

**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