

WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
EXECUTIVE COMMITTEE
DRAFT MINUTES OF MEETING OF MARCH 1, 2012

I. Call to order/Roll call: Chairman Rowe called the meeting to order at 9:02 a.m. Executive Committee members attending were Chairman Larry Rowe and L. Vincent Williams (via conference call); other Board of Governors members attending were Millie Booker, Kris Casdorph, Dr. Tom Guetzloff, and Dr. John Thralls (via conference call). Other faculty and staff were also in attendance.

II. Approval of Agenda: The motion was made, seconded, and passed to approve the agenda.

III. Plan for Swimming Pool After Fleming Hall Addition: This item is on this agenda and will be on 3/22/12 Board of Governors agenda as well. Coach Oree Banks said it is important that we have a swimming pool on campus in place of the one being removed. He said we would be the only school in the state without one. This issue will have to be addressed in the future rather than immediately because of resources.

IV: Housing Initiative: Reports and comments regarding this topic included:

- B. Casto said that at the 2/17/12 meeting of the HEPC they authorized us to proceed with the demand study; there was no dispute on the matter.
- The RFP will be released on 3/06/12.
- Chairman Rowe spoke with Chancellor Hill and he said the HEPC is very supportive of the initiative.
- A Pre-Bid meeting is scheduled for 3/20/12 – we probably won't have a contract until May
- The process is to recommend vendor and financing plan to our Board for approval; then HEPC has to also approve before we can enter into a contract.
- Chairman Rowe asked what about demolition?
- Melvin Jones said those questions haven't yet been addressed. There are several issues: whether demolition will occur at the time of construction, what about retirement of bonds on Dawson Hall, we will have incremental bids and then do economic analysis of proposals.
- Chairman Rowe noted there is concern about demolition of historic buildings and we need to be sensitive to that.
- If we keep all the buildings, some may be renovated but we may have an excess of beds and office space with Cole being vacated this summer.
- Tim Ruhnke asked if anyone has looked into the historicity of the buildings and if we decide we need to demolish them in order to proceed, how do we go about that?
- T. Guetzloff noted there are environmental issues with these old buildings – especially with Gore Hall.
- Chairman Rowe said this may be something we may wish to include in the RFP for them to discuss their understanding of historicity.
- Mr. Casto said HEPC seems to understand we will have excess space if those buildings are kept.
- The Developer will present their proposals of how they envision the configuration and the number of building, etc.
- Mr. Casto recognized Janis Bennett on her very helpful work on this RFP.
- Chairman Rowe congratulated both Mrs. Bennett and Mr. Casto on the work done on this issue.

V. Legislative Appropriation Information: Chairman Rowe noted that Jonathan Adler set up meetings with the Chairs of the Education Committees in the House and the Senate as well as with the Governor's Budget Director.

- The people who direct how the funds will be distributed are Senator Plymale and Delegate Poling.
- Brady Paxton was also in some of the meetings and Senator Plymale included in his meeting his WVSU student intern Hameed Farook.
- Plymale understands our situation and that we are asking for \$1.6 million.
- Chairman Rowe emphasized we need the money but also emphasized this will be important in our search for a new president.
- They are talking about the \$1.6 million for next year in our base budget but there is also the possibility of a supplemental appropriation for this current year.
- We should know something the third week of March after the budget is done.
- Chairman Rowe said he believes the Legislature is impressed with work done here by Melvin Jones and with his community connections.
- Dr. Thralls said it is important that at least one of the two chambers have the \$1.6 million in their budget as it goes into the conference since the governor's budget doesn't have it.
- Chairman Rowe said he believes it will be in one of the two.
- J. Adler said Senator Plymale's office said he was very supportive of WVSU.

VI. FY 2012 (s/b 2013) Budget Preparation: M. Jones said the institution is budgeting for next year. Parameters include:

- Assumption the \$1.6 million will be in our base budget,
- An 8% tuition increase,
- Extend the hiring freeze as well as the additional cost control measures.
- Chairman Rowe asked what percentage will we have to cut if we don't get the additional funding and tuition increase?
- M. Jones said we cannot project that. If we don't get it, we'll have to start over, he said. We are at our very base level and would have to look at staff reductions.
- Dr. Thralls said his initial reaction to an 8% tuition increase on top of what occurred last year is problematic and presents a concern.
- Chairman Rowe said it will help the BOG to have a variety of % increases: 8%, 7%, 6%, etc.
- Will also need to know what will be the effect of having the CTC off campus.
- M. Jones said the new budget proposal will be a line-item budget.

VII. Report on Current Year Budget Reduction: M. Jones reported we are \$1.4 million ahead of budget based on a cash system but we need to take into account how this would look under an accrual system.

- Chairman Rowe asked, "Are we on target for a balanced budget?" M. Jones responded "we expect to have a balanced budget."
- A schedule was presented for funds that are other than E & G with the shaded portion indicating grants. Some of those funds have difficulty which will require remedial action going into next year.
- Losing the KVCTC student fees will be particularly difficult – Athletics, for example, will have only half the revenue they currently have.
- From the KVCTC we lose the \$1.6 in the service agreement but we also expect to lose another \$500,000 from student fees.
- Chairman Rowe asked if we are on target to go to accrual based accounting. M. Jones said not at this point but hope to by the end of the fiscal year.

VIII. Progress Report on Presidential Search Process:

- Dr. Thralls said the search process is going well – we got a late start but we have caught up, applications are flowing in, and review of them will begin soon.
- The meetings of the Committee are publically noticed with one on March 17. While the meetings are publically noticed, they all subsequently go into executive sessions.
- T. Guetzloff asked whether or not the committee or the full Board will talk about the salary range?
- Dr. Thralls responded that is very preliminary, that all candidates know the current salary. Until we know the lead candidates, he felt we cannot speculate on identifying salary.
- Once the finalist is known, the salary recommendation has to be approved by the full Board and the HEPC also has to approve.

IX. Update on Work of Faculty and Administration on Admissions Policy:

- Dr. Byers said he met with the Vice President for Student Affairs (Bryce Casto), the Faculty Senate Executive Committee and established the need for an Admissions Committee.
- He has asked the Deans and Department Chairs to make recommendations for members of an Admissions Committee.
- He wants first to evaluate the current 10% conditional students admitted to determine that they are not detrimental to our retention and graduation rates as well as what we are doing for those students to help to ensure their success.
- Chairman Rowe said we need to define what the Admissions Committee will be doing. Dr. Byers said once the Committee is established, we will take recommendations on what its responsibilities will be and take those to the Academic Policies Committee and to the Board of Governors by the March meeting.
- Chairman Rowe said we need to statistically study these students; if we can show that our conditional students are doing well, that gives us a reason for talking with the HEPC about a variance.
- B. Casto said we are planning to offer an ACT preparation class on campus but the ACT cost is \$34 for a residual test. Chairman Rowe said perhaps we can get contributions to offset the cost of the test.
- T. Guetzloff proposed that from the application fee for those students who paid it but didn't come here, perhaps we could use those excess funds to pay for the residual ACT tests for those who take the preparation class.
- Dr. Byers said that before end of semester he hopes to establish articulation committees with CTCs to assist in the transition of their students to WVSU.

X. Update on Fundraising Activities and Work of Campaign Steering Committee:

- Dr. John Berry said two of the primary agenda items voted on at the last Capital Campaign Committee meeting were
 - to have a capital campaign budget and Eric Coleman, Dr. Rowley, President Carter, M. Jones, and L. Rowe will meet to discuss the budget.
 - that committee members hear presentations from campus areas so the Committee knows what our product is so when they go out to raise funds, they know who and what we are.
- The Committee is not happy with public relations and the fact that the Kanawha Valley doesn't know about what good things are happening on this campus – only negative aspects are reported.
- The question was raised, "Why is there only one media outlet?"
- The Committee is demanding a vertically integrated marketing plan and demanding to see what is going to be done to move this process forward. The president was asked to present this plan by May 17.

- Some Committee members have expressed angst about what will be Dr. Carter's role when the new president comes.
- Chairman Rowe said it is pretty clear that the roles of the new president and the president emeritus must be clearly defined.
- Dr. Barry asked Chairman Rowe to attend the May 17 Capital Campaign meeting.
- Dr. Byers said that last Fall the Administrative Staff worked with Communications and by your next meeting you should have a report on the reorganization of Communications as well as on Information Technology.
- Dr. Barry said moneywise, in terms of the campaign, we have greater than \$744,000 in new pledges and cash received as of 2/29/12.
- Chairman Rowe asked for a budget that shows us what it is costing us to raise these additional funds
- The question was asked where we are on having a viable database of all our alumni?
- Dr. Byers said he took the records of graduates from Registration to Amanda Downs in Alumni Affairs and she is inputting those names into the record.
- Dr. Barry said they are cultivating the various cohorts in order to ask them for money. He said he believes we have 10,000 viable records of alumni in the Kanawha Valley. Chairman Rowe said he believes we can just begin with a newsletter and asking them for money.
- Dr. Barry said they have launched outside the WV zip codes so they are now looking at launching in-state in two weeks.
- An electronic newsletter, "The Buzz," goes out quarterly.
- T. Ruhnke said he believes we must have a credit card-giving mechanism that can be used over the phone at the time a call is made – and it needs to be a call, not just send a card and ask them to write a check and respond.
- He said he believes we need to target the fund-raising from alumni and the funds should be targeted to aid new students.

XI. Update on Strategic Plan: Dr. Pelphrey distributed a printed report and said they are following up on plans that are not progressing at the 25% rate.

XII. Calculation of Graduation Rates: These are found on page 16 of Dr. Pelphrey's Handout.

XIII. Meetings with Faculty Senate and Classified Staff Council:

- The question was asked whether or not we could we do these meetings in the May 21-22 timeframe?
- Chairman Rowe said he would prefer March 21 for faculty.
- It was pointed out that is during Spring Break
- There was discussion about moving the Board meeting.

XIV. Adjournment: It was moved and seconded for the meeting to adjourn at 10:49 a.m.

Respectfully submitted,

Patricia M. Shafer, M.B.A./C.P.A.
Office of Academic Affairs