

**West Virginia State University Board of Governors**  
**Erickson Alumni Center, Grand Hall**  
**June 18, 2015**  
**Minutes**

**1. Call to Order and Roll Call**

Chair Susman called the meeting of the West Virginia State University Board of Governors to order at 12:31 PM. He welcomed new classified staff representative Ms. Daisy Squirts and administered the oath of office.

**Present:** Ms. Guetzloff, Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Mrs. Pitchford, Dr. Smith, Ms. Squirts, Mr. Susman, Mr. Swingle, Dr. Thralls, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

**2. Verification of Appropriate Notification of Public Meeting**

Mr. Swingle motioned to verify appropriate notification of the meeting, and Mr. Konstanty seconded the motion. The motion carried.

**3. Review and Approve Meeting Agenda**

Dr. Thralls motioned for approval of the agenda as presented, and Mr. Swingle seconded the motion. The motion carried.

**4. Review and Approve Minutes of Previous Meeting**

Mr. Swingle motioned for approval of the minutes of the April 23, 2015 meeting, and Dr. Thralls seconded the motion. The motion carried.

**5. Announcements from the Chair**

- a. Prior to the Board meeting, a resolution was drafted to recognize Ms. Guetzloff for her service as the student representative on the Board of Governors. Chair Susman read the resolution aloud and asked that a copy be attached to the meeting minutes for the record. Dr. Guetzloff motioned for adoption of the resolution, and Mr. Swingle seconded the motion. The motion carried. Chair Susman and President Hemphill presented a ceremonial copy of the framed resolution to Ms. Guetzloff.

Members of the Board recognized Mr. Susman for his service as chair for two, consecutive one-year terms. A resolution was drafted prior to the meeting acknowledging Chair Susman for his exemplary leadership on the Board. The resolution was presented to Chair Susman, and Dr. Smith read the resolution aloud and asked that a copy be attached to the meeting minutes for the record. Following the presentation, Chair Susman said it has been an honor to serve as Chair of the Board. He expressed his appreciation to everyone for their work to meet the University's mission and serve its students, as well as their contributions to the Kanawha Valley and throughout the state. President Hemphill thanked Chair Susman for his commitment and dedication to the University. Vice Chair

Smith and President Hemphill presented a ceremonial copy of the framed resolution to Chair Susman.

- b. Chair Susman said the following dates have been proposed as outlined on page 13 of the Board book for Fiscal Year 2016 meeting dates – September 3, 2015; September 4, 2015 (retreat); October 29, 2015; January 27-28, 2016; March 17, 2016; April 28, 2016; and June 16, 2016. He deferred to Mrs. Schumaker to provide an update on the proposed dates. She said discussion was held after the dates were distributed, which resulted in a proposal to change September 3-4, 2015 to September 10-11, 2015 and add a regular meeting date to be held on December 11, 2015. Following Board discussion, Mrs. Pitchford motioned for approval by the Board to approve the proposed Fiscal Year 2016 meeting dates as amended. Mr. Swingle seconded the motion, and the motion carried.
- c. Chair Susman said three officers are to be elected during the Annual Meeting each year and become effective on July 1. Chair Susman opened the floor for nominations for Chair. Mr. Williams motioned for approval by the Board to elect Dr. Smith as Chair, and Mr. Swingle seconded the motion. Dr. Thralls moved to close the nominations for Chair, and Mrs. Pitchford seconded the motion. The motion carried. Chair Susman opened the floor for nominations for Vice Chair. Mr. Swingle motioned for approval by the Board to elect Mr. Konstanty, and Dr. Thralls seconded the motion. Dr. Thralls moved to close the nominations for Vice Chair, and Mrs. Pitchford seconded the motion. The motion carried. Chair Susman opened the floor for nominations for Secretary. Mr. Swingle motioned for approval by the Board to elect Mr. Lipscomb as Secretary, and Mr. Williams seconded the motion. Dr. Thralls moved to close the nominations for Secretary, and Mrs. Pitchford seconded the motion. The motion carried.
- d. Chair Susman said the Board of Governors Bylaws and Board of Governors Policy #61 specifies that the Presidential Review Committee shall be appointed each year. He proposed the following membership: Mr. Konstanty, as Chair; Mr. Lipscomb; Mrs. Pitchford; Mr. Swingle; and Dr. Thralls. Dr. Guetzloff inquired about revising the policy for the Board's faculty representative to be a permanent member of the Committee, and Chair Susman said this could be placed on a future agenda for discussion. Dr. Smith motioned for approval by the Board to appoint the Presidential Review Committee as recommended, and Mr. Williams seconded the motion. The motion carried.

## **6. Reports from Board Committees**

### **Recruitment and Retention:**

Mr. Lipscomb chaired the Committee and presented the report.

- Freshman applications for fall 2015 increased 17 percent over last year. In-state applications are up 27 percent, and out-of-state applications increased nine percent.
- The Committee received information on the top 10 feeder schools. The Mini-State Days are beginning to show benefit with increases from these schools.

- To date, freshman admits are 1,200, and confirmations are 416, compared to last year's final number of 357.
- Data entered into the EMAS system will show results on investments and help provide a gauge for what efforts are working and what could be improved.
- Transfer applications and admits increased, and transfer confirmations are even compared to this time last year.
- The Parent Program will be implemented this year for freshman parents.
- Welcome Days will have increased activities to provide more opportunities for students to become engaged on campus.
- The first group of English as a Second Language (ESL) program students arrived on campus, and the students are having a great experience.

#### Audit:

Committee Chair Williams participated by conference call. As a result, Mr. Swingle presided over the meeting and presented the report.

- The Committee received an update on the security audit.
- Internal cash audits are continuing on a periodic basis.
- The external audit will begin on July 27, 2015. Business and Finance staff are working to reconcile accounts, close books, and make necessary preparations so the auditors can begin their work as scheduled.

#### Finance:

Committee Chair Salyers was unable to attend. As a result, Mr. Swingle presided over the meeting and presented the report.

- The Committee received a budget report on each area.
- Discussion was held about the auxiliary accounts and most have positive net activity.
- The Committee received an update on gas wells and cost of savings.
- To date, 305 residence hall applications have been received.

#### Academic Policies:

Dr. Thralls chaired the Committee and presented the report.

- The Committee voted to recommend that the M.A. and M.S. in Biotechnology programs be continued with certain conditions. The Committee will add items for follow-up reports when the program reviews are considered by the full Board later on the agenda.
- The Committee received a report on scheduled program reviews for next year, as well as follow-up reports from previous program reviews.
- Discussion was held on the revisions to the institutional Compact document for the current year, which will also be brought before the full Board later on the agenda.

**7. Possible Executive Session under the Authority of West Virginia Code §6-9a-4 to Discuss Legal, Personnel, and Property Matters**

Dr. Thralls motioned for approval to go into executive session, under the authority of West Virginia Code §6-9a-4 to discuss legal, personnel, and property matters. Mr. Swingle seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mrs. Pitchford, and Dr. Guetzloff seconded the motion. The motion carried. Chair Susman asked for the record to reflect that the Board only discussed items related to the topics listed, that no decisions were made in executive session, and no motions or votes were taken.

**8. Report from the University President**

President Hemphill said he would like to begin by reporting on the arrival of the University's ESL students. The first cohort of 61 students and faculty arrived at the end of May and will be on campus through early July. Since their arrival, their schedule has been packed with orientation, placement testing, classes, and activities. Once this group departs campus, a second cohort of 25 students will arrive and remain on campus through mid-August at which time the University will welcome new and returning students for the 2015-2016 academic year. President Hemphill said the ESL program would not be possible without seed funding from the Kanawha County Commission and the hard work and dedication of so many members of the State family, led by Vice President McCarthy with strong support from Provost Jayasuriya, Dean Woodard, Dr. Wang, Dr. Steele, Dr. Toledo, Karla Neal, and Marvin Smith. President Hemphill asked everyone to join him in giving a round of applause for their unwavering commitment to make the University's ESL students feel at home.

President Hemphill said he is pleased to report, to date, a total of 1,123 donors have provided a total of \$4.1 million, compared to last year's totals of 1,015 donors and \$4.1 million. He applauded Vice President Schumann, and all of those who worked to make this year's public launch of the Capital Campaign and ongoing fundraising efforts a resounding success.

President Hemphill acknowledged Vice President Jones, who will be retiring on June 30, 2015 from a full-time leadership position as Vice President for Business and Finance to become Senior Advisor to the President for another full year. Vice President Jones provided instrumental leadership in the funding and construction of the University's newest buildings. He led the University through difficult financial times and has been diligent in his efforts to exercise financial responsibility in order to create financial stability. President Hemphill asked everyone to join him in giving a hearty round of applause for all Vice President Jones has done and will continue to do for the University.

**a. Presentations**

- Item 8.a.i: President Hemphill said he brings before the Board's consideration the program review for the Master of Arts in Biotechnology, which appears on pages 16-145 of the Board Book. The program review was presented to and considered

by the Academic Policies Committee. As previously reported by Academic Policies Committee Chair Dr. John Thralls, it is recommended that the program review be given final approval by the full Board. Chair Susman stated that Dr. Guetzloff has a conflict with both areas of the master's program. Therefore, he recused himself from the meeting while these reviews were addressed on the agenda. Dr. Thralls said the Committee recommended that the program continue at the current level with one condition: continuation would call for the submission of a follow-up report on assessment, including data and program resources to the Board of Governors on December 1, 2017. The Committee asked that the follow-up report also include that the advisory committee be reactivated so the program will benefit from those who can contribute to ideas for the program, and to develop graduate and employer surveys to provide feedback for the successors to make enhancements to the program. Mrs. Pitchford motioned for approval by the full Board, as recommended by the Academic Policies Committee, and Mr. Swingle seconded the motion. The motion carried.

- Item 8.a.ii: President Hemphill said he brings before the Board's consideration the program review for the Master of Science in Biotechnology, which appears on pages 146-276 of the Board Book. The program review was presented to and considered by the Academic Policies Committee. As previously reported by Academic Policies Committee Chair Dr. John Thralls, it is recommended that the program review be given final approval by the full Board. Dr. Thralls said the Committee recommended that the program continue at the current level with one condition: continuation would call for the submission of a follow-up report on assessment, including data and program resources to the Board of Governors on December 1, 2017. Dr. Thralls noted that the M.S. program is more attractive to students and has a thesis component. Mrs. Pitchford motioned for approval by the full Board, as recommended by the Academic Policies Committee, and Mr. Swingle seconded the motion. The motion carried.
- Item 8.a.iii: President Hemphill asked Mrs. Schumaker to provide information regarding the HEPC Institutional Compact. Mrs. Schumaker referred to the updated Compact submission, which appears on pages 277-281 of the Board Book. The Board previously approved the full Compact submitted on November 1, 2014. The document was reviewed by the HEPC Compact work group, and the University received feedback. As a result, some areas were reviewed again, and the HEPC Compact work group asked that an item on faculty advisors be added to the Compact. Dr. Thralls felt this addition would enhance the Compact. Dr. Guetzloff said faculty who serve as advisors need to realize the importance of the level of their engagement with the students, and the University needs to change the culture and approach advising differently. Mrs. Schumaker said pending approval by the Board, University staff will submit the requested update to the HEPC, which approved the Compact at its May 29, 2015 meeting. President Hemphill said he brings this item before the Board for approval. Dr. Thralls motioned to approve the updated Compact submission, and Mrs. Pitchford seconded the motion. Dr. Guetzloff voted nay. The motion carried.

- Item 8.a.iv: President Hemphill asked Vice President Jones to provide the budget report. Copies of the April report were distributed during the meeting. Vice President Jones said the general revenue target is 83.33 percent and the income total is at 90.84 percent. He said when looking at tuition and revenue, the University expected to be \$1.6 million short, but it appears the shortfall will only be \$1 million. Vice President Jones said most areas are on or under budget, and he provided the percentages for each area: Academic Affairs (83.42 percent), Student Affairs (106.96 percent), President's Office (61.52 percent), University Relations (86.17 percent), Physical Facilities (72.39 percent), University Advancement (84.17 percent), Finance (87.97 percent), and College Wide (63.13 percent). Vice President Jones referred to various footnotes for several of the areas. The President's Office is under budget because the Athletics scholarships have not been allocated. Physical Facilities transfers were not made at the time of the April report, and College Wide is below budget due to a reserve to cover overtime, temporary, and student employment. Student Affairs continues to be a priority area.

For the Auxiliary accounts, debt service payments from the Union account are continuing. The Housing and Dining accounts have positive net activity; the turnaround for these accounts is attributed to the increase of students in the residence halls with meal plans. The Faculty Housing account is performing well, and Mr. Jones noted there are currently four vacant dwellings. The Parking account has a small surplus. The report shows a \$66,000 deficit in the Bookstore account, which will be reviewed.

**9. Other Matters**

No other matters were brought before the Board for discussion.

**10. Next Meeting Date**

September 10, 2015 and September 11, 2015 (Retreat)

**11. Adjournment**

With there being no further business, the meeting adjourned at 2:03 p.m.

Respectfully submitted,

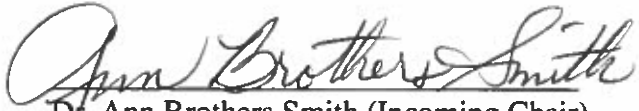


V. Vincent Williams  
Secretary (Outgoing)

Approved:

A handwritten signature in black ink, appearing to be 'Tom Susman', written over a horizontal line.

Tom Susman (Outgoing Chair)

A handwritten signature in black ink, appearing to be 'Ann Brothers Smith', written over a horizontal line.

Dr. Ann Brothers Smith (Incoming Chair)



WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS  
RECOGNIZES THE DEDICATED SERVICE OF  
**MEGAN GUETZLOFF**

WHEREAS, Ms. Megan Guetzloff was elected by her peers, as a student representative, to serve on the West Virginia State University Board of Governors beginning July 1, 2014 and ending June 30, 2015; and

WHEREAS, Ms. Guetzloff served as a member of the Academic Policies Committee and the Recruitment and Retention Committee; and

WHEREAS, Ms. Guetzloff, during her tenure, demonstrated a passion for representing her fellow students and upholding the University's core values, mission, and vision, while remaining devoted to her studies, including her research as part of the University's Research Rookies program, and excelling as a student-athlete; and

WHEREAS, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledges the dedicated service of Ms. Guetzloff throughout her tenure on the Board of Governors.

NOW, THEREFORE, BE IT RESOLVED, that the West Virginia State University Board of Governors, meeting on this 18th day of June, 2015, hereby commends Ms. Megan Guetzloff for her dedication to excellence and public service at West Virginia State University, in the Kanawha Valley, and across the State of West Virginia; and

BE IT FURTHER RESOLVED, that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to Ms. Megan Guetzloff as a token of the Board's everlasting appreciation and sincerest gratitude.

Tom Susman, Chair  
West Virginia State University Board of Governors

Brian O. Hemphill, Ph.D., President  
West Virginia State University





West Virginia State University Board of Governors  
2013-2014



West Virginia State University Board of Governors  
2014-2015

## WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS RECOGNIZES THE EXEMPLARY LEADERSHIP OF TOM SUSMAN

*WHEREAS*, Tom Susman faithfully served as Chair of the West Virginia State University Board of Governors for two consecutive one-year terms beginning July 1, 2013 and ending June 30, 2015, and

*WHEREAS*, Chair Susman skillfully led the Board of Governors through a period of forward momentum and significant progress across all facets of the University and its operations, including the adoption and implementation of a new strategic plan, Vision 2020: State's Road Map to the Future, the launch of a public Capital Campaign, Realize the Promise, Deliver the Future, the Higher Learning Commission reaffirmation of accreditation site visit, and the dedication and opening of the D. Stephen and Diane H. Walker Convocation Center, the Judge Damon J. Keith Scholars Hall, and the Gregory V. Monroe Athletic Complex; and

*WHEREAS*, Chair Susman greatly assisted the University with community engagement and legislative relations to bring greater support and recognition to West Virginia State University; and

*WHEREAS*, Chair Susman, during his time leading the Board, demonstrated a deep passion for and unwavering commitment to the University's core values, mission, and vision; and

*WHEREAS*, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledges the exemplary leadership of Chair Susman.

*NOW, THEREFORE, BE IT RESOLVED*, that the West Virginia State University Board of Governors, meeting on this 18th day of June, 2015, hereby commends Mr. Tom Susman for his dedication to excellence and public service at West Virginia State University in the Kanawha Valley, and across the State of West Virginia; and

*BE IT FURTHER RESOLVED*, that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to Mr. Tom Susman as a token of the Board's everlasting appreciation and sincerest gratitude.

Ann Brothers Smith, Ed.D., Vice Chair  
West Virginia State University Board of Governors

Brian O. Hemphill, Ph.D., President  
West Virginia State University