

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**Executive Committee
Minutes
September 29, 2021**

Executive Committee Members Present: Jack Adams, Rich Lucas

Board Members Present: Richard Carter

WLU Administrators: W. Franklin Evans, Scott Cook, Stephanie Hooper, Shemrico Stanley, Bonnie Suderman

1. Chair Lucas called the meeting to order at 8:06 a.m.

2. President's Update
 - a. Committees
Dr. Evans started the meeting discussing the format of the committees so that all sub-committees will commence before the executive committee meeting. The committee report will come from the President's office along with any action two weeks in advance. However, all committees will be meeting during the week of November 13-15, 2021 in preparation for the December Board meeting.

 - b. Governor
Dr. Evans expressed his excitement to have Governor Jim Justice on campus this week to give away a car to a student via the vaccine lottery.

 - c. COVID-19 Update
The CIRT team, along with the faculty, has taken the Moderna vaccine which was the dominant in this area but it currently does not have a booster shot. However, 85% of employees are vaccinated and 50% of our students have been vaccinated.

 - d. Vendors
The Sodexo contract is coming to an end. We anticipate other companies will come in to bid to show us what they can do for the University. Our Subway vendor is no longer on campus.

 - e. Topper Village
The third building directly across from campus is finally complete. They wanted WLU to take ownership of the building mid-semester; however, that would not be prudent financially. Ideally, we want ownership come January. Attorney Hooper is negotiating these details with the vendor.

 - f. Governance Committee Question
Trustee Carter asked about the Governance Committee and its focus. President Evans asked that some items of focus should be around Board performance, President's review, and the Universities' Mission. However, President Evans will meet with each committee to provide a charge and focus.

 - G. Homecoming
Homecoming will be held the weekend of October 15-17, 2021.

3. Enrollment Update
 - a. Enrollment
Mr. Cook started his report with the verification of enrollment report. He stated that we are currently at 2,085 students (headcount) which is down 139 students from Fall 2020. However, the University is still registering students until October 11th.

- b. High Schools
Mr. Cook mentioned a possible reason for the decline in enrollment is that high school early entrance numbers are down in WV. Additionally, John Marshall High School has cancelled some fall classes until the spring. He also mentioned that Wheeling Park High School is down students as well.
 - c. Housing
Mr. Cook stated that our housing count is down. We are currently at 981 students, but had 1,032 students in the residential halls last year. This is a decrease from last year.
 - d. Purchased Names
The Enrollment Management team purchased names from College Board to assist with recruitment for next year. Additionally, they have removed standardized testing for the fall.
 - e. Fees
We need to look at our tuition and fee structure. In state, we have the highest tuition cost. We need to review our metro rate. For “out-of-state” students, it is no longer an incentive to come to WLU. PA students are paying 16K more over four years to attend WLU. Mr. Cook suggested that we really look at our cost of attendance to help with recruitment.
4. Budget
- a. Tuition and Fees
Ms. Hudson started with the undergraduate tuition and fees rate, which is currently at 52%. Ideally, that number should be closer to 50% because we are at the close of the fall semester.
 - b. Graduation Tuition
Graduate tuition is running accurately with the increase of graduate students.
 - c. Room and Board
The fee is down this year at 47%. This should be closer to 50% since the fall semester has been billed.
 - d. State Appropriation
They are included in this report.
 - e. Personal Services
They are running smoothly which includes six out of 26 pays.
 - f. Rent
Includes all of the fees for Topper Village.
 - g. Expenses
Expenses are running under average of 20%.
 - h. Budget
The annual budget is not balanced and we will likely require \$800 in possible cuts from IT and facilities. Budgets are uploaded in the system so departments will be able to view their budgets moving forward.
8. The meeting was adjourned at 9:06 a.m.

Richard Lucas _____
Chair

Jamie Evick _____
Secretary