

**West Liberty University
Board of Governors**

**Minutes
June 7, 2023**

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

Unable to Attend: Jamie Evick

Administration/Faculty/Staff: Cathy Monteroso, Ann Saurbier, Cecilia Konchar-Farr, Nicole Ennis, Sherri Theaker, Tasha Taylor, Katie Cooper, Lynn Ullom, Joe Rodella, Diana Harto, Matt Harder, Stephanie North, Lori Hudson, Lou Karas, Robert Kreisberg, Betsy Delk, Karen Kettler, Mark Schulman

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

Chair Lucas called the meeting to order at 4:04 p.m. and a quorum was established.

II. Introductions

None.

III. Public Comment

Derek Roehner signed up for public comment but did not show for the meeting.

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

V. Approval of Minutes*

A. Minutes of the Full Board March 29, 2023*

On motion by Jack Adams and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of March 29, 2023.

B. Minutes of the Executive Committee March 29, 2023*

On motion by Jack Adams and seconded by Sydney Burkle, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee March 29, 2023.

C. Minutes of the Special Meeting April 14, 2023*

On motion by Tom Cervone and seconded by Stephanie Shaw, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Special Meeting April 14, 2023.

D. Minutes of the Special Meeting March 12, 2023*

On motion by Michael Baker and seconded by David McKinley, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Special Meeting March 12, 2023.

VI. President's Report

Dr. Monteroso reviewed WLU's mission and noted that all board reports are aligned with strategic goals.

Academic Excellence

633 students earned dean's list honors this spring semester.

Elementary Education earned an "A" from the National Council of Teacher Quality in Reading. The official announcement will come out in June. Only 30% of institutions WV received a passing grade, so to receive an "A" was a huge accomplishment.

Student Success Center-This will be implemented in the Fall. The purpose is to have a more intrusive advising process. HLC indicated that we need better strategies for retention and how we serve students. The overall objective of the SCC is to increase graduation and retention rates and have all services in a centralized location.

Campbell Hall-Phase II

Dr. Kettler discussed expansion on construction in Campbell Hall. The 4th floor of Campbell is divided into multiple phases of expansion. Dr. Kettler explained the project and funding and grants received to allow this. This Fall we'll have completion of the clinic and construction will begin on labs and cooperating learning spaces.

Tom Cervone asked for an explanation of the Sisters of St. Joseph-Karen noted that we serve children through adult populations in our behavioral health and speech & hearing and our missions align. We hope to continue our relationship with this group.

Karen also addressed the Appalachian Aquatic Conservation Center and the opportunities that it will provide. This lab is grant funded and we'll break ground at the Gary West Events Center this summer.

Programs

Dr. Monteroso discussed new programs that will be voted on today. These are not intent to plan programs, just adding on to existing programs:

Bachelor of Science in Biological Research and Life Science

Music Production Minor

Certificates in Art Therapy at the Graduate level and Teaching English as a Foreign Language

Program deletions/dormant-There are multiple programs that will be dormant. We won't be enrolling students due mostly to low enrollment.

Community Engagement

- An agreement with Trinity Health Systems was just completed through 2028-this is essential for clinical placements.
- We're working on an MOU for aviation with Marshall University. Marshall will deliver the courses, they'll be WLU students, and we'll provide all General Education courses. It's a joint program. Students will receive a degree from WLU.
- Bethany-We're working on an MOU for Elementary Education and Nursing. An Elementary Education degree will be received from WLU and an Interdisciplinary Studies degree from Bethany. We're currently teaching out their elementary students and they don't offer nursing.

Deferred Maintenance

HEPC Grant process has started. Projects were approved at our last BOG meeting. Our water project has already started. HVAC, Roofs, Windows, etc. will all be looked at.

David McKinley asked about the level of funding that we'll receive from HEPC. Cathy hopes that we'll see 5-10 Million. HEPC actually recommended that we request 14 million.

David asked about the timeline for aviation-We're hoping to launch this in Fall 2024.

Looking into a grant for a simulator. Planes will be shared with Marshall with a dual logo on planes.

Minimally we'd expect at least 20 students in the first Fall class.

VII. Board Reports

A. Enrollment & Academic Affairs (Schulman)

Mark noted that since the last board meeting, Student Affairs has been combined with Academic Affairs.

The Provost Office has been working on program development. He also mentioned that program reviews were completed and sent to HEPC. The possibility of a larger, overall program review was also discussed.

The Promotion and Tenure was completed this semester.

Mark discussed marketing engagement for undergraduate and graduate students. He added that we're currently working with VisionPoint-outsourced marketing firm. They should begin their process this Summer. To first research who we are and what we want to be and then strategies will be determined as we move into the Fall semester.

Mark shared an enrollment update. We currently have 253 graduate students and 1,405 undergraduate students. Total 1,658 headcount.

Orientation was held today and successful.

David McKinley-asked what we expect enrollment to be in the Fall? Katie Cooper responded that 1,700 FTE is what the budget is based on. Numbers for first time freshmen are looking better than we expected.

B. Graduate Studies (Theaker)

Sherri discussed the annual graduate degree report that the board will be voting on later today. Sherri clarified the enrollment numbers and estimates listed in her board report. She'll meet with her committee later this week to create a 5-year plan.

Review of degrees and plans were discussed. Additional MOUs will be looked at for the bridge program (on a national level). Once the plan is finalized, it will be sent out to deans and program chairs for comment.

Tom asked about where we are with the EdD program. Sherri responded that July 15th and 16th is when the HLC meets again, and we expect to be on that agenda. They have 30 days to submit their report and we're now hoping for term II of Fall. Our site visit went very well, and we don't anticipate any problems going through HLC.

C. Physical Plant/IT (Rodella)

Joe shared that we are still in the process of applying for deferred maintenance grants. Water, Roofs, HVAC, ADA, Windows & Doors are our #1 priorities.

Our water project is underway, and we hope to get this refunded through deferred maintenance to pay off the loan.

The Aquatic Center pre-bid meeting is next week, and we hope to break ground by the end of summer.

IT is focused on the door access project. Joe's goal is to have dorms done by 8/1 and then will begin working on administrative buildings.

PC Refreshes are being done this summer. Switching from Macs to PCs.

IT is also working on a Dashboard and Data Integration Program. Information is sometimes hard to find. Working on making it easier to access information that is needed.

Michael Baker asked about future funding for maintenance. Joe replied that the HEPC is pushing to get the deferred maintenance funding to be reoccurring in some fashion. Probably won't receive as much as we will this year, every year, but it could be something that we receive annually.

Tom Cervone asked about deferred maintenance and ADA being in the same category. Joe responded that most of our ADA projects do fall under deferred maintenance. Cathy added that WLU and Concord participated in a pilot to review ADA.

D. Athletics (Ullom)

Lynn reviewed many successes in the athletics department and shared that our student athlete GPAs averaged 3.91 for the spring semester. We had 91 student athletes with 4.0 GPAs this spring.

Lynn discussed the threat of the transfer portal for athletes.

Summer camps/clinics will take place throughout the summer.

Tom Cervone asked about NIL. Lynn answered that it will eventually happen later down the road, but it won't be at the level here as it will be at the Division I level.

E. Foundation (Delk)

Betsy shared that the Foundation has raised 1.9 million to date and is down about 4% from last year. Giving to WLU is up about 15% at 1.4 million dollars. DOG raised about \$242,000 which is slightly down from last year.

The Larry Loew Golf Scramble will be held on June 19th.

The Foundation is wrapping up the year with mailings to donors of \$1,000 or more. They are also working on a development plan for next year and trying to see where the foundation can be most helpful to the university.

F. HR (Harto)

Diana discussed the salary enhancement. Communication will be sent out to campus soon. The amount to FTE will be \$1,230 and will begin July 1st, 2023.

G. Staff (Glanville)

Ryan announced our May terrific Toppers- Laura Willis and Emily D'Aquila.

He also provided an Election Committee update for Staff Council. Eric Burkle was selected for Staff Council Chair, and Phil Carl was selected as the State Staff Representative.

Beginning July 1st, the Staff BOG Representative will be Lou Karas.

The June Staff Council meeting will include a transition to the new group representatives.

Looking at fundraising efforts for next year. "Freezer Full of Meat" raffle is usually successful and will kick off this fall.

Ryan noted that his position was eliminated, and he'll be off campus at the end of June.

H. Faculty (Metz)

At the last Faculty Senate meeting Sylvia Berman and Ryan McCullough were nominated as two at-large faculty compensation review committee members to continue review of Policy 210.

Current revisions were unanimously approved.

The Faculty Senate will continue to review policies next year, specifically professional conduct and sabbatical leave.

Jason reviewed several accomplishments made by our faculty over the course of the year.

I. SGA (Burkle)

Sydney announced that the new SGA president will be Jenna Maguire.

J. Fiscal Affairs/External Affairs (Hudson)

Lori reviewed the budget status report through the end of April and noted that the Finance Committee met on May 24th.

The second and third summer sessions are yet to bill. We did not meet Graduate or Undergraduate projections, but housing and meal plans will help to make up that shortfall. Royalty income has been 277K in excess through April and Lori is estimating an additional 75K.

Expenses were discussed. Salary and fringe are on target. Lori explained that the contractual line seems to be over due to our Registry employees being listed under contract service line.

Lori reviewed the FY24 budget. Projected Undergraduate tuition and fees based on 1,700 FTE Students. Graduate tuition and fees are based on 5,736 credit hours. Housing and Meal projections are based on 1,043 residential students and 1,075 meal plans. Our state appropriation increased to help cover PEIA changes/increases.

Lori mentioned that she conservatively budgeted for royalty income. Offsetting the revenue estimate are our institutional waivers which are budgeted at 6.5 million dollars. Total revenue for FY24 is 45.8 million.

Procedure 10 was explained, and Lori noted that we originally showed a 2.7 million deficit to overcome. After working through this with the Cabinet, the deficit was reduced to \$807,000. At that time, many areas were reorganized, and it was still necessary to eliminate some positions. With all of this considered it was not possible to come up with the additional 380K needed to fund the full \$2,300 that the governor announced. Our FTE employees will receive \$1,230.

VIII. Board Items for Approval*

1. **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)

Chair Lucas stated that the Executive Committee recommends BOG approval of the policy changes, and he read the proposed resolutions for items A-D in the Board Packet.

On motion by Jack Adams and seconded by Sydney Burkle, it was unanimously adopted by the West Liberty University Board of Governors to approve the new HR Governance Policy and the Employee Leave Policy, the Revised BOG Policy 6: Holidays, all the repealed corresponding and outdated BOG Policies, and the Notice of Intent for the proposed rulemaking.

2. **E. BOG Meeting Schedule* (pgs. 56-58)**

On motion by Tom Cervone and seconded by Jason Metz, it was unanimously adopted by the West Liberty University Board of Governors to approve the meeting schedule for July 2023 through June 2024.

3. **F. Annual Graduate Degree Report* (pgs. 59)**

On motion by Tom Cervone and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the Annual Graduate Degree Report for Academic Year 2022-2023 as presented.

4. **G. Program Additions/Removals* (pgs. 60) Approval of the 5-Year Academic Year Program Review as presented.**

On motion by Jack Adams and seconded by Tom Cervone, it was unanimously adopted by the West Liberty University Board of Governors to approve the program changes as presented.

X. Executive Session

No Executive Session.

XI. Actions Emanating from Executive Session

No Executive Session was held.

XII. Information Gathering

Chair Lucas noted that in the Executive Session the committee discussed the upcoming Board Committee voting for BOG Chair, Vice Chair, and Secretary. A special meeting will be noticed and held via Zoom with an in-person option in about 7-10 days. At that time a new BOG Chair, Vice Chair, and Secretary will be voted on.

XIII. Next Meeting Date - Wednesday, October 18, 2023

XIV. Adjournment

On motion by David McKinley & seconded by Michael Baker, the meeting adjourned at 5:19 p.m.

Richard Lucas _____
Chair

Jamie Evick _____
Secretary

Minutes submitted by: Cyndi Galloway