

Minutes
West Virginia State University Board of Governors Meeting
November 11, 2010

Call to order. The annual meeting of the West Virginia State University (WVSU) Board of Governors (BOG) was called to order at 1:35 PM by Vice Chair Dr. John Thralls. Other members present were: Mrs. Millie Booker; Mr. Kris Casdorff; Dr. Tom Guetzloff; Mr. Eric Hicks; Dr. James Rowley; and Mr. Larry Salyers. Dr. Danny Boston and Mr. L. Vincent Williams participated by conference call. Chairman Eric Coleman and Mr. Thomas Susman were absent. Dr. Hazo W. Carter, Jr., President of West Virginia State University, was also present along with members of the administration, faculty, and staff.

Approval of Agenda. Dr. Thralls asked if there were any changes to the agenda. There being none, Dr. Rowley moved that the agenda be approved as written and Mr. Hicks seconded the motion. The motion carried.

Approval of Minutes. There were no changes to the WVSU Board of Governors Special Meeting held on October 14, 2010. Dr. Guetzloff stated at the September 23rd BOG meeting that the Academic Affairs Office should not have its budget decreased by a quarter of a million dollars because of the institution's mission which is to educate people. Dr. Carter responded to Dr. Guetzloff that he would be able to help with his president's discretionary account. Dr. Guetzloff wanted his comment added to those minutes. Dr. Guetzloff moved to approve the September 23rd BOG minutes with the amendment and Mrs. Booker seconded the motion. Both sets of minutes were approved with the amendment made to the September 23rd BOG minutes and the motion carried.

Chairman's Report. Mr. Coleman had no report. Dr. Thralls said that some Board members along with Dr. Epps and Dr. Byers discussed what will ultimately be the development of a new strategic plan for WVSU. He said it was recommended that there be another session when all Board members can attend so there will be full input in this process.

Executive Session. Mr. Salyers, in accordance with West Virginia Code §6-9A-4, moved that the Board go into executive session to address potential legal matters. Mr. Hicks seconded. The motion carried.

Arising out of discussion during the executive session, and in accordance with West Virginia Code §6-9A-4, Mr. Salyers moved that the Board of Governors proceed with its regular meeting and Mr. Hicks seconded. The motion carried.

President's Report. Dr. Carter informed the Board that WVSU has recently been notified by the Governor's Office on Economic Opportunity that we have been awarded funds from the State Fiscal Stabilization Fund and the Grant Award Notice indicates federal stimulus funds will be provided for the current Fiscal Year in the amount of \$1,026,811. WVSU has not received the final Grant Award Notice and are processing the required forms to receive the funds.

The President said that the administration has prepared a budget for Fiscal Year 2011 that is two and a half percent less than the Fiscal Year 2010 budget. The budget reductions

were allocated among the various vice presidents and ranged from one percent to four percent. He said that each vice president has met with him and developed a financial plan to implement the proposed budget reductions in their respective area. He also said that the Budget Council continues to meet on a regular basis to discuss the University's budget and other related issues. The topic of possible future reductions in State appropriations and the effects of the future move of the Kanawha Valley Community and Technical College to the DOW Center were also discussed.

He informed the Board that he held a meeting with the members of the Executive Council and selected individuals from the Finance areas of the Gus R. Douglass Institute and the University regarding a new process that he is implementing to help members focus on their budgets. He explained that each member of the Council will have someone who will help monitor expenditures in their respective area and meet with them on a weekly basis. He will receive weekly reports.

Dr. Carter said that on October 18th, Chancellors Brian Noland and James Skidmore contacted the presidents of WVSU and KVCTC regarding the ongoing dispute between the two institutions over the service agreement. They requested that both presidents submit to both chancellors by October 29th, a detailed written summary of the matters in dispute regarding the service agreement. A detailed summary of our position on the matters in dispute was submitted on Friday, October 29th.

Dr. Carter reported that West Virginia State University received eight responses from prospective developers to its Request for Information (RFI) regarding the design, construction and financing of new students housing on campus. He said that Finance is in the process of reviewing the submissions to make certain that interested and qualified developers can proceed with the project. The President also said that preliminary review of the information packets indicates that multiple qualified developers are available and interested in this project. Upon completed formal evaluation of the submittals, the University will soon follow a formal Request for Proposals process. The RFP process is an enhanced, in-depth submission from a prospective developer and is competitively bid.

The President said that the University's percent of students who have not repaid a variety of financial aid loans stands at 10.1 percent. He said this figure represents a 4.4 percent reduction from the FY 2007 cycle where the University's rate was 14.5 percent. The FY 2008 default rate represents the most recent data available and is a snapshot in time. Dr. Carter said this is important to the University because under the current rules, all schools with default rates of 25 percent or greater for three consecutive years face loss of eligibility in the federal student aid programs.

President Carter informed the Board that the West Virginia Road-Runners recruitment tour is coming to an end. He said that WVSU was participating in this collaborative effort among the higher education institutions in the state to provide a common schedule of college fairs in virtually all portions of the State over a two-month period. He also said that upcoming out-of-state travel for recruiters in November included trips to New York, Kentucky, and Ohio. Dr. Carter said the Office of Recruitment is receiving a list of materials (brochures and booklets) from our four colleges for their recruitment activities.

Dr. Carter said the University's Americorps members are currently working on several recruitment and retention initiatives. The Early Commitment Initiative's primary focus is to develop a relationship with all incoming freshmen and involves contacting these students five times during their first year to provide any assistance they need to be successful in their first year.

The President said the Early Referral Program was implemented this fall and we received over 800 student referrals from faculty members for students not attending class or doing poorly academically. The Americorps members contacted these students to provide information about tutoring and counseling. Dr. Carter also said that Americorps members will also be contacting students who have submitted an application for admission, but have not completed all the paperwork necessary to be fully admitted to assist them with the process. People will also be contacted who completed interest cards during recruitment sessions to cultivate a relationship with them.

President Carter said that Dr. Berry along with members of his staff, and he have been working with Mr. David Goettler on finalizing the Capital Campaign pre-case statement. It is in its final draft form. The document is very impressive and contains pertinent information related to our campus areas of student success and access. The Goettler Association has started to interview individuals who are prominent in our community with regards to our fund raising. A Capital Campaign Action Committee met on October 11th and on November 19th. Dr. Carter explained that part of the silent phase of the Capital Campaign is to increase giving by faculty, staff, and administrators. According to statistics from the WVSU Foundation Office, forty percent of our employees have given to the Foundation since January 1, 2000.

Dr. Carter announced to the Board that on Friday, September 24th, the Funding "All Hazards County Siren" was called into service and is now available. Funding for the siren was donated to Kanawha County for the notification device and the University was asked to house it on campus by the County. The siren is located by the student plaza. He said the University purchased solar panels that provide energy to operate the equipment. The siren was tested during dedication ceremony the same day. Kent Carper, President of the Kanawha County Commission and a State alumnus, several students, and others attended the ceremony where he gave remarks. The President said the University also received thirty-four all-weather radios from the Kanawha County Commission which were purchased by the Commission with grant funds. They will provide campus users with the latest weather updates as well as information in case of an emergency. The University has distributed the radios in locations such as residence halls, shelter-in-place sites, public safety, and the work control center. He said the radios and the siren add an extra layer of protection for the campus in the event of the threat of a natural or another kind of emergency.

The President said there was a first time performance by the West Virginia Symphony orchestra on September 24th in the Davis Fine Arts Theater. He and Mrs. Carter gave remarks during the program. He said the event was well attended and served as an excellent kick-off for WVSU's 120th academic year celebration. He also said on September 29th he was interviewed by WSAZ television about the University's 120th Anniversary.

Dr. Carter said on October 1st , he chaired a meeting of the Martin Luther King, Jr. WV Holiday Commission. He participated in a Higher Education Policy Commission Council of President's meeting on October 5th and on October 6th, he chaired a meeting of the WVSU Research and Development Corporation.

The President informed the Board that Homecoming 2010 activities took place October 11th through 16th and on October 13th, he and Mrs. Carter hosted an Evening with the Alumni Generals at the President's home. On October 14th, they also hosted a reception for members of the President's Circle and on October 16th, he and Mrs. Carter hosted a reception in honor of the Board of Governors.

On October 26th, Dr. Carter co-chaired a meeting of the USDA/1890 Task Force in Washington, DC.

Dr. Carter chaired a meeting of the Fleming Hall Planning Committee on November 8th and on November 9th he had an open forum in the University Union entitled "A Conversation with the President." Students gathered with him in the lounge area of the Union for an informal discussion.

President Carter announced the WVSU Annual Holiday Party would be held on December 16th from 7 PM to 10 PM at the Embassy Suites in Charleston.

Dr. Carter also informed the Board that the graduate reception would be held on December 17th at 6 PM in the Wilson University Union and mid-year commencement exercises would be held on December 19th at 2 PM in the Charleston Civic Center.

Dr. Carter said that he and Mrs. Carter would be hosting the annual Holiday Open House for faculty and staff on December 20th from 3 PM to 5 PM.

President Carter announced that the Martin Luther King, Jr. West Virginia Holiday Commission is celebrating its Silver Anniversary in 2011. He said activities will be held on January 15th and 17th in honor of Reverend King's birthday. He told the Board that information regarding the events would be sent to them in the near future.

The President said that beginning February 14th 2011, the "Marching Toward Justice" exhibit will be on the campus. This exhibit is part of the Damon J. Keith Law Collection of African American Legal history. The exhibit tells the history of the Fourteenth Amendment. It will be on display in the Della Brown Taylor Art Gallery in the Davis Fine Arts Building. In addition to the exhibit, there will be lectures and projects throughout the eight weeks about the Fourteenth Amendment. Dr. Carter said that the Honorable Damon J. Keith is a Federal Circuit Judge for the United States Court of Appeals, Sixth Circuit in Detroit, Michigan. He is a 1947 graduate of West Virginia State College and plans to visit the campus this spring.

President Carter told the Board that located in the back of the Grand Hall was an informational display on a variety of the University's marketing and branding materials. He also said that a couple of years ago, he created the University's Communications Team that is made up of individuals across campus who are responsible for public relations,

marketing, advertising, and branding. Dr. Carter thanked Mr. Hicks and Mr. Susman for working with the Team and invited everyone to view the information and pick up sample materials.

Executive Committee. Mr. Salyers said the Committee's recommendation is that the Intellectual Property Rights Management Policy #59 be adopted with two changes. One change is to 17.4.5 which is a mathematical change which corrects some totals and that caused a change in 17.4.5.3 which is the narrative explaining that same mathematical change. Also the elimination on page 23 of 21.1 entirely and substituting the new language. Dr. Thralls asked for a motion to approve Policy #59 with the changes. Dr. Rowley seconded. Dr. Guetzloff asked if these were recent changes or if these were changes that the Faculty Senate's Ad Hoc Committee worked with the Administration on. Dr. Epps said that comments were received from the faculty and the research council and those changes were apart of the modifications that the Faculty Senate's Ad Hoc Committee approved. Dr. Guetzloff expressed concern that the total faculty hadn't seen these totals. Dr. McMeans explained that the only changes was that the percentages did not add up to 100 percent. Dr. Guetzloff then asked if the oversight was in the faculty's or institution's favor. Dr. McMeans said it went to the physical support. The motion passed with one negative vote.

Mr. Salyers then asked for a recommendation that the WVSU Board of Governors Bylaws be approved with the revisions. The revisions reflect legislative changes related to the membership and officer terms and also the creation of a new standing committee on Institutional Advancement. Mr. Salyers moved that the Bylaws be adopted with the revisions. Dr. Guetzloff seconded the motion. Mr. Casdorff said he had a problem with Article 4, Section G, #2 of the Bylaws. He would like to amend #2 to say, "The committee shall be comprised of the Chair and one (1) board member who does not serve as chair on any other committee and one board member chosen from the following: faculty representative; classified staff representative; or student representative." Dr. Thralls asked for a motion to adopt the proposed amendment. Dr. Guetzloff seconded the motion. The motion carried. Mr. Williams said he would go with the original recommendation. After a brief discussion, Dr. Thralls asked for a motion to adopt the entire policy with the amendment. The motion carried.

Recruitment and Retention Committee. Mr. Hicks said that Americorps has been a real boom in the recruiting area. They are in constant contact with the freshmen making sure they are doing what needs to be done to move to the next level. They are also working to data base a lot of information which is essential to recruiting and contacting potential students. He said that starting on November 15th, Americorps would be hosting fairs at the local schools. They have also distributed one hundred and fifty "Return to Learn" posters in Kanawha and Putnam counties. Mr. Hicks reiterated that WVSU needs more faculty involvement regarding recruitment. He distributed information to the Board regarding the admissions and recruitment process. Dr. Guetzloff asked if WVSU still has no application fee. Dr. Thralls answered by saying most public institutions in West Virginia do not have an application fee.

Finance Committee. Mr. Salyers said reports were distributed by Mr. Parker and his group. There was a discussion that some of the numbers were exceeding the 2.5% budget reduction but Mr. Parker explained that there are some reimbursements from other departments that should take care of themselves as the year progresses. There was also some discussion about the aging of accounts receivable and what efforts the University is taking to collect those debts. He said the audit for Fiscal Year 2010 is wrapping up. Mr. Parker provided a report regarding areas where there are deficiencies that continue to persist and one of those areas is the Child Development Center (CDC). He said that the Finance Committee had asked that the CDC no longer be a financial responsibility to the University by the first of January. It was suggested that it be taken over by some other entity or ultimately be closed. The Board instructed that the CDC no longer be a financial burden to the University. Mr. Salyers said information is still being gathered pertaining to the food service and housing. He said as of November 5, 2009, the cash position of the University was \$4.5 million and as of November 2010, the cash position had increased to \$5.5 million. The Finance Committee is in the process of articulating a mission statement as it relates to the finance area of the University. Mr. Salyers said other areas where deficiencies continue to persist are central services and Athletics.

Academic Policies Committee. Dr. Thralls noted that the Academic Policies Committee did not meet but Dr. Rowley commented on WWSU doing such wonderful things in the field of research. He recognized Dr. Guetzloff and Dr. Fultz and the WWSU chemistry department and commended them on receiving the ACS Award. He also recognized our Land-Grant programs and commended Dr. Carter, Dr. McMeans, and Dr. Toledo on the exciting research projects that are taking place on this campus. Dr. Rowley commented on increasing the size of our facilities in Hamblin Hall in the future because research is so important to this State and country.

Adjournment. There being no further business, Dr. Thralls asked for a motion for the meeting to be adjourned. Dr. Guetzloff moved that the meeting be adjourned. Mrs. Booker seconded the motion. The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Larry Salyers
Secretary