# West Virginia State University Board of Governors Erickson Alumni Center, Grand Hall Minutes September 20, 2013

### 1. Call to Order

Chair Susman called the meeting of the West Virginia State University Board of Governors to order at 9:00 a.m.

**Present**: Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Mr. Rowe, Mr. Salyers, Dr. Smith, Mr. Swingle, Dr. Thralls, Mr. White, and Mr. Williams.

# 2. Verification of Appropriate Notification of Public Meeting

Notification was verified. The Chair noted that there was a quorum.

# 3. Approval of Agenda

Mr. Swingle motioned to approve the agenda as presented and Mr. White seconded the motion; motion carried.

# 4. Approval of Minutes for June 12, 2013 and June 13, 2013

Mr. Swingle motioned to approve the minutes for the special meeting held on June 12, 2013, and Mr. White seconded the motion; motion carried. Mr. Swingle motioned to approve the minutes for the annual meeting held on June 13, 2013, and Mr. White seconded the motion; motion carried.

### 5. Remarks from the Board Chair

Chair Susman thanked the staff, Dr. Smith, and the alumni who worked on the Inauguration events. With regard to communication from members of the Board requesting information, Chair Susman asked that those requests be submitted to Mrs. Ashley Schumaker. She will work with the appropriate staff and send the requested information to the Board. He noted that a publication on the role of board members by the Association of Governing Boards of Universities and Colleges was mailed to board. There will be a Board Retreat later in the year and more information will follow in the near future.

Chair Susman said he would like to develop an ad hoc committee for the purpose of establishing a process to evaluate the President. The ad hoc committee will consist of Mr. Konstanty as Chair, Mrs. Jarvis, Mr. Lipscomb, Mr. Swingle, and Dr. Thralls. Chair Susman said if there are no objections, he would like to proceed with appointing the group. Any action from the ad hoc committee will come to the full Board for approval. There being no objection, Chair Susman indicated he will proceed with the appointment.

### 6. Remarks from the University President

President Hemphill said the University is reaching new heights this year. This fall semester, 432 new students joined the State family, compared to 291 last year. He recognized Ms. Kitty McCarthy, as well as the Admissions and Financial Aid staff, some of who were present at the meeting, for their hard work. President Hemphill provided an update on the

wireless and classroom upgrades that were completed over the summer. He also introduced new faculty and staff members –Mr. Alan Skidmore, Dr. Kimberly Whitehead, Dr. Cristi Carson, and Dr. David Bejou. The President announced that the University has been awarded four grants totaling \$1,696,462 from the USDA National Institute of Food and Agriculture 1890 Capacity Building Grants Program. This represents the maximum allowable award total for a single institution, and the second consecutive year the University has achieved maximum funding. The President concluded his remarks with an announcement about the bonds to support the new residence hall. The bonds were available for sale on September 17, 2013; sales were to conclude on September 24, 2013, but sold out in one day. He said oversight for the sale is provided by RBC Capital.

Chair Susman asked that the Board of Governors be informed about how to sign into the new wireless system. Mr. Tom Bennett and Mrs. Ashley Schumaker will get the information to the Board.

### 7. Possible Executive Session

Chair Susman asked that the Board move ahead to agenda item 8. Mr. Williams motioned for the Board to go into executive session according to West Virginia Code 6-9A-4, to discuss personnel and property issues. Mr. Konstanty seconded the motion; motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mr. Williams. Mr. Konstanty seconded the motion; motion carried.

# 8. Report from the University President

With information regarding agenda item 9.a. being discussed in executive session, the Board proceeded on to the President's Report.

- Action item 9.a.: President Hemphill said he brings before the Board a resolution for the Athletic Complex to move forward with the bank note with gifts and donations coming in later. Dr. Guetzloff motioned to adopt the resolution. Mr. Swingle seconded the motion; motion carried.
- Item 9.b.i.: The Admissions staff is well on-task with regard to recruitment. The staff are continuing to build relationships with local high schools and utilizing systems that were put into place by the Enrollment Management team.
- Item 9.b.ii.: The University is in the self-study phase of the reaffirmation of accreditation. Two new co-chairs were recently appointed: Dr. Kimberly Whitehead and Dr. Tom Kiddie. Dr. Cristi Carson is working with the co-chairs on the assessment pieces. The team will give a formal report at the November 14, 2013 Board of Governors meeting. There will be a mock site visit this summer where the University will go through the full process and receive feedback. The University will then have approximately one year to make changes and final preparations for the actual reaffirmation visit.
- Item 9.b.iii.: The University is required to submit two Compact reports this year. The first submission is a final report in the state's master plan for higher education, *Charting the Future*, 2007-12. The second is an initial submission for the state's

master plan for higher education, *Leading the Way*, 2003-18. Currently, University staff is analyzing data and preparing information to draft both required reports. As both reports are due by November 1, 2013, an additional meeting of the Academic Policies Committee will need to occur and the full Board will need to meet to accept the Committee's recommendation and grant full board approval. Dr. Thralls added that it is unusual to have two Compacts, which makes it challenging in terms of volume. Therefore, he wants to ensure that the Board has as much time as possible to review the reports. Chair Susman noted that the Academic Policies Committee membership was expanded in part due to these reports and the changes that will be made in the coming years.

• Items 9.b.iv. and 9.b.v.: President Hemphill deferred to Mr. Jones to present the Legislative Audit Report and the Fiscal Year 2014 Budget Update. Mr. Jones said the Legislative Audit Report has been completed and they have reviewed and responded to all of the audit items. The legislative committee will meet in the near future and once the Legislative Audit Report is complete it will be shared with the Board. The University is taking remedial action on the anticipated findings.

Mr. Jones then referred to the BOG E&G budget report through August 31, 2013 located on page 14 of the Board book. Currently, the University is at 17 percent, which equates to being on-budget. The last column shows year-to-date figures for both expenses and total revenue. The total revenue is below the target of 17, and many factors are involved with one being that we do not have the tuition and fees income included, because it has not been collected yet. The clearance account had a balance of \$620,462 and 75 percent of that will end up in E&G. Financial aid has not been disbursed at this time, so revenues are showing below target. This is also the time of year when we traditionally experience cash issues. Year-to-date expenditures, as explained in note 4, tells us that faculty salaries do not start until September. All numbers are on a cash basis and Mr. Jones hopes to have GAP interim reporting in the future. The President's area is only at 12.87 percent. The athletics scholarships under the President's area will not be posted until October. Physical Facilities Central Services had \$108,000 that had not been transferred. These expenses go into an auxiliary account and are charged to the areas that received the service.

College-wide activities shows where we move funds in and out where we have issues with cash liquidity. Mr. Salyers asked about where the funding is removed from Fund 4612 and Fund 4611; Mr. Jones said it is simply a movement between the accounts. Dr. Guetzloff asked why the budget for supplies under the President's Office is much larger than Academic Affairs. President Hemphill said that if you look at the budget from last year before he arrived, you will see a difference, and now Athletics has been moved into the President's area and some of the supplies purchases, contracts, etc. also come from that account. Dr. Guetzloff expressed concern, which he has noted in the past, about the lack of funds for Academic Affairs. Chair Susman said they can look at a breakdown of supplies later, but he noted that the Board did approve the budget. He said a discussion on policy can be held at a later time.

Mr. Jones presented an update on auxiliaries, which are shown on page 16. He said part of the reason that the University Union is low is because we are due \$136,000 from Kanawha Valley Community and Technical College, which has not been paid. Other areas are greatly impacted by the fact that, as of this report, we did not have students on campus. He provided an overview of the auxiliary accounts and charges. He said the next budget report for the Board will cover September and many of these numbers will come back in line. Mr. Salyers asked about a change in funding and Athletics budgeting; even though they understand this falls under the President's area, the Board needs to be able to understand specifically how the expenses flow different from the President's area and Athletics. Mr. Williams said the finances that were committed through bonds from Kanawha Valley Community and Technical College are going into arbitration. There will be a meeting in the near future regarding how to move forward.

The Board moved back to agenda item 7 following the President's report.

# 9. Reports from Board Committees

### **Institutional Advancement:**

Chair Susman chaired the Committee and presented the report.

- Fundraising dollars increased from approximately \$621,000 last year to \$2.2 million for Fiscal Year 2013. The University has raised \$673,000 dollars through first quarter of Fiscal Year 2014.
- The number of donors increased from 379 to 780 in the past year.
- Homecoming programs were distributed to the Committee and copies will be given to all of the Board members. Individuals may register online for events. Mr. Swingle and his business partner, Ms. Cindy McGhee, will conduct a planned giving seminar as part of the Homecoming activities.

### Audit:

Mr. Williams chaired the Committee and presented the report.

- The members re-elected Mr. Williams as Committee chair. In the absence of the chair, Mr. Salyers will act as the presiding officer.
- Discussion was held about the legislative audit, which was covered earlier by Mr. Jones under the President's report.

### Recruitment and Retention:

Mr. Lipscomb chaired the Committee and presented the report.

- The Committee welcomed a new member, Mrs. Jarvis.
- The members re-elected Mr. Lipscomb as Chair and Paul Konstanty as Presiding Officer in the absence of the Chair.
- The University had an increase in first-time, full-time freshmen. As of September 13, 2013, there were 424 new freshmen enrolled, compared to 291 last year. September 27, 2013 will be the official enrollment reporting date.
- The number of transfer students for fall 2013 is 513, a decrease of 6.6 percent.
- A study was done from county-to-county and they listed our top ten high schools. The study also looked at increases for out-of-state and in-state students. The study indicated that we experienced increases in all areas.

- This year, the University will participate in 112 college and career fairs. Fairs will be held in 12 different states. Admissions staff will also visit 90 percent of public schools across West Virginia this fall.
- ACT scores increased from 19.8 to 20.
- The incoming class has an overall GPA of 3.03.
- The retention rate is 52 percent, which is an 1.1 percent increase from last year. Moving forward, there will be a greater focus on upper classmen.
- The commuter meal plan has been successful and only 12 students have asked to be withdrawn from the plan.

# **Academic Policies:**

Dr. Thralls chaired the Committee and presented the report.

- Dr. Thralls was re-elected as Chair. In the absence of the Chair, Mr. Konstanty will act as the Presiding Officer.
- The Committee will have periodic program reviews again this year.
- The Committee will be monitoring the reaffirmation of accreditation process.
- Several new academic programs will come before the committee throughout the year. Some programs are already in the pipeline such as Public Administration and Nursing.

#### Finance:

Mr. Salyers chaired the Committee and presented the report.

- The Committee re-elected Mr. Salyers as Chair and Mr. Williams was elected Presiding Officer in the absence of the Chair.
- The residence hall bonds were sold at an interest rate of 6.72% into market.
- The last disbursement was made for Fleming Hall.
- Oil and gas drilling activities will begin in the latter part of this month.
- Mr. Jones provided an update on funding issues with Kanawha Valley Community and Technical College.

# 10. Other Matters

Mr. Swingle commented that the President's Report that was recently mailed out is an excellent piece and great marketing tool. Mr. White wanted to make a statement for the record regarding assistance he received from two faculty members. He recently discovered a serious health risk and Ms. Kim Cobb and Mr. Sam Holdren helped ensure that he received medical treatment and that he had the medications he needed. He said that as an out-of-state and commuter student, he is grateful for the caring faculty who helped save his life. Mr. White said they have not only become friends, but also family to him, and he wanted to publicly thank them for their care and concern.

# 11. Next Meeting Date

The next meeting date is November 14, 2013.

# 12. Adjournment

There being no further business, the meeting adjourned at 11:00 a.m.

Respectfully submitted,

L. Vincent Williams Secretary

Approved: \_\_\_\_\_ Tom Susman Chair