

# **WLU Board of Governors**

Regular Meeting

**Wednesday, August 16, 2023 – 4:00 p.m.**

Location: Shaw Hall Board Room

Meeting ID: 932 4631 9795

Passcode: 121455

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
  - A. Chris Wade, CMTA-Energy Savings Program Update
- 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.
- IV. Agenda Order (Board may move to change order of consideration)**
- V. Approval of Minutes\***
  - A. Minutes of the Full Board June 7, 2023\* (pgs. 3-8)
  - B. Minutes of the Executive Committee June 7, 2023\* (pgs. 9-10)
  - C. Minutes of the Special Meeting June 15, 2023\* (pg. 11)
- VI. President's Report** (pg. 13)
- VII. Reports**
  - A. Academic Affairs (Monteroso, pgs. 14-15)
  - B. Student Affairs/Enrollment (Cooper, pgs. 16-17)
  - C. Physical Plant/IT (Rodella, pgs. 18-19)
  - D. Athletics (Ullom, pgs. 20-21)
  - E. WLU Foundation (Delk, pgs. 22-24)
  - F. Fiscal Affairs (Hudson, pgs. 25-27)
  - G. Faculty (Kreisberg)
  - H. SGA (Maguire)
  - I. Staff (Karas)
- VIII. Board Items for Approval\***
  - A. Academic Affairs Committee Chair Selection (pg. 28)
- 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, October 18, 2023**
- XII. Adjournment**

**West Liberty University  
Board of Governors**

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**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



**West Liberty University  
Board of Governors**

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**Executive Committee  
Minutes  
June 7, 2023**

**In Attendance:** Rich Lucas, Jack Adams, Tom Cervone, David McKinley, Stephanie Shaw

**Unable to Attend:** Jamie Evick

**Administration in Attendance:** Cathy Monteroso, Stephanie Hooper, Cyndi Galloway

**Rich Lucas called the meeting to order at 3:02 p.m.**

Rich began by noting that he and Jack Adams are the voting Executive Committee members in attendance today. Any BOG Member can attend the Executive Committee meetings but are not voting members of the committee. Cathy mentioned that we might need to check the committee bylaws to get clarification on voting status.

**Election of Officers**

Rich announced that we'll select new BOG officers soon. The election of officers is on the Executive Committee Agenda but was not added to the full BOG agenda. We won't be able to vote for officers today at BOG, so we'll schedule a special meeting as soon as possible. The meeting will have in-person and zoom options.

Rich shared that he will be stepping down as chair but will remain on the full board until 2026.

Chair, Vice Chair, Secretary will be the 3 executive committee positions up for voting. Rich will poll members to check their willingness. Self-nomination is allowed.

**Schedule of Meetings**

The 2023-2024 Schedule of Meetings was reviewed.

New Members: Lou Karas (Staff Rep), Robert Kreisberg (Faculty Rep), Jenna McGuire (SGA Rep)

**Annual Grad Degree Report**

Sherri Theaker will be here to discuss in BOG.

**Program Approvals/Removals**

The program approvals/removals are not full programs. Some programs will be dormant, and some eliminated.

**BOG Policy Updates**

Policies are being adjusted for clarity. No public comments were submitted. Stephanie noted that executive committee, page 36. She also reviewed new and repeal HR policies with the committee and asked that they give permission to take to the BOG for approval.

Rich asked if any repeals aren't included in the remaining policies. Stephanie responded that 31-45 were from 1986 through to the early 2000's and is information that's no longer required or relevant. These items are controlled at the state level, we don't have control over them. So, this is housed in HR when an employee is hired or has questions.

**Rich Lucas motions to take the suggested policies to the full BOG at today's meeting for approval. Jack Adams seconds the motion.**

### **Tennis**

Cathy discussed the discontinuation of the Men's and Women's Tennis Programs. She mentioned that budget issues, projections of cost, current court conditions, and other factors led to this decision. It would've cost nearly 3 million over the next 3 years to sustain the program.

There are very few programs in the area. 9 out of the 12 MEC colleges don't have tennis. Rich Lucas noted that this decision wasn't made lightly or in haste and unfortunately, disappointment was expected.

Cathy mentioned that she didn't want players or coaches to hear from outsiders, so that's why the notice to campus was delayed slightly. Tom Cervone shared that he received several emails from athletes and a student did sign up for public comment at the BOG Meeting

Stephanie Shaw asked about communication and how the BOG Members can be notified about changes like this before hearing from others outside. Cathy asked Stephanie to follow up on this through the Student Life committee to make sure that input is given on the communication to BOG members.

### **Campus Carry**

No major updates. Cathy is working with the chancellor and is hoping to get more information soon. HEPC will help with a needs assessment. Cathy met with Chief Fox, and he'll be creating a committee with others on campus to focus on the campus carry law that goes into effect July 2024.

### **Deferred Maintenance**

The deferred maintenance list was approved at the last BOG meeting. The HEPC just opened the mini-grants, so each mini-grant must have BOG approval. Our originally approved list can be submitted each time we submit a mini grant, we don't have to get individual approvals for each one since the full list was already reviewed and approved.

We did secure a loan for the water project and hope to get it paid off through a grant.

Grants will be submitted to HECP this Friday, but funds won't be awarded until sometime in August. HEPC suggested that we submit a request for 14 million.

We have 4 roofs that need to be replaced and they'll be submitted as one project, something similar will be done for the HVAC projects. We can only fund projects that exist and are broken. We can replace, but not put in new things they didn't exist to begin with.

### **Salary Enhancements**

\$1,200 for all FTE employees (cabinet members and president are excluded). The \$1,200 is recurring and begins July 1st. We were asked to look for additional funds to give a full \$2,300. Effort was given, but unfortunately the funds just aren't available.

### **Adjournment**

Jack Adams motions to adjourn and seconded by Rich Lucas.  
Meeting adjourned 3:45 p.m.

Minutes Submitted by: Cyndi Galloway

**West Liberty University  
Board of Governors**

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**Minutes  
Special Meeting  
June 15, 2023**

- I. **Call to Order/Roll Call:** Rich Lucas, Tom Cervone, Sydney Burkle, Richard Carter, Stephanie Shaw, David McKinley, Jack Adams, Jamie Evick, Jason Metz

**Unable to Attend:** Ryan Glanville

**Others in Attendance:** Cathy Monteroso, Cyndi Galloway

**Chair Lucas called the meeting to order at 9:01 a.m. and a quorum was established.**

II. **Election of Officers 2023-2024**

Rich Lucas stated that Jack Adams' term is through June 2024. He will remain on the BOG but will no longer serve as Vice Chair for this coming year.

Rich Lucas will be stepping down as BOG Chair for this coming year but will remain on the BOG through June 2026.

We currently have 11 BOG Members and there is no urgency to fill our 12<sup>th</sup> seat.

We have 3 current members willing to serve in the open positions. David McKinley, Michael Baker, and Tom Cervone.

Rich proposed the following slate:

David McKinley-Chair

Michael Baker-Vice Chair

Tom Cervone-Secretary

Tom Cervone asked for clarification of the duties for the 3 officers. Rich gave a brief explanation of the duties of the 3 officers.

**On motion by Rich Lucas and seconded by Jack Adams it was unanimously adopted by the West Liberty University Board of Governors to approve the 2023-2024 slate of officers as presented.**

III. **Adjournment**

Chair Lucas requested a motion to adjourn.

On motion by Jack Adams and seconded by David McKinley, the meeting adjourned at 9:14 a.m.

Minutes submitted by: Cyndi Galloway



## **Board Report**

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### **WLU Board of Governors**

**August 16, 2023**

|                              |            |
|------------------------------|------------|
| • Office of the President    | Pgs. 13    |
| • Academic Affairs           | Pgs. 14-15 |
| • Student Affairs/Enrollment | Pgs. 16-17 |
| • IT/Physical Plant          | Pgs. 18-19 |
| • Athletics                  | Pgs. 20-21 |
| • WLU Foundation             | Pgs. 22-24 |
| • Fiscal Affairs             | Pgs. 25-27 |

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

- Physician Assistant graduates earned a 100% pass rate on their certifying exam this summer.
- Dr. Felipe Rojas received two competitive fellowships this summer to support his research and professional development.

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

- President Borchers will soon be meeting with the Diversity Committee to assess needs and develop action plans.

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

- More than 20 students worked with 9 Science faculty members this summer on research projects. Their work was presented to the campus in symposium on July 14.

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

- President Borchers has had meetings with the Ohio County commissioners, Regional Economic Development (RED) Partnership officials, and the WV Northern Community College President as well as selected other community leaders.
- President Borchers has begun engaging with alumni with the assistance of Foundation Director Betsy Delk and Alumni Director Amanda Bennett.
- Homecoming is scheduled for the week of September 17, with events culminating on the weekend of the 22nd and 23rd.

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

- The University is receiving \$2,865,641 in grants this year. These grants are increasing our ability to upgrade facilities and support student experiences.

**II. Recent Activities and Accomplishments**

- President Borchers will have met with more than 65 faculty and staff since early June. These meetings have been very helpful in learning about the institution and making personal connections. He will continue meeting with faculty and staff throughout the fall semester.
- We have initiated a number of communications to campus about events and activities and will continue to share those with BOG members.

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

- The Cabinet currently consists of the following:
  - Tim Borchers, President
  - Katie Cooper, Assistant Vice President of Enrollment Management
  - Betsy Delk, Executive Director of West Liberty University Foundation
  - Lori Hudson, Chief Financial Officer
  - Cathy Monteroso, Interim Provost
  - Joe Rodella, Chief Information Officer/Chief Operations Officer
  - Lynn Ullom, Director of Athletics
  - Cyndi Galloway, Executive Assistant to the President
- We are conducting searches for the Chief Human Resources Officer and General Counsel. These positions will not sit on the Cabinet when they are filled.

**IV. Action Items**

- **Academic Affairs Sub-Committee Chair Selection**

OFFICE OF THE PRESIDENT

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

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

**II. Update on Specific Strategic Objectives****a. Goal #1 Demonstrating Academic Excellence**

**1.2** New faculty orientation is August 14 and 15. Welcoming 12 new faculty

**1.3** Doctorate of Education: Instructional Leadership, Management, and Innovation approved by the HEPC on July 18, 2023. The first class will begin in September. Dean Ennis, Dean Theaker, and Dr. Whitehead are reviewing applications. Currently, we have 13 applicants and six completed applicants in the review process. The new program in Data Science starting fall 2023.

Developing the joint program in Aviation with Marshall and Education and Nursing with Bethany.

Pilot Dual Enrollment Program – Creating Pathways to establish new Dual Enrollment

**1.4** WLU Welcome and Professional Development Day for Faculty and Staff August 17, 2023.

**The** Center for Arts and Education is celebrating its 10-year anniversary! Monthly celebrations will be running until January, culminating with a celebration.

**1.5** College 101 will run for the entire semester this fall. We will welcome students this fall to the Center for Students Success to further support and retain all students.

Seventeen Students presented research this summer as part of TOPPER-SURE (*Training Opportunity for Pre-Professionals, Educators, and Researchers Summer Undergraduate Research Experience*)

Madelyn Logan presented at the 21<sup>st</sup> Annual WV-INBRE Summer Research Symposium, "Not So Sweet: Dysregulation of Glycolysis in Disease". Multiple students presented posters.

**1.8** Program Review Task Force developing a plan for the 2023-24 program review.

Physician Assistance Program had a 100% Pass Rate on their national board exam. This is the third consecutive year of a 100% pass rate speaking to the success of the program and the work of the faculty and students.

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

**4.1** Zoo Science podcast, Zac Loughman effective in telling WLU's Story

**4.2** Center for Arts and Education has continued providing the connected classroom to support educators in the area.

**III. Other Matters of Focus**

a. Mental Health Work for Initiative passed the first round of the Manchin 2024 Funding Bill

**b. New Faculty****COB**

Kody Fisher, Instructor of General Business

Phillip Locante, Assistant Professor of Sports Management

Christopher McPherson, Instructor of Computer Information Systems

**COEHP**

Zachary Shutler Assistant Professor of Graduate Teaching and Learning

ACADEMIC AFFAIRS

**COLCA**

Jared Thompson, Assistant Professor of Communications

Alvin Simpson, Assistant Professor of Communications

Cecilia Salamone, Assistant Professor of Communications

Paul Klenowski, Assistant Professor of Communications

**COS**

Kim Crow, Instructor of Nursing

Shelby Heath, Assistant Professor of Chemistry

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

**None.**

**V. Information Requested by Committee**

**None.**

**VI. Action Items**

**None.**

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

- Demonstrating Academic Excellence
  - Black and Gold Days and new student orientations have been held throughout the summer. 95% of students that signed up for orientation attended. We have enhanced our Black and Gold Day programs receiving positive feedback on the new interactive tour.
  - Overall headcount enrollment is down 1% from Fall 2022 on August 7.
    - We are up in new students from Fall 2022 and Fall 2021.
  - Budget Projections
    - Graduate Enrollment hours are on pace to meet or exceed the budget projection.
    - Housing and Food projections are on pace to meet or exceed the budget projection.
    - Down 3.6% overall headcount for budget projections.
- Creating An Innovative Student Experience
  - Food insecurity programs
    - Meal Card Program: New for Fall 2023 - This is thanks to a partnership with Aladdin Dining Services, who donates meals every semester. Meal Cards can be given out to a student they believe does not have adequate access to food. Meal Cards expire at the end of the Spring semester and may be used at the Bear's Den only during any meal period.
    - Food Pantry: Located in the Student Union - 2nd Floor, S-17 (Near Counseling Services) is the food pantry a free, anonymous resource for students. It is open when the building is open. Included is food & hygiene items. It is open during school breaks.
  - Organizational Fair – We will be hosting an Organizational Fair on August 30 to help introduce all the opportunities on campus to incoming and returning students.
  - Student Activities offered – Topper Fest – We will be hosting a two-week Orientation for new and returning students full of informational and entertaining activities to help acclimate and connect students to campus.
  - Hilltop Players – The Hilltop Players will be presenting Measure for Measure and The Best Christmas Pageant Ever this Fall. Auditions have begun for Measure for Measure.
- Enhancing Community Engagement
  - Multiple sports and band camps were held on campus throughout the summer with additional opportunities for Admissions Staff to meet and present to students from the K-12 sector.
  - The Hilltop players have invited community members to audition for Measure for Measure.
  - Our Director of Choral Activities has invited campus community members to join a campus wide chorus.
- Strengthening Operational & Financial Excellence
  - Staff attending state professional conferences as budget permits.

**STUDENT AFFAIRS/ENROLLMENT**



**II. Significant Accomplishments**

- New Student Enrollment increased from Fall 2022 and Fall 2021.
- Admissions staff supported and completed a seamless roll out of the Ed.D. application and initial communication.
- Admissions staff completely revamped our communication plan to prospective students for the Fall 2024 and launched the Undergraduate application on July 1 and have received 122 applications thus far.
- WLU staff were able to support and successfully enroll Alderson Broaddus students through the transition of their university closing.
- Vision Point marketing contract launched and WLU is currently working through the increased marketing opportunities.

**III. Other Matters of Focus**

- Two additional enrollment staff cut due to budget cuts on June 30.
- Limited professional development funds.
- Declining demographics and increased costs impacting enrollment.

**IV. New (Essential) Personnel****V. Information Requested by Committee****VI. Action Items**

None.

**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 Dorms
  - Surveillance implementation in progress
- **Capital Planning / Maintenance Platform – Strategic Objective 5.1**
  - Pilot funded by HEPC to Audit All Campus Facility Equipment – Audit Complete
  - Ticket System Implementation - **Complete**
  - Capital Planning has kicked off
- **ADA Audit**
  - Audit Reports in house and under evaluation
  - Required ADA improvements for ADA = Approximately \$200,000
- **Retention Software Platform**
  - Investigation into platforms to identify and remediate at risk students
  - Vendor selection in progress
  - Plan – Pilot in Spring 2024 - Full rollout Fall 2024
- **Dormitory Wireless and Student Entertainment**
  - Complete replacement of vendor provided wireless services for resident students in campus dorms
  - Includes television / streaming / DVR services for resident students
  - Enhanced support services for student users
  - Lower cost vs. previous provider
  - Implementation Complete. Rollout to students in progress.
- **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 – Contract Executed
  - Engineering and Procurement are underway.
- **Data Integration Audit**
  - Evaluation of Data Input Processes
  - Project will Investigate Efficiencies in Data Input, Workflow, and Reporting Needs
  - Committee is in Progress
- **Argos System Installation**
  - New system to further automate report writing from Banner
  - Kick-Off complete – Expect system availability by late October 2023
- **Campus Roofing Project**
  - Replacing roofs on Fine Arts/Krise/ASRC/Meyers
  - Awaiting State Deferred Grant Funding

- **Campus Carry Preparations**
  - Investigating Risk Assessment
- **Campus Domestic Water Repairs**
  - Phase 1 **Complete**
  - Phase 2 awaits State Deferred Maintenance Grant Funding
- **Aquatic Conservation Center- New Facility**
  - On the site of the West Events Center
  - Bids Received - Contractor Chosen
  - Groundbreaking planning in progress
  - Work to commence in September
- **Transact Server and Software Upgrades**
  - Servicing Meal Plan and Vending Transactions
  - **Complete**
- **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**
  - Awaiting State Deferred Maintenance Grant Funding

### III. Personnel

- Physical Plant seeking:
  - 1 Maintenance workers to replace resignation
  - 2 Housekeeping in process
  - 2 Police Officers needed
  - 1 Fulltime Bus Driver
- Increases in Healthcare and Salary levels continue to be a concern

**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 8 student-athletes named to the MEC All-Academic Team and 9 named to the MEC's Commissioner's Honor Roll.
- Eight members of the women's tennis team were named to the MEC All-Academic Team and were also honored nationally as ITA Scholar-Athletes.
- Three members of the men's tennis team were named to the MEC All-Academic Team and another was named to the MEC's Commissioner's Honor Roll. Three players were honored nationally as ITA Scholar-Athletes.
- Five members of the baseball team were named to the MEC All-Academic Team and 12 more were named to the MEC's Commissioner Honor Roll. The team was also honored nationally with the 2022-23 ABCA Team Academic Excellence Award.
- Thirteen members of the softball team were named to the MEC All-Academic Team and 9 more were named to the MEC Commissioner's Honor Roll. 20 team members were honored nationally as 2022-23 Easton/NFCA All-America Scholar-Athletes.
- Fourteen members of the women's track and field team were named to the MEC All-Academic Team and 7 more were named to the MEC Commissioner's Honor Roll. The team was also recognized nationally as a 2022-23 USTFCCCA All-Academic Team.
- Ten members of the men's track and field team were named to the MEC All-Academic Team and 7 more were named to the MEC Commissioner's Honor Roll. The men's team was also recognized nationally as a 2022-23 USTFCCCA All-Academic Team with 3 student-athletes making the national 2022-23 USTFCCCA All-Academic Team.
- Ten members of the wrestling team were named to the MEC All-Academic Team and 15 more were named to the MEC Commissioner's Honor Roll. Two-time national champion Cole Laya was a finalist for the MEC Men's Scholar-Athlete of the Year Award.
- Seven members of the women's basketball team were named to the MEC All-Academic Team and 4 more were named to the MEC Commissioner's Honor Roll. The team was the only MEC program and one of only two West Virginia schools to earn Special Mention on the 2022-23 WBCA National Team Academic Honor Roll.
- The women's volleyball team qualified for the USMC/AVCA Team National Academic Award for the 9th consecutive year. In addition, WLU was the only team in the state or the MEC to earn a spot on the prestigious USMC/AVCA Team Academic Honor Roll. NCAA Division II All-American Nyia Setla was a finalist for the MEC Women's Scholar-Athlete of the Year Award.
- Five members of the NCAA Division II national runner-up men's basketball team were named to the MEC All-Academic Team and 4 more were named to the MEC Commissioner's Honor Roll.

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

**2.4 Provide programs that build and strengthen inclusive teamwork**

- Athletics Diversity and Inclusion Designee (ADID) Cassie Seth has been named the WLU Senior Woman's Administrator (SWA). Seth and Assistant AD/Director of Compliance Brad Forshey have collaborated with an outside resource to further evaluate and strengthen TITLE IX and Diversity practices within the department.

ATHLETICS

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

- **3.1 Engage students in experiences that extend beyond the classroom**

- The WLU athletic department has created “Topper Studio,” providing a multi-media venue for student-athletes and prospective student-athletes to engage in professional style photography for social media and graphics. Conveniently located on level 2 of the ASRC, “Topper Studio” was a cooperative effort of the WLU Athletic Department, the WLU Foundation and a private donor.

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

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

- The West Liberty University men’s and women’s basketball, football, softball, volleyball, and wrestling teams all hosted instructional camps that were attended by participants from as far away as Florida.

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

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

- Several members of the Athletic Department worked over 7 hours to landscape West Family Stadium in preparation for the season opener.
- Head Wrestling Coach Danny Irwin will collaborate with WLU administration and the WLU Foundation to spearhead a fundraising campaign earmarked for renovation of a designated wrestling area.

## **II. Other Significant Accomplishments**

- Baseball centerfielder Ty Helmke was selected to the 2023 ABCA DII Atlantic Region All-Defensive Team.
- Bryce Butler of the men’s basketball team was honored as the 2022-23 MEC Male Athlete of the Year.
- Head men’s basketball coach Ben Howlett was honored as the 2022-23 MEC Men’s All-Sports Coach of the Year.
- Former WLU men’s assistant basketball coach Mike Lamberti accepted the head men’s basketball coaching position at Coker (S.C.) University. Connor Harr was named the new WLU men’s assistant basketball coach.
- West Liberty University assistant track coach Jason Falvo has been named interim head coach for the track and cross-country teams following the recent resignation of Justin Simpson.

**I. FY23 Disbursement Report**

Total University Support July 1, 2022 – June 30, 2023 - \$1,575,895 with 48% in scholarship support

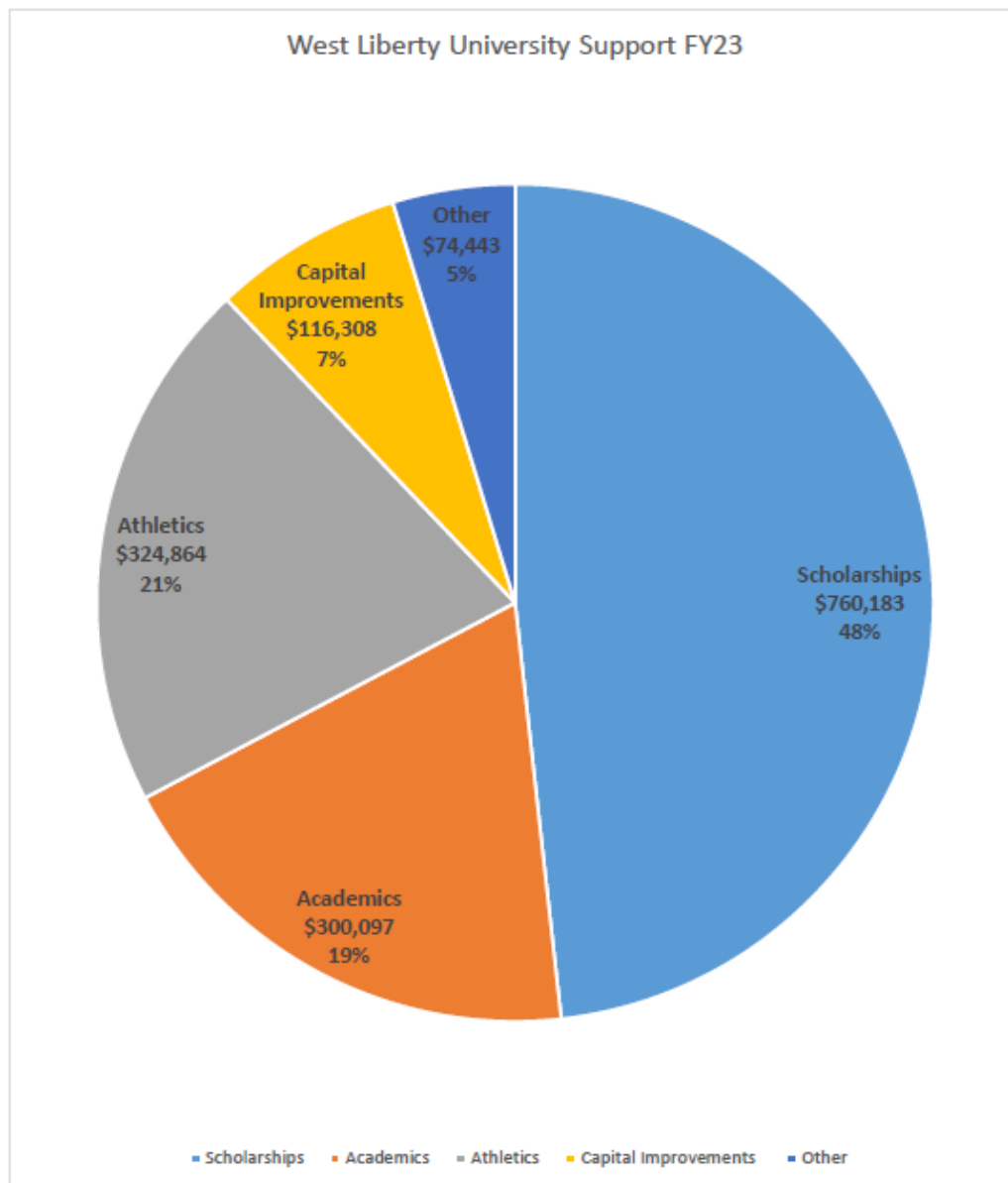
**II. Upcoming Events & Activities:**

- ☐ FY23 Audit - August 8, 2023
- ☐ Hilltopper Athletic Club Kickoff - Ongoing
- ☐ Campus Fund Manager Trainings – September
- ☐ WLUF Recognition Banquet September 22, 2023
- ☐ Annual Fund Mailing October 2023

**III. Information Requested by Committee****IV. Action Items**

None.

## Disbursement Report



Total University Support July 1, 2022 – June 30, 2023 \$1,575,895

## Disbursement Report

### Academics:

- Zoo Science Fellowships & Internships and snakes
- Center for Arts & Education – Grant expenses, program expenses and GA stipends
- College of Education Residency Placement Grant stipends
- Science Fair expenses & awards
- Hughes Lecture Series expenses
- ADHA Conference expenses
- AAPA National Conference expenses
- SURE Grant participant reimbursement
- NextGen Scholarship Manager

### Athletes:

- Assistant Coaches stipends
- HAC expenses
- Headset & Communication systems for football
- Athletic apparel & gear
- Recruiting expenses
- Team travel – Acro & Tumbling (Baylor) and Men's Basketball (Vegas)
- Lary Loew Golf Scramble expenses

### Capital Improvements:

- Chemistry Lab equipment (flame atomic absorption spectrometer)
- Pediatric testing equipment for the WLU Speech & Hearing Clinic
- Dental Hygiene laser
- ASRC renovations
- Alumni Room upgrades
- Audio system upgrade in the television studio
- Wrestling Hallway renovation
- Wrestling Locker Room upgrades
- Volleyball NetSystem
- Media Arts Center Lobby Renovation

### Other:

- Alumni expenses
- Library expenses
- Campus Ministries expenses
- Presidential Search



**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 6/30/23, the Budget to Actual at end of year (EOY) resulted in a slight profit of \$82k –
      - Revenue from tuition & fees/housing & food resulted in a net loss of \$62k
      - Entire appropriation was received of \$9.552M
      - Royalty income as well as other revenue from commissions and summer conferences resulted in a surplus
      - Expenses remained on target and waivers came in slightly under budget
    - FY24 Balanced Budget
    - A balanced budget was sent to the WVHEPC in late May
    - Will reassess budget once enrolment is verified for the fall

**II. Other Matters of Focus**

- Financial Impact of Enrollment on FY23 budget
  - Enrollment for both undergraduate and graduate will be reassessed once enrollment is verified to determine the financial impact on the FY24 budget and whether adjustments need to occur.

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

- FY23 Budget Status Report through EOY (attached)
- Cash Position at EOY (attached)

**IV. Action Items**

- N/A

**West Liberty University**  
**FY23 Operating Budget Status (through 6/30/23)**

| <u>Sources:</u>                              | <u>FY23</u><br><u>Original Budget</u> | <u>6/30/2023</u><br><u>YTD Actual</u> | <u>FY23</u><br><u>Less Actual</u> | <u>% of Budget</u> | <u>Notes</u>                                   |
|--|---------------------------------------|---------------------------------------|-----------------------------------|--------------------|--|
| Undergraduate Tuition and Fees:              | 20,021,752                            | 19,563,299                            | 458,453                           | 97.71%             | Tuition and Fees / Housing and Food Revenue    |
| <i>Related Discounts:</i>                    | <i>(4,388,176)</i>                    | <i>(3,718,756)</i>                    | <i>(669,420)</i>                  |                    |  |
| Net:   | 15,633,576                            | 15,844,543                            | (210,967)                         | 101.35%            | \$ (458,453.27) UG Tuition                     |
|  |                                       |                                       |                                   |                    | \$ (390,283.68) GR Tuition                     |
| Graduate Tuition:                            | 4,452,619                             | 4,062,335                             | 390,284                           | 91.23%             | \$ (848,736.95)                                |
| <i>Related Discounts:</i>                    | <i>(525,661)</i>                      | <i>(594,054)</i>                      | <i>68,393</i>                     |                    | \$ 661,145.00 H&F                              |
| Net:   | 3,926,958                             | 3,468,281                             | 458,677                           | 88.32%             | \$ (187,591.95)                                |
|  |                                       |                                       |                                   |                    | \$ 124,698.00 Waivers under budget             |
| Housing and Food:                            | 9,812,817                             | 10,473,962                            | (661,145)                         | 106.74%            | \$ (62,893.95)                                 |
| <i>Related Discounts:</i>                    | <i>(1,553,163)</i>                    | <i>(2,029,492)</i>                    | <i>476,329</i>                    |                    |  |
| Net:   | 8,259,654                             | 8,444,471                             | (184,817)                         | 102.24%            |  |
| State Appropriation                          | 9,552,600                             | 9,552,600                             | 0                                 | 100.00%            |  |
| Other  | 1,583,678                             | 2,558,575                             | (974,897)                         | 161.56%            | Royalty income \$830,782 / Budgeted \$500,000  |
|  | 38,956,466                            | 39,868,469                            | (912,003)                         | 102.34%            |  |
| <i>Discounts</i>                             | <i>6,467,000</i>                      | <i>6,342,302</i>                      | <i>124,698</i>                    |                    |  |
| Total FY23 Revenue Budget                    | 45,423,466                            |                                       |                                   |                    |  |
| <u>Uses:</u>                                 |                                       |                                       |                                   |                    |  |
| Personal Services*                           | 19,426,786                            | 19,553,989                            | (127,203)                         | 100.65%            |  |
| Fringe Benefits                              | 4,945,030                             | 4,572,712                             | 372,318                           | 92.47%             |  |
| Utilities                                    | 2,356,055                             | 2,598,800                             | (242,745)                         | 110.30%            |  |
| Debt   | 2,659,121                             | 2,665,634                             | (6,513)                           | 100.24%            |  |
| Rent   | 1,394,778                             | 1,377,088                             | 17,690                            | 98.73%             |  |
| Contractual Services                         | 3,215,034                             | 3,649,235                             | (434,201)                         | 113.51%            | VP Enrollment/Provost CS not Personal Services |
| Other  | 4,884,483                             | 5,368,145                             | (483,662)                         | 109.90%            |  |
|  | 38,881,287                            | 39,785,604                            | (904,317)                         | 102.33%            |  |
| <i>Discounts</i>                             | <i>6,467,000</i>                      | <i>6,342,302</i>                      |                                   |                    |  |
| Total FY23 Expense Budget                    | 45,348,287                            |                                       |                                   |                    |  |
| <u>Net Income (+)/Loss (-):</u>              | 75,179                                | 82,865                                |                                   |                    |  |
| <br>   |                                       |                                       |                                   |                    |  |
| Total Tuition / Housing and Food Revenue     | 34,287,188                            | 34,099,596                            | (187,592)                         | 99.45%             |  |
| Total Discount                               | <i>(6,467,000)</i>                    | <i>(6,342,302)</i>                    | <i>124,698</i>                    | 98.07%             |  |
| Total Net Tuition / Housing and Food Revenue | 27,820,188                            | 27,757,294                            | (62,894)                          | 99.77%             |  |

\*Personal Services/Fringe Benefits (includes 27 out of 26 pays + increment)  
 All Other Expenses (12/12 months)

104%  
 100%

**WEST LIBERTY UNIVERSITY**  
**FY23 Preliminary Cash Position**

| <b>CASH</b>                          | <b>6/30/2023</b>         |
|--------------------------------------|--------------------------|
| <b>State Cash Total</b>              | <b>\$ 11,437,881.12</b>  |
| <b>Local Cash Total</b>              | <b>\$ 467,585.67</b>     |
| <b>Total State and Local</b>         | <b>\$ 11,905,466.79</b>  |
| <br><b>2018 Bonds (Wesbanco)</b>     | <br><b>\$ 216,602.93</b> |
| <b>Projected Cash</b>                | <b>\$ 12,122,069.72</b>  |
| <b>UNRESTRICTED CASH POSITION</b>    |                          |
| <b>Total State and Local</b>         | <b>\$ 11,905,466.79</b>  |
| <i>Less :</i>                        |                          |
| State Cash Restricted                |                          |
| 4564: Debt                           | \$ (4,540,180.99)        |
| 4565: State, Local, & Private Grants | \$ (1,036,760.51)        |
| 8773: Federal Grants/Work Study      | \$ (487,624.08)          |
| <b>Total State Restricted</b>        | <b>\$ (6,064,565.58)</b> |
| Local Cash Restricted                |                          |
| Perkins                              | \$ (133,551.96)          |
| Nursing                              | \$ (56,524.92)           |
| Student Disbursement Account         | \$ (269,769.15)          |
| <b>Total Local Restricted</b>        | <b>\$ (459,846.03)</b>   |
| <b>Total Unrestricted Cash</b>       | <b>\$ 5,381,055.18 *</b> |
|                                      | \$ (1,500,000.00)        |
|                                      | <b>\$ 3,881,055.18</b>   |

\*In Unrestricted Cash is \$1,500,000 that will be used for Library HVAC and security project (cameras and door access) which was still WIP at 6/30/23

FISCAL AFFAIRS

**ACADEMIC AFFAIRS SUB-COMMITTEE CHAIR SELECTION**

**WEST LIBERTY UNIVERSITY**

**Action Item**

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the Academic Affairs Sub-Committee Chair as stated.**