

**West Liberty University
Board of Governors**

**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 1st 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 1st 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.

We are 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 (crawfish lab). 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 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 Veesner 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 16th. 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 1st.

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 and are projecting 1.2 million yet to bill. This leaves us with a deficit of \$1,058,000, but Food & Housing actually ends with a surplus of 653,000.

Waivers are lower so that's a savings of about 152K.

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 students 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. 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

Minutes submitted by: Cyndi Galloway