

WLU Board of Governors

Regular Meeting

Wednesday, December 6, 2023 – 4:00 p.m.

Location: Shaw Hall Board Room

Meeting ID: 933 8529 6091

Passcode: 495872

- I. Call to Order/Roll Call/Quorum and Mission Statement**
- II. Introductions**
 - A. Aaron Crall, CliftonLarsonAllen—FY23 Audit Results
- 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. Oath of Office-Swearing in New Board Members**
- VI. Approval of Minutes***
 - A. Minutes of the Full Board October 18, 2023* (pgs. 3-9)
- VII. President's Report** (pg. 10)
- VIII. Reports**
 - A. Academic Affairs (Monteroso, pgs. 11-12)
 - B. Student Affairs/Enrollment (Cooper, pgs. 13-14)
 - C. Physical Plant/IT (Rodella, pgs. 15-16)
 - D. Athletics (Forshey, pgs. 17-18)
 - E. WLU Foundation (Delk, pgs. 19)
 - F. Fiscal Affairs (Hudson, pgs. 20-21)
 - G. Faculty (Kreisberg)
 - H. SGA (Maguire)
 - I. Staff (Karas)
- IX. Board Items for Approval***
 - A. Program Review Steering Committee (pg. 22)
 - B. BOG Rule 4.3: Tuition and Fee Waivers (pg. 23)
 - C. FY 2023 Audit (pg. 24)
 - D. Board of Governors Self-Evaluation - Informational
- X. Possible Executive Session***
- XI. Information Gathering** (Members may ask questions or gather information to prepare for future agenda items without general discussion or action at this meeting.)
- XII. Next Meeting Date – Wednesday, January 31, 2024**
- XIII. Adjournment**

**West Liberty University
Board of Governors**

**Minutes
October 18, 2023**

Attendance: David McKinley, Tom Cervone, Michael Baker, Rich Lucas, Rich Carter, Stephanie Shaw, Lou Karas, Jenna Maguire, Robert Kreisberg

Unable to Attend: Jamie Evick

Administration/Faculty/Staff: Tim Borchers, Cyndi Galloway, Lynn Ullom, Betsy Delk, Katie Cooper, Brad Forshey, Joe Rodella, Lori Hudson, Karen Kettler, Cecilia Konchar Farr, Cathy Monteroso, Sherri Theaker, Tasha Taylor, Ann Saurbier

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

Chair McKinley called the meeting to order at 4:00 p.m. and a quorum was established.

II. Introductions

III. Public Comment

None.

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

V. Approval of Minutes*

A. Minutes of the Full Board August 16, 2023*

On motion by Richard Carter and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of August 16, 2023.

B. Minutes of the Executive Committee August 16, 2023*

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 minutes of the Executive Committee August 16, 2023.

VI. President's Report

Dr. Borchers shared that he's completed 100 days on the Hilltop as of last week.

He has started to report out to campus on his first 100 days and listening sessions that have been held.

The Strategic Planning Committee will be announced soon. Our goal is to differentiate WLU from other institutions. We're working with a consulting firm, EAB (Education Advisory Board), to help us with this process.

Marketing Update: VisionPoint-Big Idea Campaign will be shared soon. New slogans, etc. Digital advertising will be used mostly. We're trying to focus on areas that potential students will be, not necessarily where employees are.

Dr. Borchers noted that Homecoming/Wall of Honor was a success.

VII. Board Reports

A. Academic Affairs (Monteroso)

Cathy noted that New Faculty Orientation is being done throughout the year. It's helping to familiarize new faculty.

Ed.D. had 13 students start on 9/18. We're celebrating tomorrow with this group as our first cohort. We do already have applicants for the next cohort.

Andrew Lewis started about 2 weeks ago as Director of the Student Success Center.

Construction has started on the 4th floor of Campbell Hall. Offices were moved to the Library. The plan is for construction to be completed by early January.

Eight faculty members received open educational resource grants. This will help to lower book costs for our students.

Dual Enrollment-we've seen an increase in dual enrollment. 244 students in Wheeling Park and 61 at John Marshall. In the Spring, we'll have more at John Marshall and less from Wheeling Park.

New academic programs-Aviation fixed-wing pilot, a new track MAED Music Education, and a new certificate in Zoo Animal Science. We're focusing on certificates and micro-credentialing to attract different types of students. HEPC is creating a task force for micro-credentialing and Cathy has volunteered for this so that we will have an opportunity to pilot.

The Grand Opening of Topper Thrift was held. This is a student initiative. They sold more in their grand opening this semester than they did all of last year.

B. Student Affairs/Enrollment Management (Cooper)

Katie reviewed current enrollment numbers and noted that we lost about 35 students from summer melt. Communication will be amped up to students even more to better prepare for this.

We met projections for incoming students for first time freshmen and transfers and Fall graduate enrollment is holding steady.

We're at 1,548 FTE for undergraduates and our projection was 1,700.
We are over in graduate hours and Ed.D. numbers weren't originally budgeted in.

2,346 is our overall headcount (headcount is what we report to HEPC). This does include our dually enrolled students.

Fall recruiting and outreach-90 fairs/high school events have been attended so far between 4 staff members. We're hosting high school football games on campus and we have booths set up. We are up in applications by 15 and up by 40 accepted students for Fall 2024. We've partnered with HEPC on a Text for Success Program. Seniors get texts for higher education events going on and we are able to incorporate WLU events (Black/Gold days, etc.) for alerts. The state pays for this. We also partner with local schools on College Exploration, First Generation Day, and College Decision Day. We're working to rebuild relationships in the High Schools.

Katie is working now to build communication plans for parents now so that they have the information they need about WLU before students even start thinking about it.

Health and Counseling-We're seeing a large increase in need for services. Health Services sometimes sees up to 30 patients per day and Student Counseling is seeing 12-15 patients per

day. We're increasing health/mental education across campus and are looking into telehealth options for counseling to help students out of state.

Student Life Updates-We're offering 7-8 activities per week on campus.

DEI Initiatives-Many events have been held. Coming Out Day, Pronoun Day, Festival of Colors, and many others.

Zach Rhodes was hired as Assistant Director of Admissions and the department is working to hire for other positions in the near future.

C. Fiscal Affairs (Hudson)

Lori reviewed the budget status report.

Operating Revenue-50% of our undergraduate tuition & fees has been billed. Lori would like to see this at 51-52%.

47% of graduate tuition & fees has been billed and this is higher than normal due to Ed.D. and AB Cohort PA Program.

51% of Housing & Food has been billed. 25% of our appropriation has been received and this is on target.

Other income of 494K has been received and this is about 33%, which is above target.

Institutional discounts are at \$3 Million.

Expenses-Lori reviewed all expenses and noted that in total, we're in an acceptable range.

Undergraduate Programs-We budgeted for 1,700 FTE. Verified Fall 23 enrollment with 1,492 FTE + 56 FTE (enrolled part time but calculated to be FTE) for a total headcount of 1,548 students or 152 FTE off target. We're hoping to help close this gap with transfers for Spring. We also have 342 dual enrolled students registered from John Marshall and Wheeling Park. 32 Early Entrance from Wheeling Central.

Graduate Programs-Budget projected based on billable hours per program with the exception of the PA Program. We budgeted for 5,736 billable hours, plus the PA program. As of the end of September, 2,749 hours have been billed and an additional 380 hours are expected. This would be a total Fall billing of 3,129 hours.

We also added a cohort of 21 students from Alderson Broaddus to our PA Program (approximately \$676K not in the budget) teach-out was added for the Alderson Broaddus second-year students. The 13 Ed.D. students were also not included in the original budget.

D. IT/Physical Plant (Rodella)

The current focus is on building access and surveillance systems. We're still on track and hope to have the dorms finished in January.

A student retention system was purchased. This is intended to help us predict students who are in trouble.

A committee has been meeting on campus to correct some ADA issues. Signage around campus will need updated and it's very important that we begin to make progress on this. Joe noted that we have a complete list of items that need correcting. Unfortunately, ADA couldn't be included in deferred maintenance.

Wireless/entertainment project in our dorms is complete and the service is working well so far.

Argos Project-This will allow employees to build their own reports and will increase efficiency on campus.

Deferred Maintenance-11.7 million will be received. We'll replace HVAC in Fine Arts and the ASRC. The roofs on Krise, ASRC, Fine Arts, and Myers will be replaced. Some windows and doors will also be updated in certain areas. Bids will go out for these projects.

Campus Carry Preparation-Pat Kelly is running our safety committee. We sent a survey out to all of campus to scope out how many firearms we might have to store. We received over 700 responses and the responses are currently being reviewed.

Aquatic Center contractors will be here next week to review the job. The project will take approximately 150 days. We hope to have it fully functional by Fall 2024.

E. Athletics (Ullom)

Lynn noted that he officially retires on Friday and wished continued success at WLU. He introduced Brad Forshey as our new Interim Athletic Director.

Brad shared information about High School football games being held on campus. He also shared many athletic events coming up and recent successes in athletics.

A donation from Belmont Savings Bank will allow us to update our softball complex. Locker rooms and bathrooms will be added.

9 inductees were just added into the WLU Athletics Hall of Fame.

Recruiting for Women's Wrestling is underway and we had our first recruit on campus last week. The program will begin in the Fall.

F. WLU Foundation (Delk)

Revenue is doing well so far due to some notable estate gifts: Mellott, Wiesner, Dailey scholarships.

The Foundation supported the second-year cohort of Alderson Broaddus PA students with scholarship support to complete their education.

The August Audit was successful, and no recommendations were given.

The Tri-State Tax Institute will take place next week.

A recognition banquet was held during Homecoming weekend.

Scholarship Day is coming up on November 1st. Students that received scholarships from the WLU Foundation get a chance to write notes, etc. thanking their donors.

Two student interns recently joined the WLU Foundation.

G. Faculty Representative (Kreisberg)

Robert provided a faculty update and noted some faculty concerns.

One concern is the cap of 9 billable graduate hours and another concern is undergraduates taking graduate-level courses but being billed at the undergraduate rate.

Robert shared a handout with BOG Members that included accomplishments from faculty members. He gave some brief details on each accomplishment.

A mural competition is taking place. Two walls in Arnett Hall will be painted by the winning students.

A WLU Hometown Hilltoppers Ambassador program is beginning. This will send students back to their High School to present information about WLU's biology program.

H. SGA Representative (Maguire)

Jenna shared that SGA student senators are sitting on many committees throughout campus and are involved in many activities off of the hilltop with the help of Betsy Delk. They've attended a Lunch with Leaders event hosted by the Wheeling Chamber of Commerce and will also attend the Economic Outlook conference next week.

Jenna hopes to survey campus to gather information about retention and how to keep students in the state after graduation.

The 3rd annual Drag Bingo was held this semester and at least 200 students participated. A Festival of Colors was held and included colored powdered dye, henna tattoos, etc.

A Car Smash during dead week is being planned. This is a type of stress relief event (similar to a smash room).

Winterfest Cabaret event is being planned along with a Spring campus-wide food drive (Soup or Bowl).

I. Staff Representative (Karas)

Lou shared that the Employee Engagement Committee announced staff recognition award winners last month.

True Topper-Joe Mills

Customer Service- Tammy Bonar

Team Award-Enrollment Services Dept.

Staff Council meets on the 3rd Thursday of each month.

A request to consider staff council representatives on some future hiring committees was mentioned. Staff want to have more of a voice in the selection of some positions.

Joe Gilbert was acknowledged Lou for helping with the installation of bike racks. He went above and beyond for this project. 24 of 27 racks have been installed so far. We'll have opportunities to apply for additional funding for this project.

Trick or Treat on the Quad (20th anniversary for this event) is next Thursday. 130 WLES students come to campus for trick or treating. 34 offices/departments/organizations have volunteered to hand out items. There will be 27 different activities also for the children.

VIII. Board Items for Approval*

1. Program Approval-Aviation: Fixed Wing Pilot

Cathy Monteroso shared that HEPC required us to have the MOU with Marshall in place so that we could propose a joint program. The next step is program delivery. This went through curriculum committee and faculty senate and some changes were made. The BOG is being asked to approve the structure of the program. Cathy also shared that all courses are delivered by Marshall faculty members. Some courses will be face to face and planes will be used for their

faculty to travel. Most teaching will be remote. As a joint program, we're the home institution and tuition is paid to us. Fees for delivery of courses is what we'll pay Marshall. WLU will cover a Co-Director at \$44,000. This position is required through FAA. The total program cost is around \$100,000 and most students are paying off loans right away. Robert Kreisberg asked if this is a cohort. Cathy noted that we can take students in January as well, so it's not necessarily a cohort.

On motion by Rich Lucas and seconded by Robert Kreisberg, it was unanimously adopted by the West Liberty University Board of Governors to approve the Fixed Wing Pilot Program structure as presented.

2. Department of Special Programs

Creation of a Department of Special Programs is need to house the Aviation Program. This department would only consist of the Co-Director.

On motion by Michael and seconded by Robert Kreisberg, it was unanimously adopted by the West Liberty University Board of Governors to approve the Special Programs Department.

3. Selection of BOG Representative to the Program Review Task Force

Dr. Borchers explained that we're required by HEPC to complete a program review every five years to report numbers of enrollment in programs and various metrics. We're creating a small committee to review data and make recommendations. We would like to add a BOG member to take part in this process. Tom Cervone was nominated to serve and is willing to serve on this committee.

On motion by Richard Carter and seconded by Stephanie Shaw, it was unanimously adopted by the West Liberty University Board of Governors to approve Tom Cervone as a member of the Program Review Task Force.

4. Fall 2023 Commencement Speaker

Dr. Borchers noted that our recommendation for the Fall 2023 Commencement speaker is David McKinley. He asks that the Board of Governors approve this recommendation.

On motion by Tom Cervone and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to authorize David McKinley as the December 2023 commencement speaker.

5. Honorary Degree

Dr. Borchers noted that our recommendation for the Fall 2023 Commencement speaker is David McKinley. He asks that pursuant to Procedure 238, that David McKinley be awarded the honorary degree.

On motion by Michael Baker and seconded by Rich Lucas, it was unanimously adopted by the West Liberty University Board of Governors to authorize the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the December 2023 commencement to David McKinley.

6. Waiver to Employees for the Doctorate Program and Notice of Intent to Revise BOG Policy

Dr. Borchers: Notice of Intent to draft and make available to the campus community, modifications to the BOG Rule 4.3: Tuition and Fee Waivers. Changes are being made to include an employee waiver for the Doctorate Program. A 35% partial waiver is being proposed for a limited number of employees in the Ed.D. Program with stipulations. This will be shared with campus for 30-day comment and final BOG approval will be requested at the next BOG meeting. Discussion about the percentage of the waiver and stipulations that will be put in place. BOG is being asked to approve the Notice of Intent to revise this policy and final BOG approval will be requested at the December BOG meeting.

On a motion by Michael Baker and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the Notice of Intent for policy revision.

7. Finance Sub-Committee Chair Selection

Michael Baker has been nominated to serve as Chair of the Finance Committee. He accepts the nomination.

On a motion by Rich Lucas and seconded by Richard Carter it was unanimously adopted by the West Liberty University Board of Governors to accept Michael Baker as Chair of the Finance Committee.

8. Modification to the 2023-2024 BOG Meeting Schedule

Dr. Borchers made a recommendation to hold Executive Committee meetings at least one week prior to BOG meetings. He reviewed new dates and times for the 2023-2024 meeting schedule to be updated and posted. This will help with communication and gathering agenda items prior to BOG meetings. Motions to change schedule: 11/29/23, 1/19/24, 3/14/24, 5/23/24. All at 10:00AM with a Zoom option.

On motion by Richard Carter and seconded by Michael Baker, it was unanimously adopted by the West Liberty University Board of Governors to approve the modifications to the Executive Committee meeting schedule as presented.

IX. Possible Executive Session - None.

X. Information Gathering - None.

XI. Adjournment

On motion by Richard Carter & seconded by Michael Baker, the meeting adjourned at 5:52 p.m.

David McKinley _____
Chair

Tom Cervone _____
Secretary

Minutes submitted by: Cyndi Galloway

President's Report to Board of Governors December 6, 2023

1. Strategic Goals and Objectives

- We have launched our Strategic Planning process. Activities so far include:
 - Initial meeting with our external consultation was held on October 27.
 - Environmental Scan presentations were held on six occasions to a wide group of stakeholders.
 - "Differentiation Workshops" were held with faculty, staff, students, community members and BOG and Foundation Board members.
 - Our next phase will be to identify and prioritize strategic actions, based on the input received through the Differentiation Workshops.
- The University is also working with VisionPoint, a higher education marketing firm. They have proposed creative content and will soon be engaging in digital marketing to increase enrollment.

2. Other Activities and Accomplishments

- We are planning Inauguration activities beginning on Friday, April 5 and ending with the Topper Day of Giving on Wednesday, April 10. The Investiture Ceremony will be held at 2:00 on Friday, April 5 with a reception to follow.
- The University hosted a Veteran's Day event this year, featuring a lunch and short program to honor our students, faculty, and staff who are veterans.

3. Personnel Items at the Cabinet Level

- A new General Counsel has been hired. This is not a Cabinet position, but does report to the President.
- The search for the Provost/Vice President for Academic Affairs will be underway soon.
- The search for the Athletic Director will be underway after the first of the year.

4. Action Items

- Approval of Program Review Committee
- Approval of Rule 4.3
- Acceptance of Fiscal Year 2023 Audit

Respectfully submitted by:
Tim Borchers, President

Academic Affairs Report to Board of Governors December 6, 2023

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

New faculty have been meeting monthly to continue their orientation.

Dr. Angela Curfman, Associate Professor of Teacher Education was the recipient of the Madge McDaniel Award. In honor of the first President of the West Virginia Reading Association, for educators who have made outstanding contribution to the field of reading literacy.

On Saturday, November 4, WLU hosted the first Northern Panhandle Literature Fair. In collaboration with the West Virginia Reading Association and The Center for Arts and Education, this regional literature fair is an opportunity open to all WV students, PreK-12th Grade.

Dr. Chelsea Robertson poster presentation earned second place in Early Career Psychologist Teaching Innovation Poster from the Society for the Teaching of Psychology (STP) Annual Conference on Teaching.

Program Review Task Force developing a 2023-24 program review plan.

West Liberty University students in the Gary E. West College of Business executed a fashion show on November 15 in the ballroom of the Student Union. The student-run event was inspired by the college's very own thrift store, Topper Thrift. Marketing majors Tessa Ullom and Emma Conners spearheaded the event.

Thirteen Visual Communication students from WLU participated in the 2023 AIGA Pittsburgh Portfolio Review. The event occurred Friday, October 27, 2023, on the campus of Chatham University in Pittsburgh. Graphic Design Professors Sarah Davis and Moonjung Kang accompanied students.

West Liberty University's graphic design senior, Frankie Lander, has clinched second place at the prestigious AdFlux 23 competition with her branding project, marking the culmination of her semester-long dedication to the ART 400 Branding course.

Dual Enrollment Students Registration beginning for the Spring 2024

New Program Development

Aviation Fixed Wing Pilot Program submission to HEPC for December Meeting.

b. Goal #4 Enhancing Community Engagement

Multiple activities throughout November for International Education Week, WLU extended the week to the entire month to spread cultural awareness. WLU also had multiple celebrations for Native American Heritage Month.

On Sunday, November 19, the West Liberty University Department of Music and Theater will welcome high school students from around the Ohio Valley to the hilltop to spend the day making music with the students in the choral program.

WLU's Dr. James Wood and his BIO-207 Fundamentals of Ecology & Biodiversity class have positively affected the environment through meaningful service projects. At the U.S Fish and Wildlife Service's Ohio River Islands National Wildlife Refuge on Buffalo Creek, near Wellsburg, students engaged in removing both invasive species and litter from the refuge. Monitoring and removing invasive species is important for protecting pollinators and wildlife habitats.

III. Other Matters of Focus

Board of Governors Representative for the Program Review Taskforce

IV. Personnel Items at the Cabinet Level

V. Information Requested by Committee

- a. Approve the Program Review Taskforce**

VI. Action Items

- a. Program Review Taskforce Committee Approval**

Respectfully submitted by:
Cathy Monteroso

Student Affairs & Enrollment Management Report to Board of Governors December 6, 2023

1. Enrollment
 - a. Headcount
 - i. Overall headcount – Spring – 1875
 1. 8% increase over Spring 2023.
 2. Currently 80.6% Fall to Spring Freshmen retention.
 - b. Fall 2024
 - i. Undergraduate Applications and Accepted Applications have been trending up by 15-20 year over year from Fall 2023.
 - c. Financial Aid
 - i. Representatives took part in a statewide training initiative for High School Counselors focusing on the new, simplified FAFSA. Engagement via presentations and panels trained and informed over 50 local high school counselors.
 - d. EAB
 - i. We have begun the Strategic Enrollment Planning with EAB. After a few initial conversations, they are impressed with our one on one, personalized approach during the recruitment and enrollment process. Katie Cooper will be attending EAB's Enroll Summit and Connected24 in Denver in January.
 - ii. We held a Student Affairs and Enrollment Management Differentiation workshop. Some of the trends that emerged that make WLU different than our competitors were our location, personalized touch as well as that our educational experience is "student centered, and student made" allowing students to development their interest in major fields as well as with organizations.
 - e. Vision Point
 - i. We are still in the early stages of building our marketing and media plan with Vision Point. One of the focus areas will be Parent/Influencer outreach. We are currently focusing on website redevelopment and communication plan development to support this effort.
2. Student Affairs
 - a. Student Counseling – January 1 contract start date with BetterMynd, a Teletherapy product to help support our students.
 - b. Student Health is still seeing an increase in visits averaging 15-20 a day.
3. Student Life Sub Committee
 - a. Activities – We continue to offer 7-8 activities weekly for on campus and commuting students ranging from Winterfest, free Zumba class, Christmas Bingo, and weekly shuttles.
 - b. SGA Town Hall was held the week of Thanksgiving to wrap up the semester with additional feedback and communication to campus. Students submitted questions online and in person for the panel made up of Dr. Tim Borchers, WLU President; Katie Cooper, Vice President of Student Affairs and Enrollment Management; Doug Orr, District Manager for Aladdin Dining; Jenna Maguire, SGA President; and Derek Roehner, SGA Vice President. Common themes were meal swipe times and appreciation for the increase of communication to administration as well as bridging the gap between students and Shaw Hall.
 - c. DEI
 - i. We hosted Bethlehem Elementary School for National Native American activities.
 - ii. International Education Month – originally a week of celebrations across campus has been extended to the entire month of November. This month is an important component to spread cultural awareness, give people the chance to explore new things and to provide a secure exchange between people from various backgrounds and cultures.

- iii. Trans Day of Remembrance held on November 20th where students read names, lit candles, and joined together on the Quad in remembrance.

4. Staffing

- a. Professional Development
 - i. We have been able to offer limited professional development opportunities to some staff through state and regional agencies.
- b. Positions
 - i. Vacant – Admissions Operations Coordinator
 - ii. Vacant – Admissions Counselor

Respectfully submitted by:
Katie Cooper

IT & Physical Plant Report to Board of Governors December 6, 2023

I. Update on the KEY focus Areas

- **Building Access and Surveillance Upgrades**
 - Project to replace Building Access System Campus Wide and Enhance Campus Surveillance.
 - Building Access is initial focus Dorms
 - Dorm Cutover In Progress – Complete by Winter Break conclusion
 - Surveillance implementation in progress
- **Capital Planning / Maintenance Platform**
 - Pilot funded by HEPC to Audit All Campus Facility Equipment – Audit Complete
 - HEPC has cancelled this pilot.
- **ADA Compliance**
 - Beginning work on scope defined in Audit
 - Required ADA improvements for ADA = Approximately \$200,000
 - Evaluating costs for ADA Signage needs
 - All work on the 2014 settlement has been satisfied
 - Working to update campus map to identify handicap entrances / parking
- **Retention Software Platform**
 - System Kickoff in December
 - Plan – Pilot in Spring 2024 - Full rollout Fall 2024
- **Solar Project – Strategic Objective 5.1**
 - Investigation of reducing utility spend by adding Solar generation (electricity currently \$125k/month)
 - Multiple Vendors are engaged.
 - Federal Grant Opportunity Found – Investigating

II. Other Matters of Focus

- **Library HVAC**
 - Complete Replacement – Funding Secured – Contract Executed
 - New Chiller Installed
 - Implementation on hold until Spring
- **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
 - Environment Created
 - Implementation and Initial Data Block Building Commencing
 - Training in January 2024
- **State Funded Deferred Maintenance Projects**
 - State has approved \$11.5 million for WLU
 - Initial Scope:
 - Replacing roofs on Fine Arts/Krise/ASRC/Meyers
 - Funded \$3.4 million
 - Awaiting Bid Responses
 - Replace HVAC – Fine Arts/ASRC
 - Requested \$23 million
 - Received \$7.1 million

- Energy performance bid released
- Window and Door Replacements
 - Requested \$3.5 million
 - Received \$1.0 million
 - Initial Focus – Library
- Not Funded:
 - Paving
 - Phase 2 Domestic Water
 - Elevators
 - HVAC \$15.3 million
- **Campus Carry Preparations**
 - Beginning Internal Risk Assessment
 - Defining Storage Scope via campus survey and Creating Plan
- **Campus Domestic Water Repairs**
 - Phase 1 **Complete**
- **Aquatic Conservation Center- New Facility**
 - On the site of the West Events Center
 - Project Underway
 - Completion Estimated May 2024
- **Softball Locker Facility**
 - Architectural work underway
 - Construction Bid to follow

III. **Personnel**

- Physical Plant seeking:
 - 1 Maintenance workers to replace resignation
 - 2 Housekeeping in process
 - 2 Police Officers needed
 - 1 Full Time Bus Driver

Respectfully submitted by:
Joe Rodella

Athletics Report to Board of Governors December 6, 2023

Athletic Updates:

- Men's basketball currently ranked #2 nationally and has a win margin of 38.3 ppg.
- With the win over Seton Hill, it was the 300th win within the ASRC.
- Women's basketball currently has a 2-2 record on the season.
- Currently sit 3rd nationally averaging 10.5 three point FGs per game.
- Men's Wrestling currently ranked 2nd nationally.
- Ty McGeary is ranked #1 nationally with teammates Alec Cook ranked 3rd, Francesco Borsellino and Vincent Scollo ranked 4th.
- Ty McGeary and Vincent Scollo recently won Findlay Open titles.
- Khyvon Grace currently is ranked 3rd regionally and Jordan Waters ranks 4th.
- Football Student-Athletes Cam Rice and Rashawn Harvey earned 1st Team All MEC while Ryan Creech and Chris Charles earned 2nd Team honors. Rudy Garcia, Jesse Collins and Chris Wilson were named Honorable Mention.
- Cam Rice received his 3rd MEC Player of the week honor and was named National Player of the Week in his game versus rival Wheeling University. Cam also leads NCAA D-II in Tackles for Loss. Cam is also a Regional Finalist for the Harlon Hill Trophy (D-II Heisman)
- Volleyball continues there successful season earning a bid to the NCAA Regional as the #8 seed. The team advanced to the semifinal round of the MEC tournament with Katelynn Fritz being named to the All-Tournament team.
- Volleyball student athlete Nyia Setla was named 1st Team All MEC and was named the Libero of the Year. Teammates Olivia McAtee, Katelynn Fritz, and Dakota Keni earned Honorable Mention all MEC Honors.
- Dakota Keni was named to the MEC All-Freshman Team and became the first person in program history to record 1,000 assists in a single season.
- Women's Soccer recorded their best record in school history (7-8-4) and made the MEC tournament for only the second time in program history.
- Amelia Compston and Jori Alexander earned Honorable Mention All MEC honors.
- Amelia Compston broke program records for goals (10), assists (6), and points (26) in a season.
- Zara Wickert tied her own program record for saves in a season with 95.
- Matched the program record for home wins in a season (4) and broke school records for goals (43), assists (27), and points (113) in a season as well as goals in a match with 13.
- Men's Soccer finished the season with a 5-6-7 record and qualified for the MEC tournament for the second time in program history (back-to-back). The team also had the first win versus a Top 25 opponent with a win over then 12th ranked Davis and Elkins.
- Vitor Otsuka, Mark Donnelly, and Jasper Newton were all named 2nd Team All MEC with teammates Noah Underwood, Zach Forehand, and Rhys Lewis being named All MEC Honorable Mention.
- Zach Forehand and Jasper Newton were named to the All MEC All Freshman Team.
- Noah Underwood broke the program records for shutouts in a season (6) and career shutouts with 14. He also set program marks with a 0.99 goal average and single season save percentage of 0.85%. Noah also set the MEC career record for saves with 336.
- Both the Men's and Women's Soccer locker rooms recently received aesthetic upgrades which included paint, vinyl wraps, and smart TVs. This was made possible by private donations.
- Men's Cross Country student athlete Phillip White earned his third All Region honor and 5th All MEC Honor.
- Women's Cross Country student athlete Lacey Dimit earned All MEC honors.

- Athletic Department announced the beginning of a student athlete oriented podcast named “The Locker Room”. The Locker Room is hosted by Acro and Tumbling Head Coach/SAAC Advisor Kelsey Kyle and directed and produced by Athletic Operations Specialist Logan Watson. We currently have 4 episodes which can be found on Apple Podcast, Spotify, Youtube, as well as Topper Station. The Locker Room currently has more than 700 listeners.

Respectfully submitted by:
Brad Forshey

**WLU Foundation Report to Board of Governors
December 6, 2023**

IV. Significant Accomplishments for FY24 Quarter 2:

- \$952,813.93 in fundraising revenue
- Fall Scholarship Bill payment of \$309,704.16
- Sent Annual Fund Brochure to over 13,000 households in November
- Annual Scholarship Day Event was held on November 1. Over 130 students participated in writing thank-you notes to Foundation Scholarship donors. Donors recently received packets with notes, student photographs, and biographical information.
- Annual Report has been sent to printer and will be mailed this month
- Working with VP of Alumni Affairs to plan events surrounding Daytona Beach Basketball event December 16-1
- Hilltopper Athletic Club: in addition to Football and Basketball VIP events, special events were held for Volleyball and Wrestling this fall

V. Other Matters of Focus

- Next WLU Foundation BOD meeting will be held January 19, 2024, 2:30 via Zoom

VI. New Personnel

- Two student interns, Courtney Ellifritz and Janina Kruppke joined the WLUF staff in November

Respectfully submitted by:
Betsy Delk

**WLU Fiscal Affairs Report to Board of Governors
December 6, 2023**

FY23 Audit

Issued with an Unmodified Opinion

Budget Status Report through November 20

5 months into the Fiscal Year or 42%

- Target for Tuition & Auxiliary Revenue – 50%
- Target for Other Revenue – 42%
- Target for Salaries (9/26 pays posted + increment) – 35%
- Target for All Other Expenses – 42%

Undergraduate Tuition – 50.65% billed

Graduate Tuition – 46% billed

Housing & Meal Plans – 51% billed

Other – 65% received (due to royalty income, summer conf. revenue and investment income)

Institutional discounts are \$3.2M

Expenses – on target

Enrollment Impact on FY24 budget

- UG projection (did not meet target for Fall 23)
- Graduate projection (on target – better than expected due to EdD and PA Program with the addition of the Alderson Broadus students – not in original budget)

Contract with CLA

Program review delivery cost required by Series 10 Policy

Staffing

Vacant Positions (cashier and student accounts receivable specialist)

Respectfully submitted by:

Lori Hudson

**Fiscal Affairs – Budget Status Report
December 6, 2023**

West Liberty University FY24 Operating Budget	BSR 11/20/23
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<u>Sources:</u>	<u>FY24 Proposed Budget</u>	<u>11/20/2023 YTD Actual</u>	<u>% of Budget</u>
Undergraduate Tuition and Fees:	19,493,762	9,873,955	50.65%
<i>Related Discounts:</i>	<i>(4,434,332)</i>	<i>(1,941,045)</i>	
<i>Net:</i>	15,059,430	7,932,910	
Graduate Tuition:	3,882,940	1,801,920	46.41%
<i>Related Discounts:</i>	<i>(521,686)</i>	<i>(288,032)</i>	
<i>Net:</i>	3,361,254	1,513,888	
Housing and Meals:	11,034,299	5,609,944	50.84%
<i>Related Discounts:</i>	<i>(1,565,058)</i>	<i>(997,229)</i>	
<i>Net:</i>	9,469,241	4,612,716	
State Appropriation	9,964,386	4,982,193	50.00%
Other	1,475,941	969,743	65.70%
	39,330,252	20,011,450	50.88%
<i>Discounts</i>	<i>6,521,076</i>	<i>3,226,305</i>	49.48%
Total FY23/24 Revenue Budget	45,851,328		
 <u>Uses:</u>			
Personal Services*	19,746,509	6,435,997	32.59%
Fringe Benefits	4,983,176	1,726,858	34.65%
Utilities	2,265,094	948,241	41.86%
Debt	2,691,137	1,004,806	37.34%
Rent	1,206,258	384,495	31.88%
Contractual Services	3,409,502	1,332,053	39.07%
Other	5,003,275	2,371,427	47.40%
	39,304,951	14,203,877	36.14%
<i>Discounts</i>	<i>6,521,076</i>	<i>3,226,305</i>	49.48%
Total FY23/24 Expense Budget	45,826,027	17,430,183	38.04%
 <u>Net Income (+)/Loss (-):</u>	 25,301		
Total Tuition / Housing and Meals Revenue	34,411,001	17,285,819	
Total Discount	<i>(6,521,076)</i>	<i>(3,226,305)</i>	
Total Net Tuition / Housing and Meals Revenue	27,889,925	14,059,514	

*Personal Services/Fringe Benefits (includes 9 out of 26 pays + increment)	35%
All Other Expenses (5/12 months)	42%

PROGRAM REVIEW STEERING COMMITTEE

WEST LIBERTY UNIVERSITY

Action Item

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves that the Program Review Steering Committee shall include Tammy McClain, Cathy Monteroso, Lori Hudson, Laura Musilli, Sarah West, Emily Lamberti, Jeffrey Grubbs, and Tom Cervone.

BOG RULE 4.3: TUITION AND FEE WAIVERS

WEST LIBERTY UNIVERSITY

Action Item

At the October 18, 2023, meeting, the Board of Governors received Notice of Intent for revision of BOG Rule 4.3: Tuition and Fee Waivers to include waivers to employees for the Ed.D. program. The proposed revisions to BOG Rule 4.3: Tuition and Fee Waivers, were disseminated to campus for 30-day comment. Five comments were received and reviewed and at the Board is asked to approve the attached revision of the policy.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revised BOG Rule 4.3: Tuition and Fee Waivers.

Policy 4.3 Comments Received

Received on October 20, 2023

My only comment is that the tuition waiver be calculated at the in-state rate. Students attending utilizing the metro-and out-of-state rates, should pay the difference from the in-state rates.

Received on October 30, 2023

"Waivers may be awarded for a period of time not to exceed eight semesters of undergraduate study."

This addition should be removed since it is damaging to faculty benefits. Moreover, it does not recognize that most undergraduate students end up taking more than 4 years/8 semesters to complete their degree programs.

Received on October 31, 2023

The proposed changes to Section 4.3 of Rule 4.3 would take away a benefit to faculty. The changes limiting waivers to eight semesters is problematic given that many students take more than eight semesters to graduate. This is also given that other benefits to faculty have been cut over time. Most recently an effective increase in health insurance costs. Given the increasingly tight labor market and increasing benefits and pay elsewhere, cutting a benefit to employees does not seem like the best way to attract and retain the best talent.

Received on November 2, 2023

It occurs to me that there is another problem with the wording of this change. Not only does the 8 constitute a problem, but the use of the word semesters also constitutes one as well. What is a "semester?" How many hours is that? If I (or my spouse) wanted to pick up another degree and could only be a part time student then there is absolutely no way that we could do so with waivers because we could only take one or two classes at a time. Likewise, if my children wanted to work while taking classes, they could not be part time students either. Is one class over the summer session a full semester that counts against the 8? Semester is a very problematic word here.

Received on November 27, 2023

I would like to recommend that 2.1.7 be updated to include the 8 semester limit of undergraduate waiver that is part of the WV state code that we must follow (<https://code.wvlegislature.gov/18B-10-5/>). An example would read "Waivers will be renewed annually provided enrollment remains continuous, but not to exceed 8 semesters of undergraduate study". We have gotten this question a few times recently and I think cleaning up the wording will help.



**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS RULE 4.3
TUITION AND FEE WAIVERS**

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

SECTION 1: Purpose and Scope.

- 1.1 This Rule establishes the guidelines for tuition and fee waivers. Tuition and fee waivers shall be granted in accordance with West Virginia State Code §18B-10-4b - Additional fee waivers for health sciences and technology academy programs, §18B-10-5 - Fee waivers – Undergraduate schools, §18B-10-6 - Fee waivers – Professional and graduate schools, §18B-10-7 - Tuition and fee waivers for children and spouses of officers, firefighters, National Guard personnel, reserve personnel and active military duty personnel killed in the line of duty, §18B-10-7a - Tuition and fee waivers or adjustments for residents at least sixty-five years old, §18B-10-7b - Tuition waivers for high school graduates in foster care, §18B-10-7c - Tuition and fee waivers for certain veterans receiving federal educational assistance benefits, and §18B-10-7d - Tuition waivers for national service volunteers serving in West Virginia.
- 1.2 This Rule applies to all students, Staff, Faculty, and any other employee positions of the West Liberty University Board of Governors.

SECTION 2: Employees.

- 2.1. **Employee Fee Waivers – Undergraduate.**
- 2.1.1. Employees, their spouses, and dependent children enrolled at the University shall be eligible to have tuition and mandatory fees waived. The recipient shall be responsible for paying course fees, capital fee(s), a parking fee, and any other non-mandatory fees.
- 2.1.2. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a waiver.
- 2.1.3. Spouse status must be verified with a marriage certificate or a federal income tax return.
- 2.1.4. Dependent child status must be verified with a Free Application for Federal Student Aid (FAFSA) form or federal income tax return.



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TUITION AND FEE WAIVERS**

2.1.5. The employee, spouse, or dependent child shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under ScholarshipsEmployee Forms).

2.1.6. A Waiver may be reduced if another tuition award is received.

2.1.7. Waivers will be renewed annually provided enrollment remains continuous. A discount may be granted beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.

2.1.8. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

2.2. Employee Fee Waivers – Graduate.

2.2.1. Graduate Fee Waivers exclude the Physician Assistant Program and other programs specified by the President's Cabinet.

2.2.2. Employees enrolled at the University shall be eligible to receive a 50% discount on tuition and mandatory fees.

2.2.3. The recipient shall be responsible for paying course fees, capital fee(s), a parking fee, and any other non-mandatory fees.

2.2.4. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a discount.

2.2.5. The employee shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under ScholarshipsEmployee Forms).

2.2.6. Discounts will be renewed annually provided enrollment remains continuous. A discount may be granted beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.

2.2.7. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

2.3. Employee Fee Waivers – Doctorate.

2.3.1. Employees enrolled in the Doctor of Education program shall be eligible to receive a 35% discount on tuition and mandatory fees.



**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS RULE 4.3
TUITION AND FEE WAIVERS**

2.3.2. The recipient shall be responsible for paying course fees, capital fee(s), a parking fee, and any other non-mandatory fees.

2.3.3. Waivers may be limited to 15% of the cohort. If a cohort is not full, the University reserves the right to not award waivers for that cohort.

2.3.4. Employees must be benefits-eligible (at least 0.53 FTE) to qualify for a discount.

2.3.5. The employee shall submit a Tuition and Fee Waiver Application (available on the Financial Aid web page under Employee Forms).

2.3.6. Discounts will be renewed annually provided enrollment remains continuous. A discount may be granted beyond eight (8) semesters or terms upon the written approval of the Chief Human Resources Officer.

2.3.7. The recipient must notify the Human Resources office and the Financial Aid office, in writing, if a drop in enrolled hours occurs.

2.3.8. Employees must remain employed at the University for three years following completion of the doctoral program. If an employee is no longer employed by the University, they will pay back a prorated amount of the waiver based on the following schedule:

2.3.8.1. Employment ends during the first year following degree:
Repayment of 100%.

2.3.8.2. Employment ends during the second year following degree:
Repayment of 67%.

2.3.8.3. Employment ends during the third year following degree:
Repayment of 33%.

SECTION 3: Residents At Least Sixty-Five Years Old.

3.1. Residents of West Virginia who are at least sixty-five years of age may take courses or classes at West Liberty University at a reduced rate on a space available basis.

3.2. Eligibility And Participation.



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BOARD OF GOVERNORS RULE 4.3
TUITION AND FEE WAIVERS**

- 3.2.1. A participant will be permitted to register for a course under either of the two options of this program provided that the participant is a resident of West Virginia and is at least sixty-five years of age.
 - 3.2.2. A participant may register for a course under either of the two options of this program provided that classroom space is available.
 - 3.2.3. A participant may register for a course under either of the two options of this program provided that the instructor of the course consents.
 - 3.2.4. A participant will be subject to the institutional programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites, of the campus.
 - 3.2.5. Special provisions:
 - 3.2.5.1. A participant may only register for a course when seats are available and with the permission of the course instructor.
 - 3.2.5.2. A participant will be required to pay special fees, including laboratory fees, if applicable for the course.
 - 3.2.5.3. No other general University fees will be required.
 - 3.2.6. No Credit Option
 - 3.2.6.1. The total tuition and fees charged for each course under the no credit option, excluding laboratory and college specific fees, may not exceed fifty dollars.
 - 3.2.6.2. A grade or credit may not be given under the no credit option.
 - 3.2.7. Credit Option
 - 3.2.7.1. The total tuition and fees charged in the program under the for credit option shall not exceed fifty percent of the normal rates charged to state resident students.
 - 3.2.8. Participants should register through the Registrar's Office.
 - 3.2.9. Participation in this program will be reported to the Board of Governors and to the Higher Education Policy Commission.
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BOARD OF GOVERNORS RULE 4.3

Effective date:

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TUITION AND FEE WAIVERS**

3.2.10. The guidelines for this program will be published in the University's bulletin and/or other appropriate publications.

SECTION 4: Undergraduate Fee Waivers.

- 4.1 The term "Undergraduate Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, of the West Virginia Code.
- 4.2 ~~The University may not have in effect at any time undergraduate fee waivers totaling more in value than five percent of the tuition and required fees assessed for all full-time equivalent undergraduate students registered during the fall semester of the immediately preceding academic year. Any fee waivers mandated by Article 10 or by Section 3, Article 19, Chapter 18 of the West Virginia State Code are not counted when determining the maximum percentage of waivers permitted. The maximum number of authorized undergraduate fee waivers at the institution shall be determined by multiplying the previous fall semester's FTE enrollment by 5%. This is in addition to the 5% increase in waivers allocated to WLU in the summer of 2003.~~
- 4.3 Awards made under this program shall provide for the waiver of tuition and registration fees. In addition, the ~~institution~~ University shall have discretionary authority to waive one or more of the component parts of the University fees (includes such fees as the activity, athletic, and student union, and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: engineering fee, health profession fee). Waivers may be awarded for a period of time not to exceed eight semesters of undergraduate study.
- 4.4 The University shall comply with all applicable third-party rules and regulations regarding financial aid assistance to athletes (such athletic organizations as the National Collegiate Athletic Association and state or regional affiliates of such organizations).
- 4.5 Waiver reports shall be submitted to the Board of Governors in accordance with the following general provisions:
- 4.5.1 The ~~institution~~ University will submit a summary report to the Board of Governors on July 1 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.
- ~~4.5.2 Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.~~

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TUITION AND FEE WAIVERS**

~~4.5.2 Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.~~

SECTION 5: Graduate and Professional Fee Waivers

5.1 The term "Graduate and Professional Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, of the West Virginia Code.

5.2 The University may not have in effect at any time graduate and professional school fee waivers totaling more in value than five percent of the tuition and required fees assessed for all full-time equivalent graduate and professional students registered during the corresponding fall semester, spring semester and summer term of the immediately preceding academic year. In addition to the five percent, all graduate assistants employed by the University shall be granted a fee waiver.

5.3 Awards made under this program shall provide for the waiver of tuition and registration fees. In addition, the University shall have discretionary authority to waive one or more of the component parts of the University fees (includes such fees as the activity, athletic, and student union, and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: engineering fee, health profession fee). Waivers may be awarded for a period of time not to exceed the number of semesters normally required in the recipient's academic discipline.

5.4 The University shall comply with all applicable third-party rules and regulations regarding financial aid assistance to athletes (such athletic organizations as the National Collegiate Athletic Association and state or regional affiliates of such organizations).

5.5 Waiver reports shall be submitted to the Board of Governors in accordance with the following general provisions:

5.5.1 The University will submit a summary report to the Board of Governors on July 1 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.

SECTION 6: Delegation.

6.1. The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any



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TUITION AND FEE WAIVERS**

actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 7: Authority.

7.1 W. Va. Code §18B-10-4b, §18B-10-5, §18B-10-6, §18B-10-7(a)-(d).

SECTION 8: Superseding Provisions.

8.1 This Rule repeals and supersedes WLU BOG Policy 16 - Awarding of Undergraduate Fee Waivers (originally adopted 08/31/05), WLU BOG Policy 17 – Tuition and Fee Waivers Those 65 or Older (originally adopted 06/22/05), WLU BOG Policy 43 – Tuition Waivers and Discounts For Employees (originally adopted 12/11/06, 01/28/15), and any other University policy or procedure which relates to the subject matter contained within this Rule.

Effective date:

BOARD OF GOVERNORS RULE 4.3

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FY 2023 AUDIT

WEST LIBERTY UNIVERSITY

Action Item

The West Liberty University Board of Governors is asked to approve the Fiscal-Year 2023 audit report.
The Finance Committee has met with the auditors and approves the audit findings.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the submission of the Fiscal-Year 2023 audit report.