

Minutes
West Virginia State University Board of Governors
November 1, 2012

Call to Order. A regular meeting of the West Virginia State University Board of Governors (BOG) was held on Thursday, November 1, 2012. The meeting was called to order at 2:00 p.m. by the Chair, Larry L. Rowe. Other members present were Mrs. Millie Booker, Dr. Tom Guetzloff, Mr. Larry Salyers, Dr. Ann Brothers Smith, Mr. Tom Susman, Mr. Gary L. Swingle, Dr. John Thralls, and Mr. Scotty White. Mr. L. Vincent Williams participated by conference call. Mr. William Lipscomb was absent. Dr. Brian O. Hemphill, President of West Virginia State University, was present along with members of the administration, faculty, and staff.

Approval of Agenda. Mr. Susman moved that the agenda be approved as presented. Mr. White seconded the motion and the motion carried.

Approval of Minutes. Mr. Swingle moved that the minutes for the September 20, 2012, meeting be approved. Mr. Williams seconded the motion. Dr. Thralls said that a correction should be made on page two,— IPED should read as IPEDS. There being no further corrections noted, Mr. Swingle amended his motion to approve the minutes as corrected. The motion carried.

Announcements from the Chair. Chairman Rowe said that the biggest announcement on campus is that we now have twin babies in the President's home; the Hemphill's birth announcement was in the *Charleston Gazette* this morning. He reported that the BOG held a retreat on September 21 at the Brickstreet facility in Charleston; he noted that Chancellor Paul Hill attended and expressed appreciation for his support of the University. The retreat included a training session for members and discussions on the role of the Board.

The Chair further reported he was invited to attend a meeting of the Council of BOG Chairs. He informed the BOG that the Governor's Office proposed a 7.5% cut across the board next year, but higher education is asking to be excluded. It was also reported that the Higher Education Policy Commission is exploring the possibility of offering a health pool for all students in higher education.

Dr. Smith announced that Dr. Guetzloff joined the National Alumni Association as a life member and joined the local alumni chapter as a life member. She noted that the Alumni Association's bylaws state that faculty, staff, and Board members may become members.

Chairman Rowe congratulated President Hemphill on the staff he has assembled and said he is confident that they will continue to manage the fiscal matters in a positive way.

Reports of Board Committees.

Institutional Advancement – Chairman Rowe reported from July through the end of September, more funds were raised than in all the school's history; part of that is the \$1 million gift that was announced last month by President Hemphill. Another gift was given recently in the amount of \$300,000. He said that, from July 2010 to present, \$3.8 million has been raised for the Capital

Campaign. The Chair said there are anticipated changes to the campaign and new steering committee members will be appointed. The steering committee will hold another meeting later this month. The University Advancement infrastructure is moving along; the department is currently interviewing assistant vice president candidates. Much activity is being done on donor cultivation, appeals and communications are being made and mailings going out to alumni and potential donors. The WVSU Foundation received the audited financial statement and it was a clean audit.

Academic Policies (APC) – Dr. Thralls stated that the committee received background information on the Master's in Public Administration and the Bachelor of Science in Nursing proposals.

They also discussed minor revisions to the Institutional Compact that was approved at the last meeting. He distributed the revised Appendix A for the Compact update.

Dr. Thralls said one main function of the committee and academic administration of the school is to review programs on a five-year cycle. He said there would be five program reviews this year that will come to the Board for approval. They also discussed the need for ongoing updates on the Higher Learning Commission (HLC) reaccreditation visit process. He noted that the HLC visit requires a massive amount of work and the self-study process is extremely invaluable to the school. Mr. Susman asked if there should be an action or information item under the APC where the Board receives an update each meeting. Dr. Thralls deferred to Provost Byers about the process; he said that in the latter part of spring and fall next year, such updates will be more relevant because of where we are in the process. The provost also gave Dr. Thralls a listing of areas of specialized accreditation.

Dr. Thralls noted that the Board is encouraged that the provost and staff are actively working with the CTCs and that there is great potential for many articulation agreements. Chairman Rowe introduced Dean Angie Wilmink from KVCTC and thanked her for being present to discuss the nursing proposal.

Recruitment and Retention – Dr. Smith chaired the meeting on behalf of Mr. Lipscomb. She said the area of Enrollment and Student Affairs has focused on how to reorganize to best serve students. They are in the process of a search for a Director of Admissions. Christina Cash has been hired at the new Associate Director of Admissions, and Joanne Ross was selected as the new Director of Financial Aid; they both begin December 1, 2012.

Dr. Smith reported that, to date, the University has enrolled 2,589 undergraduates and 55 graduates, for a total of 2,644 students. Of that number, 93 percent are in-state with a majority coming from Kanawha and Putnam counties. She said the committee learned that most of our student-athletes are coming from Florida and California.

The new recruitment and retention initiatives, such as name buys, open houses, exit interviews, and the faculty referral program are really helping. She said that, to date, there have been 2,096 faculty referrals, and this program is a tremendous help with retention. Mr. White said one of his science classes has an online component, and he used the faculty referral service and was able to

get in the online component and he is very thankful. Dr. Smith said that, as of October 1, data show that 78 students withdrew, but four changed their minds because of increased interactions and the exit interview process. She applauded the entire area for their leadership.

Audit – Mr. Salyers reported for Mr. Williams. He said the committee spent the bulk of its time reviewing the legislative audit findings and the University’s response. They received an update on the improved cash review process; this was a component of the legislative audit report. Chairman Rowe said almost all of the findings were minor and had occurred several years ago; some had already been remediated. One component is faculty and staff housing and the number of years that residents stay. The audit stated that the University must either create new policies or enforce those currently in place. The residents are under leases, and, the administration will look into the policy as they expire.

Finance – Mr. Salyers reported that the committee reviewed YTD fiscal reports through September and the imposed budget cuts for next fiscal year. He said the University is well below budget right now. The committee also reviewed auxiliary accounts and he said many have improved. The RFP for the food services contract will go out next year and this will help with the auxiliary issues as well. They received a report on the bond refinancing; \$12 million at 6% interest rates will allow the University to get \$6 million with no additional debt service cost. Mr. Salyers said a meeting with Moody’s will be held tomorrow to review debt service requirements and that will help get down to what the new rate will be. It was reported that Fleming Hall is on time with the contract. The housing RFP has been issued and a developer has been selected. The ground lease and other developments will come to the Board for consideration.

Mr. Williams moved that the Board accept all five committee reports. Dr. Smith seconded the motion and the motion carried.

Chairman Rowe pointed out that the administration is working on the proposed 7.5% budget cut in preparation for next fiscal year; they are creating spending levels for multiple scenarios.

President Hemphill recognized the outstanding accomplishments of the Women’s Tennis team and their coach, Mr. John Simms, on their WVIAC conference championship where they finished the regular season with an undefeated 12-0 record. The following week they seized the WVIAC tournament title as well. These wins earned the team an invitation to the NCAA Division II tournament in May.

Executive Session. Chairman Rowe called for a motion for the Board of Governors to go into Executive Session. Mrs. Booker moved that, in accordance with WV Code §6-9-A-4, the Board go into executive session to discuss a personnel issue and to avoid preliminary disclosure of honorary degrees and an honorary naming. Mr. Susman seconded the motion and the motion carried. Chairman Rowe noted that the Board still had a quorum and asked for a motion that they be formally out of executive session. Mr. Williams moved that the Board return to regular session. Mrs. Booker seconded the motion and the motion carried.

Dr. Thralls moved that the West Virginia State University Board of Governors authorize the awarding of two honorary degrees at its December commencement – the Doctor of Commerce

and the Doctor of Public Service – with the names to be identified as part of the commencement proceedings. Mr. Swingle seconded the motion and the motion carried.

Dr. Smith moved that the Board of Governors authorize President Hemphill and his leadership team to proceed with investigation of opportunities to name new buildings on campus. Mrs. Booker seconded the motion and the motion carried.

Report from the University President. President Hemphill asked the Board’s consideration to approve the Intent to Plan a Bachelor of Science in Nursing degree program. He said the program will address an identified regional and economic need. The program will leverage an existing RN associate degree program at Kanawha Valley Community and Technical College to provide a seamless pathway for students into the Bachelor of Science in Nursing at State. RNs who earn a bachelor’s degree are positioned to fill leadership roles at their organizations. Dr. Thralls so moved and Dr. Guetzloff seconded the motion. Chairman Rowe asked Dean Wilmink to speak to the motion. She said that the KVCTC is excited about this program being developed and she feels it will be a huge benefit to their students. There being no further discussion, the motion carried.

President Hemphill requested re-approval of the Intent to Plan a Master of Public Administration; the Board originally approved this item in May 2012. Subsequently, the program’s author left the University and the program was reassigned to another faculty member who will take the process forward. While no changes of substance were made, some timelines were modified and the HEPC has recommended the program be reevaluated by the new faculty sponsor and resubmitted for approval. Dr. Thralls moved for approval of the Intent to Plan the Master of Public Administration. Dr. Guetzloff seconded the motion. There being no further discussion, the motion carried.

President Hemphill presented several information items to the Board with the first being fundraising and the review of the \$1 million gift. The “W” Club pledged an additional \$200,000 to go towards the athletic complex; this offered them the naming opportunity for the conference room as well as the lobby for that particular facility. The President said the donor of the additional \$300,000 gift that was mentioned earlier also wishes to remain anonymous until January or February. The latter donation will contribute to the area of STEM.

University Advancement is undergoing a thorough scrub of the alumni database and entering new contact information. Technology investments have been made to streamline, maintain, and utilize the database information in order to maximize fundraising success. President Hemphill will be meeting with the Campaign Steering Committee to discuss goals and strategies to extend the silent phase of the campaign.

President Hemphill said the fall 2012 census report was submitted to HEPC and with an overall headcount of 2,644. President Hemphill said he is very encouraged by the work of our enrollment and student affairs staff and he looks forward to bringing positive news to the Board as we move into the spring and next fall.

President Hemphill brought to the Board's attention that the audit was released to the public on October 9 and there were 16 findings as a component of the report. All the findings were addressed with the audit team to their satisfaction. Solutions included modifications to procedures and, in some cases, new procedures were put into place to prevent reoccurrences. However, based on dates of some of the remedial actions taken late in 2011 and in 2012, we may have repeat findings in the 2010-2011 audit report.

President Hemphill asked Mr. Melvin Jones to present FY 13 Budget Update information to the Board. Mr. Jones said that in the year-to-date budget column for FY 2012, there was a \$903,000 hole in the budget when it was approved by the Board. There were cuts that had to be made, then the president asked for an additional 3.5% cut. All of the areas are below target with the exception of Finance and College-wide Operations. Finance has a large number of fixed items that are one-time expenditures that happened early in the year, but they believe those will come in line as the year progresses. College-wide expenditures have similar activities, mainly workers compensation insurance and property and casualty insurance that are reallocated back out to other departments. We are ahead of the curve in terms of making the projected surplus of \$600,000.

President Hemphill asked Mr. Jones to presented the auxiliary fund activity report for July, August, and September. The housing account is front-end loaded, and as the revenues mentioned earlier are reallocated, that area will come closer in line. However, breaking even in housing will be a challenge because the residence halls are only at about 75% capacity. The food service contract is coming into play and there will be a change in operating conditions where we will take our commission upfront and the dining company will be responsible for paying for all of the meals they serve the students via their student ID swipe card. Mr. Jones said the Athletics account, as well as the Athletics enhancement fund, incurred a deficit of \$36,000. Although the enhancement fund has seen an increase in activity during the last few months, the coaches have been challenged to raise money or get sponsorship for athletic events and they have been depositing more into the account. Faculty housing has a surplus of \$18,000 because expenses have been reduced. The parking account is where it should be at this time. The bookstore continues to have a surplus, although it will be reducing because we have 1,800 students from KVCTC who will no longer be purchasing books on campus. Mr. Jones said there is an overall deficit of \$319,000 in the auxiliary accounts and he believes this number will decrease in the coming months.

Adjournment. There being no further business, Dr. Guetzloff moved to adjourn and Mr. Swingle seconded the motion. The meeting adjourned at 4:28 p.m.

Respectfully submitted,

Tom Susman
Secretary