

**West Virginia State University
Board of Governors Meeting Minutes
Erickson Alumni Center, Grand Hall
April 25, 2013**

I. **Call to Order:** A regular meeting of the West Virginia State University (WVSU) Board of Governors (BOG) was called to order at 2:18 p.m. by Chairman Larry Rowe.

Present: Mrs. Millie Booker, Dr. Tom Guetzloff, Mr. Paul Konstanty, Mr. William Lipscomb, Mr. Larry Salyers, Dr. Ann Brothers Smith, Mr. Tom Susman, Mr. Gary Swingle, Dr. John Thralls, Mr. Scotty White and Mr. L. Vincent Williams.

II. **Verification of Appropriate Notification of Public Meeting:** Notification was verified. The Chairman noted that there was a quorum.

III. **Approval of the Agenda:**

Due to a necessary early departure of two board members, Chairman Rowe motioned to allow an alteration to the agenda for this meeting — to move budgetary matters, action items 6-9, ahead of the committees' reports. The motion was seconded by Mr. Williams; motion carried.

IV. **Approval of the Minutes for March 7, 2013:** *A motion was made by Dr. Guetzloff to approve the minutes for the March 7, 2013 meeting. The motion was seconded by Mr. White; motion carried.*

V. **Announcements from the Chairman:**

Chairman Rowe stated he would hold his announcements to allow President Brian O. Hemphill to take a few minutes to acknowledge the students who were present, as well as their advisors for their outstanding accomplishments and successes while representing the University. The three groups were:

1. The American Chemical Society (ACS) Chapter, who won three national awards this year, including the Green Chemistry Award, the Outstanding Chapter Award and the Community Interaction Grant,. Two students from this group presented their research at the National ACS meeting in New Orleans.
2. The second group: WVSU's Quiz Bowl team who made it to the final four of the National Championship in Los Angeles, earlier this month, after competing against more than 250 students from 48 other universities. The Quiz Bowl team was featured in the *USA Today* newspaper, Thursday, April 25, 2013. They also received \$16,000 in grant winnings. Mr. Scotty White, student representative on the WVSU Board of Governors, was nominated by his peers for the Earnest C. Jones 2013 Sports Person of the Year Award.
3. The last group: the National Broadcasting Society – Alpha Epsilon Rho received the National Chapter of the Year Award during the society's annual meeting in

Washington, D.C., in March. This award is the highest honor given by the society. In addition, the students also received The Motivated Chapter Award for community service, membership growth and scholarship fundraising. All the students were congratulated by the Board members. Dr. Hemphill thanked them and stated all their hard work is appreciated, and it is a huge honor for the University.

Chairman Rowe reported on the Black & Gold Gala — it was fun, and successful in connecting with donors and students. The students' video testimonies were excellent, and he congratulated the staff members who assisted in putting the program together. He stated he and the other members are delighted at the way things are going for the University. He thanked the President for his hard work.

VI. Reports from the Board of Governors' Committees:

Institutional Advancement:

Chairman Larry Rowe chaired the committee and presented the report.

- There was one more position to fill in regard to advancement services.
- Carl Lee was working on athletic fundraising; Amanda Downs was working with alumni; Adam Neal was involved in increasing contact information data. Chris was working on a new calendar of activities for fundraising next year. There were four major fundraising drives scheduled, including a Gala in spring 2014. The goal this year is to increase donor numbers to 1,000. Graduating seniors will be asked to participate by donating \$13 for the year 2013, and if they make a contribution of \$100 they will have a brick at the new convocation center. The aim is to engage the students before they leave campus.
- Currently, contributions are at \$2.1 million. Also, there is an effort to increase the corporate donor pool.
- There were no action items from this committee.

Dr. Smith asked if the Brick Drive Campaign was open to all or just the students. Ms. Patricia Schumann replied that, at present, only students can participate in the campaign, but eventually it will be available to all at WVSU.

Academic Policies:

Dr. John Thralls chaired the committee and presented the report.

- The academic program reviews were conducted for the Business Administration and Sociology programs. The President would provide recommendations during his report.
- A new option in energy management within the business management major was developed by the President, the Provost and staff members.
- The Provost reported during the committee meeting that a student, Cordero Davis, was selected as the only higher education student in West Virginia for a year of study in China through the Ameson Education & Culture Exchange Foundation. He said this award also provides accolades to the University for preparing the student for this opportunity.
- There remain seven program reviews scheduled for next year.

Recruitment and Retention:

Mr. William Lipscomb chaired the committee and presented the report.

- During this spring semester, midterms were taken by over 800 students.
- Freshman GPAs were up 28 percent; 75 students have a GPA of 1.99 or lower.
- Fall semester enrollment was 284.
- Spring semester enrollment was 268.
- Average GPA was 2.47.
- Average enrollment credit hours were 13.
- 4,180 students were contacted in response to their queries to WVSU ; of this number, 1,874 were from West Virginia.
- Freshmen applications were up 25 percent from 1,467 to 1,836; instate — 880; out-of-state — 956.
- Territorial managers will increase recruiting efforts at area high schools.
- Freshmen admitted went from 339 to 714.
- The emails, phone calls, postcards and assistance with the enrollment process are indications to parents that the University is interested in its students.
- Transfer students were 183, down from 214, but there are 400 prospective students targeted for the Fall .
- Campus visits — Student Day was on April 13; 42 students attended — of these there were seven enrollment confirmations.
- There were 21 individual campus visits by separate groups. The common remarks made pertained to the fine personal attention they received from counselors and staff members.

Audit:

Mr. Vincent Williams chaired the committee and presented the report.

- There were internal and external reviews conducted. Some discrepancies were noted during the internal inventory control review.
- The administration made recommendations to improve and better implement internal controls, such as in depreciating items as assets.
- The process of labeling and tracking items for disposing needs to improve; computers will have tracking numbers assigned.
- There were some additional billing charges from Deloitte & Touché (\$19,255). The audit committee was concerned about the cost. The administration decided that the incidental charge was reasonable under this current contract.
- The financial report audit will be completed by the end of the fiscal year; however, there were some incorrect allocations totaling \$100,000.
- Other audits will be conducted and reported.

Financial:

Mr. Larry Salyers chaired the committee and presented the report.

- The E&G budget is on track.
- The Auxiliary budgets — some are improving, some are not.
- The CTC expenses for the Wilson University Union are an ongoing issue.
- Campus housing is at 50 percent occupancy. The University is doing everything possible to mitigate some of the costs.
- The Bookstore revenues are holding up.
- There was some discussion about FY14; action items will come out of the President's report with regard to recommendations for tuition and fees.
- The proposed FY14 budget was \$22,264.937; these numbers will be recommended to the Board later.

Executive Session:

Mr. Williams motioned for the Board to go into executive session according to West Virginia Code 6-9A-4, to discuss personnel and real estate matters; seconded by Mr. White; motion carried.

Motion to come out of executive session and reconvene into regular session was made by Mr. Swingle; seconded by Mr. Susman; motion carried.

Chairman Rowe stated they were ready to address agenda items 6-9. Due to time constraints in which two Board members had to leave, President Hemphill stated he would introduce item 7.a.viii — the proposed FY14 budget; 7.a. ix — the proposed

tuition and fees, as well as 7.a.vi and vii. He asked Mr. Melvin Jones to present on each of the items.

- The FY14 proposed tuition and fees increase — the administration is recommending an 8.99 percent increase across the board.
- Proposed was a \$100 intern charge to senior students to cover travel costs for professors who visit job sites to check on WVSU interns.
- Also a \$50 fee per class for web 150 courses.
- A new parking fee for faculty and students.
- Special events parking \$2 for a day; \$1 for half-a-day.
- Cafeteria contract is coming up for bids; no results yet.
- Faculty housing fees — IRS requires the Office of Finance to charge the market rate for rent on faculty houses.
- Budget FY14: as a result of these fees, Mr. Jones said they had calculated what they believe will be the tuition general revenues; proposed revenues are \$2,264,937 the state of West Virginia appropriated WVSU \$10,954,389; and the University will receive \$427,230 from R&D in direct costs. They proposed to spend \$22,264,937 next year — this was the budget the administration requested the BOG to approve.

Mr. Jones stated this budget does not include \$750,000 in special appropriations, which WVSU will not get from HEPC and the Legislature this year. Chairman Rowe said the institution has done remarkably in reducing its costs and balancing the budget over the last two years. He requested the tuition and fees be voted on as one item, unless a member wants a separate vote on a particular item.

Mr. Williams made a motion to increase the mandatory tuition fees by \$245 per semester for in-state students — \$572 for out-of-state students; the metro tuition be increased \$447 per semester; the graduate in-state be increased \$269 per semester; and out-of-state graduate tuition by \$629 per semester. Mr. Swingle seconded the motioned; motion carried.

Chairman Rowe addressed the special fees, plus the fees marked in yellow in the report.

- Mr. Williams asked about faculty housing costs and fair market value. A discussion ensued as to what is fair rent; the selection process for renting these houses is first come, first served. Two houses are used as offices — one for coaches due to the Fleming Hall renovation — the Athletic Department is charged. The other house is rented by the College Summit. These arrangements are temporary.

Mr. Susman made a motion to approve the special fees only; Dr. Thralls seconded the motion; motion carried.

Mr. Susman motioned that the Board approve the commuter plan, which is a three-meal, 16-week program for a student enrolled in nine-hours or more; this is a mandatory plan. The motion was seconded by Dr. Smith; motion halted.

A discussion ensued. The purpose of the commuter plan is to encourage all students to engage in socialization with each other and faculty in the cafeteria instead of going home after classes or eating their meals off campus. This might help connect students to the school. The meal card will be used like a debit card. The meals will be less expensive (\$5 per meal) than eating off campus; however, some members disapproved of applying these mandatory fees to students, which are in addition to the other fees previously discussed.

Roll call on the motion to approve the Commuter Plan (\$240 mandatory fee increase) for students enrolled in nine hours or more in the University was called; Aye: Booker, Konstanty, Lipscomb, Rowe, Smith, Susman, Williams. Nay: Guetzloff, Salyers, Swingle, Thralls, White. The majority voted for the increase 7 to 5; therefore, the motion carried.

The Chairman asked for a motion for the budget presented by the administration, in the Board Book, to be approved; Mr. Salyers moved to approve the budget; Mr. Williams seconded the motion; motion carried.

- Next item of business: Mr. Jones had a draft letter stating that, on behalf of the West Virginia State University Board of Governors, he announced a pay increase for classified staff for FY14; to fully fund the Mercer Plan as set forth in Senate Bill 330. Chairman Rowe said he is prepared to sign the letter and will notify HEPC.

VII. **President's Report:**

The President stated that the W.Va. House of Delegates and the State Senate passed a resolution naming March 19, 2013 as West Virginia State University Day. He asked that Dr. Donna Simon and Mr. Tom Bennett be recognized for all the hard work they did during the legislative session. Also, the W.Va. Supreme Court made its first visit to WVSU. Approximately 190 students, staff and faculty witnessed the proceedings at the Wilson University Union, as the justices heard arguments. He thanked Tom Bennett for providing leadership for the event. Additionally, he invited all who were able to attend the first WVSU Cares Day on Saturday, April 27. Over 300 students, staff, and alumni

volunteers were preparing to serve the needs of the community, with over 33 sites throughout Kanawha and Putnam counties. They will tackle jobs ranging from painting, to lawn care, to supporting youth literacy.

- Action item 7.a.i.: Program reviews. President Hemphill asked the Board to endorse the recommendation of the Academic Policies Committee as follows:
 - The B.S. in Business Administration — he asked the Board to approve the recommendation for continuation of the program at its current level of activity without specific action. *Motion to approve the program as suggested by the administration was made by Dr. Guetzloff; seconded by Dr. Thralls; motion carried.*
 - The B.A. in Sociology — the President asked the Board to approve the committee recommendation for continuation of the program at the current level of activity with specific actions as follows:
 - Data on its progress must be collected and analyzed to determine whether revisions are warranted. The committee recommends as follows:
 - A follow-up report due Dec. 1, 2015 reflecting analysis of the assessed data collected on the sociology program.

Dr. Thralls moved that the Board approve the committee's recommendation on the Sociology program; Mr. Susman seconded; motion carried.

- Item 7.a.ii: The progress of the new residence hall. University representatives are conducting regular meetings with the Ambling University Development Group to keep the project on schedule and to break ground this summer. Focus groups and surveys have been conducted to solicit input from students with regard to room design and layout. HEPC staff will continue to be briefed on the progress of the project. At the June 13 meeting, the BOG will receive an update report. There will be 291 beds in the residence hall; the structure will be four stories high; scheduled to be completed by fall 2014.
- Item 7.a.iii: University Advancement — the Black and Gold Gala on April 6 was an overwhelming success, with more than 300 guests attending. Special thanks to Ms. Schumann and Dr. Simon who worked hard to produce the event. There was positive press received from the Charleston Gazette two Sundays in a row spotlighting the Gala. The gross funds raised were about \$75,000 for the event; the net was about \$35,000 after all expenses were paid.

- Item 7.a.iv: Dean Barbara Ladner presented an update on the upcoming HLC reaffirmation. She reported everything is going well. The projected visit date is April 13-15, 2015. This provides plenty of time to get the President's initiatives in place. The Criterion Committee gathered most of the required information; they were soliciting reports, as well as documenting. A consultant, Dr. Susan Hatfield, was hired to assist — she led two workshops for assessment coordinators. In June, the Criterion Committee will submit a draft report; during the summer the Editing Committee is scheduled to start identifying information gaps; they will assemble the document. In the Fall of 2013, the report will circulate for comments. The Website Committee will develop the electronic exhibit. Dr. Ladner stated they were on schedule for the accreditation review.
- Item 7.a.v.: President Hemphill stated the spring commencement will be on campus with 259 students graduating, Saturday, May 11, on the main lawn, south of Ferrell Hall. One ceremony will be held at 10 a.m. and the other at 2 p.m. If it rains, the ceremonies will be in the Ferrell Hall auditorium.

VIII. **Other Matters:**

Chairman Rowe relayed the Executive Committee met yesterday and conducted the evaluations of President Hemphill and President Emeritus Hazo Carter. *Mr. Susman had two motions to present to the Board. The first motion was that the Chairman be authorized to advise the Chancellor of the Higher Education Policy Commission that President Hemphill has demonstrated satisfactory performance to the terms in his appointment contract, and that the BOG looks forward to his performance in the next year under that contract. Mr. Swingle seconded the motion; motion carried.*

The second motion made by Mr. Susman was that the Chairman be authorized to advise the Chancellor of the Higher Education Policy Commission that President Emeritus Carter has demonstrated satisfactory performance to the terms in his appointment contract, and that the BOG looks forward to his performance in the next year under that contract. Mr. White seconded the motion; motion carried.

IX. **The next meeting date is on June 13, 2013.**

Mr. White made the motion to adjourn; Mr. Swingle seconded the motion; motion carried.

Adjournment: 5:05 p.m.