opportunities to underrepresented students, so they can reach their full potential in a higher education environment, according to Akassi. Students will be selected for the DEI scholarships each fall.

Donations are still being accepted to add to this DEI scholarship fund.

**International Affairs**

- A. Meetings with the Community Education Program - collaborations for several students in the program doing practicums with the Center and presentations in two of the CEP courses
- B. Presentations for the COLL 101 - introducing the R.W. International Center and cultural awareness discussions.
- C. Provided Wheeling bank trips for students that still needed to open bank accounts and a DMV trip for issuance of State IDs for international students needing them to purchase cars etc.
- D. Completed the SEVIS verification and registration process for all international students at WLU
- E. Finished preparations for the Education USA Tokyo – College Fair – International Recruitment Program.
- F. Japanese Language sessions to be offered to the WLU community starting in October 2022.

**Priority #3 BUILDING AN INNOVATIVE STUDENT EXPERIENCE**

Objective 3.1 Engage students in experiences that extend beyond the classroom.

Objective 3.2 Develop a student culture that fosters a true sense of belonging.

Objective 3.3 Provide holistic support for the whole student experience—financial, wellbeing, career, and physical support.

Objective 3.4 Provide resources that foster an innovative, safe, and nurturing student experience.

**Title IX**

- A. Title IX provided in-person educational training session on reporting incidents for the incoming Graduate Assistants and Resident Assistants on August 15 & 16 2022, and it provided in person educational training on background, process and support for Nursing Program on August 17, 2022
- B. Title IX attended and presented in 18 College 101 Sections for first time new students between August 22nd-September 29th which included a 1 hour presentation which included university procedures and partner consent.
- C. Worked with fraternity, Kappa Delta Kappa, on hosting Ron Scott on September 8th, to present on sexual assault culture and men, specifically targeted to fraternities.
- D. Title IX hosted Bystanders & Brownies Program on September 19th on different techniques and applicable situations in the College environment.
- E. Title IX hosted Bisexual Awareness Day on September 29th which included handing out bisexual flags and buttons.

**Priority #4 ENHANCING COMMUNITY ENGAGEMENT**

Objective 4.2 Provide services and learning opportunities for all on- and off-campus constituencies.

Objective 4.3 Create, expand, facilitate, and sustain dynamic partnerships and relationships that serve all stakeholders.

**Title IX**

- A. Title IX hosted the Ohio Valley Sexual Assault Help Center for Resident Assistant session on the Topic of Bystander Intervention
- B. Title IX has coordinated OVSAHC will be set up for the academic year on campus as a confidential resource and support for students. They will be in the Student Union and have open office hours and also schedule meetings upon request.
- C. Title IX attended September 14th Wheeling Sexual Assault Response Team Meeting in Downtown Wheeling.

**International Affairs**

- A. Culture Fair to be held on October 12<sup>th</sup>, 2022
- B. Preparations for the International Education Month. The Rollie Williams International Center is accepting workshop proposals for International Education Month (IEM) in November 2022. Workshops should be interactive and engage participants while learning about other cultures.
- C. Participated in the EducationUSA Expo Tokyo for recruitment
- D. Visited and met with administration of Miyazaki International College - discussed exchange of students with WLU. A proposal will be submitted to WLU for review and approval from the upper administration.

**Priority #5 STRENGTHENING OPERATIONAL & FINANCIAL EXCELLENCE**

Objective 5.5 Strengthen collaborations with the West Liberty University's Foundation and other donor prospects.

\*Republished from Maureen Zambito's article on August 12, 2022

**A. Office of DEI Secures Grants for New School Year**

<https://westliberty.edu/news/news/office-of-dei-secures-grants-for-new-school-year/>

"WEST LIBERTY, W.Va., Aug. 12, 2022 — Students, faculty and staff can expect a strong focus on Diversity, Equity and Inclusion this year at West Liberty University, in part due to funding that supports activities and outreach to all.

West Liberty University's Office of Diversity, Equity, and Inclusion was awarded two grants funded by the Higher Education Policy Commission (HEPC).



The first grant totaled \$5,000 and the second \$3,816. Both grants will go towards supporting the mission of the DEI Office and students across campus.

For complete information on the activities of the [DEI Office and please click here.](#)"

Respectfully submitted by:

Dr. Monique L. Akassi,  
Special Assistant to the President for DEI , Strategi Initiatives and Full Professor of English

DIVERSITY

**HEPC INTEREST FREE LOAN APPLICATION**

**ACTION ITEM**

***Proposed Resolution:*** Resolved, that the West Liberty University Board of Governors approve the application to the HEPC for an interest free loan to address the domestic water lines and Elbin Library HVAC.