

AGENDA
West Virginia State University
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
January 28, 2016
12:00 p.m.

1. Call to Order and Roll Call – Chair Ann Brothers Smith, presiding
2. Verification of Appropriate Notification of Public Meeting Action 2
3. Review and Approval of Agenda Action 1
4. Review and Approval of Minutes of Previous Meetings Action 3
5. Reports from Board Committees
 - a. Presidential Search Advisory Committee
 - b. Institutional Advancement
 - c. Audit
 - d. Recruitment and Retention
 - e. Academic Policies
 - f. Finance
6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel, and Property Matters
7. Report from the University President
 - a. University Reports Forwarded by Board Committees
 - i. Presentation of University Financial Statement Audit Action 11
 - ii. Campus Development Plan Action 12
 - iii. Recent Land Purchase Action 13
 - iv. BOG Budget Report – December Information 14
8. Other Matters
9. Next Meeting Date – *March 17, 2016*
10. Adjournment

**West Virginia State University
Board of Governors**

Date/Time: 1/28/2016 -- 12:00 PM

Location:

West Virginia State University, Erickson Alumni Center, Grand Hall, Institute, WV

Purpose: To conduct regular business of the Board

Notes:

This is a compliant meeting.

Meeting was approved : 1/8/2016 4:08:15 PM

**West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
December 11, 2015
Minutes**

1. Call to Order and Roll Call

Dr. Smith called the meeting of the West Virginia State University (WVSU) Board of Governors (BOG) to order at 12:07 p.m.

Present: Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Mr. Payton, Mrs. Pitchford, Dr. Smith, Mrs. Squirts, Mr. Susman, Mr. Swingle, and Dr. Thralls. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Dr. Smith announced the verification of appropriate notice of public meeting.

3. Review and Approval of Meeting Agenda

Dr. Thralls motioned for approval of the agenda as presented, and Mr. Swingle seconded the motion. The motion carried.

4. Review and Approval of Minutes of Previous Meeting

Mr. Swingle motioned for approval of the minutes of the September 10, 2015 meeting, and Mrs. Pitchford seconded the motion. The motion carried.

5. Reports from Board Committees

Institutional Advancement:

Dr. Smith chaired the Committee and presented the report.

- To date, there are 497 new donors, of which 50 are due to the recent phone-a-thon. Mr. Payton, who participated in the phone-a-thon, said this is the third year the event has been held and this year was very successful. On behalf of the full Board, Dr. Smith commended the students for their efforts and asked Mr. Payton to extend their appreciation to the phone-a-thon group.
- The current Campaign total is \$17.2 million.
- For alumni engagement, Director of Alumni Relations Belinda Fuller provided a calendar of events; additional copies will be provided to the full Board following today's meetings.

Recruitment and Retention:

Mrs. Pitchford chaired the Committee and presented the report.

- Director of Admissions Amanda Anderson presented on territory management and goals set for recruitment and admissions.
- The Committee discussed the admissions recruitment cycle and received information on what takes place during the different phases of the cycle.
- Information was received about ongoing assessment of recruitment activities, as well as how admissions counselors continually adapt to the market.

- Enrollment figures will be reported on in January.

Audit:

Mr. Swingle chaired the Committee and presented the report.

- The Committee expected to review the external audit report; however, the auditors are awaiting information on retirement benefits in order to complete the report.
- Vice President for Business and Finance Melvin Jones provided updates on cash audits conducted across campus and a summary of other upcoming audits.

Academic Policies:

Dr. Thralls chaired the Committee and presented the report.

- The Committee received a report from Provost and Vice President for Academic Affairs Kumara Jayasuriya. Items covered included the general education curriculum changes.
- The Committee discussed academic programs and proposals that were approved recently.
- An update was provided on the ESL Program and the December cohort.
- The University will begin offering online academic programs in five areas, beginning in fall 2016. The University has entered into a partnership with The Learning House regarding marketing efforts.

Finance:

Mr. Susman chaired the Committee and presented the report.

- The Committee received a presentation on the Campus Development Plan Update, which will be presented to the full Board later on the agenda.
- The Committee approved a utility easement to install a power pole to supply electricity to the Chapel. A recommendation will be made to the full Board later on the agenda.
- Vice President Jones provided the October and November BOG Budget Reports, and he will present the reports to full the Board as a part of the President's Report.

6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel, and Property Matters

Mr. Susman motioned for approval to go into executive session, under the authority of West Virginia Code §6-9A-4, to discuss legal, personnel, and property matters. Mr. Swingle seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mrs. Pitchford, and Mr. Swingle seconded the motion. The motion carried. Chair Smith asked for the record to reflect that the Board only discussed items related to the topics listed, that no decisions were made in executive session, and no motions or votes were taken.

7. **Report from the University President**

President Hemphill began his report by reflecting on the past year and several wonderful moments that greatly contributed to the success of the State family such as the opening of the Gregory V. Monroe Athletic Complex, The Higher Learning Commission site visit and subsequent reaffirmation of accreditation for the maximum period of 10 years, and the historic \$1.75 million gift from BrickStreet to provide student support and scholarships. President Hemphill said the University will celebrate 125 Years of Service in 2016. At the next Board meeting, he will provide a briefing regarding activities and events associated with the 125th Anniversary Celebration, including a campus-wide event to be held on Founders Day – March 17, 2016.

a. University Reports Forwarded by Board Committees

- Item 7.a.i: President Hemphill asked Vice President Jones to present the Campus Development Plan Update. Vice President Jones stated the update is information only to obtain feedback from the Board. The Campus Development Plan will be brought back before the Board for approval during the January meeting and subsequently the HEPC meeting in March. Vice President Jones called upon Adam Krason with ZMM to give a presentation on the plan update. Mr. Krason said a draft Campus Development Plan was created, in which some of the components are based on feedback received during meetings with campus constituent groups. Board discussion was held following the presentation. Dr. Guetzloff suggested a recreational center be incorporated into the plan. Mr. Krason stated the game room area in the University Union was discussed during the campus meetings, and it was noted that the area is not utilized as frequently as in the past; there may be opportunities to move areas around in the University Union in order to provide more recreational opportunities. Dr. Guetzloff clarified for the record that he was not indicating that the faculty want a swimming pool. Through further Board discussion, there was a consensus that Sullivan Hall may be renovated in the future for classroom or office space, but the facility would not be demolished. In addition, it was noted that a regular roof replacing cycle is necessary due to the typical life span of roofs.
- Item 7.a.ii: President Hemphill said, as reported by Mr. Susman, the Finance Committee received information regarding a utility easement, which appears on pages 11 through 14 of the Board Book. President Hemphill said he brings this item before the Board for approval. Mr. Susman motioned for approval by the full Board of the utility easement. Dr. Thralls seconded the motion, and the motion carried.
- Item 7.a.iii.: President Hemphill asked Mr. Jones to provide the budget report for October and November. Mr. Jones distributed copies of the reports and presented information for the November report. The general revenue target is 41.67 percent, income is at 44.32 percent, and expenses are at 29.79 percent. Mr. Jones provided the actual percentages for all of the areas as follows: Academic Affairs (21.09 percent) Student Affairs (41.99 percent), President's

Area (42.04 percent), University Relations (32.50 percent), Physical Facilities (37.65 percent), University Advancement (39.35 percent), Finance (41.09 percent), and College-Wide (36.43 percent). The majority of the areas are on or below budget. Mr. Jones said his staff would review the negative percentage showing for Academic Affairs, because the figure appears to be inaccurate.

For the auxiliary accounts, Student Union Operations has a \$90,984 unfavorable balance; however, the figure does not include the CTC payment, which should be \$40,000. Business and Finance staff reviewed the Housing account and discovered that student-athlete scholarships have not yet been credited to the account, and supplies and other charges increased compared to last year; a further review will be conducted and, once the discrepancies have been addressed, a positive net activity is expected. Athletic Director Sean Loyd and Assistant Vice President for Business and Finance continue to meet weekly to review the budget for the Athletic accounts. The Faculty Housing account is doing well; a fee will be proposed in the future to cover pet-related maintenance expenses.

Before concluding his report, President Hemphill reminded the Board about the Commencement ceremony to be held on December 12, 2015 at 10:00 a.m. in the D. Stephen and Diane H. Walker Convocation Center and provided information regarding the platform party.

8. Other Matters

No other matters were brought before the Board for discussion.

9. Next Meeting Date

January 28-29, 2016

10. Adjournment

With there being no further business, the meeting adjourned at 1:59 p.m.

Respectfully submitted,

William Lipscomb
Secretary

Approved:

Ann Brothers Smith
Chair

West Virginia State University Board of Governors
113 Ferrell Hall
December 21, 2015
Minutes

1. Call to Order and Roll Call

Dr. Smith called the meeting of the West Virginia State University Board of Governors (BOG) to order at 10:02 a.m.

Present: Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Mr. Payton, Mrs. Pitchford, Mr. Salyers, Dr. Smith, Mrs. Squirts, Mr. Susman, Mr. Swingle, Dr. Thralls, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Dr. Smith announced the Verification of Appropriate Notice of Public Meeting and stated that the emergency meeting is compliant due to the nature of business to be addressed.

3. Review and Approval of Agenda

Mr. Konstanty requested to move Item 5 before Item 4, making the current Item 4 the new Item 5 and the current Item 5 the new Item 4. Mr. Susman motioned for approval of the agenda as revised. Mr. Swingle seconded the motion, and the motion carried.

4. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Matters - Presidential Search and Transition Process

Mr. Susman motioned for approval to go into executive session, under the authority of West Virginia Code §6-9A-4, to discuss personnel matters, specifically the Presidential Search and Transition Process. Mrs. Pitchford seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mr. Konstanty, and Mr. Swingle seconded the motion. The motion carried. Dr. Smith asked for the record to reflect that the Executive Committee only discussed items related to the topic listed, that no decisions were made in executive session, and no motions or votes were taken.

5. Report from Executive Committee

Dr. Smith said the Executive Committee met and reviewed information received about President Hemphill's announcement regarding his acceptance of the presidency at Radford University effective July 1, 2016. The members of the Board expressed their sincere gratitude to President Hemphill for his service to the University and commitment to moving the institution forward.

In addition, Dr. Smith said the Committee reviewed and discussed HEPC Series 5 and BOG Policy 61 in terms of the rules and guidelines for the presidential search process and subsequent hiring of a president. As a part of the process, the Board Chair is

authorized to appoint a search committee comprised of interested persons and is consistent with the representatives outlined in HEPC Series 5.

6. Search Committee and Search Procedure

Dr. Smith announced the appointment of the Presidential Search Advisory Committee, which is comprised of the following individuals: Dr. Jonathan Eya (Faculty), Mr. Melvin Jones (Administration), Mr. Mark Kelley (WVSU Foundation), Mr. Paul Konstany (BOG), Mr. William Lipscomb (Co-Chair), Mr. Charles Patton (Community), Mr. Earon Payton II (Student), Mrs. Gail Pitchford (Co-Chair), Dr. Tim Ruhnke (Faculty), Dr. Lateef Saffore (Alumni), Dr. Ann Brothers Smith (BOG), Mrs. Daisy Squirts (Classified Staff), Ms. Diane Strong-Treister (Community), Mr. Tom Susman (BOG), Dr. John Thralls (BOG), Mr. L. Vincent Williams (BOG), and Chancellor Paul Hill (Ex-Officio). Mr. Swingle motioned for approval of the Presidential Search Advisory Committee membership, and Mr. Susman seconded the motion. Through Board discussion, it was agreed that up to two additional members may be added to the Committee if deemed necessary. The motion carried.

Board discussion was held regarding the possibility of entering into a contract with a search firm to assist with the search. Mr. Konstany motioned for Board approval, in conjunction with the Executive Committee, to issue an RFP for possible retention of a search firm to assist the Presidential Search Advisory Committee. Mr. Susman seconded the motion, and the motion carried.

7. Adjournment

With there being no further business, the meeting adjourned at 11:09 a.m.

Respectfully submitted,

William Lipscomb
Secretary

Approved:

Ann Brothers Smith
Chair

West Virginia State University Board of Governors
113 Ferrell Hall
January 4, 2016
Minutes

2. Call to Order and Roll Call

Dr. Smith called the meeting of the West Virginia State University Board of Governors (BOG) to order at 2:00 p.m.

Present: Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Mr. Payton, Mrs. Pitchford, Mr. Salyers, Dr. Smith, Mr. Susman, Mr. Swingle, Dr. Thralls, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Dr. Smith announced the Verification of Appropriate Notice of Public Meeting.

3. Review and Approval of Meeting Agenda

Mr. Swingle motioned for approval of the agenda as presented, and Mrs. Pitchford seconded the motion. The motion carried.

4. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel Matters - Presidential Search and Transition Process

Mr. Williams motioned for approval to go into executive session, under the authority of West Virginia Code §6-9A-4, to discuss personnel matters, specifically the Presidential Search and Transition Process. Mr. Lipscomb seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mr. Konstanty, and Mr. Swingle seconded the motion. The motion carried. Dr. Smith asked for the record to reflect that the Executive Committee only discussed items related to the topic listed, that no decisions were made in executive session, and no motions or votes were taken.

5. Report from Executive Committee

The previously scheduled Executive Committee meeting was cancelled. As a result, there was no report from the Executive Committee.

6. Approval of Search Procedure

Dr. Smith stated that the Board reviewed and discussed the draft Search Procedure and asked for a motion to approve the document. Mr. Susman motioned for approval of the Search Procedure, and Mr. Williams seconded the motion. The floor was open for discussion. Mr. Konstanty proposed two amendments: the first on page two by changing the word “interviews” to “interview(s)” and the second on the last page under the Search Firm section by deleting “it is anticipated that” and changing “a search firm will” to “a search firm may.” Mr. Swingle proposed an amendment on page two under the May

section by changing “Presidential Search Advisory Committee and/or Board of Governors” to “Presidential Search Advisory Committee and Board of Governors.” Mrs. Pitchford proposed an amendment on the last page under the Screening Process section to change “The finalists will be invited to the campus for interviews, which will include open forums with students, faculty, classified staff, alumni, and the community.” to “The finalists will be invited to the campus for interviews, which will include open forums with students, faculty, classified staff, alumni, the Foundation Board of Directors, and the community.” thereby adding as specific reference to the Foundation Board of Directors. There being no further discussion or proposed changes, the Search Procedure was approved as amended. The Search Procedure will be forwarded to the Higher Education Policy Commission for approval.

7. Adjournment

With there being no further business, the meeting adjourned at 3:01 p.m.

Respectfully submitted,

William Lipscomb
Secretary

Approved:

Ann Brothers Smith
Chair

Agenda Item 7.a.i.
January 28, 2016

Action

Presentation of University Financial Statement Audit

As part of the annual audit process, a representative from CliftonLarsonAllen will be in attendance to provide a presentation of the Financial Statement Audit. In addition to the presentation, members of the Board will have an opportunity to ask questions of the independent auditor.

The full audit and the management letter are provided as part of the agenda mailing.

Agenda Item 7.a.ii.
January 28, 2016

Action

Campus Development Plan

Per West Virginia Code, West Virginia State University is in the process of updating its Campus Development Plan, which is often referred to as a Master Plan. As part of this process, University officials are partnering with ZMM Architects & Engineers and have received input from the campus community, including students, faculty, staff, alumni, and community members. As part of the December 11, 2015, a presentation was provided by Adam Krason of ZMM, and members of the Board of Governors provided feedback.

As part of this meeting, a revised plan will be presented for consideration by the full Board.

**Agenda Item 7.a.iii.
January 28, 2016**

Action

Recent Land Purchase

**Agenda Item 7.a.iv.
January 28, 2016**

Information

BOG Budget Report – December

Materials are still being developed and will be provided at the meeting.