

**WEST VIRGINIA STATE UNIVERSITY**  
**BOARD OF GOVERNORS**  
**EXECUTIVE COMMITTEE**  
**DRAFT MINUTES OF MEETING OF DECEMBER 9, 2011**

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**I. Call to order/Roll call:** Chairman Larry L. Rowe called the meeting of the Executive Committee to order. Those additional committee members attending were Tom Susman and L. Vincent Williams; additional Board of Governors members attending were Dr. Tom Guetzloff, Mr. William Lipscomb, and Dr. John Thralls. Also attending were administrators, staff, and others of the University.

**II. New Admissions Proposal:** Attorney Rowe discussed the parameters of the proposed new Conditional Admissions Policy and said he wants the proposal honed to present to HEPC. He said he met with Chancellor Noland the preceding week and briefly discussed the proposed revision with him. He reported the Chancellor said he was going to convene a committee to look at the waiver policy, particularly as to how it affects regional colleges & universities. Chairman Rowe said he told the Chancellor he felt the HEPC has set up a system that protects the CTCs financially and WVU and MU have larger resources on their own but regional universities are harmed by the waiver policy. He also told him it was harming our African-American students. T. Susman said nothing has yet been developed formally and B. Pelphrey has information on how African-American students are being harmed by the Series 23 policies. L. Rowe asked T. Sweeney to contact the HEPC to discuss what we are thinking on this and then to flesh out a draft form to identify what services we can provide to assist the additional students we propose to admit.

Dr. Thralls reported this policy was discussed briefly at the November Academic Policies Committee meeting. He said there was receptivity to discussing the matter but did not reach any conclusion. The topic will be on the Committee's January meeting agenda. We need to keep an eye on HEPC and what may emerge as a state-wide policy, he said. Attorney Rowe observed that if HEPC is moving quickly on revising this policy, we may be at the initiation of that revision. Financially, this may be very helpful to this University since the number of students we are turning away could really help our bottom line. We are turning away students who are better candidates for retention and graduation than some we may be admitting, he said.

V. Williams said that whatever is our proposed maximum number of conditional students, it should not decline to below the conditional percentage allowed. Currently the conditional percentage is of our actual enrollment, which is a moving target. Chairman Rowe said having an Admissions Committee has been suggested in order to have an orderly mechanism to get the best qualified students in this pool. Right now, he said, it's a lottery.

T. Susman observed if we have someone who would qualify under the waiver, using predictive data we could accept that number. But Chairman Rowe said HEPC requires 10% of actual enrollment. T. Sweeney said a student who would fall under the waiver gets a "wait" letter, telling them they cannot be accepted yet but may be accepted later. However, she said, that student may go elsewhere and we lose them under the "wait" letter arrangement. If we have an Admissions Committee to consider them, we may tell them we are reevaluating their application or to ask them to work with their HS counselor to get them into the new conditional group. Ms. Sweeney said that rather than sending these students a "rejection" letter, they send them a letter discussing possible strategies for getting their ACT scores into the acceptable range.

Dr. Thralls said he is very supportive of Chairman Rowe's direction to staff. If HEPC is going to review the policy in the next two months (or so), he said he was interested in the suggestion of an Admissions Committee and they are common especially where decisions have to be made that don't fall within established criteria. We have people at the University who know what it takes to be successful so using such a committee involving both staff and faculty could be very effective. He said it would be very helpful to the Academic Policies Committee going into the January meeting to know the direction HEPC is moving; he asked staff to try to ascertain that.

**III: Legislative Matters and Plan for Next Fiscal Year's Budget:** Chairman Rowe reported that at his meeting with the Chancellor the preceding week, the Chancellor said he is working for a \$1.6 million addition to the WVSU base budget – not a stop-gap measure. J. Adler was asked if he knew whether or not other schools have had an increase to their base? L. Elliott responded that only Marshall University and Fairmont State University got the annual \$1.25 million, capped at \$5 million, but it was not added to their base. Chairman Rowe asked J. Adler if we have a good legislative package that will help us in the upcoming Legislative session. J. Adler said it will take hard work and it will have to be on multiple fronts to the Chair of the Education Committee, the Governor's office, the Governor, etc. Chairman Rowe noted that if the \$1.6 million is in the Governor's budget, we are closer to actually receiving it. If we receive this, he said, we should be able to deal with our manpower evaluation through retirements and attrition. T. Susman said getting this into our base is the most important item because once it's there, it will continue. He said his experience has been that if it does make the Governor's budget, we then need to reach out to our Legislative leadership to push this and we need to talk with Jason Scott to ensure it is in the governor's budget.

Chairman Rowe said WVSU leadership is working on the "talking points" for HEPC to use in communicating the strides WVSU has made. He asked M. Jones to provide those points for the Executive Committee. Chairman Rowe said the Chancellor said that even though he is leaving, he wants to leave the institutions with the tools to succeed. Dr. Thralls asked in light of the Chancellor leaving, what is the role of the Secretary of Education & the Arts in advocating for the institutions? He noted we need friends wherever they can be found and we may wish to look at involving her office if appropriate and if there is any potential for her help.

Chairman Rowe reported Land-Grant did not get the \$800,000 match they were seeking last year. T. Susman said we receive a \$1.9 million recurring appropriation but the federal appropriation is \$2.7; we wanted an additional \$800,000 to get the 100% match. The Chairman noted we need to continually emphasize to the Legislature that our Land-Grant program is providing jobs and economic development throughout the state, not just in Kanawha County. T. Susman said this year, our #1 priority must be the \$1.6 million into the base. If we start talking about Land-Grant, people's eyes will glaze over. If there are opportunities for a supplemental appropriation then we can talk about Land-Grant, he said. J. Adler noted that if we don't get the (federal match) waiver next year and if we don't get the \$800,000, then the federal dollars will be cut as well.

Chairman Rowe asked J. Adler if there is a piece of paper or a little card that can be given to Legislators regarding what we want? Mr. Jones has prepared his talking points handout to give to Legislators, he noted. The Chairman said we need to outline some bullets that are short and easy to read to support obtaining the \$1.6 million – and the first item should be the \$1.6 million. He also said we need to ask the Chancellor if the bullets we have prepared are what he had in mind.

Dr. Guetzloff asked, "Don't you think we ought to have some information to share about what the Board's response has been to the faculty's vote of no confidence in the President? Chairman Rowe said that is a non-issue – it is OLD NEWS!

**IV: Review of Discussion of Safety Plans for emergencies on or near campus:** Chief Joseph Saunders discussed the university's response to possible emergency situations related to chemical emissions. He said they did a SWOT (strengths, weaknesses, opportunities, threats) analysis and noted under strengths a new siren donated by the Kanawha County Commission, new radios for communication, a new WARN system, SHIP (shelter-in-place) areas on campus have been assessed to be safe by those who are authority. University Public Safety personnel meet every month with the Chemical Council and receive a report of chemicals that could be involved in an incident but he said they aren't likely a problem for the University.

Chairman Rowe asked if we have an advisory group on campus? The chief responded we have a Safety Committee and named several people from the Committee. He said the University has information available formatted on a template provided by Homeland Security. One handout is for Emergency Procedures and the other is on SHIP; both are available for the public.

Dr. Guetzloff said he disagrees with the chemical information provided by Chief Saunders. He feels the supplies in the SHIP areas will not last more than 4 hours and the taping (sealing) of the rooms, etc., cannot be done with the number of people normally in the rooms.

The Chief said that during the 2008 blast, they had WVSU sheltered within 7 minutes of notification and everyone accounted for. He enumerated the additional

emergency responders who assisted WWSU on that night and said they were outstanding. The blast happened at 10:25 p.m., we were sheltered by 10:37 p.m. and we got the all-clear at about 3:30 a.m., he said. T. Susman noted the campus seems to have the chemical aspect in hand. He asked if there are procedures to lock down the campus (as in the case of a shooter)? Chief Saunders said they use lessons learned from Columbine and would go after the person "to dispose of the situation."

The Chief said students have to opt in to the WARN system and approximately 60% have done so. His office has a brochure that is given to everyone who comes to the Public Safety office for a parking permit, a visitor parking permit, etc. M. Jones said that even if a person doesn't opt in, they are still notified, but it is just in a different manner.

There are other materials needed, Chief Saunders noted. The sirens cannot always be heard, additional supplies in ship locations, etc. Chairman Rowe advised him to work on grants to obtain funds to address these needs. He asked, "Are you (Chief Saunders) the authority on campus when these events happen?" He responded the responders have a special role and each fulfills his role. His role, he said, is for communication for WWSU.

Dr. Thralls said that in light of the event the preceding day at Virginia Tech, we should have a ready response to any inquiries at WWSU about what we are doing proactively in such a situation. P. Dickinson said we have a media communications plan about who will be releasing the information and how it will be done. She can put an announcement on our webpage. Chairman Rowe asked if there is a protocol for responding to parents. She said the staff of the Counseling Center would handle those incoming calls and provide counseling. The Erickson Alumni Center would be the command center, she said. Mr. Rowe proposed the University work with the Counseling Center to have a disaster response communication plan and duties assigned. He asked that the Communications Team come back to the Executive Committee to articulate the Plan developed.

Dr. Guetzloff suggested we should have shooter drills on campus. Chief Saunders said we should consider that.

M. Jones said that if a chemical event lasts more than 3 hours, usually we would evacuate the campus. V. Williams observed that Dr. Guetzloff said we need additional supplies in the SHIP areas and Chief Saunders said there was a grant we did not receive. He said we should work to obtain other grants for these.

Chairman Rowe asked Chief Saunders to come back in January or February with a further report.

**V. Progress on the Deficit Reduction Plan:** M. Jones said the University has closed the books at 11/30 and it is doing well. He reported a handout had been

given to students on how to make their payments on-line. Things are steady at this point, he said.

Chairman Rowe asked if we have projection on spring enrollment yet? M. Jones responded it is better than we thought. The Chairman said we always drop off in the Spring and usually it is 16% but B. Pelphrey is projecting only a 13% drop off. If we budgeted for 16% dropoff and it is only 13%, we may have a little cushion, he said.

Mr. Jones said they are continuing to work on manpower benchmarking. We have been assigned an attorney by the HEPC who will guide us through the process. We seek numbers of the people they have for particular operations. We have about 58 people eligible to retire. We also have a large number of people who are temporary who likely would be the first to go in a reduction. He said we will work with attrition and retirements that may handle our situation. It would help if we would get any incentives from our retirement board as well as possibly phased retirement. Chairman Rowe observed that we don't want to couch our requests to the Legislature for the \$1.6 million addition to our base budget that if we don't get our money there will be lots of layoffs. Dr. Guetzloff asked why we are looking at WV staffing numbers rather than peer institution staffing numbers.

T. Susman suggested to be sure to communicate to parents about the on-line payments. They may often be the ones paying for school. Regarding Mountain State University, he suggested perhaps put out information about having space in our dorms and our tuition rates to attract these students. He said MSU was about to open a branch in downtown Charleston.

**IX: Housing Demand Study & Fleming Hall Renovation:** M. Jones said the initial request for proposal for Phase I of the Fleming Hall project has been issued. December 14 is the due date for receipt of the Housing Demand Study.

**VI: Presidential Search Process progress report:** The University has issued a contract to Greenwood/Asher as our Presidential Search Consultant. A meeting has been Noticed for the full Board on December 14 at 9:30 a.m. to review the full plan for the search; the Special Committee on Personnel will meet at 9:00. HEPC will have a special meeting prior to Christmas to approve our plan, Chairman Rowe said.

The meeting adjourned at 10:40 with the other agenda items deferred to the next meeting.

Respectfully submitted,

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Office of Academic Affairs

