

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, June 13, 2007

ATTENDANCE:

Board Members: Clyde Campbell, Al de Jaager, Lynne Exley, Roseanna Keller, Larry Miller, John Moore, Bernie Twigg, Aaron Wilkinson

Unable to Attend: Mary Blair

Administration/Faculty/Staff: Bev Burke, J. D. Carpenter, Jim Clark, Jim Compston, Matthew Cottle, John L. Davis, Adam Green, Donna Lukich, John McCullough, Brian Noland, Ann Rose, Shane Stack, Mike Turrentine, Jim Watson, Ron Witt

1. **Call to Order:**

Mr. Moore called the meeting to order at 5:40 p.m. The Board will go ahead with other agenda items in order for the Chancellor to have a few minutes for dinner.

2. **Presentation by Dr. Brian Noland, Chancellor:**

Mr. Moore stated that it is a privilege to have the Chancellor with us this evening. Dr. Noland stated that this is a good presentation and will say things we need to take to heart. He then thanked Dr. McCullough for being a wonderful colleague and true friend. Dr. Noland is working with Dr. McCullough on the Master Plan Sub-Committee and that Dr. McCullough has gone above and beyond the call of duty on this committee. Dr. Noland further stated that Dr. McCullough is probably the greatest president ever in the entire history of West Virginia Higher Education. Dr. Noland then presented his information to the Board.

Following the presentation Dr. Noland thanked the Chair and President for the opportunity to share this information. WLSC is the first to see this presentation within the State. Mr. Moore asked what strategies the Chancellor has seen other boards bring to the issues presented. Dr. Noland stated that too often people look at post secondary education, buildings like this, and the opportunities of higher education, and the public perspective is that higher education doesn't have any problems. We need to convey to the public that good things are happening in higher education to be competitive and to increase the investment in post secondary education. Instructors are leaving for better salaries and students are leaving to the competition. We need a resource base to be competitive. Another strategy is to look out across relationships with local civic and community groups and enhance these relationships. Not just for funding, but for enrollment. The same feeder high school that was successful in the past may now miss the market. We need to concentrate on the non-traditional market.

Mr. Wilkinson asked, if the table gaming passes and the revenue it generates is supposed to counter balance the state deficiencies, do you think the generated dollars will free anything up for higher education? Dr. Noland stated he has had discussions with others about the revenue that was to offset declines associated with gaming in Pennsylvania. As an investment in education such as endowed shares, research, capital; long term sustained growth in base funding may not happen through tables games, but could be a one-time opportunity for funding. We're the only state in the nation that makes students pay capital fees. Our state colleges and universities are built on the backs of students. We need a surplus toward deferred maintenance.

Dr. McCullough stated that there is data specific to the Northern Panhandle, and we will use this information in what we do at WLSC in marketing and recruitment. Dr. Noland introduced Dr. Adam Green, Research and Planning Analyst in the diversity office whose focus is on data, analysis, and policy government. He will provide information to local boards and the State to make better informed decisions.

Ms. Exley noted that they are working very diligently with the administration and staff of college, but is there an initiative ongoing to assist with board of governor's development? Dr. Noland state this is something they are working towards. There has been such a recent turnover on the HEPC board that he is working on their training. Once the HEPC board gets up to speed he will look at a state-wide board training.

Dr. McCullough presented the Chancellor with a certificate of appreciation, stating that WLSC has seen many chancellors over the years and many were never on this campus. Dr. Noland has made multiple visits to West Liberty since taking office. If ever there was a breath of fresh air for West Virginia public higher education, it is standing here and we are happy Dr. Noland is here in West Virginia.

3. **Swearing in of New Board Members*:**

Mr. Moore explained why the recent Board appointees, along with Dan Greathouse, could not serve on the WLSC Board of Governors. This is being reviewed by the Governor's Office, but it is in WV Code that if you are an elected official or employed as an official of the state, the Code says you cannot serve on the Board. The only exception to this is the superintendent of schools in each county. A number of members of various boards in the state are tendering their resignation because of this technicality. Additional appointments will be made by the Governor's Office.

3. **Approval of Minutes*:**

Full Board

02/07/07
02/09/07
03/29/07
04/25/07
05/11/07

Executive Committee

01/16/07
03/09/07

ACTION ITEM I:

A motion to approve the minutes of the full Board of February 7, February 9, March 29, April 25, 2007, and May 11, and the Executive Committee of January 16, 2007 and March 9, 2007 was then made by Bernie Twigg and seconded by Clyde Campbell; motion passed unanimously.

4. **Election of Officers*:**

Mr. Miller stated that the Nominating Committee has met, and they are asking the slate for the Executive Committee of the Board of Governors to be Bernie Twigg as Chair, Clyde Campbell as Vice Chair, Lynne Exley as Secretary, and John Moore as past Chair. The Committee hoped that this slate will be approved by the Board. Mr. Moore opened the floor to discussion.

Mr. Wilkinson asked what the Board's rule is on ad hoc committees. Mr. Moore did not know the answer to his question. Ms. Exley voiced concern with the nomination of Dr. Campbell as Vice Chair since he had stated he would be leaving the Board of Governors. Dr. Campbell serves on this Board and is Chair of the Foundation Board. Dr. Campbell stated that if and when the Foundation passes the contemplated resolution to totally separate from there being no connection whatsoever with state regulated bodies such as the Board of Governors, he would step down from the Board of Governors. Dr. Campbell stated that there is already a document in existence that literally separates those two bodies because there have been times in the past when our education Board simply took money from the Foundation Board. There is not an absolute clear cut separation document in existence, but is a grey area. If the Board of Directors of the Foundation make that distinction more precise and more defined, Dr. Campbell would need to resign from the Board of Governors.

Mr. Moore stated that "if" and "when" are pretty big words and that he does not have the power to foresee the future. Mr. Moore asked if there was any further discussion on this matter. Ms. Exley stated that she is concerned since Dr. Campbell stated at the July 21 meeting of the Foundation Board Executive Committee that his retirement from the Board of Governors was in the works, and that we would be electing him to a position and he will no longer be serving on the Board in a month. The candidate should be committed to the Board. As committed as Dr. Campbell is to this College, as we all are, we should put somebody in that position who we know will fulfill those requirements.

Mr. Wilkinson asked if Board members are allowed to nominate other members as officers and how this is done. He then nominated Lynne Exley for Chair of the Board of Governors.

A motion to nominate Lynne Exley as Chair of the West Liberty State College Board of Governors was made by Aaron Wilkinson and seconded by Al de Jaager; motion passed unanimously.

Mr. Moore moved that we close nominations and vote for officers of the WLSC Board of Governors.

A motion to close nominations of officers of the West Liberty State College Board of Governors was made by Bernie Twigg and seconded by Larry Miller; motion passed unanimously.

Mr. Moore asked for a vote of those in favor of Lynne Exley as Chair of the WLSC Board of Governors. Those in favor were Mr. Wilkinson, Dr. Campbell, Ms. Exley, and Mr. de Jaager.

Mr. Moore then asked for a vote of those in favor of Bernie Twigg as Chair of the WLSC Board of Governors. Those in favor were Mr. Miller, Mr. Twigg, Ms. Keller, and Mr. Moore.

After a brief discussion, Mr. Moore stated that the Nominating Committee would meet again, followed by a special meeting of the Board to elect officers before the end of June.

5. **Tentative Schedule of Meetings July 2007 – June 2008*:**

The Board of Governors is asked to review the proposed dates on the attached schedule for any major conflicts in order to establish firm meeting dates for the year beginning July 1, 2007. Additional meeting dates may be built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. If this is done, one or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact.

Dr. McCullough stated that this is the same schedule as in the past as far as the months of the meeting and the 5:30 p.m. start time in Boyle Center. It reflects the pattern that the Board has followed for a number of years. Mr. Wilkinson

asked that the October 17 date be moved either a week earlier or a week later since this is homecoming week. The Board will take this request under consideration.

ACTION ITEM II:

A motion to approve the West Liberty State College Board of Governors meeting schedule for July 2007 through June 2008 was then made by Lynne Exley and seconded by Bernie Twigg; motion passed unanimously.

6. President's Report:

Dr. McCullough thanked John Moore, Al de Jaeger, Aaron Wilkinson and Lynne Exley for taking part in the spring commencement ceremony held May 12. 266 students were graduated with over 2,000 family members and friends in attendance. Senator Bowman gave an excellent commencement address. The reception following commencement is not just for the graduates, but also parents and friends. It may take some extra dollars for this reception, but it's an excellent investment in the future. Friends and family members have an opportunity to see the campus and it's a positive sendoff for the graduates. Sodexo did a wonderful job on the reception and it was a day appreciated as indicated by the positive feedback from parents and friends.

Last weekend was the Silver Bears Alumni reunion, of which Dr. Campbell is one of the founding fathers. This year's reunion was honoring the class of 1957. We had a nice turn out with a lot of positive feedback from alums impressed with the appearance of the campus and the new Media Arts Center. We greatly appreciate the outstanding job Ron Witt and his staff did on this gathering. Matthew Cottle and his staff were also involved with much of the weekend events.

The Pittsburgh Alumni Chapter held their fund raiser golf outing on June 1. Chuck Jeswilkowski and Ron Witt did an excellent job coordinating this event. This is the Pittsburgh chapter's largest individual fund raising event held each year.

J. D. Carpenter will give an update on fall enrollment later in the meeting, but numbers continue to track positively, along with residence hall occupation and the metro rate return. A signature element within these numbers is that it appears we are going to have an above average number of Elbin Scholars, the highest academic scholarship award WLSC gives, along with a large number of other scholarships including the Presidential and Foundation Scholarships.

The flag pole dedication and new seating area was held a few weeks ago. The dedication was not only a showcase for the new WLSC flag designed by students, but also representative of the hundreds of service personnel connected to West Liberty who have served in the armed forces. Representation by the local honor guard also assisted in making this a very nice event.

New directional signage has been added to the campus. We will continue with the signage enhancement for the College. The marquis on the student union and along Rt. 88 will keep our students informed of campus activities.

Renovations continue on Beta Hall for possible occupancy in the fall. HVAC renovations in the east wing of Main Hall are ongoing, and a search process is under way to fill Jeff Turner's position as Director of Facilities Management. We will continue this search and hope to get this position filled in the near future.

The HLC/NCA accreditation and self-study work continues at a rapid pace throughout the summer. Donna Lukich is one of the leaders of the campus group working on the study and will have more information shortly. The accreditation is essential to WLSC's operation and we are working extremely hard in preparation for our visit later this year.

The WLSC Summer Honors Academy will start on Monday. J. D. Carpenter will have more details, along with the fact that there are substantially more students than last year. The Summer Academy is a good initiative and popular with high school students.

The tour of Italy by Al de Jaeger and the Chamber Choir was a once in a lifetime experience. Dr. McCullough thanked Lynne and Ben Exley for hosting a fund raising reception for the event. A presentation will be made later in the meeting to Al for the Choir and this signature event. Along with that, the Governors School for the Arts has been awarded to WLSC for 2008, 2009, and 2010, which will reflect what we have on this campus in the way of the arts and fine arts. Al de Jaeger will be serving as Dean to 80 to 100 students annually as part of the arts school. Al and J.D. made an excellent presentation and represented the College exceedingly well. WLSC hosted this group in 2001 and 2002 and had a very positive experience. This, along with the many things happening on campus, creates a solid platform for President Elect Capehart to step into in a few weeks. Everyone on campus has worked very hard for that platform to be strong.

7. HEPC and Legislative Update (www.hepc.wvnet.edu):

Work continues on the Statewide Master Plan and Institutional Compact, on which Dr. McCullough serves on the subcommittee. The Chancellor already has Higher Education moving in the right direction for the Fiscal Year '09 budget and legislative initiatives. The Chancellor will speak to that and other matters shortly. We are thrilled to have Chancellor Noland here with us tonight.

8. **Academic Affairs:**

Dr. Lukich stated that the HLC/NCA work continues. The tri-chairs, Dr. McCullough and Dr. Lukich are meeting regularly to review our progress and plan for the visit. Dr. Melinda Kreisberg is writing the various sections of the report. A website has been created and linked to the homepage where documents will be posted.

We currently have five open faculty positions for fall 2007. We continue to conduct interviews for several openings, those being two in Math, two in Education (one general and one special ed), and one in Communications/Journalism.

We had hired Dr. Muhammed Aslam for one of the math openings. Dr. Aslam ended up declining our offer for another offer. We hired one of our long-time adjunct instructors, Jeremy Larance, as a Humanities instructor. Mr. Larance anticipates the completion of his doctorate in the fall of 2007. Serkan Catma will continue as an instructor in Financial Systems/ Economics. Serkan anticipates the completion of his doctorate later in the summer or fall of 2007. In Clinical Laboratory Systems (CLS) we hired Bonnie Porter, another long-time adjunct instructor. Bonnie previously had worked with our CLS program through Ohio Valley Medical Center. In Administrative Systems/CIS we have hired Dr. Jane Wallace. Dr. Wallace comes to us from Northwood University in West Palm Beach, Florida with over 35 years of higher education experience. Her program is being discontinued and she wanted to go where she could continue in her academic area. Christine Janosko has been hired in Professional Education and is masters prepared. In Political Science, Dr. Erik S. Root comes to us from Patrick Henry College in North Carolina with two years higher education experience.

Marylu Hutchins, our visiting Teacher in Residence from Ohio County, was named as Teacher of the Year from West Virginia and recognized in Washington, DC by President Bush. A posting is open now for another Teacher in Residence position with special education as our desired area of expertise.

Dr. Lukich requested that the Board add an action item to the agenda related to the request for approval of our first Master of Arts in Education Program. The proposed resolution for the program needs passed for the reports required for submission in July. Dr. McCullough stated that this program has passed all of the procedural steps on campus and is the same program we have been working on for a number of months. A summary of the program had been distributed to the Board members.

Mr. Moore stated that this item is admission critical as we talk about the hope and realization of becoming a university, and would ask the Board for their indulgence and approval of this program as an action item.

ACTION ITEM III:

A motion to approve the Master of Arts in Education Degree Program to be offered as the initial graduate program of West Liberty State College was then made by Lynne Exley and seconded by Roseanna Keller; motion passed unanimously.

Dr. Lukich then presented a card to Dr. McCullough from members of the campus community as a thank you for all he has done for the College.

9. **Enrollment Update:**

Dr. Carpenter stated that we will again be using the words cautiously optimistic. Applications accepted to date for fall 2007 are 4.4% ahead of where we were in 2007 as of June 1. This puts us over and above the 12% we were up in 2005-06 for first-year students. Transfers are running 10% ahead over last year and the year before that we were even. We are 79 applications ahead, which is a 5.3% increase over and above the 10.3% increase in 2005-06. Registration to date, which is the second marker we pay a great deal of attention to, is up 109 students from 2006, a 6.7% increase. The number of students who have paid or reserved space in housing is up 129 students, a 13% increase in the number of room reservations. This is over and above the 8% increase from the year before and 21% over June 1, 2005. We have been tracking steadily at these levels since we started tracking pre-registered students.

We are proud of the progress we have made with the Summer Honors Academy. In 2005 we tried to hold the academy but we did not have enough students to make it happen. Last year was the first year we were able to do it with 23 students that week. This year we have 42 students accepted and 38 students signed up for the program.

In the last couple of weeks, if you go to the second floor of Shaw Hall, it was a mess. One of the Dr. Carpenter's goals was to consolidate the housing operation and the Center for Student Success to provide better service to our students. We are just about done with all three phases of this consolidation. Many thanks go to Mr. Davis and the Physical Plant for their efforts on the building, and to Mr. Clark from IT Services to make this happen. We are very excited to see what we can do this fall.

Dr. Carpenter again stated that numbers for fall 2007 are encouraging at this point, but it's not August.

Mr. Moore stated that this is tremendous news and everyone involved, especially Dr. Carpenter's staff, and the whole College, are to be congratulated. This also goes for the students who work so diligently in the recruiting effort. Dr. Carpenter stated that the enrollment function is becoming a part of this institution's culture and that it's something everybody here has to do and we are catching on to very quickly. We have a wonderful resource on this campus,

meaning those people who bleed black and gold. It's a privilege to work with these folks. Mr. Moore stated that this is a refreshing change from the past few years.

Mr. de Jaager asked about transfer students. Dr. Carpenter stated that transfers are up 10% over last year. We had 216 as of June 1 last year and are currently at 240. This number is higher than numbers before 2003.

10. **Budget and Finance:**

Dr. McCullough echoed the Chair's positive comments on enrollment. Mr. Henry is on vacation, but looking at the FY '07 budget with one month left there are several things to note. Expenditures are not yet 100% and we are at a net increase with the \$2.1 million figure to be used for projects to be processed. The final figure will be substantially less than this as all end-of-year bills are paid and expenses are covered. On the left hand on Net Increase/ (Decrease), \$23,192 is a very conservative budget for this past year and we are confident we will come in well above this figure. The top line certainly always looks positive when you see 100%.

On the bond covenants you will see the requirements on the left, the 110%, 154%, and 163%. We substantially exceed these, which represents fiscal conservatism and the ability to repay those debt services. This budget will be more complete after June 30, but these numbers are tracking very positively as far as the FY '07 budget.

The FY '08 budget will begin July 1 and has not changed since the last Board meeting. This is a very conservative budget with a bottom line positive variance of \$14,090. We were able to incorporate campus based initiatives in services, personnel, and capital. Dr. McCullough noted on the top left you will see revenues and the lower left the metro rate of \$388,000. This number is the ultra worst case scenario. We are highly confident that this figure will not stand as a cost expense item, which will substantially increase the positive bottom line. These figures are the same you have seen previously. The tuition increase listed at 5.9% officially came in as a 5.71% increase. Mr. Henry and the entire College work to be acutely aware of the fiscal responsibility and try to be good money managers.

11. **WLSC Faculty Policies Approval*:**

At the February 7, 2007 meeting, the Board of Governors approved various faculty policies. No comments had been received regarding these policies by the close of the 30-day comment period; however, it was brought to the Board's attention that cosmetic editorial changes were needed on policy nos. 201, 216, 217, 229, and 247. It was also noted again, that no comments were received during the 30-day comment period.

ACTION ITEM IV:

A motion to approve Policy Numbers 201-Evaluation of Academic Unit Head, 216-Tenure and Promotion, 217-Criteria for Faculty Rank and Promotion, 229-class Admission and Attendance, and 247-Syllabus Policy was then made by Al de Jaager and seconded by Roseanna Keller; motion passed unanimously.

12. **Smoking Policy (30-Day Comment)*:**

Dr. McCullough stated he had a resolution for revision of Policy No. 47 – Tobacco Use and Guidelines. These revisions have been approved by constituent groups on campus, except for the SGA. Greatly condensed, these revisions call for a 20 foot smoking margin from buildings, windows, and breezeways as a smoke-free zone. This smoke-free zone does not currently exist. It is our understanding that we are the only state college or university that does not have such a policy. Some have a smoke-free zone of more than 20 feet. This smoke-free zone is done under the umbrella of personal and public health and safety and is something the campus committee has been working on for a few years. These revisions are being brought to the Board for 30-day comment at this time.

Mr. Wilkinson noted that with the 30-day comment period, since this is June, there are very few students and faculty members on campus. How will they be aware to give comments on this policy? Mr. Wilkinson would like to see this item tabled to a future meeting, a sub-committee created, and more research being done at the beginning of classes with surveys of students, employees, and parents to be presented to the Board before any type of vote be taken. In previous discussions, Mr. Wilkinson stated that Dr. Carpenter would be willing to Chair a sub-committee.

Ms. Keller agreed with Mr. Wilkinson. She has been through this issue in her workplace and did similar surveys with all employees, along with focus groups and discussions. It makes sense to table this issue to the August meeting and possibly vote at the October meeting.

Ms. Exley stated that she would be willing to Chair the sub-committee in order to allow Dr. Carpenter to focus on his regular duties.

ACTION ITEM V:

A motion to table the Smoking Policy issue until the August West Liberty State College Board of Governors meeting was made by Aaron Wilkinson and seconded by Roseanna Keller; motion passed unanimously.

13. **I-70 Science Center Subcommittee Update:**

Dr. Lukich stated that the strategic planning session for the I-70 Science Center held June 7 was well attended and included many individuals. Included was the original campus committee, along with members of the Foundation, Alumni, and Governing Boards. The session was held at Touchstone and facilitated by Mr. Capehart. There was much good discussion and the outcome was the addition of two committees with individuals charged in the further

exploration of the land and to tactually look at what documents we need for WLSC to take ownership of the property at the Highlands. A second group of individuals is more of a science core of individuals who will be working with schools in order to create a steady stream of revenue for this facility to operate and our ability to serve students in our local schools. Schools are expected to have wet labs and experiments in science, which local schools do not have. We want to schools to participate in a way to create opportunities in our new building, should it come to pass, where students come and have an experience in this direction. At this time there is not another meeting scheduled.

15. **Football Stadium Update:**

Jim Watson asked that the football stadium update and presentation be deferred until August, to which the Board agreed.

16. **SGA Alcohol Proposal*:**

ACTION ITEM VI:

A motion to table the SGA Alcohol Proposal by the West Liberty State College Board of Governors until the August meeting was made by Aaron Wilkinson and seconded by Al de Jaager; motion passed unanimously.

17. **Possible Executive Session – Personnel Matters*:**

Mr. Moore read the description of and resolution regarding the non-classified position titled “Director of International Recruiting” and entertained a motion to approve this position. Pursuant to WV Code § 6-9A-4, a motion to retire to executive session was made by Al de Jaager and seconded by Aaron Wilkinson; motion passed unanimously.

Following discussion in executive session, a motion was made to rise from executive session.

ACTION ITEM VII:

A motion to approve the non-classified position titled “*Director of International Recruiting*” by the West Liberty State College Board of Governors was made by Al de Jaager and seconded by Roseanna Keller; motion passed unanimously.

Dr. McCullough presented certificates to recognize two individuals in attendance since this is officially their last Board meeting; faculty representative Al de Jaager and Student Government Association representative Aaron Wilkinson. Dr. McCullough also presented to Mr. de Jaager, as Director of the Chamber Choir, and also to the Chamber Choir, a resolution regarding the organization of the Choir’s trip to Italy, and the Choir’s outstanding representation of West Liberty State College.

Mr. Moore than read into record a resolution honoring Dr. McCullough.

PROCLAMATION HONORING JOHN P. McCULLOUGH

WHEREAS, John P. McCullough has demonstrated exceptional dedication to West Liberty State College most recently as Interim President for the past nearly two years; and

WHEREAS, John P. McCullough, during his 36 years at the College, has also served as Provost and Vice President of Academic Affairs, Dean of the School of Business Administration, tenured Professor of Management, and Chair of the Department of Management and Administrative Systems ; and

WHEREAS, John P. McCullough is an enthusiastic advocate of the College, giving freely of his time, energy, and dedication to every entity of West Liberty State College; and

WHEREAS, John P. McCullough holds the College and himself accountable to high standards of quality, integrity, and loyalty; and

WHEREAS, John P. McCullough supports the vision for West Liberty State College as a model of educational excellence; and

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation to John P. McCullough for his exemplary service to the College;

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to John P. McCullough.

John W. Moore, Jr., Chair
West Liberty State College Board of Governors
June 13, 2007

Adopted by the West Liberty State College Board of Governors on this 13th day of June 2007

Lynne Exley noted that she, Ben and Allison were on the trip, along with Matthew Cottle. They had a wonderful time and the students were very disciplined. West Liberty would have been proud of them and the fringe of people that went along on the trip. Three concerts were planned, but some of the music wasn't planned. At one point the Choir was in front of the Coliseum and sang "*Elijah Rock*" and the people were blown away. The Choir performed the song fabulously and the people loved the performance.

18.

Adjournment:

The meeting adjourned at 7:40 p.m.

John Moore _____
Chair

Lynne Exley _____
Secretary