

Minutes

West Virginia State University Board of Governors

August 11, 2011

Call to order. The meeting was called to order by Chairman Rowe at 9:01 AM. Members present were: Mrs. Millie Booker; Mr. Kris Casdorph; Dr. Tom Guetzloff; Mr. William Lipscomb; and Mr. Larry Salyers. Mr. L. Vincent Williams and Mr. Eric Hicks called in. Mr. Tom Susman, Dr. Ann Smith, Mr. Gary Swingle, and Dr. John Thralls were absent.

Mr. Rowe said this is basically an organizational meeting. He noted several concerns:

- Too much email communication among board members;
- Suggested Board members do not discuss Board matters via email that will come before the Board at a meeting;
- General questions about scheduling are all right to email but no discussions with opinions on items that will come before the Board.

Chairman Rowe announced that there will be a training session in September and one of the topics will be the role of the Board. He said the Board does not have authority as individuals; individual Board members can request information but has no authority to demand it from the administration on an individual basis. All requests should go through the President's Office.

Chairman Rowe also said:

- Minutes of the Executive Meetings will be taken but not in detailed narrative;
- Committees were assigned. Audit and Finance will work together;
- Board plan was developed and distributed. Bylaws will be certified and a copy retained in the President's Office;
- Review of the members of the Executive Committee;
- Make sure all changes to minutes are reflected in the bylaws;

- Secretary will certify and sign the bylaws.

Lori Elliott provided a brief overview of the legislative audit and response. The audit is now a public document. One finding was the lack of a written agreement between the University and R & D Corporation. A formal agreement is in the process of being written. Also, advanced notices are not being submitted to the media, public, or secretary of state. The audit indicates we are doing fine.

Governor Williams had specific questions about the \$1.4 million deficit mostly due to decrease in tuition. Mr. Smith gave an overview of the financial report. The service agreement had significant impact on our budget. Mr. Williams said he did not see where all of the deficit was from the service agreement. Mr. Rowe said he will ask finance to take up the deficit and propose suggestions for actions to reduce the deficit. Dr. Guetzloff said the decreased enrollment needed to be discussed. Mr. Williams moved that the administration start cost reductions where possible immediately so there is not a particular month where we have a big deficit left. Mr. Rowe joined him in the motion but because it is not an emergency, cannot vote at this time.

The RFP's, housing demand study bid opened on August 8, 2011.

- Evaluation committee consists of 7 members;
- Three firms submitted a proposal;
- Bids will determine if WVSU needs new housing;
- Process to take about two months;
- Funds will come out of current or existing revenue;
- Administration will provide update reports to the Board.

Regarding the Strategic Plan, Mr. Rowe said the community has to have an opportunity to contribute and comment. The administration is in the process of scheduling open forums. The Chair said he wants meetings held on campus for faculty, staff, and student input. There will be a faculty meeting on August 15th but Dr. Guetzloff challenged that the faculty meeting is being called an informational meeting on Strategic Plan. The Plan will be on the agenda for the September Board meeting. Dr. Byers

said there will be a second faculty meeting. The first meeting will be to receive the presentation and the second will be held to receive feedback. Mr. Rowe said written comments should be presented. Dr. Ruhnke said there should have been significant input from the faculty. He said if these are official documents, the bulk was done when the faculty were not on contract and to make changes in September does not allow the faculty time because they are just returning to campus. Mr. Rowe said amendments can be made after September. Dr. Byers said the faculty had opportunity for input back in March and he received a list of comments from each Dean who was asked to meet with their faculty. North Central Accreditation will ask about the Strategic Plan when they come in 2014 about what happened in the two years that there was no plan. Dr. Byers stressed the importance of the Strategic Plan in relation to accreditation. Dr. Pelphrey said a timeline will be prepared for this cycle and will include a time for faculty comments for the next cycle.

Dr. Ruhnke said that other schools in our area are reporting record enrollment increases while ours is dropping.

Dr. Berry said attempts were made to raise funds for the Media Center but to no avail. Dr. Carter said we will look into bond options. Dr. Berry said WVSU has been asked to report to CURA every six months.

Mr. Casto said WVSU is ready in Financial Aid. Mr. Rowe said he will defer discussion regarding students who enroll and receive financial aid and not attend classes. Dr. Ruhnke said when this happens, the students receive F's and then they are not eligible to receive additional aid. Mr. Rowe referred this issue to Academic Affairs. There may also need to be an administrative withdrawal policy. The faculty senate needs to work with the administration.

Dr. Harrison said WVSU has a good relationship with Concord in the Social Work Programs. He said the Chancellor wants more collaborative programs. Academic leaders agreed to begin the program. A proposal for approval will be presented to the Academic Policy Committee and Board in September.

The topics for the next meeting:

- Suggestions for next Executive Committee meeting;
- More on general readiness;
- Update on Strategic Plan;
- Another budget report

Dr. Guetzloff would like the Board to receive weekly enrollment report. Dr. Pelphrey will send them to Crystal who will forward them to the members.

For the next financial report:

- Have one page cover clearly stating budgetary status;
- What the deficit is;
- Have one page cover summary identifying problem areas.

The Chair asked Mrs. Elliott to distribute a spread sheet to the Board.

Adjournment. Mr. Williams moved that the meeting be adjourned and Mr. Rowe seconded the motion.