

# **WLU Board of Governors**

Regular Meeting

**Wednesday, June 7, 2023 – 4:00 p.m.**

Location: Shaw Hall Board Room

Meeting ID: 996 3529 2685

Passcode: 342210

- 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 Cyndi Galloway fifteen minutes prior to the meeting until the noticed start time.
  - A. Derek Roehner
- IV. **Agenda Order (Board may move to change order of consideration)**
- V. **Approval of Minutes\***
  - A. Minutes of the Full Board March 29, 2023\* (pgs. 3-8)
  - B. Minutes of the Executive Committee March 29, 2023\* (pgs. 9-10)
  - C. Minutes of the Full Board Special Meeting April 14, 2023\* (pgs. 11)
  - D. Minutes of the Full Board Special Meeting May 12, 2023\* (pgs. 12)
- VI. **President's Report** (pgs. 14-15)
- VII. **Reports**
  - A. Academic Affairs & Enrollment (Schulman)
  - B. Graduate Studies (Theaker)
  - C. Physical Plant/IT (Rodella)
  - D. Athletics (Ullom)
  - E. WLU Foundation (Delk)
  - F. Human Resources (Harto)
  - G. Staff (Glanville)
  - H. Faculty (Metz)
  - I. SGA (Burkle)
  - J. External & Fiscal (Hudson)
- VIII. **Board Items for Approval\***
  - A. **New Board Policy: New HR Governance and repeal of corresponding BOG Policies\* (pgs. 34-41)**
  - B. **New Board Policy: New Employee Leave and repeal of corresponding BOG Policies\* (pgs. 34-36; 42-53)**
  - C. **Revised Board Policy 6: Holidays (pgs. 34-36; 54-55)**
  - D. **Repeal corresponding and outdated Board of Governors Policies (pgs. 34-36)**
  - E. **BOG Meeting Schedule\* (pgs. 56-58)**
  - F. **Annual Graduate Degree Report\* (pgs. 59)**
  - G. **Program Additions/Removals\* (pgs. 60)**
- IX. **Possible Executive Session\***
- X. **Information Gathering** (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)
- XI. **Next Meeting Date – Wednesday, August 16, 2023**
- XII. **Adjournment**

**West Liberty University  
Board of Governors**

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**Minutes  
March 29, 2023**

Attendance: Richard Lucas, Jamie Evick, Tom Cervone, Sydney Burkle, Jason Metz, Michael Baker, Richard Carter, Ryan Glanville, David McKinley, Stephanie Shaw

Unable to Attend: Jack Adams

Administration/Faculty/Staff: Cathy Monteroso, Katie Cooper, Maureen Zambito, Lori Hudson, Bill Sliwa, Betsy Delk, Diana Harto, Stephanie North, Lynn Ullom, Karen Kettler, Joe Rodella, Stephanie Hooper, Cyndi Galloway

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

Chair Lucas called the meeting to order at 4:03 p.m. and a quorum was established.

**II. Introductions**

None.

**III. Public Comment**

None.

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

- A. Chair Lucas requests a motion to reverse the order of board reports and board items for approval.**

**On motion by David McKinley and seconded by Ryan Glanville, it was unanimously adopted by the West Liberty University Board of Governors to approve the reversal of agenda order for the meeting in progress.**

**V. Approval of Minutes\***

**A. Minutes of the Full Board February 1, 2023\* (pgs. 3-6)**

**Tom Cervone requested to be added to the attendance list. He was in attendance for the February 1<sup>st</sup> meeting. Minutes will be amended to include Tom Cervone in attendance.**

**On motion by David McKinley and seconded by Richard, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of February 1, 2023.**

**B. Minutes of the Executive Committee February 1, 2023\* (pgs. 7-8)**

**On motion by Richard Lucas and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee February 1, 2023.**

**VI. President's Report**

Dr. Monteroso began with a reminder of WLU's mission. The current Strategic Plan was created in 2019-2024. Last year we updated the strategic goals for 2019-2024 and never officially voted on approving the updates. We've been operating off of this updated plan and are requesting official board approval at today's meeting. Moving forward, Dr. Monteroso wants to have a strategic planning committee.

We have a Faculty Merit Scholar finalist, Dr. Dianna Schmitt. The announcement will be April 18th at the event/dinner. Dianna's announcement as a finalist will go on a billboard. Billboards are being used more to tell who we are and what we're doing, not just advertising.

Program reviews are being changed by HEPC on how we submit them. As of July 2024, we'll have to be on the new format. BOG policy will need updated.

The 3 main areas we will be looking at are:  
Cost of Delivery, External Demand and Meaningful Outcomes.

If external demand is not met, programs could be eliminated within the first 3 years. We review programs every 5 years. Recommendations will be checked more often based on an annual report. Dr. Monteroso wants every program to be reviewed now. We can't wait 5 years to review.

Rich Carter asked about programs that cost more and might not score as well but have been part of the WLU culture for a long time. Dr. Monteroso answered that we'll look at value that's being brought to the institution, value to the institution will not be lost.

Dr. Monteroso shared that we're looking at how to fund programs and what programs need to grow. We must figure out how much each program costs us. We're hoping to have a committee review-Finance, Provost, Faculty, Institutional Research, Staff and Students will all be involved, this will be a large committee. Dr. Monteroso hopes by July 1<sup>st</sup> to have guidelines created for the committee. We have about 70 programs, but we need to completely & clearly define what programs we have. All programs will be reviewed.

Sarah West has been hired as Manager of Institutional Research & Effectiveness.

DEI-We had a DEI position and it's on hold. Dr. Monteroso has been working with the DEI Committee to see what the position should look like. Upcoming events are the Second Chance Prom, Safe Zone Training, Lavender and Multi-Cultural Ceremonies.

Student Experience-Social Work Month Proclamation, Health Fair Concert, Musical Ensemble, and Wind Symphony Concert. Student experience is a priority, and we must understand what the student experience is and that we're providing student experiences.

Community Engagement-We are working on many affiliation agreements.  
CC the president films to highlight programs. Dr. Monteroso wants to also highlight staff members on campus.

Priorities in budget planning are Student experience, faculty/staff experience and ownership. Some committees will be expanding to include faculty, staff and students. We must be clear in our communications.

Budget Costs-PEIA is changing, and this will come at a cost to the institution and employees. We don't have a clear statement yet from PEIA on what the cost will be. As soon as we have final information, we'll pass cost and plan information to our employees. To cover the cost of PEIA changes, the Governor has announced pay raises. This will only go to state employees that are covered under the state appropriations.

Deferred Maintenance-We'll be getting some funding and \$3.4 million is our first estimate. This might be something that we'll get again next year, in some form.

Morale-listening sessions with staff and faculty have been held. Dr. Monteroso is gathering the results from these sessions. She will be requesting sessions from students, as well and has already asked some people to begin asking questions to our students to get their input. We need to create processes that are better for students.

Campus Carry-HEPC will be involved in completing risk assessments. Implementation of campus carry is July 2024. We will start working on this process now.

Sabbaticals-3 faculty are up for sabbaticals that will be reviewed today. Cathy approved three out of five requests. Primary focus is to support faculty. Sabbatical gives an opportunity for professional development and to better the institution. Dr. Monteroso gave an explanation of sabbatical length and cost to the institution. One full year with half of the base salary, one semester sabbatical is with full salary. Faculty members have stepped up to make sure there is no gap in course delivery to allow these sabbaticals to happen. Discussion continued to clarify that the cost to the institution for sabbaticals is minimal.

## **VII. Board Reports**

### **A. Enrollment (Sliwa)**

Mr. Sliwa gave an enrollment update and noted that many universities are seeing large declines in enrollment. We currently have about 1,680 undergraduates enrolled. Less high school graduates are going to college. Mr. Sliwa would like to see us near 2,000 undergraduate students and 800 graduate students to be fiscally healthier.

Developing a strategic enrollment plan and a retention plan. We'd like to review our metro map and consider expanding the metro range. Metro students are our largest income.

The enrollment department is looking at using financial aid as a leveraging tool to enroll more students across the board and are also looking at partnership opportunities for marketing/recruitment efforts.

David McKinley asked to clarify the current total number off all students. Katie Cooper responded that we have about 2,060 Undergraduate *and* Graduate students. Mr. Sliwa added that on average with a class of 450 students/year we're losing around 120 of them between freshman and sophomore years. It will take time, but we need to turn around this trend and begin making progress.

Ryan Glanville mentioned that our highest level scholarships aren't available to international students. Mr. Glanville believes that the ability to apply for scholarships could open up our playing field. Mr. Sliwa responded that the international population is the most expensive to us because of the amount of waivers and scholarships awarded to them. It seems that international students also prefer to be near larger cities. Transfer students were also discussed.

Stephanie Shaw asked how we're reflecting on decisions that are being made, sabbaticals for example. Mr. Sliwa responded that we've started a budget committee that will review priorities and growth. As enrollment grows, there will be additional strains and we're working to project those in advance. Dr. Monteroso added that we are revisiting where we're spending money and tough decisions will need to be made.

### **B. Physical Plant/IT (Rodella)**

HEPC funding for deferred maintenance will be split, and how it'll be split will be decided soon. We'll be able to fix items and drive down maintenance costs. Mr. Rodella will keep everyone posted, but it appears that we'll receive significant help for maintenance.

We are very close to getting approval for the grant that will help us build the aquatic center. This would help drive larger classes in that science department. David McKinley asked about the estimate needed for deferred maintenance. Mr. Rodella responded that our main concerns at this time are ADA compliance and roofing.

### **C. Athletics (Ullom)**

Mr. Ullom appreciated the support from WLU in attendance at the basketball games and how quickly groups on campus were able to put things together.

Athletic updates and accomplishments were given. Athletic teams have had incredible runs this year and are also excelling academically. We're hosting national acro and tumbling championships here on campus at the end of April. Acro & Tumbling is a very low scholarship sport and they have 33 students on their roster.

Mr. Ullom discussed our tennis courts. We can't rebuild on the current site. An engineer reviewed the property and if it's built on, it will just crack and continue to pull away from the hillside. Teams are currently practicing off the hill each day and competitions are off campus. We're looking into the possibility of collaborating with Bethany to utilize their courts (they are also damaged, but possibly on solid ground). Bethany no longer has a tennis team.

#### **D. Foundation (Delk)**

Ms. Delk updated that the foundation revenue fundraising is slightly down from last year and disbursements are slightly above. The Foundation just received the spring scholarship bill and will be working to get that paid, it's around \$50,000.

Next focus will be Day of Giving on April 5th. This is the 7th annual DOG. We have about 36 different micro campaigns across campus. Gifts can be given to the annual fund or to a program directly.

Dr. Harold Veessner from the music department passed away. His family created a memorial scholarship in his honor.

Rich Carter asked if DOG funds all go into an unrestricted fund. Betsy explained that micro campaign funds have restrictions and go directly to the fund selected by the donor.

Mr. Carter asked for the total current endowment and Ms. Delk responded it's around 20 million.

#### **E. Staff (Glanville)**

Staff Council met on March 16<sup>th</sup>. Diana Harto gave a cabinet update on bamboo and staff performance evaluations. Clarification was given on peer evaluations and HR will be looking into new evaluation processes in the future.

The Election Committee of 5 staff members will set up staff council elections. Bylaws went through 30-day review. Staff Council is currently conducting a clothing fundraiser. The Staff Council worked with Dr. Monteroso for listening sessions on campus with staff. Information collected is being reviewed and Mr. Glanville hopes that things can be done to boost morale. Being heard in the listening sessions have been a big improvement.

There are no Terrific Topper nominations yet for March.

An international food festival was held earlier this week and was co-sponsored by SGA. The festival was a big success.

#### **F. Faculty (Metz)**

The Faculty Senate had motions on Policies 217, 123, 250-these were unanimously approved. 217 was in relation to promotion of deans and the evaluation process, 123 was in relation to proposal for new policies, 250 was in relation to distance education and office hours.

Nominations have gone out for the faculty representative on the BOG. There were 5 accepted nominations. Voting starts next week, and the new representative will begin on July 1<sup>st</sup>.

#### **G. SGA (Burkle)**

Thanked cabinet members that attended the SGA Meeting last week.

Recent events included: Student travel to the IUP game, Valentine event making flower bouquets, Black history month read-in, Women's history writing event, Flag football tournament on April 5th

and is a free event with food trucks. A Last Toast event on April 12th for graduating seniors and SGA is hoping that this will become a tradition at WLU.

A faculty appreciation event will be coming up along with dead week, casino night, and spring fling at River City. A lot of students have signed up for an upcoming mental health event.

SGA elections are on April 5th online. Faculty and staff of the year internally will be voted on at the end of the year on the same ballot.

#### **VIII. Finance Report (Hudson)**

Budget status report through 2/28/23-The Finance Committee met and discussed reports in detail. The complete report was given to BOG members in their packet. Tuition & Fees and Housing & Food have already been billed for Fall and Spring semesters. Based on enrollment projections, we're not meeting our targets for undergraduate or graduate. We haven't yet billed summer classes.

Budgeted royalty income at 500K and we're at 658K at the end of February. We're estimating another 150K through the end of year.

Budget is on target, but it's based on last year which was not ideal. If summer attendance remains constant, we will remain slightly positive around \$55,000.

Ms. Hudson highlighted changes in the FY24 Tuition & Fees Packet. Undergraduate base tuition has been frozen for 2023-2024. We have implemented a differential fee. This is a fee on top of base tuition based on a program or a certain college that is billed per semester so that we don't have to have multiple individual fees, all encompassed into this one differential fee. Increases to graduate program credits are being proposed and amounts of increases are listed in the fees packet. Housing and Food rates are also increasing. Topper Ready First Day Complete program through Barnes & Noble is included under special fees. Ms. Hudson gave a brief explanation of the book program and the goals. A non-refundable deposit fee of \$50 is being implemented to better gauge enrollment numbers and student commitment. This will not produce revenue; it will be applied to the student bill.

#### **IX. Board Items for Approval\***

##### **1. FY24 Tuition & Fees Packet\* (pg. 9-16)**

**Approval of the FY24 Tuition & Fees Packet as presented.**

**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 FY24 Tuition & Fees.**

##### **2. FY24 High Level Budget \* (pg. 17-18)**

**Approval of the FY24 High Level Budget as presented.**

**On motion by David McKinley and seconded by Thomas Cervone, it was unanimously adopted by the West Liberty University Board of Governors to approve the FY24 High Level Budget.**

##### **3. Updated Strategic Plan\* (pg. 19-34)**

**Approval of the Updated Strategic Plan as presented.**

**On motion by Richard Lucas and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the Updated Strategic Plan.**

##### **4. 5-Year Academic Year Program Review\* (pg. 35)**

**Approval of the 5-Year Academic Year Program Review as presented.**

On motion by Tom Cervone and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the 5-Year Academic Year Program Review.

5. **West Liberty University Highlands Center\* (pg. 36)**  
Approval to end the lease for the West Liberty University Highlands Center with the Ohio County Development Authority on April 30, 2023.

On a motion by Jason Metz and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve ending the Highlands Center lease on April 30, 2023.

6. **2023-2024 Sabbatical Requests\* (pg. 37-40)**  
Approval of Sabbatical for Jeremy Larance, Ryan McCullough, and Anna Stephan-Robinson as presented.

There was a brief discussion clarifying the cost to the institution and support from each college chair/dean/administration. Dr. Monteroso added that we actually had 5 requests and felt that only 3 could be submitted for board approval. She wants to support faculty work and morale. Tom Cervone noted that all 3 faculty are tenured.

On motion by Richard Lucas and seconded by Tom Cervone, it was unanimously adopted by the West Liberty University Board of Governors to approve the sabbatical requests as presented.

7. **Deferred Maintenance\* (pg. 41-42)**  
Approval of the revised AR8 list, pending state funds for deferred maintenance, as presented.

On a motion by Michael Baker and seconded by Stephanie Shaw, it was unanimously adopted by the West Liberty University Board of Governors to approve the revised AR8 list, pending state funds for deferred maintenance.

**X. Executive Session**

On motion by Michael Baker and seconded by Jason Metz, pursuant to WV Code §6-9A-4, it was unanimously adopted by the West Liberty University Board of Governors to move to executive session at 5:35 p.m.

On motion by Richard Carter and seconded by Jason Metz, the Board rose from executive session at 6:01 p.m. and reconvened.

**XI. Actions Emanating from Executive Session**

No actions from Executive Session.

**XII. Information Gathering**

None.

**XIII. Next Meeting Date - Wednesday, June 7, 2023**

**XIV. Adjournment**

On motion by Richard Carter & seconded by Tom Cervone, the meeting adjourned at 6:02 p.m.

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

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



**West Liberty University  
Board of Governors**

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**Executive Committee  
Minutes  
March 29, 2023**

**In Attendance:** Cathy Monteroso, David McKinley, Richard Carter, Rich Lucas, Stephanie Shaw, Stephanie Hooper, Jamie Evick

**Unable to Attend:** Arlene Brantley

**Meeting called to order at 3:03 PM**

**President's Updates:**

**Highlands Lease**

Will be voted on today. The lease will cease at the end of April. The second half classes have relocated.

**PEIA Changes**

Dr. Monteroso explained that we don't have a final draft of what the changes will be, but our guess is that there will be a \$2,300 increase for our employees and higher deductibles are also likely. Governor has proposed \$2,300 raises to cover the gap, but that will only cover employees who fit into the state appropriation which is about 1/3 of our employees. The cost to the institution will be about 400K. Budgets are being reviewed to see how we can make the PEIA increase tolerable for our employees. Cabinet members won't be included in the raise and it won't have anything to do with merit. As soon as we have final PEIA information, we'll hold town hall meetings to notify employees of their options.

Mr. Lucas noted that it's very important for us to explain in detail to employees what this means for them. Cost is changing, but so are their options. Employees will need guidance on which option/plan best suits their health needs.

**3-Year Planning**

Dr. Monteroso noted that in enrollment we're up 1 accepted student from where we were last year but clarifies that we're comparing to last year's numbers where we were down. Program review will be discussed in the BOG. We need to break down the cost of delivering majors.

Dr. Monteroso met with the President's Council this week and we will receive funds for deferred maintenance. The initial number given was 3.4 million, it could be higher than this. We're hoping for at least 4 million. We want to figure out in the budget how to cut some operational budget items. This will not be a loan and it doesn't sound like it will be a one-time allowance, we should receive some next year, too. Projects are up for approval in the BOG meeting today for deferred maintenance items.

**Campus Carry**

Dr. Monteroso shared that campus carry must be enforced by July 2024. We're working internally with our own committees to work out a plan and a risk assessment. The hope is that HEPC will cover the cost of the risk assessment to see what our priorities need to be. HEPC seems open to the idea of covering the cost.

Mr. Carter asked about WLU being allowed to register those who will be carrying weapons. He also mentioned the additional costs associated with this and we should charge a fee to those that register a weapon on campus.

Dr. Monteroso responded that the legislature wrote in a fee for locker usage, not for processing. Discussion continued on the storage of weapons.

**Adjournment**

David McKinley motions to adjourn, Richard Carter seconds the motion.  
Meeting adjourned. 3:30PM

Minutes Submitted by: Cyndi Galloway

**West Liberty University  
Board of Governors**

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**Minutes  
April 14, 2023**

- I. **Call to Order/Roll Call:** Rich Lucas, Tom Cervone, Sydney Burkle, Richard Carter, Stephanie Shaw, David McKinley, Jason Metz (Proxy, voted early with Chair Lucas)

Unable to Attend: Jamie Evick, Jack Adams, Michael Baker, Ryan Glanville

Others in Attendance: Cyndi Galloway

**Chair Lucas called the meeting to order at 12:05 p.m.**

II. **Board Items for Approval**

1. **Spring 2023 Commencement Speaker-Denise M. Penz**

Chair Lucas requested a motion to approve Denise M. Penz as WLU's Spring 2023 Commencement Speaker

On motion by Stephanie Shaw and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve Denise M. Penz as the Spring 2023 Commencement Speaker.

2. **Honorary Degree**

Chair Lucas requested a motion pursuant to Procedure 238, that Denise M. Penz be awarded the honorary degree.

On motion by Tom Cervone and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the awarding of Honorary Degree to Denise M. Penz at the May 2023 commencement.

III. **Adjournment**

Chair Lucas requested a motion to adjourn.

On motion by Jack Adams and seconded by Stephanie Shaw, the meeting adjourned at 12:08 p.m.

Minutes submitted by: Cyndi Galloway

**West Liberty University  
Board of Governors**

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**Minutes  
May 12, 2023**

Attendance: Rich Lucas, Jamie Evick, Tom Cervone, Sydney Burkle, Jason Metz, Jack Adams, Michael Baker, Richard Carter, Ryan Glanville, David McKinley, Stephanie Shaw

Others in Attendance: Joe Rodella, Lori Hudson, Lynn Ullom, Izzy Bennett, Diana Harto, Ann Saurbier, Tasha Taylor, Sherri Theaker, Jerry Gilbert (AGB), Karen Kettler, Sarah Schimmel, Cyndi Galloway, Maureen Zambito, Christopher Schulz, Stephanie North, Michelle Panepucci, Richard Wueste (AGB), Cecilia Konchar-Farr

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

**Chair Lucas called the meeting to order at 9:00 a.m. with a roll call and a quorum established.**

**2. Approval of Minutes\***

**a. Minutes of the Full Board May 9, 2023\***

**On motion by Jack Adams and seconded by Jason Metz, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of May 9, 2023.**

**3. Executive Session**

**a. Presidential Search Conclusion**

Chair Lucas, pursuant to WV Code § 6-9A-4, requested a motion to retire to executive session.

Pursuant to WV Code § 6-9A-4, at 9:01 a.m., a motion to retire to executive session was made by Jack Adams and seconded by Jason Metz; motion passed unanimously.

A motion to rise from executive session at 9:08 a.m. was made by Michael Baker and seconded by Tom Cervone; by unanimous approval, the Board rose from executive session.

**4. Actions Emanating from Executive Session**

- a.** Chair Lucas made the following motion: Be it resolved that the West Liberty University Board of Governors hire Dr. Timothy Borchers as our 38<sup>th</sup> President, and engage his contract effective July 1, 2023, until July 1, 2025. He called for a roll call vote of the board. The roll call resulted in unanimous approval with a vote of 11-0.

**5. Adjournment**

On motion by Jack Adams and seconded by Stephanie Shaw, the meeting adjourned at 9:10 a.m.

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

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

Minutes submitted by: Cyndi Galloway



## **Board Report**

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### **WLU Board of Governors**

June 7, 2023

• Office of the President	Pgs. 14-15
• Academic Affairs & Enrollment Management	Pgs. 16-19
• Graduate Studies	Pgs. 20-22
• IT/Physical Plant	Pgs. 23-24
• Athletics	Pgs. 25-28
• WLU Foundation	Pgs. 29
• Human Resources	Pgs. 61-62
• External Affairs	Pgs. 30
• Fiscal Affairs	Pgs. 31-33

**I. West Liberty University 2019-2024 Strategic Plan****1. Goal #1 Demonstrating Academic Excellence**

- West Liberty University's graduation was held May 6, 2023, in the ASRC, 355 undergraduate and graduate degrees were confirmed. The Physician Assistant Program graduation is scheduled for June 9, 2023.
- The Summer I Term began May 15, and Summer II and PA Summer III Terms will begin June 26. The summer term was moved back one week to adjust to grade submission for the Spring Term.
- In spring 2023, 633 students earned Dean's List Honors, 3.5 GPA, and at least 12 hours.
- New majors were created to start in the fall semester, BS Biology, Biological Research, and Life Science. A minor in Music Production. A certificate in Teaching English as a Foreign Language and a graduate Certificate in Art Therapy. Faculty and Staff have been involved in state and national presentations. Program deletion includes a BS in Biology, Pre-Professional.
- Fall 2024 Enrollment Update-Freshman & transfers down 12 students, down 28 total applicants. Housing applicants are down 84 students. The number of new students has increased returning students has decreased by 120 students.

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

- The diversity committee provided a Multicultural and Lavender Celebration on April 26, 2023. The position of DEI is on hold; President Select Borchers will meet with the diversity committee in the fall of 2023 to assess needs.

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

- The College of Science, in conjunction with the Physical Plant department, is beginning Phase 2 of the Campbell Hall 4th floor construction. A grant from the Federal Human is funding the Project Resources and Services Administration (HRSA). Bids will go out within the month and be followed by construction which we anticipate will be completed by the summer of 2024. The project will include adding four therapy rooms and an audiology lab.
- The COS is also exploring funding sources for Phase 3, including student collaboration spaces and an additional lab.
- Appalachian Aquatic Conservation Center-The COS has received an "Authorization To Bid" from the WV DEP that allows WLU to bid out the construction of the Aquatic Conservation laboratory on the site of the former "West Events Center." The project will utilize the former restaurant structure for classrooms and add labs in the existing parking lot to house animals. In all, the facility will have three labs. It will generate revenue for the University by housing and propagating aquatic animals that will be used to re-populate areas in the state impacted by construction projects. This will create the only University Zoo Science experiential lab among our competitors for students in that major. Construction will begin in the late summer of this year and be complete by the end of the calendar year.
- The State Deferred Maintenance Grant process has begun. West Liberty University

Board of Governors approved projects at the last BOG meeting.

## EXECUTIVE BOARD REPORT

OFFICE OF THE PRESIDENT

6/7/2023

### 4. **Goal #4 Enhancing Community Engagement**

- Collaboration is continuing with the Regional Economic Development Partnership, Ohio County Commissioners, and Marshal University to develop the Ohio County Regional Airport and offer an aviation program at West Liberty University.
- West Liberty University is developing a partnership with Bethany College to offer joint enrolled programs in Elementary Education and Nursing.
- With the increased focus on marketing and internal communication, External Affairs has identified a vendor for a Marketing contract through the RFP process. The Committee chose VisionPoint as the vendor. Once awarded, the discovery phase will include a brand & marketing review, enrollment trends and funnel data review, competitor and peer review, analytics audit, and a marketing strategy brief.

### 5. **Goal #5 Strengthening Operational and Financial Excellence**

- Fiscal Affairs submitted a balanced budget to the HEPC at the end of May. Priority in establishing the budget includes the student experience and employee support. Enrollment projections were based on current data.

## II. **Other Matters of Focus**

1. **Lary Loew Golf Scramble**-planned for June 19, 2023
2. **Sabbaticals**
  - Gerard NeCastro-Approved Fall 2024
  - Brian Fencil-Approved Spring 2025

## III. **Personnel Items at the Cabinet Level**

1. Resignation of Diana Harto June 30, 2023
2. Proposed VP of Marketing and Communications

## IV. **Information Requested by Committee-None**

## V. **Action Items**

1. **New Program-BS Biology, Biological Research**
  - New Program-BS Biology, Life Sciences
  - New Program-Music Production
  - New Program-Graduate Certificate in Art Therapy, ATR Track
  - New Program-MS Biology, Zoo Science, Fellowship Concentration
  - New Program-Teaching English as a Foreign Language (TEFL)
  - Delete Program-BS Biology, Pre-Professional

Respectfully submitted,



Cathy Monteroso Ed.D.  
Interim President

OFFICE OF THE PRESIDENT

**NOTE:** Since the last Board meeting, Student Affairs has been combined with Academic Affairs.

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

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

**Strategic objective: 1.1 Attract and retain students at every level—traditional age and adult, transfer and first-year, graduate, and non-degree-seeking.**

1. Implemented year long schedule planning.
2. Development of Student Success Center (see attached document)
3. Work continues on maintaining, expanding and reframing Student Affairs elements

**Strategic Objective: 1.2 Attract and retain an outstanding and diverse faculty.**

**1. New Faculty Members:**

- Barbara Kulpa-Chair of the Nursing Department
- Cecilia Salamone-Instructor of Communications
- Paul Klenowski- Visiting Associate Professor of CJ
- Shelby Heath-Assistant Professor of Chemistry
- Chris Vopal, Instructor of Biostatics

**Hires In progress-**

- Emily Hopkins-Associate Professor of Nursing
- Jared Thompson-Assistant Professor of Digital Media Design
- Zachary Shutler-Half Time Graduate Education Faculty
- Jenna Gregor-Assistant Professor of Communication Sciences

**2. Retirements: 2023-24**

- Rose Kutlenios, Chair of the Nursing Program
- Rhonda Noble, Professor of Physical Education



**3. Promotion and Tenure****Promotion**

COEHP	Bougher-Muckian, Hilary to Associate Prof
COEHP	Douglas, Miriam to Professor
CoEHP	Ennis, Nicole to Associate Professor
COEHP	Richards, Stephen to Professor
CoLCA	Fitzpatrick, Brian to Associate Professor
CoLCA	Greco, Mitch to Associate Prof
CoLCA	Halicki, Shannon to Professor
CoLCA	Hanna W. Scott to Professor
CoLCA	Harper Aaron to Professor
CoLCA	Rehbein, Angela to Professor
COLCA	Ridley Susan to Associate Professor
COS	Chen, Fuhua to Professor
COS	Holsapple, Ray to Associate Professor
COS	Wood, James to Associate Professor

**Tenure**

CoB	Jesse, Gayle
CoEHP	Richards, Stephen
CoEHP	Wack, Kathleen
COEHP	Curfman, Angela
CoLCA	Anslow Aaron
CoLCA	Fitzpatrick, Brian
CoLCA	Greco, Mitch
CoLCA	McCullough, Ryan
CoS	Wood, James

**Strategic Objective: 1.3 Pursue innovative, viable, and relevant program development.**

1. Program reviews completed and sent to HEPC.
2. Aviation Program in partnership with Marshall University moving forward.
3. BS Biology-Biological Research
4. MS Biology, Zoo Science, Fellowship Concentration
5. BS Biology-Life Sciences
6. Music Production
7. Teaching English as A foreign Language-TEFL
8. Graduate Certificate in Art Therapy-ATR track
9. Reorganization of Enrollment/Student Life planning ongoing

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

- Examination of higher level approaches for distance learning.
- General studies assessment continuing.

**Strategic Objective: 1.5 Foster a vibrant co-curriculum that addresses the whole student experience.**

- As part of program review planning, areas for review in this arena are being defined.

**Strategic Objective: 1.7 Affirm and expand national, regional, and specialized accreditations**

- Preparation for 2024 report to submit to HLC (focusing on retention) underway.
- Site visit for Doctoral Program complete with extremely positive results.

**Strategic Objective: 1.8 Pursue continuous improvement through consistent, data-driven assessment and analyses of student learning.**

- Refinements of Faculty Success professional development program underway.
- As part of a marketing initiative, student life is being assessed.

**VII. Significant Accomplishments**

- Interim Provost started February 8, 2023

**VIII. Other Matters of Focus**

- Assessment continues of Pilot program for the Annual Program Review
- Assessment continues of Pilot Program for the Five-Year Review
- Pilot program to develop year-long scheduling as part of a retention plan initiated.

**IX. New (Essential) Personnel**

<u>New Faculty Members:</u>  Barbara Kulpa-Chair of the Nursing Department Cecilia Salamone-Instructor of Communications Paul Klenowski- Visiting Associate Professor of CJ Shelby Heath-Assistant Professor of Chemistry Chris Vopal, Instructor of Biostatic	<u>New Staff Members:</u>  Kelly Quigley-Assistant Director of Financial Aid Connor Harr- Mens Basketball Coach Matthew Turziano Purchasing Coordinator Theresa Hewitt-Administrative Assistant Physical Plant Dakota Cornwell-Assistant Football Coach
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**X. Information Requested by Committee**

n/a

**XI. Action Items**

n/a

Respectfully Submitted,  
Mark Schulman



To: WLU Board of Governors  
From: Sherri Theaker, Dean of Graduate Studies  
Re: Annual Graduate Degree Report  
Date: May 19, 2023

1. The number of programs being offered and the courses offered within each program:
  - a. Master of Arts in Art Therapy and Counseling
  - b. Master of Arts and Master of Science in Biology
    - Biomedical Science (MA only)
    - Tradition
    - Zoo Science
  - c. Master of Business Administration
    - Forensic Accounting
    - Healthcare Management
    - Management
  - d. Master of Arts in Clinical Psychology
  - e. Master of Science in Criminology
    - Courts and Corrections
    - Law Enforcement
  - f. Master of Science in Dental Hygiene
  - g. Master of Arts in Education with Areas of Emphasis in:
    - Community and Organizational Leadership
    - Leadership in Education Administration (Online)
    - Multi-Categorical Special Education (Designated Dormant Spring Semester 2023)
    - Reading Specialist
    - Sports Leadership and Coaching (Online)
    - Innovative Instruction (Designated Dormant Spring Semester 2023)
    - Leadership in Disability Services (Designated Dormant Spring Semester 2023)
    - Visual Art Education (Online)
    - Instructional Design for Learning (Online)

- h. Master of Professional Studies (This program has been discontinued because of low enrollment, loss of director, and need to reorganize intent)
    - Organizational Leadership
  - i. Master of Science in Physician Assistant Studies
  - j. Master of Science in Exercise Physiology
  - k. Master of Science in Speech Language Pathology
2. The disciplines in which programs are being offered:
- a. MAAT: College of Liberal and Creative Arts
  - b. MS/MA Biology: College of Sciences
  - c. MBA: Gary E. West College of Business
  - d. MA Clinical Psychology: College of Sciences
  - e. MS Criminology: College of Liberal and Creative Arts
  - f. MS Dental Hygiene: College of Sciences
  - g. MAEd: College of Education and Human Performance
  - h. MPS: School of Professional Studies (Discontinued)
  - i. MSPAS: College of Sciences
  - j. MSEP: College of Education and Human Performance
  - k. MSSLP: College of Sciences
3. The locations and times at which courses are offered:
- a. MAAT: Online with a 3-5 day fall residency on campus
  - b. MS/MA Biology: Monday through Friday, 8:00 AM - 8:50 PM on the WLU Main Campus.
  - c. MBA: Entirely online program.
  - d. MA Clinical Psychology: Monday through Thursday, Evenings on the WLU Main Campus.
  - e. MS Criminology: Entirely online program.
  - f. MS Dental Hygiene: Entirely online program.
  - g. MAEd: Monday through Thursday, 5:00 PM – 8:50 PM at the WLU Highlands Center or online.
  - h. MPS: Friday 5:00 PM – 9:00 PM, Saturday 8:00 AM – 5:00 PM at the WLU Highlands Center or online.
  - i. MSPAS: Monday through Friday, 8:00 AM – 4:00 PM on the WLU Main Campus
  - j. MSEP: Monday through Friday, 8:00 AM – 4:00 PM on the WLU Main Campus
  - k. MSSLP: Monday through Friday, 8:00 AM – 4:00 PM on the WLU Main Campus

## 4. The number of students enrolled in the programs for 2022-23:

a. MA Art Therapy:	17
b. MS/MA Biology:	57
c. MBA:	144
d. MA Clinical Psychology:	15
e. MS Criminology:	20
f. MS Dental Hygiene:	10
g. MAEd:	86
h. MSPAS:	33
i. MSEP	6
j. MSSLP	11
k. Special Non-degree:	79

Total for the year is 399 plus non-degree 79 = 478

## 5. The number of students who have obtained master's degrees through each program since May 2023:

a. MA Art Therapy:	0
b. MS/MA Biology:	26
c. MBA:	27
d. MA Clinical Psychology:	2
e. MS Criminology:	3
f. MS Dental Hygiene:	4
g. MAEd:	16
h. MSPAS:	17
i. MSEP:	0
j. MSSLP:	0

## 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 Fall 2023
  - Surveillance implementation in progress
- **Capital Planning / Maintenance Platform – Strategic Objective 5.1**
  - Pilot funded by HEPC to Audit All Campus Facility Equipment
  - New Ticket System Live – Phase 1 Complete
  - Capital Planning has kicked off
- **ADA Audit**
  - Audit Reports in house and under evaluation
  - Need state capital funding
- **Fleet Management - Strategic Objective 5.1**
  - System Live – Project Complete
- **Solar Project – Strategic Objective 5.1**
  - Investigation of reducing utility spend by adding Solar generation (electricity currently \$125k/month)
  - Multiple Vendors are engaged.
  - Investigating grants and partnerships

## II. Other Matters of Focus

- **Library HVAC**
  - Complete Replacement – Funding Secured
  - Bid Complete – Award Pending
  - Work to begin Late Spring/Summer
- **Data Integration Audit**
  - Evaluation of Data Input Processes
  - Project Will Investigate Efficiencies in Data Input, Workflow, and Reporting Needs
- **Campus Roofing Project**
  - Replacing roofs on Fine Arts/Krise/ASRC/Meyers
  - Bid Preparation In Progress
- **Campus Carry Preparations**
  - Investigating Risk Assessment
- **Campus Domestic Water Repairs**
  - Funding secured to replace campus water mains and isolation valve capability
  - Project Awarded – Work Underway
- **Aquatic Conservation Center- New Facility**
  - On the site of the West Events Center
  - Grant Officially Awarded
  - Bid Preparation In Progress
- **Student Housing Wi-Fi and Dorm Entertainment Project**
  - Project Awarded and Underway
  - Targeting Fall 2023 Rollout

- **Transact Server and Software Upgrades**
  - Servicing Meal Plan and Vending Transactions
  - Implementation In Progress
- **The Chapel**
  - Repairs Complete
  - Building Re-Opened
- **Stream Reclamation Project**
  - Investigating an environmental project to “clean” the stream on the hill behind campus
  - WLU would be compensated and commit to not developing the land
- **Library Window/Door Replacement**
  - Seeking State funding

### III. Personnel

- Physical Plant seeking:
  - 1 Maintenance workers to replace resignation
  - Physical Plant and Housekeeping are experiencing significant turnover as our wage scale is non-competitive
  - Increases in Healthcare continue to be a concern
  - Evaluating Bus Driver needs



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.

- The WLU Acrobatics & Tumbling Team had 18 student-athletes named to the NCATA National Academic Honor Roll
- Four members of the women's tennis team were named to the NCAA Division II Academic All-District Team
- Two members of the men's tennis team were named to the NCAA Division II Academic All-District Team
- Two members of the baseball team were named to the NCAA Division II Academic All-District Team
- Four members of the softball team were named to the NCAA Division II Academic All-District Team
- Two members of the women's golf team were named to the NCAA Division II Academic All-District Team
- Five members of the women's track and field team were named to the NCAA Division II Academic All-District Team
- Five members of the men's track and field team were named to the NCAA Division II Academic All-District Team
- Five members of the wrestling team were named to the NCAA Division II Academic All-District Team
- The WLU wrestling team's GPA ranked No. 4 nationally in the NWCA Team Academic rankings as a program-record 16 student-athletes earned NWCA Scholar All-America honors

The WLU Athletic Department finished with a 3.19 cumulative GPA for the spring semester with 91 student-athletes posting perfect 4.00 GPAs in the spring

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

2.4 Provide programs that build and strengthen inclusive teamwork

- Women's basketball alumnae Angela Fowler-Hicks was brought in to speak to the women's basketball team as part of the Women In Power panel

Athletics Diversity and Inclusion Designee (ADID) Cassie Seth oversaw Women in Power Month activities throughout the month of March.

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

3.1 Engage students in experiences that extend beyond the classroom

- The WLU head wrestling coach took several student-athletes on their traditional Senior Trip to Nashville, Tenn.
- The women's tennis team won the 2023 ITA Atlantic Region Community Service Award for working with blind and visually-impaired in Pittsburgh

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

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

- The West Liberty University Athletic Department successfully hosted the 2023 National Collegiate Acrobatics & Tumbling (NCATA) Championships inside the ASRC
- The WLU football team volunteered time and labor to assist with setup and tear-down for the Oglebay Park Antique Show
- The WLU baseball team collaborated with SGA to organize an on-campus food truck festival in conjunction with the annual Senior Day doubleheader

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

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

- The Athletic Department in conjunction with the WLU Foundation enjoyed a very successful Annual Day of Giving campaign
- The WLU wrestling program just completed their recognition board project, located on the second level of Blatnik Hall. This project greatly enhanced the space both from an aesthetic and branding standpoint. The boards highlight individual and team successes

## **II. Other Significant Accomplishments**

- The Acrobatics & Tumbling team once again qualified for the Mountain East Conference Tournament with a third-place finish in the regular season
- Acrobatics & Tumbling went on to win two individual event finals at the Mountain East Conference Tournament

- Abbey Swinderman, Kayla Gandy and Gillian Hartz were first-team All-MEC selections in balloting by the conference coaches. Swinderman was also honored as the MEC Acrobatics & Tumbling Athlete of the Week on March 22
- The women's tennis team finished second in the MEC regular season standings and advanced to the championship match at the MEC Tournament
- Women's tennis earned an NCAA Division II Atlantic Region tournament bid and advanced to the regional championship match before falling to nationally-ranked Charleston
- Emma Arnal and Evelina Martirosyan were first-team All-MEC selections on the All-MEC Women's Tennis Team. Martirosyan was the MEC Player of the Week for April 3.
- The men's tennis team was ranked No. 7 in the Atlantic Region and finished fourth in the MEC regular season standings
- Moritz Erpel was a first-team selection on the All-MEC Men's Tennis Team
- The baseball team finished third in the MEC North Division to earn a berth in the MEC Tournament. Drew national attention by knocking off nationally-ranked Charleston in the tournament opener
- Will Balgo was voted Freshman of the Year by the Mountain East Conference baseball coaches. James Salvatori was named to the MEC All-Tournament Team
- Finished fourth in the MEC North Division to earn a berth in the MEC Tournament. Kayla Mancuso was a second-team All-MEC selection by the league coaches
- The women's track and field team finished second in the MEC Outdoor Championship Meet
- The WLU women won five events at the MEC Championships: Suzan Johnson won the women's hammer throw, Mara Pendergrast won the high jump, Sierra Lanham won the long jump, Olivia Combs took the pole vault and Kennedy Martin was the discus champ
- Sierra Lanham was a 2-time MEC Female Track Athlete of the Week (April 10, April 24)
- Hannah Kemp, Sierra Lanham, Kennedy Martin and Mara Pendergrast all earned first-team NCAA Division II All-Atlantic Region honors
- The men's track and field team placed second at the MEC Outdoor Championship Meet
- Three WLU men won individual championships: Reese Burnside was the pole vault champion, Mikhi Anderson won the 110-meter high hurdles and Hunter Patterson won the 100-meter sprint. The 4x100 sprint relay team also brought home gold

- Mikhi Anderson, Ben Bumgarner, Reese Burnside, Hunter Patterson and Liam Vinskovich all earned first-team NCAA Division II All-Atlantic Region honors
- Reese Burnside and Liam Vinskovich qualified for the NCAA Division II Nationals in Pueblo, Colo. Burnside will compete for All-America honors in the pole vault with Vinskovich qualifying in the high jump
- The men's golf team earned its 9<sup>th</sup> straight bid to the NCAA Division II Atlantic/East Super Region Tournament
- Alex Easthom earned his third consecutive MEC Men's Golf Player of the Year Award
- Easthom and Bo Orecchio were first-team All-MEC honorees
- Easthom also earned his fifth consecutive NCAA Division II All-Atlantic Region honor

Respectfully Submitted,  
Lynn Ullom

**I. Significant Accomplishments for FY23 Q3 & some of Q4 (July 1, 2021-May 22, 2023):**

- \$1,829,641.57 revenue from fundraising through 5/22/23
  - 4.2% decrease from last fiscal year for the same period
- \$1,345,929.66 in disbursements in University Support through 5/22/23
  - 14.9% increase over last fiscal year for the same period
- Raised over \$242,000 on Topper Day of Giving  
Total Number of Donors: 903 (1,033 total gifts)
  - New Donors: 320
  - Alumni Donors: 325
  - New Alumni Donors: 73
- \$227,216.06 in Annual Fund
- 429 new donors this year

**II. Other Matters of Focus**

- Development Planning process for FY24 will be wrapping up in the next few weeks.
- WLUF Development Staff and WLU Alumni Affairs staff meet bi-weekly to work on strategies to increase alumni engagement and giving
- Lary Loew Golf Scramble planned for June 19, 2022
- Stewardship mailing to donors will be sent this month

**III. New (Essential) Personnel-None****IV. Information Requested by Committee-None****V. Action Items-None**

Respectfully submitted,  
Betsy Delk

**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 by effectively telling our story

- o The process to identify a vendor for a Marketing contract is now complete. The Committee has chosen VisionPoint as the vendor. Once a contract is awarded, the discovery phase will begin. This will include brand & marketing review, enrollment trends and funnel data review, competitor and peer review; analytics audit; tracking audit; target market analysis; listening tour (stakeholder interviews); and a marketing strategy brief.

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

- o The Alumni office is working closely with the Foundation to engage alumni which included travel to St. Augustine, FL and a meeting with approximately 20 WLU alumni from the Florida chapter. There are approximately 1,025 contacts living in Florida.
- o Lary Loew Golf Scramble is scheduled for June 19.
- o Chamber events and community partnership conversations are ongoing

**II. Information Requested by BOG**

- o None at this time

**III. Action Items**

- o None at this time

Respectfully submitted,  
Lori Hudson

EXTERNAL AFFAIRS

**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 and Status
      - At 4/30/23, the Budget to Actual is on target with approved Budget – while both undergraduate and graduate projections were not met, there was a surplus in housing and meal plans. Royalty income also came in higher than expected.
    - FY24 Balanced Budget
      - A balanced budget was sent to the WVHEPC in late May

**II. Other Matters of Focus**

- Financial Impact of Enrollment on FY23 budget
  - Enrollment is down in both undergraduate and graduate programs compared to projections; however, housing and food, institutional waivers and other revenue consisting of royalty income should offset this shortage
  - Enrollment was budgeted more conservatively for the FY24 budget
  - The need for program review was made evident due to the difficulties encountered when balancing the FY24 budget

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

- FY23 Budget Status Report through 4/30/23 (attached)
- FY24 and FY23 Budget Comparison (attached)

**IV. Action Items**

- N/A

Respectfully submitted,  
Lori Hudson

FISCAL AFFAIRS

# EXECUTIVE BOARD REPORT

6/7/2023

## West Liberty University FY23 Operating Budget Status (through 4/30/23)

Sources:	FY23 Original Budget	4/30/2023 YTD Actual	FY23 Less Actual	% of Budget	Notes	Revenue	
Undergraduate Tuition and Fees:	20,021,752	19,393,970	627,782	96.86%	Tuition (summer 2 & 3) still O/S	\$ (627,782.10)	UG Tuition
Related Discounts:	(4,388,176)	(3,713,898)	(674,278)			\$ (917,488.47)	GR Tuition
Net:	15,633,576	15,680,072	(46,496)	100.30%		\$ 500,000.00	Estimate of Summer 23 (based on prior year)
						\$ (1,045,270.57)	
Graduate Tuition:	4,452,619	3,535,131	917,488	79.39%		\$ 646,588.00	R&B
Related Discounts:	(525,661)	(581,602)	55,941			\$ (398,682.57)	
Net:	3,926,958	2,953,529	973,429	75.21%		\$ 144,289.00	Waivers under budget
						\$ (254,393.57)	
Room and Board:	9,812,817	10,459,405	(646,588)	106.59%		\$ 277,418.00	Excess royalty income and Other Revenue
Related Discounts:	(1,553,163)	(2,027,211)	474,048			\$ 75,000.00	Expected royalty income through EOY
Net:	8,259,654	8,432,193	(172,539)	102.09%		\$ 98,024.43	
State Appropriation	9,552,600	9,552,600	0	100.00%			
Other	1,583,678	1,861,096	(277,418)	117.52%	Royalty income \$740,149 as of 4.30.23		
	38,956,466	38,479,490	476,976	98.78%			
Discounts	6,467,000	6,322,711	144,289				
Total FY23 Revenue Budget	45,423,466						
Uses:							
Personal Services*	19,426,786	15,840,222	3,586,564	81.54%			
Fringe Benefits	4,945,030	3,768,209	1,176,821	76.20%			
Utilities	2,356,055	2,197,301	158,754	93.26%			
Debt	2,659,121	2,306,265	352,856	86.73%			
Rent	1,394,778	1,179,772	215,006	84.58%			
Contractual Services	3,215,034	3,262,875	(47,841)	101.49%	P Enrollment/Provost CS not Personal Services		
Other	4,884,483	4,304,913	579,570	88.13%			
	38,881,287	32,859,557	6,021,730	84.51%			
Discounts	6,467,000	6,322,711					
Total FY23 Expense Budget	45,348,287						
Net Income (+)/Loss (-):	75,179	5,619,933					
Total Tuition / Room and Board Revenue							
	34,287,188	33,388,505	(898,683)	97.38%			
Total Discount	(6,467,000)	(6,322,711)	144,289	97.77%			
Total Net Tuition / Room and Board Revenue	27,820,188	27,065,794	(754,394)	97.29%			

\*Personal Services/Fringe Benefits (includes 22 out of 26 pays + increment) 85%  
All Other Expenses (10/12 months) 83%

FISCAL AFFAIRS



**West Liberty University**  
**FY24 Operating Budget**

<u>Sources:</u>	<u>FY23</u> <u>Approved Budget</u>	<u>FY24</u> <u>Proposed Budget</u>	<u>Comparison</u> <u>to PY</u>
Undergraduate Tuition and Fees:	20,021,752	19,493,762	(527,990)
<i>Related Discounts:</i>	(4,388,176)	(4,434,332)	
<i>Net:</i>	15,633,576	15,059,430	
Graduate Tuition:	4,452,619	3,882,940	(569,679)
<i>Related Discounts:</i>	(525,661)	(521,686)	
<i>Net:</i>	3,926,958	3,361,254	
Room and Board:	9,812,817	11,034,299	1,221,482
<i>Related Discounts:</i>	(1,553,163)	(1,565,058)	
<i>Net:</i>	8,259,654	9,469,241	
State Appropriation	9,552,600	9,964,386	411,786
Other	1,583,678	1,475,941	(107,737)
	<b>38,956,466</b>	<b>39,330,252</b>	<b>373,786</b>
<i>Discounts</i>	<i>6,467,000</i>	<i>6,521,076</i>	54,076
Total FY23/24 Revenue Budget	<b>45,423,466</b>	<b>45,851,328</b>	<b>427,862</b>
<u>Uses:</u>			
Personal Services*	19,426,786	19,746,509	319,723
Fringe Benefits	4,945,030	4,983,176	38,146
Utilities	2,356,055	2,265,094	(90,961)
Debt	2,659,121	2,691,137	32,016
Rent	1,394,778	1,206,258	(188,520)
Contractual Services	3,215,034	3,409,502	194,468
Other	4,884,483	5,003,275	118,792
	<b>38,881,287</b>	<b>39,304,951</b>	<b>423,664</b>
<i>Discounts</i>	<i>6,467,000</i>	<i>6,521,076</i>	54,076
Total FY23/24 Expense Budget	<b>45,348,287</b>	<b>45,826,027</b>	<b>477,740</b>
<u>Net Income (+)/Loss (-):</u>	<b>75,179</b>	<b>25,301</b>	<b>(49,878)</b>
 <i>Total Tuition / Room and Board Revenue</i>	 34,287,188	 34,411,001	 123,813
<i>Total Discount</i>	<i>(6,467,000)</i>	<i>(6,521,076)</i>	<i>(54,076)</i>
<i>Total Net Tuition / Room and Board Revenue</i>	<i>27,820,188</i>	<i>27,889,925</i>	<i>69,737</i>

## BOARD OF GOVERNOR POLICY UPDATES

### WEST LIBERTY UNIVERSITY

#### Action Item

At the June 2, 2021, meeting, the Board of Governors received ***Notice of Intent*** for the review of all Board of Governors policies, and submission of any proposed new, revised, and repealed BOG Policies. On December 7, 2022, the Board of Governors received ***Notice of Intent*** again for a new proposed HR Governance Policy. The proposed new HR Governance Policy and the Employee Leave Policy, the proposed revisions to BOG Policy 6: Holidays, and the proposed repeals of several BOG Policies were disseminated to campus for 30-day comment with no comments received. The Board is asked to approve the proposed new, revised, and repealed BOG Policies.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the new HR Governance Policy and the Employee Leave Policy, the Revised BOG Policy 6: Holidays, and all the repealed corresponding and outdated BOG Policies.**

## NOTICE OF INTENT FOR PROPOSED RULEMAKING

### ACTION ITEM

The Notice of Intent encompasses the following:

- Every BOG Policy will be reviewed for compliance with current State Code, HEPC Rules and/or current practice.
- Policies will be renamed Rules per **§18B-1-2** and **§18B-1-6**.
- Rules will be reformatted to a consistent design and include standard terms where applicable.
- Rules will be renumbered into the following *potential* categories:
  1. Governance
  2. Academic Affairs & Faculty Affairs
  3. Human Resources
  4. Finance and Administration
  5. Student Affairs
- All proposed new policies, revisions, and/or repeals will be made available for a comment period of 30 days. The Office of the President shall forward the draft summary and comments to the Board of Governors Executive Committee and a final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy, policy revision and/or policy repeal.

***Proposed Resolution:*** Resolved, that the West Liberty University Board of Governors approve the Notice of Intent for the proposed rulemaking.

**WLU BOARD OF GOVERNORS**  
**PROPOSED NEW, REVISED, AND REPEALED POLICIES**  
**JUNE 7, 2023**

<b>BOG POLICIES</b>		<b>Proposed Changes</b>
6	Policy 6 Holidays	REVISE: include University Policy 112: Holidays Language
11	Policy 11 Employment Hiring	Repeal: Internal HR
15	Policy 15 Productivity of Faculty and Administrators	Repeal: WV Code was repealed.
20	Policy 20 Administrators Requiring Teaching or Research	REPEAL: WV Code repealed; Change to 18b-8-6(b). Include Admin requirement in HR Gov Policy
21	Policy 21 Making Agendas Available to Public	Repeal: Language included on BOG website
22	Policy 22 Employment Innovations	REPEAL: HR Gov Policy
25	Policy 25 Definition of Faculty and Staff	REPEAL: HR Gov Policy
36	Policy 36 Leave of Absence Without Pay	REPEAL: COMBINE EMPLOYEE LEAVE
37	Policy 37 Military Pay	REPEAL: COMBINE EMPLOYEE LEAVE
30	Policy 30 Americans With Disabilities Act	Repeal: outdated, controlled by Fed Law, and information on internal. Policy unnecessary
31	Policy 31 HIV AIDS Infection	Repeal
35	Policy 35 National, State, and Local Elections	Repeal
39	Policy 39 Group Insurance	Repeal
40	Policy 40 Social Security	Repeal
41	Policy 41 Retirement Benefits	Repeal
42	Policy 42 Unemployment Compensation	Repeal
44	Policy 44 Workers' Compensation	Repeal
45	Policy 45 Workplace Threats and Violence	Repeal
46	Policy 46 Use of University Property	Repeal: Covered by Ethics Act and will update BOG Ethics Policy
53	Policy 53 Access to Personnel Files	Repeal: Internal HR
57	Policy 57 Discipline and Separation from Employment	Repeal: Internal HR
58	Policy 58 Compensation Management Rule	Repeal: Internal HR
<b>UNIVERSITY POLICIES</b>		
100	Definition of FT & PT Employees	Repeal: HR Gov Policy
109	Annual Leave	Repeal: BOG Employee Leave
110	Sick Leave	Repeal: BOG Employee Leave
111	Catastrophic Leave	Repeal: BOG Employee Leave
112	Holidays	Repeal: BOG Holiday
224	Leave of Absence	Repeal: BOG Employee Leave



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**BOARD OF GOVERNORS RULE X.X**  
**Human Resources Governance**

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Approval Date:  
Effective Date:  
Revision History:  
President's Signature:

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**SECTION 1: Purpose and Scope.**

- 1.1 The Board of Governors ("Board") seeks to establish policies and practices in compliance with employment laws, regulations and WV State Code that provide fair and flexible human resource practices and promote effective talent management.
- 1.2 This Rule applies to all Staff, Faculty, and any other employee positions of the West Liberty University Board of Governors. Specific application to various job types may be limited by each section below.

**SECTION 2: Delegation.**

- 2.1 **Delegation.** The Board, in maintaining its governance role while supporting and facilitating appropriate, effective and efficient development and management of the human resource area, delegates to the President, or designee, the authority to act on the Board's behalf to:
  - 2.1.1 Administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.
  - 2.1.2 Administer a system for hearing eligible employee grievances and appeals. Provided that the grievance procedure established in WV State law is the exclusive mechanism for hearing eligible employee grievances and appeals.
  - 2.1.3 Establish the standard work week and work schedules for Staff. Any significant and material change to the hours of the standard work week shall be approved by the Board of Governors before implementation by the President.
  - 2.1.4 Adopt human resources internal policies and procedures. Any actions taken pursuant to this delegation must be consistent with Federal and State law and any Rule adopted by the Board of Governors.

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**SECTION 3: Definition of Faculty and Staff.**

- 3.1 **Faculty.** Faculty are appointed at the discretion of the President, or designee. Faculty may include all full-time and part-time positions with academic Letter of Appointments and such other positions as may be determined by the President. In general, employees in this category are primarily engaged in teaching, research, public service and/or administrative responsibilities.
- 3.2 **Staff.** All non-faculty employees are at will and meet the following criteria as stated in WV Code 18B-9A-2: Is designated by the President or designee to be critical to the accomplishment of the mission of the University.

West Liberty University considers all positions critical to the accomplishment of the mission of the institution. While critical to daily operations, a staff person may or may not be deemed essential for operation or completion of his/her duties and therefore not required to report for duty in emergencies or other special situations as identified by the President or designee. Supervisors are required to notify employees in advance of specific University situations if identified as essential.

**SECTION 4: Engagement with Staff of Human Resources Rules, Policies, and Procedures.**

- 4.1 Pursuant to W. Va. Code §18B-7-1, et seq., §18B-9A-1, et seq., and §18B-9B-1, the Chief Human Resources Officer ("CHRO"), or designee, shall meet at least quarterly with representatives of Staff Council to discuss the implementation and/or effectiveness of any Board of Governors Policies. Where appropriate, the CHRO shall make recommendations to the President or Board of Governors to address concerns or issues identified by Staff Council regarding the implementation and/or effectiveness of the Human Resources Policies.
- 4.2 Where appropriate, the Chief Human Resources Officer, or designee, is encouraged to seek input from the University community, including, but not limited to, Staff Council, regarding the development and implementation of internal human resource policies and procedures.

**SECTION 5: Additional Employment Practices Regarding Staff and Faculty, Where Applicable.**

- 5.1 **Change in Status.** The President, or designee, will review and make a final determination as to the change in status of any employee. Change in the terms of employment of any person is to be promptly coordinated through human





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resources prior to implementation. Determination of status or change in status means assignment to or change in type of employment or the category to which an employee is assigned. Additional examples of a change in status include, but are not limited to, change in hours or other periods of work; various types of leaves of absence; and resignations.

**5.1.1 Intra/Inter-departmental Status Changes.** No employee may be approached about an inter-departmental transfer without the interested Supervisor/Department Head first consulting with the employee's present Supervisor/Department Head and Human Resources.

**5.2 Work Schedules for Staff Employees.**

**5.2.1** West Liberty University will maintain reasonable continuity in working schedules and conditions for employees.

**5.2.2** Unit supervisors are discouraged from making temporary, non-emergency, or institutionally-imposed changes to a Staff Employee's work schedule. However, a Unit supervisor may temporarily change a Staff Employee's work schedule due to a Unit's operational needs.

**5.2.3** Any change to a Staff Employee's work schedule due to a Unit's operational need must be communicated directly to the affected Staff Employee. When possible, the Unit supervisor shall provide a Staff Employee with reasonable notice regarding work schedule changes.

**5.2.4** A Unit supervisor may approve a Flex-Time work schedule for a Staff Employee, consistent with the operational needs and practices of the Unit and any relevant internal policies and procedures on human resource practices. Any expectations associated with the granting of a Flex-Time. "Flex-Time" means work schedules which do not comply with the standard work schedule for the Unit. Flex-time may include, but is not limited to, flexible schedules, job sharing and four-day work weeks.

**5.3 Part-Time Employees.**

**5.3.1** Part-time, Temporary or Casual Staff Employee positions will be based on the operational needs of a Unit, and part-time positions shall not be created solely to avoid the payment of benefits.



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- 5.3.1.1 Part-time Staff Employees means a position established to work less than .53 FTE, i.e. less than 1040 hours in a twelve month period, not benefits eligible.
- 5.3.1.2 Temporary Staff Employees means a position established to work fewer than 9 months within a twelve-month period, not benefits eligible. No limitation to hours of work within the temporary period.
- 5.3.1.3 Casual Staff Employees means any position established to meet the business needs and work no more than 450 hours in any twelve-month period, not benefits eligible.

**5.4 Administrators Teaching or Research.**

- 5.4.1 Each administrator who holds faculty rank must teach at least one course during each eighteen-month employment period or to perform on-going research in lieu of teaching.

**5.5 Performance Management.**

- 5.5.1 Supervisors and Department Heads must promptly coordinate with human resources when employees do not notify the supervisor and fail to report to work; excessive absenteeism; do not perform work as directed; or violate policies, procedures, or professional standards.

**SECTION 6: Continuing Education and Professional Development.**

- 6.1 The Chief Human Resources Officer, or designee, shall establish and operate a continuing education and development program for Employees that encourages and supports continuing education and professional development.
- 6.2 Any University programs or practices shall require that Employees be selected on a nonpartisan basis using fair and meaningful criteria which afford all individuals opportunities to enhance their skills and productivity in the workforce.
- 6.3 Funds allocated or made available for continuing education and professional development may be used to compensate and pay expenses for any employees pursuing additional academic study or training to equip themselves better for their job duties.
- 6.4 The programs or practices may include reasonable provisions for the continuation or return of any Employee receiving the benefits of the education or





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training, or for reimbursement to the University for expenditures incurred on behalf of the individual.

**SECTION 7: Authority.**

- 7.1 W. Va. Code §18B-1-6, §18B-2A-4, §18B-7-1, et seq., §18B-7-1, et seq., §18B-8-1, et seq., §18B-8-6, §18B-9A

**SECTION 8: Superseding Provisions.**

- 8.1 This Rule repeals and supersedes WLU BOG Policy 20 – Administrators Requiring Teaching or Research (adopted 06/22/05), WLU BOG Policy 22 – Employment Innovations (adopted 06/22/05, revised 10/14/17), WLU BOG Policy 25 - Definition of Faculty and Staff (adopted 12/11/06, revised 08/23/17), and any other University human resource policy or procedure which relates to the subject matter contained within this Rule.



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**SECTION 1: Purpose and Scope.**

- 1.1. This Rule outlines the guiding principles for annual leave, sick leave, personal leave of absence without pay, military leave, catastrophic leave, funeral leave, parental leave, witness and jury leave, emergency and inclement weather closure, and the Family Medical Leave Act.
- 1.2. This Rule applies to all Staff, Faculty, and any other employee positions of the West Liberty University Board of Governors. Specific application to various job types may be limited by each section below.

**SECTION 2: Delegation.**

- 2.1 **Delegation.** The Board of Governors delegates to the President, Chief Human Resource Officer, or designee, the ability to adopt internal human resource policies and procedures in order to implement the provisions of this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.
- 2.2 To the extent federal and state law is inconsistent with this Rule and it is not possible for the University to comply with all, applicable law will govern. Accordingly, Human Resources, with advice from General Counsel, has the discretion to implement any necessary changes in order to comply with legal obligations.

**SECTION 3: General Leave Coverage.**

- 3.1 Employees working on a regular and continuing basis for no less than 1950 hours within a twelve (12) consecutive month period are considered to be full-time employees and are eligible for leave.
- 3.2 Employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during a twelve (12) consecutive month period shall accumulate leave on a pro rata basis.
- 3.3 Employees working less than 1,040 hours are not eligible for leave benefits.



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- 3.4 Faculty members on twelve-month appointments are defined as full-time employees and accrue leave according to the appropriate sections of this rule. The provisions of this Rule related to annual leave, sick leave, catastrophic leave, special emergency leave, and managing work time in areas affected by interruption to utility or similar situations do not apply to faculty members on annual appointments of less than twelve months.
- 3.5 Annual and sick leave may not be taken before it is accrued. If an employee works less than a full month, annual and sick leave shall be accumulated on a pro rata basis.
- 3.6 During a terminal leave period, no type of leave may be accrued. Terminal leave is the period following the last day of scheduled work from employment such as resignation, retirement, etc.

**SECTION 4: Annual Leave.**

- 4.1 Eligible employees are granted annual leave with the amount of leave based on the level of position, responsibility, service and other factors. All annual leave accruals are pro-rated according to the full-time equivalency (FTE) of the individual position.
- 4.2 Except as otherwise provided herein, eligible employees shall accumulate and receive annual leave with pay as follows:
- 4.2.1 Staff positions and administrative faculty that are 12 month (1 FTE) shall be eligible for annual leave, calculated at the rate of 2 days per month from the date of employment.
- 4.2.2 Employees on a leave of absence without pay do not accrue annual leave for the time they are off the payroll.
- 4.2.3 Employees working .53 FTE or more on a regular and continuing basis shall accumulate annual leave on a pro-rata basis.

**SECTION 5: Sick Leave.**

- 5.1 All eligible staff employees and those administrative faculty employees who work .53 FTE on a regular and continuing basis shall accumulate paid sick leave on a pro-rata basis from date of employment. Eligible employees accumulate sick leave at a rate of 1.5 days for every employment month or a major fraction thereof.



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Employees working in positions for less than .53 FTE are not eligible for paid sick leave.

- 5.2 There is no limit to the number of sick days that may be accumulated. However, employees on a leave of absence without pay do not accrue sick leave for time in which they are off the payroll.
- 5.3 Sick leave may be used by the employee when ill or injured, when a member of the immediate family is seriously ill, or when a death occurs in the immediate family. For purpose of administering this Rule the immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.
- 5.4 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery, shall be considered for all job-related purposes as temporary disabilities and shall be treated the same as any other off-the-job illness or disability would be treated for sick leave entitlement. For this reason, employees shall be entitled to sick leave for their temporary disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth the same criteria shall be used as would be used in the case of another type of off-the-job illness or disability.
- 5.5 Sick leave for more than five (5) consecutive working days shall not be granted to an employee for illness without satisfactory proof of illness or injury as evidenced by a statement of the attending physician or by other proof satisfactory to the institution. An employee having an extended illness or serious injury shall, before returning to work, obtain a written medical release from the attending physician, and present same to the immediate supervisor upon return to work. The immediate supervisor must forward the medical release to the Human Resources office for filing in the employee's medical file.
- 5.6 The University may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this Rule regardless of the duration of the leave.
- 5.7 Family and Medical Leave Act, in general, as described by Department of Labor, entitles eligible employees of covered employers to take unpaid, job-protected



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leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. When FMLA is applied and approved, sick leave must be utilized first and concurrently, annual leave second, and then unpaid time. (see the Human Resources website for more details on FMLA).

- 5.8 In any case except those involving Catastrophic Leave where all accumulated sick leave has been used and annual leave is available, it shall be the option of an employee:
- 5.8.1 to use any accumulated annual leave until it has also expired rather than being removed from the payroll or,
  - 5.8.2 to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.
- 5.9 On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work shall not be charged against the employee's accumulated sick leave as long as they are the next three consecutive workdays after the injury or illness occurred. If on-the-job injuries or illnesses require a leave beyond the three-day period, the employee has the option of using earned and accumulated sick and annual leave until both may be exhausted or reserving for future use any earned and accumulated sick and annual leave and receiving only Workers' Compensation, ie., "Encova, Inc.," benefits for which adjudged eligible. The employee must make such election on a form provided for such purposes by the Human Resources Office. **All work-related injuries must be reported on the appropriate form within 24 hours of the injury.**
- 5.10 If ill or unable to work for any reason an employee is required to notify the supervisor immediately. The notification shall be given to the immediate supervisor prior to the employee's normal starting time and should include the approximate length of absence, if known or expected. Failure to report off work shall be a basis for disciplinary action. Absence from work, without notification of the immediate supervisor for a three consecutive work day period shall be considered job abandonment and voluntary resignation from employment.
- 5.11 Students and others employed on a part-time basis through campus and federal work programs are not eligible for sick leave provisions.
- 5.12 Accumulated sick leave balances may be transferred with an employee from any West Virginia agency to another institution or agency.





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- 5.13 An employee who resigns and is later reemployed may have the total accumulated sick leave reinstated, provided the date of reemployment is one year or less from the date of resignation. If a former employee returns to work after more than one year from the date of resignation, no more than thirty (30) days of sick leave may be reinstated.

**SECTION 6: Leave of Absence without Pay. (COMBINED BOG 36 & UNIV 224)**

- 6.1 A full-time regular, benefits eligible employee, upon application in writing and upon written approval from the President or designee may be granted a continuous leave of absence without pay for a period of time not to exceed one year. If granted because of illness, all accumulated sick leave must be used. All requests for unpaid leave must be reviewed by the Human Resources Office prior to leave being granted.
- 6.1.1 Full time Faculty shall submit an application to the Provost far enough in advance to allow time for planning and obtaining a substitute. Applications will include reason for leave, its duration, and any necessary arrangements. Requests will be considered on its merit and need.
- 6.2 The President, Provost, or designee, shall determine if the purpose for which such a leave is requested is proper and within sound administrative policy and practice.
- 6.3 At the expiration of leave of absence without pay, the employee shall be reinstated to the same or comparable position unless a position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload.
- 6.4 Failure of the employee to report within three working days upon the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by the institution for "job abandonment."
- 6.5 Any period of unpaid leave approved for reasons deemed appropriate under the Family and Medical Leave Act (FMLA) for an eligible employee will count first toward the 12 weeks of unpaid leave as provided for by the Act.
- 6.6 Employees on leave under this Rule do not accrue annual leave, sick leave, increment credit, or years of service credit for any period for which they are off payroll.
- 6.1.1 Faculty on unpaid leave of absence will not accrue years of experience.



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6.1.2 Faculty on unpaid leave will be eligible for across-the-board increments to base salaries.

**SECTION 7: Military Leave.**

- 7.1. An employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, benefit status, or performance rating, for all days engaged in drills or parades ordered by proper authority or for field training or active service for a period of thirty (30) working days in any one calendar year as authorized under provisions of State Law, WV Code §15-1F-1.
- 7.2. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, even though the employee may receive other compensation from federal sources during the same period.
- 7.3. Any such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increase, and experience with the institution.
- 7.4. An employee shall be required to submit a written order from military authority to the Human Resources Department prior to approval for military leave.
- 7.5. Benefits under this Rule shall apply to any employee ordered or called to active duty by the President of the United States for thirty (30) working days after they report for active service. Provided, however, that any portion of the 30 working day period not used may be combined with an additional 30 working days for call-up to active duty service for a total not to exceed sixty (60) working days.

**SECTION 8: Catastrophic Leave.**

- 8.1. Catastrophic leave allows for the donation to an Eligible Employee, additional sick or annual leave days from other employees, in the event the requesting employee has exhausted all other types of paid leave available to them and removing them from the payroll would cause them a financial hardship.
  - 8.1.1 **Eligible Employee.** Any full-time regular employee of West Liberty University ~~or the Foundation. This includes all staff and Faculty who are eligible to accrue sick leave. Employees, whose primary job function is student instruction, (i.e. Faculty)~~ **Faculty who are ineligible to accrue sick leave** are excluded from either donating or receiving leave under this Rule.



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- 8.1.2 **Qualified Employee.** An eligible employee who has made application for catastrophic leave and who has no sick, annual vacation, or other paid leave available to them **and** who has successfully met the requirements of documentation of their request as determined by the President of the University or other senior administrator to whom such authority has been delegated by the President.
- 8.2 Catastrophic leave is intended to only be applied where a Catastrophic Illness or Injury exists. The Catastrophic Illness or Injury may be as a result of a personal or Immediate Family Member need and must be verified and substantiated by appropriate documentation and administrative review.
- 8.2.1 **Catastrophic Illness or Injury.** A medically certified illness or injury which is expected to incapacitate the employee **and** which creates a financial hardship because the employee has exhausted **all** sick and annual leave **and** other paid time off. This also applies to an incapacitated immediate family member where the employee is required to take time off from work for an Extended Period of Time to care for the family member.
- 8.1.1.1 **Extended Period of Time.** A period of time at least two (2) calendar weeks in duration and containing a minimum of 10 working days.
- 8.2.2 **Immediate Family Member.** As outlined in WV Higher Education Policy Commission Series 38 Employee Leave, and includes; father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, stepchildren, or others considered to be members of the household and living under the same roof.
- 8.3 Employees on an approved leave shall continue to accrue sick and annual vacation leave time as appropriate for the individual employee, and any such leave shall be used before additional donated leave days are used. Such additional earned leave days may not however, be used to reduce the use of donated time until they are actually earned and credited to the employee on leave.
- 8.4 Any approved leave request is limited to one (1) continuous calendar year in duration from the date such leave period starts. The amount of donated leave time actually used for any approved request shall not exceed the amount necessary to ensure the continuance of regular compensation and shall not be used to extend insurance coverage. The actual amount of leave used for any specific request shall be adjusted according to any leave earned or holiday
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periods which accrue to the employee during an approved leave. An employee who is approved to receive over thirty (30) days of leave is subject to review(s) of the reason(s) for such leave every thirty (30) days.

**8.5 Limitations.**

8.5.1 In all cases, the use of donated days will cease upon a Qualified Employee's return to work, retirement, death, or resignation of employment.

8.5.2 ~~In the event an Eligible Employee applies and is determined Qualified, but does not receive any donations of leave or enough donated leave time to fulfill their request, said Qualified Employee may draw "leave pool" days in the amount necessary to fulfill the leave period requested on a day for day basis, provided such "pool" days are available. In the event not enough days are in the "pool", such Qualified Employee's leave period shall be limited to the number of days available in the "pool." The Qualified Employee shall be timely notified of the situation and shall have the option to request an additional solicitation for leave be made, either campus and/or state wide, or converting their remaining approved leave period to unpaid leave.~~

8.5.3 ~~Any medical information received regarding an employee's request for catastrophic leave shall be retained for record keeping purposes in strict accordance with the Americans with Disability Act, (ADA) of 1990, Section 1630.2(g) and 1630.14(d), to a confidential medical file and will be kept separate and apart from regular personnel files.~~

8.5.4 ~~An employee may donate leave time only upon solicitation of an actual approved leave request. Employees may not contribute earned days in total to the leave pool upon termination of employment.~~

8.5.5 Where prior notification is given, leave taken under this Section may be considered as counting toward the statutory 12 week leave period provided under the Family and Medical Leave Act (FMLA) as provided for by the Act.

8.5.6 In all cases, conflicts arising from the interpretation of this Section shall be resolved by University administration in accordance with applicable provisions of WV Higher Education Series 38 Employee Leave, Section 8 and State/federal law as appropriate.

~~SECTION 3: Procedure~~ This section of existing University Policy 111: Catastrophic Leave will become an Internal HR Procedure.



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**SECTION 9: Funeral Leave.**

- 9.1 When a death occurs in the immediate family, a reasonable amount of time (maximum of five days) may be charged to accrued sick leave as required for the employee to arrange for and attend the funeral and related services, including travel time. "Reasonable" amount of time is determined at the discretion of the supervisor, and is based upon geographic distance, workload, and similar factors. Sick Leave is not provided for an extended bereavement period or to attend to the affairs of the estate; annual leave may be requested for these purposes.

**SECTION 10: Parental Leave.**

- 10.1 West Liberty University adheres to the requirements of the West Virginia Parental Leave Act.
- 10.2 A full-time employee who has worked at least 12 consecutive weeks for the State may request up to 12 weeks unpaid parental leave. Parental leave will run concurrent to FMLA if the employee is FMLA eligible.
- 10.3 Parental leave may be used for the following reasons:
- 10.3.1 Birth of a son or daughter of the employee
  - 10.3.2 Placement of a son or daughter with the employee for adoption
  - 10.3.3 Because of a planned medical treatment
  - 10.3.4 To provide care of a son, daughter, spouse, parent or dependent (any person who is living with or dependent upon the income of the employee, whether by blood or not) who has a serious health condition.
- 10.4 Employees must provide their supervisor with written notice two weeks prior to the expected birth or adoption, medical treatment, or supervision of a dependent. Failure to submit a written request may be cause for denial. The employee must provide WLU with certification by the treating physician and/or documentation regarding dependency status.
- 10.5 All annual leave must be exhausted before parental leave begins. No more than a total of 12 weeks of parental leave may be taken in any 12 consecutive month period.



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- 10.6 During parental leave by an employee, WLU will continue group health insurance coverage provided that the employee pays the full premium cost of such group health plan (i.e., both the employer and employee share of the premiums). The position held by the employee immediately before the leave is commenced shall be held for a period not to exceed the 12-week period of the parental leave and the employee shall be returned to that position. WLU may employ a temporary employee to fill the position for the period of the parental leave.

**Section 11: Witness and Jury Leave.**

- 11.1 Employees who are subpoenaed or directed to serve as jurors or appear as witnesses for review proceedings of the Federal Government, the State of West Virginia, or a political subdivision thereof, shall be entitled to work release time for such duty and for such period of required absence which overlaps regularly scheduled work time. Employees shall submit to the Human Resources Office a copy of any notification they receive showing that they have been called to serve on jury duty. Employees are entitled to leave with pay for the required period of absence during the regularly scheduled work time including reasonable travel time.
- 11.2 When attendance in court is in connection with usual official duties, under subpoena, or as directed by the supervisor, time required, including reasonable travel time, shall not be considered as absence from duty. Likewise, time spent by West Liberty University employees as hearing officers, hearing committee members, and parties or witnesses in a grievance hearing is considered legitimate work time if it occurs during their normally scheduled work hours, and is part of a service to West Liberty University. Appearing as a witness without a subpoena at the request of a fellow employee and without the request of an authorized supervisor does not constitute University business.
- 11.3 This Rule does not apply to employees who are called to testify as expert or consulting witnesses and who are paid for their witness services. Further, this Rule does not apply to employees involved as parties to a personal lawsuit unrelated to work.
- 11.4 An employee who is scheduled to work prior to the court or hearing start time shall initially report to work, travel time permitting. An employee who is excused from court/hearing prior to the end of the scheduled work day shall immediately report to work for the remainder of the work day.

**Section 12: Emergency and Inclement Weather Closure.**



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- 12.1 In the event that an emergency exists, the President, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the institution. Such a declaration will be transmitted to the Chancellor of the Higher Education Policy Commission. The President, working with public safety officials, will determine when the emergency condition no longer exists.
- 12.2 During periods when classes are in session, the decision to close the institution for any period of time due to weather is reached by the President's designees; the Provost, in conference with the Vice President of Student Services. At other times, the decision is made by the President. During the period of the closure, only employees necessary for the continuance of vital services must report to work. Supervisors and department heads are to inform in advance those employees who will be required to come to, or to remain on, campus during such closures.
- 12.3 If the institution closes, the President, Provost or Vice President of Student Services, or their designees will contact local radio and television stations and initiate the announcement through the Campus Weather Hotline, WLU electronic mail, and text messaging. The announcement will specify the length of the closure. The class/workday will commence with the next scheduled class/work day following expiration of the closure. Instructors may utilize the learning management system or other tools as may be provided by the university to provide alternate instruction when in-seat classes are cancelled.
- 12.4 All university administrative heads, faculty, staff, and students are responsible for checking for inclement weather/emergency closures.

**SECTION 13: Family Medical Leave Act.**

- 13.1 The institution shall comply with the provisions of the federal Family Medical Leave Act, which provisions shall run concurrently with Parental leave and/or any other applicable leave programs.

**SECTION 14: Authority.**

- 14.1 Family and Medical Leave Act ("FMLA") of 1993, 29 U.S.C. §§ 2601-2654; Uniformed Services Employment and Reemployment Act ("USERRA") 38 U.S.C. §§ 4301-4335; W. Va. Code §18B-1-6; §18B-2A-4; §18B-7-14; §15-1F-1; and 21-5D-1 to -9



**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS RULE X.X  
Employee Leave**

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**SECTION 15: Superseding Provisions.**

- 15.1 This Rule repeals and supersedes WLU BOG Policy 36 - Leave of Absence Without Pay (adopted 12/11/06), WLU BOG Policy 37 - Military Leave (adopted 12/11/06), and any other University human resource policy or procedure which relates to the subject matter contained within this Rule.



**WEST LIBERTY UNIVERSITY**  
**BOARD OF GOVERNORS RULE #6-X.X**  
**Holidays**

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Approval Date: July 29, 2002  
Effective Date: July 29, 2002  
Revision History: July 29, 2002, XX/XX/XX  
President's Signature: On file

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**SECTION 1: Purpose and Scope.**

- 1.1 This Rule establishes the guiding principles for setting the holiday schedule for West Liberty University.

**SECTION 2: Granting Power.**

- 2.1 The President of West Liberty University shall determine six holidays which will be observed by all employees of the institution in addition to the six holidays specified in Section 3.1 below consistent with rules of the Higher Education Policy Commission.

**SECTION 3: Number of Full Holidays.**

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary, or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day. Six additional days determined by the President as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees as determined and communicated by the President of West Liberty University. The President of West Liberty University may determine that any such additional legal holidays shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.

**SECTION 4: Half Holidays.**

- 4.1 As specified in the regulations of the Division of Personnel for agencies of the Executive Branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday.





**WEST LIBERTY UNIVERSITY**  
**BOARD OF GOVERNORS RULE #6-X.X**  
**Holidays**

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**SECTION 5: Schedules.**

- 5.1 Holiday schedules are to be established and used on a fiscal year basis.
- 5.2 The President shall submit for information purposes to the West Liberty University Board of Governors and the Chancellor by June 30 of each year a list of the holidays to be observed at West Liberty University for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.
- 5.3 Should a recognized holiday occur during an approved vacation period, the Holiday will not be charged as a day of vacation leave.
- 5.4 When an employee is required to work on any designated Board or institution holiday, that employee at his/her option shall receive regular pay for the number of hours actually worked on that holiday plus substitute time off or additional pay at the rate of one and one-half (1 ½) times the number of hours actually worked on the holiday. This applies only to designated holidays as listed on the Institutional Holiday Calendar.
- 5.5 A designated holiday must be part of an employee's regular work schedule to be eligible for holiday pay. For example, if the holiday falls on Monday and the employee's regular schedule is Tuesday through Saturday, then the employee is not eligible for holiday pay.

**SECTION 6: Authority.**

- 6.1 Authority - West Virginia Code §18B-1-6, §18B-2A-4, §2-2-1

~~Approved by the West Liberty University Board of Governors on 7/29/02.~~

**2023-2024 BOG Meeting Schedule**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the 2023-2024 BOG Meeting Schedule as provided.**



## **West Liberty University**

### **Board of Governors**

#### **Schedule of Meetings**

July 2023—June 2024

#### **Sub-Committees:**

Student Life – Monday, July 31, 2023 – 9:00 a.m.  
Academic Affairs – Tuesday, August 1, 2023 – 9:00 a.m.  
Finance – Wednesday, August 2, 2023 – 9:00 a.m.  
Governance – Thursday, August 3, 2023 – 9:00 a.m.

#### **Board of Governors/Executive Committee:**

Wednesday, August 16, 2023  
Executive Committee – 3:00 p.m.  
Board of Governors. – 4:00 p.m.

#### **Sub-Committees:**

Student Life – Monday, October 2, 2023 – 9:00 a.m.  
Academic Affairs – Tuesday, October 3, 2023 – 9:00 a.m.  
Finance – Wednesday, October 4, 2023 – 9:00 a.m.  
Governance – Thursday, October 5, 2023 – 9:00 a.m.

#### **Board of Governors/Executive Committee:**

Wednesday, October 18, 2023  
Executive Committee – 3:00 p.m.  
Board of Governors – 4:00 p.m.

#### **Sub-Committees:**

Student Life – Monday, November 27, 2023 – 9:00 a.m.  
Academic Affairs – Tuesday, November 28, 2023 – 9:00 a.m.  
Finance – Wednesday, November 29, 2023 – 9:00 a.m.  
Governance – Thursday, November 30, 2023 – 9:00 a.m.

#### **Board of Governors/Executive Committee:**

Wednesday, December 6, 2023  
Executive Committee – 3:00 p.m.  
Board of Governors – 4:00 p.m.

#### **Sub-Committees:**

Student Life – Tuesday, January 16, 2024 – 9:00 a.m.  
Academic Affairs – Wednesday, January 17, 2024 – 9:00 a.m.  
Finance – Thursday, January 18, 2024 – 9:00 a.m.  
Governance – Friday, January 19, 2024 – 9:00 a.m.

**Board of Governors/Executive Committee:**

Wednesday, January 31, 2024

Executive Committee – 3:00 p.m.

Board of Governors – 4:00 p.m.

**Sub-Committees:**

Student Life – Monday, March 11, 2024 – 9:00 a.m.

Academic Affairs – Tuesday, March 12, 2024 – 9:00 a.m.

Finance – Wednesday, March 13, 2024 – 9:00 a.m.

Governance – Thursday, March 14, 2024 – 9:00 a.m.

**Board of Governors/Executive Committee:**

Wednesday, March 27, 2024

Executive Committee – 3:00 p.m.

Board of Governors – 4:00 p.m.

**Sub-Committees:**

Student Life – Monday, May 20, 2024 – 9:00 a.m.

Academic Affairs – Tuesday, May 21, 2024 – 9:00 a.m.

Finance – Wednesday, May 22, 2024 – 9:00 a.m.

Governance – Thursday, May 23, 2024 – 9:00 a.m.

**Board of Governors/Executive Committee:**

Wednesday, June 5, 2024

Executive Committee – 3:00 p.m.

Board of Governors – 4:00 p.m.

**NOTE:**

- Fall 2023 Commencement – Saturday, December 9, 2023
- Spring 2024 Commencement – Saturday, May 4, 2024

**Annual Graduate Degree Report**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2022-2023 as presented.**

**Program Approvals**

**Action Item**

**New Program-BS Biology, Biological Research  
New Program-BS Biology, Life Sciences  
New Program-Music Production  
New Program-Graduate Certificate in Art Therapy, ATR Track  
New Program-MS Biology, Zoo Science, Fellowship Concentration  
New Program-Teaching English as a Foreign Language (TEFL)  
Delete Program-BS Biology, Pre-Professional**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the following program changes as presented.**

## 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/staff

- **HR partnered with division leaders, hiring managers, and search committee chairs on multiple searches for faculty and adjuncts.**
- **Months of work, led by the HR Generalist to produce a 7-course online orientation video for all new faculty and staff. The project is complete and was released in May to the first employee who provided positive feedback on the experience.**
- **Faculty Compensation Review Committee met to discuss distribution of state funds for salaries. Due to the financial situation of the university, including the CFO's communication of a budget deficit, there are no additional dollars for merit. There were no compensation equity issues. Minimum faculty salary amounts will be on the committee's agenda May 2024.**

### BUILDING AN INNOVATIVE STUDENT EXPERIENCE

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

- Guest lecturer for Dr. Maskey's Business Management 350 class.
- Facilitated Student Mock Interviews for General Business 420.
- Continued Graduate Assistant hiring
- Dr. David Hanna and the Master's students in Exercise Physiology completed their (HR) ergonomics video project. HR incorporated it into the new online HR orientation launched in May. This was student produced with student voice over. We appreciate Dr. Hanna's leadership and partnership.

### STRENGTHENING OPERATIONAL & FINANCIAL EXCELLENCE

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

- The second eNPS (employee Net Promoter Score) survey took place in April.
- Staff performance evaluations completed by managers (99%)
- Employees completed mandatory training requirements for:
  - Data Security
  - Drug and Alcohol Awareness
  - Preventing Discrimination/Harassment, Title IX, Clery Act

## II. Significant Accomplishments

### Department of Health/Safety Employee Training (54 completions):

- Fleet Training
- Bloodborne Pathogen
- Lab Safety
- Golf Car Safety (accident occurred)

**III. Other Matters of Focus**

- PEIA/Benefit Meetings/Open Enrollment
- Governor Proclamation Salary Increases
- Legal Matters
- Employee Relations
- Employee Separations (March 11, 2023 – May 22, 2023): 5 Staff; 4 faculty

**Total Headcount is 310\***: 175 Staff and 135 Faculty

*\*Number does not include adjuncts and temporary/casual staff*

**IV. New Personnel** (March 11, 2023 – May 22, 2023)

- Seven Full-time Staff
- Two Adjuncts
- Two Temporary/Casual
- Four Graduate Assistants
- Three Full-Time Faculty and four Full-time Staff pending for summer start dates

**V. Governance Committee**

- No meeting

Respectfully submitted,

Diana Harto

HUMAN RESOURCES