

WLU Board of Governors

Regular Meeting

Wednesday, January 31, 2024 – 4:00 p.m.

Location: Shaw Hall Board Room

Meeting ID: 989 1615 6979

Passcode: 619694

- I. **Call to Order/Roll Call/Quorum and Mission Statement**
- II. **Introductions**
- III. **Public Comment** Description: Up to 10 individuals may sign in to speak in open session for three minutes each. The sign-in sheet will be available from Cyndi Galloway fifteen minutes prior to the meeting until the noticed start time.
- IV. **Agenda Order (Board may move to change order of consideration)**
- V. **Approval of Minutes***
 - A. Minutes of the Full Board December 6, 2023* (pgs. 3-7)
- VI. **President's Report** (pg. 8)
- VII. **Reports**
 - A. Academic Affairs (Monteroso, pgs. 9-10)
 - B. Student Affairs/Enrollment (Cooper, pgs. 11-12)
 - C. Physical Plant/IT (Rodella, pgs. 13-14)
 - D. Athletics (Forshey, pgs. 15)
 - E. Fiscal Affairs (Hudson, pgs. 16-17)
 - F. Faculty (Kreisberg)
 - G. SGA (Maguire)
 - H. Staff (Karas)
- VIII. **Board Items for Approval***
 - A. Notice of Intent to review and update Board Policy 56: Deadly Weapons (pg. 18)
 - B. Naming of Softball Complex (pg. 19)
 - C. 2024-2025 BOG Meeting Schedule - Informational
- 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, March 27, 2024**
- XII. **Adjournment**

**West Liberty University
Board of Governors**

**Minutes
December 6, 2023**

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

Unable to Attend:

Administration/Faculty/Staff/Guests: Tim Borchers, Lori Hudson, Cathay Monteroso, Betsy Delk, Katie Cooper, Brad Forshey, Cecilia Konchar Farr, Sherri Theaker, Ann Saurbier, Karen Kettler, Joe Rodella, Tasha Taylor, Ronnie Hulewicz, Cyndi Galloway, Bill Mercer, George Frazier, Aaron Crall

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

- **Aaron Crall, CLA**

- Aaron presented the FY23 Audit Results. The FY23 Audit is 100% complete and issued. He did note that the WLU Foundation Audit was completed by a different auditor. Aaron gave a brief overview of the financial results and shared that the overall Audit Opinion is an Unmodified Opinion (this is a positive, clean opinion). Aaron noted one finding that was reported, a material weakness, related to financial reporting. This did not change the overall opinion; it was still a clean audit with an unmodified opinion.

III. Public Comment

- **Ronnie Hulewicz, Re-instatement of Tennis Teams**

- Dr. Hulewicz noted that he was the Head Men's Tennis Coach and presented a proposal for himself to coach both the Men's and Women's teams with George Frazier as an assistant coach. He shared that there are 6 tennis teams in our conference that have Men's and Women's Tennis. Of those 6, 5 have one coach for both teams. Warwood and John Marshall have offered to host matches at their courts and Oglebay and Wheeling Park are also options. Many colleges don't have home courts. He noted that only 10 matches are required for a season, so travel would be very limited and there is approximately \$7,000 already pledged at this time to help reinstate the program.

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

V. Approval of Minutes*

- A. Minutes of the Full Board October 18, 2023***

On motion by Rich Lucas and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of October 18, 2023.

VI. President's Report

Dr. Borchers provided an update on the strategic planning process. Differentiation Workshops have been held across campus with many different groups and some great discussion. The Strategic Planning Committee will be reviewing topics and initiatives. Dr. Borchers hopes to have this process wrapped up by the end of the spring semester.

Dr. Borchers shared that we're working on a marketing initiative. New digital campaigns are launching soon. These are targeting students within a 250-mile radius.

An inauguration is scheduled for April 5th.

Search updates:

Provost Vice President of Academic Affairs-Search process will begin before winter break.

Athletic Director-Search process will begin after winter break.

VII. Board Reports

A. Academic Affairs (Monteroso)

Cathy reviewed many academic awards and accolades. She shared that Angie Curfman organized the Northern Panhandle Literacy Fair that was held on campus in November. Over 70 PK-12 students participated in this event.

Program Review Process-Approval of the Program Review Task Force committee will be requested at this meeting. The committee will work on the 5-year program review which will include external demand and cost of delivery. Annual planning documents are due February 1st.

Dual Enrollment is up for Spring. We have 463 students enrolled for this Spring.

Aviation Update-We'll be presenting at HEPC board meeting on December 15th.

Topper Thrift Fashion Show was held last month, and it had a huge turnout. The student-run event was inspired by the college's very own thrift store, Topper Thrift.

Dr. James Wood and his BIO-207 class have positively affected the environment through meaningful service projects. Students engaged in removing both invasive species and litter from a local refuge.

B. Student Affairs/Enrollment Management (Cooper)

Katie noted Spring enrollment is at 1,957 (this is headcount). This includes dually enrolled students who are already registered. This is up 5% over last Spring. Our Fall to Spring Freshmen retention rate is currently at 80.6%.

For Fall 2024 we're trending up in applications.

Financial Aid-The FAFSA will be ready by 12/31/23. This is limiting our time to get eligibility information back to new students. We're amping up outreach and reaching out as much as possible.

- a. January 1st we'll have a teletherapy option for our students-BetterMynd. This will help many of our out-of-state students. This will be a company, not an individual counselor. Our counselors will receive reports on all assistance through this service and will follow up on campus if needed. Student Health is still seeing an increase in visits averaging 15-20 each day.

C. IT/Physical Plant (Rodella)

Argos training will begin in January. This system should be in production by next Fall and will help with report creation.

Our new retention system will allow our Student Success Center to monitor and identify students who could be at-risk.

Building Access and Surveillance-Our dorms will be ready over break and then the upgrades in the remaining buildings will begin.

The bid for roofs is out. We're waiting for responses.

Aquatic Conservation Center: This is expected to be complete in early May.

Joe shared information on a new softball locker room facility. Architectural work is underway, and a construction bid will follow. This is being funded through outside sources, a large donation from Belmont Savings Bank. Richard Carter shared concerns about the cost of maintenance on the new building.

Colonial Heights-moving forward with siding replacement.

Tennis Courts-We're working with SGA to gather information on what the students would like to see done with this space.

D. Athletics (Ullom)

Brad noted that we've had a very successful Fall athletic season and that we signed our first women's wrestling athlete for Fall 2024.

"The Locker Room" Student-centered podcast.

The athletic department announced the beginning of a student athlete orientated podcast named "The Locker Room". This 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 7 episodes that can be found on Apple Podcast, Spotify, YouTube, as well as Topper Station. The Locker Room currently has over 700 listeners.

E. WLU Foundation (Delk)

Betsy shared that the WLU Foundation has raised \$952,813 so far this year.

The Foundation's annual fund brochure was just sent out and a good response has been received. This will be followed up with targeted calls and other outreach to donors.

Betsy's office is working with Alumni Affairs to organize events surrounding the basketball team's trip to FL.

The total endowment is just under \$25 Million.

F. Fiscal Affairs (Hudson)

Lori reviewed the budget status report through November 20th.

Lori noted that 50.65% of undergraduate tuition and 46% of graduate tuition has been billed. Graduate revenue should assist with closing the gap on the lower undergraduate tuition.

Institutional Discounts are at \$3.2M and expenses are on target.

Enrollment Impact on FY24 Budget:

Our undergraduate projection did not meet the target for Fall 23. Lori believes that the graduate tuition will help to close that gap. Graduate tuition should be higher than projected due to EdD

and the PA Program with the addition of the Alderson Broaddus students that weren't in the original budget.

Richard Carter asked about the PA students from Alderson Broaddus. He thought there was max amount of students that we could have each year in that program. Dr. Borchers shared that we received special approval for this. We brought on 20 Alderson Broaddus students that are in their second year along with two of their faculty members. We're looking into potentially adding additional students to our maximum in the future. The current maximum of 18 is set by the accrediting body. We must maintain certain faculty/student ratios.

VIII.

A. Faculty Representative (Kreisberg)

Dr. Kreisberg shared a handout and noted many faculty accomplishments. He noted that Steve Criniti recently traveled with 4 students to the Annual Convention of the National Council of Teachers of English (NCTE). Zac Loughman's work will be part of a National Geographic traveling Photo Ark exhibit. Many faculty members have secured grant funding for various projects.

B. SGA Representative (Maguire)

Jenna shared that the SGA held a student town hall before Thanksgiving break to gather student feedback. It went well and there was a lot of good discussion.

Communication about Topper Ready has been great. SGA will hold an open meeting about this to answer any questions that students may still have.

Aladdin is working with SGA to create a meal plan survey.

SGA is also working with the IT Department and Student Outreach to work on initiatives for gathering student feedback.

C. Staff Representative (Karas)

Lou shared that the Staff Council meets monthly. In November they participated in a Differentiation Workshop.

Staff Council recently took on more involvement with HR and the onboarding process of new staff hires. When new staff members are hired, a member of the staff council will meet with the hire to give them a copy of the staff council handbook and welcome them.

Staff Council will take over the staff awards program. A sub-committee has been created and has changed the nomination process. The portal is open as of December 1st and nominations can be submitted through February 9th. These are for True Topper, Customer Service, and Top Team Awards.

IX. Board Items for Approval*

1. Program Review Steering Committee

The Program Review Steering Committee shall include Tammy McClain, Cathy Monteroso, Lori Hudson, Laura Musilli, Sarah West, Emily Lamberti, Jeffrey Grubbs, and Tom Cervone.

On motion by Robert Kreisberg and seconded by Lou Karas, it was unanimously adopted by the West Liberty University Board of Governors to approve the members of the Program Review Steering Committee as presented.

2. BOG Rule 4.3: Tuition and Fee Waivers

The Board is asked to approve the revised BOG Rule 4.3: Tuition and Fee Waivers as presented.

On motion by Robert Kreisberg and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the BOG Rule 4.3: Tuition and Fee Waivers.

3. FY 2023 Audit

The Board is asked to approve the Fiscal Year 2023 audit report.

On motion by Rich Lucas and seconded by Richard Carter, it was unanimously adopted by the West Liberty University Board of Governors to approve the submission of the FY23 Audit Report.

4. BOG Self-Evaluation, Informational Only

Richard Carter discussed a BOG self-evaluation to review the responsibilities of the Board. The last evaluation was completed in 2022. Richard will take the lead on this and review the current template to see if modifications are needed.

X. Possible Executive Session - None.

XI. Information Gathering

1. Robert Kreisberg asked about the open seats on the BOG. David noted that we're reviewing requirements and that Dr. Borchers will nominate two individuals. We hope to have two new members on board for 2024.
2. Robert Kreisberg also asked about a Presidential Evaluation. Rich Lucas responded that it's all in policy. Dr. Borchers will share a self-study document in the Spring and the BOG will complete an evaluation based on that. Dr. Borchers will set goals and objectives for the following year.

XII. Adjournment

On motion by Richard Carter & seconded by Rich Lucas, the meeting adjourned at 5:19 p.m.

David McKinley _____
Chair

Tom Cervone _____
Secretary

Minutes submitted by: Cyndi Galloway

**President's Report to Board of Governors
January 31, 2024**

1. Strategic Goals and Objectives

- We have launched our Strategic Planning process. Activities so far include:
 - Presented an environmental scan to campus stakeholder groups.
 - Conducted “differentiation workshops” with faculty, staff, alumni, and community members.
 - Reviewing mission statement, vision, and values and surveying faculty and staff about the current statements.
 - We are currently identifying main themes and initiatives to pursue over the next year.
- 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. We have also worked to better define our brand promise.

2. Other Activities and Accomplishments

- Dr. Borchers continues to meet with community stakeholder groups, such as the Wheeling Rotary and West Liberty Lions club. He has met with local legislators to share top priorities for the institute. He attended a dinner sponsored by the Regional Economic Development Partnership with legislators and other state leaders in Charleston.
- Dr. Borchers is scheduled to attend a President's Roundtable hosted by EAB in Washington, DC and he will be attending the annual Higher Learning Commission conference in Chicago in April.
- Alumni events are being held in West Liberty, Wheeling, Chicago, and Washington, DC. this spring.
- 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.

3. Personnel Items at the Cabinet Level

- A new General Counsel has started, Jacob Manning. He is serving on Cabinet.
- The search for the Provost/Vice President for Academic Affairs is underway.
- The search for the Athletic Director is underway.

4. Action Items

- Notice of Intent to review and update Board Policy 56: Deadly Weapons
- Naming of Softball Complex

Respectfully submitted by:
Tim Borchers, President

**Academic Affairs Report to Board of Governors
January 31, 2024**

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

Faculty Excellence Awards: Dr. Vishakha Maskey has been honored with the Excellence in Teaching Award, recognizing her exceptional standards of teaching effectiveness, outstanding methods, and sustained commitment to education. Mr. Michael Aulick has been acknowledged for Excellence in Service, highlighting his dedicated contributions to the university, community service, and active involvement in various organizations. Dr. Chelsea Roberston has been recognized for Excellence in Professional Activity, celebrating her noteworthy publications, presentations, research, and leadership in professional organizations.

Aviation Program: On December 15, 2023, the Higher Education Policy Commission Approved the Aviation Program: Commercial Pilot: Fixed-Wing.

James Wood co-authored a \$1.5 grant from the USFS for Urban Forest conservation in Wheeling.

Dual Enrollment Students Registration beginning for the Spring 2024

Program Review: February 1, Five-year program reviews will be submitted for Criminal Justice BS, Exercise Physiology BS, Interdisciplinary BS/BA, Medical Lab Sciences BS, Regents RBA, Physician Assistant MSPAS, Criminology MS, Biology MS/MA, and Dental Hygiene MS.

Continuing to work with Clifton Larson Allen (CLA) on return on investment preliminary cost of delivery is expected at the beginning of February.

b. Goal #4 Enhancing Community Engagement

WLU is hosting the Ohio County and Regional Science Fairs in January and February.

"Experience Japan" Curated by Manami Kawazoe, exhibition ran from January 10-24 in the Nutting Gallery in the Fine Arts Building. Manami Kawazoe is from Kyoto, Japan, and has been at West Liberty University since Fall 2022 through the Rollie Williams International Center. Her mission at West Liberty University has been to promote awareness and understanding of Japan through activities and events for cultural exchange. Kawazoe will be at WLU until the end of the Spring 2024 semester.

WLU hosted Production Designer Molly Hughes on January 18 in Kelly Theater. Hughes, a Glen Dale, West Virginia native, has worked as the production designer for directors Steven Spielberg and Ron Howard and sets for all the "Harry Potter" films, "I'm Thinking of Ending Things," "The One and Only Ivan," and "The Fault in Our Stars."

I. Other Matters of Focus

II. Personnel Items at the Cabinet Level

III. Information Requested by Committee

- a. Requested Andrew Lewis; Director of the Student Success Center, attend the next Academic Affairs Meeting

IV. Action Items

Respectfully submitted by:
Cathy Monteroso

**Student Affairs & Enrollment Management Report to Board of Governors
January 31, 2024**

1. Enrollment
 - a. Headcount
 - i. Overall headcount – Spring – 2116
 1. 5.4% increase over Spring 2023.
 - b. Fall 2024
 - i. Undergraduate Applications and Accepted Applications are still trending up year over year from Fall 2023.
 - c. Vision Point
 - i. We are currently in Phase 4 of the process with Vision Point allowing ads to start launching in early February. Multiple ads, scripts, headlines, landing pages and inquiry forms have been developed and are ready to be deployed on multiple media platforms.
 - ii. Next, they will train us on their dashboard that will allow us to watch trends and marketing activities.
 - d. Tuition Free Toppers
 - i. In a move to make higher education more accessible and support student success, West Liberty University is launching the Tuition Free Toppers Program for eligible students, effective Fall 2024. The Tuition Free Toppers Program will cover tuition costs, up to 30 credit hours per academic year, after Federal Pell Grant funds and any other grants and/or scholarships are considered.
 - e. Financial Aid Optimization
 - i. We have partnered with EAB for Financial Aid Optimization. EAB's Financial Aid Optimization services ensure that our financial aid dollars help us achieve our enrollment goals—be they headcount growth, class profile, or increased tuition revenue. We will be able to focus our waiver dollars on higher yield populations to increase tuition revenue and FTE.
2. Student Affairs
 - a. Hosted Student Resource Fair on the first day of classes for new, transfer and returning students. This event included administrative offices and resources to help transition students back to campus from one central location.
 - b. Hosted the Club and Organization Fair on campus last week to help students navigate available clubs and organizations on campus and meet fellow students.
3. Student Life Sub Committee
 - a. Community Connections
 - i. Ohio County Science Fair on campus January 31st for all students that places 1st or 2nd in their school science fairs.
 - b. DEI
 - i. Black History Month activities include an African American Read In, 3v3 Basketball Tournament, a Luncheon and Celebration Keynote at the end of the month.
4. Staffing
 - a. Professional Development
 - i. Katie Cooper attended EAB's Enrollment Summit and Connected24 in Denver in January. Themes that emerged were continual communication from onboarding through graduation. The language we use when working with students – Academic Notice as opposed to Academic Probation. The need to ensure alignment between retention and enrollment.

b. Positions

- i. Admissions Operations Coordinator – Michele Crow
- ii. Admissions Counselor – Ross Salvatori
- iii. Admissions Counselor – Hannah Larkey

Respectfully submitted by:
Katie Cooper

IT & Physical Plant Report to Board of Governors
January 31, 2024

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
 - Surveillance implementation in progress
- **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 Integration w/LMS in progress
 - Plan – Pilot in Spring 2024
- **Solar Project**
 - Investigation of reducing utility spend by adding Solar generation (electricity currently \$125k/month)
 - Multiple Vendors are engaged.
 - Federal Grant Opportunity Found – Investigating
- **Campus Facility Plan**
 - Committee Forming – Work to begin in February

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
 - Training Complete
 - Initial Data Block Building Commencing
- **Microsoft Conversion**
 - Preliminary Investigation to migrate faculty and staff to O365 and eliminating Google
 - Increase in security posture
 - Reduce encryption costs
 - Next Step – Collect feedback from Stakeholders – Faculty / Staff
- **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
 - Bids Award Complete

- Will Need Additional Funding for Fine Arts
- Replace HVAC – Fine Arts/ASRC
 - Requested \$23 million
 - Received \$7.1 million
 - Energy Performance bid response received. Evaluation for award underway.
- Window and Door Replacements
 - Requested \$3.5 million
 - Received \$1.0 million
 - Initial Focus – Library
 - Included in Energy Performance bid. Awaiting award.
- Not Funded:
 - Paving
 - Phase 2 Domestic Water
 - Elevators
 - HVAC \$15.3 million
- **Campbell 4th Floor Phase 3 Renovation**
 - Adding treatment rooms – Complete – Occupancy Permit Issued
 - 4th Floor now 40% developed
- **Aviation Program**
 - Preparing Network Connections to Airport
 - Evaluating On-Campus Space Requirements
- **Campus Carry Preparations**
 - Risk Assessment and Plan Complete
 - Assessing Funding Strategies
- **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
- **Tennis Court Area**
 - Evaluating Potential Uses

III. Personnel

- Physical Plant seeking:
 - 1 Maintenance workers to replace resignation
 - 2 Housekeeping in process
 - 2 Police Officers needed
 - Investigating adding Security Guard vs Police Officer for some placements
 - 1 Fulltime Bus Driver

Respectfully submitted by:
Joe Rodella

Athletics Report to Board of Governors
January 31, 2024

Athletic Updates:

- Men's basketball currently ranked #20 nationally and has a win margin of 21 ppg.
- Men's basketball athlete Alek West was named MEC Men's Basketball player of the week for the week of January 15th.
- Women's Basketball currently sits 2nd nationally averaging 10.7 three point FGs per game.
- Women's Basketball currently sits 2nd nationally averaging 10.7 three point FGs per game.
- Corinne Thomas leads NCAA D-II in three point FGs per game and scored her 1,000th career point in a win over Davis and Elkins.
- Men's Wrestling currently tied for 1st nationally.
- Ty McGeary and Francesco Borsellino are ranked 1st nationally with teammate Nico Taddy ranked 5th
- Ty McGeary earned his 4th MEC wrestler of the week honor for the week of January 8th.
- WLU is hosting the MEC Wrestling Championship to be held on January 27th. WLU is the reigning 3 time MEC champion.
- Football student athletes Cam Rice and Rashawn Harvey earned Honorable Mention All-American honors
- Cam Rice was listed on the D2football.com elite 100 list.
- Delano Marcelus and Gage Fiore were named CSC Academic All District.
- Men's Indoor Track athlete Reese Burnside hit an NCAA provisional mark with a 4.8 meter jump in the indoor pole vault, which is also a WLU record. Reese was also the MEC Men's Track and Field athlete of the week for January 15th.
- Hunter Patterson broke the WLU record in the 200 meter 21.91 seconds.
- Mikhi Anderson hit an NCAA provisional mark with a time of 8.19 seconds in the 60 meter hurdles, which is also a WLU record.
- Women's Indoor Track athlete Ky'ara Ross broke the WLU 200 meter record with a time of 26.40 seconds.
- Ky'ara Ross and Sierra Lanham tied the WLU record in long jump with a distance of 5.53 meters.
- MEC announced the addition of Point Park University which will replace Alderson Broaddus University.
- For the 11th consecutive semester, the athletic department has achieved a GPA of 3.0 or higher. 279 student athletes were a 3.0 or higher while 76 earned a 4.0.
- The Athletic Department added a new designated study area located on the third floor of the ASRC furnished with a couch, 2 study tables, and a Keurig station.
- On the second floor of the ASRC a 65" display was mounted and will honor all of our scholar student athletes. Each team will have a graphic with their team GPA and list of their scholar athletes.
- Across the hall from the scholar athlete wall is a display designated for the department DEI initiatives. The work associate head coach/ADID/SWA Cassie Seth heads our DEI initiatives and has had her work shared by the NCAA.

Respectfully submitted by:
Brad Forshey

**WLU Fiscal Affairs Report to Board of Governors
January 31, 2024**

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

- Operational Excellence
 - Budget Status at 12/31/2023 (attached)
 - Revenue
 - Tuition & fees (Undergraduate less than projected / Graduate on target and expected to exceed projection)
 - Housing and Meal Plans (less than projected)
 - State Appropriation (on target)
 - Other (exceeding projection)
 - Expenses
 - Personal services and benefits – slightly under budget
 - Utilities / Debt / Rent – on target
 - Contractual services and Other are slightly over projection (due to upfront spending/computer service agreements/maintenance)
 - Waivers under budget because of Undergraduate enrollment projection
 - FY25 Budget
 - VP of Fiscal Affairs met with Graduate Students to discuss tuition rates and go over budget planning.
 - VP of Fiscal Affairs met with VP of Student Affairs and Enrollment to discuss tuition and housing and meal rates
 - VP of Fiscal Affairs presented each Cabinet member a budget expense workbook to begin the budgeting process immediately rather than waiting until March.
 - Cabinet members were requested to meet with their respective units/departments to compile and send the expense workbook to the VP of Fiscal Affairs by February 15, 2024.

II. Other Matters of Focus

- None at this time

III. New (Essential) Personnel

- Vacant replacement positions – Cashier and Accounts Receivable Specialist
- The business office is down two employees currently. Two candidates have been identified and have accepted the offers of employment. They are expected to start in late January.

IV. Information Requested by Committee

- FY24 Budget Status Report for month ended 12/31/23 (attached)

V. Action Items

- After receipt of budget workbooks from Cabinet, start compiling the FY2025 expense budget
- Began looking at tuition and fees for FY2025

Respectfully submitted by:
Lori Hudson

**Fiscal Affairs – Budget Status Report
January 31, 2024**

West Liberty University		Dec-23			
FY24 Operating Budget					
<u>Sources:</u>	<u>FY24 Proposed Budget</u>	<u>12/31/2023 YTD Actual</u>	<u>% of Budget</u>	<u>Over / (Under)</u>	<u>EOY Estimate</u>
Undergraduate Tuition and Fees:	19,493,762	18,419,978	94.49%	(1,073,784)	\$ (1,330,151.61) Shortage (tuition related)
<i>Related Discounts:</i>	<i>(4,434,332)</i>	<i>(3,660,877)</i>			\$ 1,200,000.00 Summer tuition estimate
Net:	15,059,430	14,759,101			\$ (130,151.61) Subtotal
Graduate Tuition:	3,882,940	3,972,491	102.31%	89,551	
<i>Related Discounts:</i>	<i>(521,686)</i>	<i>(526,215)</i>			
Net:	3,361,254	3,446,276			
Housing and Meals:	11,034,299	10,688,380	96.87%	(345,919)	
<i>Related Discounts:</i>	<i>(1,565,058)</i>	<i>(1,901,942)</i>			
Net:	9,469,241	8,786,438			
State Appropriation	9,964,386	4,982,193	50.00%		
Other	1,475,941	1,264,677	85.69%		
	39,330,252	33,238,686	84.51%		
<i>Discounts</i>	<i>6,521,076</i>	<i>6,089,034</i>	<i>93.37%</i>		
Total FY23/24 Revenue Budget	45,851,328				
<u>Uses:</u>					
Personal Services*	19,746,509	9,477,243	47.99%		
Fringe Benefits	4,983,176	2,394,193	48.05%		
Utilities	2,265,094	1,168,143	51.57%		
Debt	2,691,137	1,348,801	50.12%		
Rent	1,206,258	579,525	48.04%		
Contractual Services	3,409,502	1,889,196	55.41%		
Other	5,003,275	2,923,100	58.42%		
	39,304,951	19,780,200	50.32%		
<i>Discounts</i>	<i>6,521,076</i>	<i>6,089,034</i>	<i>93.37%</i>		
Total FY23/24 Expense Budget	45,826,027	25,869,235	56.45%		
<u>Net Income (+)/Loss (-):</u>	25,301				
Total Tuition / Housing and Meals Revenue	34,411,001	33,080,849			
Total Discount	<i>(6,521,076)</i>	<i>(6,089,033)</i>			
Total Net Tuition / Housing and Meals Revenue	27,889,925	26,991,816			
*Personal Services/Fringe Benefits (includes 13 out of 26 pays + increment)			50%		
All Other Expenses (6/12 months)			50%		

BOARD POLICY 56: DEADLY WEAPONS-NOTICE OF INTENT*

WEST LIBERTY UNIVERSITY

Action Item

A Notice of Intent to review and update Board Policy 56: Deadly Weapons. Once updated, this policy will be sent to campus for a 30-day comment period and BOG approval will be requested at the June 5th, 2024, Board meeting.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the Notice of Intent of the stated policy.

NAMING OF SOFTBALL COMPLEX*

WEST LIBERTY UNIVERSITY

Action Item

Board Policy 5 requires approval by the Board of Governors for the naming of buildings at West Liberty University. President Borchers recommends that the softball stadium and surrounding area, including the new building facility, and the Belmont Savings Bank Practice Facility be named the “The Belmont Savings Bank Softball Complex.” Doing so is consistent with the current gift acceptance policies.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the naming of the softball complex as stated.