

Minutes
West Virginia State University Council
February 2, 2012

Call to Order. A meeting of the West Virginia State University Council was held on Thursday, February 2, 2012 in 113 Ferrell Hall. The meeting was called to order at 3:07 p.m. by Dr. Charles Byers. Other members and representatives present were: Mr. Bryce Casto, Mr. Melvin Jones, Mr. Robert Huston, Dr. John Teeuwissen, Dr. Ulises Toledo, Ms. Casey Guet, and Dr. John Berry.

Approval of Agenda. Mr. Huston moved that the agenda be approved as presented. Mr. Casto seconded, and the motion carried.

Approval of Minutes. With no corrections noted, Mr. Jones moved that the minutes for the meetings held on October 20, 2011 and November 17, 2011 be approved. Mr. Casto seconded the motion and the motion carried.

Board of Governors. No report.

Student Government Association. Ms. Casey Guet represented Ms. Kinyatta Buford. She reported that the SGA ended last semester with an Adopt A Child for Christmas program. YANSA and the NAACP chapter on campus also participated in the event. The SGA is planning a trip to DC in April. She said the focus of the trip will be black history because they feel that it is important for the students to understand the importance of being an HBCU. The SGA has been working on the Black History Month convocation. The speaker will be Dr. Dennis Watson, who is a business man and motivational speaker. Land-Grant is providing financial assistance for the convocation. Ms. Guet said they are continuing their work on voter's registration projects and actively trying to get people to register to vote. The SGA will be preparing for elections for new officers for next year. She said that the greatest thing she noticed since being elected Vice President of SGA is how they have managed to bring all of the student organizations together for different activities and the commuter and on-campus student organizations are working together more.

Faculty Senate. No report.

Classified Staff. No report.

Academic Affairs. Dr. Teeuwissen reported for Dr. Byers. He informed that the new class schedule went into effect this spring. He said that no complaints have been received and students appear to like the new schedule. The new final exam schedule is now posted on the website. There were some technical issues with the format but that is being worked on by Computer Services.

Dr. Teeuwissen said that a limited number of the 2011-2012 catalog was printed and it is also posted online. The catalogue consists of the four bulletins for the colleges and academic and financial information. The deans are in charge of updating their bulletins, which are also used as public relations pieces for each college.

The 2012-2013 Academic Calendar has been sent out for proofreading and comments. Dates that fall in both semesters will be listed in each semester so that deadlines are not missed. Dr. Teeuwissen said that it will be distributed as soon as the feedback is received and changes are made

Business and Finance. Mr. Jones said representatives from WV Ethics Commission will be on the campus on February 21st to conduct a presentation. He said all employees who are interested are invited to attend, but attendance is mandatory for certain individuals. Mr. Jones said his area will be scheduling a retirement seminar to be held this semester. There will be representatives from the Social Security Administration, TIAA Cref, and the Retirement Board who will inform people of their rights and options related to retirement. The seminar is open to everyone, but the primary target audience is pre-retirement age employees. Business and Finance continues to work on changing the Banner System from a cash system to an accrual system. He said it is a very time consuming project and it is about 10 percent completed. The online payments option is going very well and students can now purchase their books from the bookstore online. Mr. Jones said they are also continuing internal reviews of the bookstore. Changes have already been made to several procedures to better safe guard the assets of the University. Every area of the University will eventually be reviewed.

Mr. Jones reported that the first round of bids were opened for the Fleming Hall Renovation and Addition. He said they were disappointed that it was about \$1 million over what they estimated. The architects suggested that we not accept the bid, but to re-bid this particular phase of the work which is the phase where we move the utilities so that they will match the footprint of the new structure; and thereby, we would have a general contract to bid on all of it and bring the cost more inline. He said they accepted their recommendation and it does not affect the final cost nor the timing.

Mr. Jones said they are continuing their staffing survey and will be bench marking all of the schools in West Virginia with the exception of West Virginia University, Marshall University, and the Osteopathic School of Medicine. This will provide a detailed look at staffing levels and how they compare with our staffing levels. He said the portion of Public Safety that handles the ID badges, parking permits and parking tickets has been moved over next to the Cashier's Office. Mr. Jones informed that they are looking into refinancing our existing bond debt to try to get a better rate, as requested by the Board of Governors. He said this will be all debt, and not just the debt associated with the dormitories.

Land-Grant Institute. Dr. Toledo reported that the most recent house purchased by the Land-Grant Institute on Route 25 has been demolished. The property will be cleaned and they plan to build a training and storage facility there within the next 18 months. Dr. Toledo said they are completing the on-campus site for an Aerospace Education Laboratory, which is one of the components of the NASA Science, Engineering, Mathematics and Aerospace Academy (SEMAA). This will be a cutting-edge technology laboratory that engages students in real-world technologies. We currently have one at the SEMAA site in Beckley. Dr. Toledo said they expect the one on campus to be fully functional within two weeks. The Economic Development Center, located on the Kanawha Boulevard in Charleston, is undergoing a \$1 million renovation. The Center provides programs to

train entrepreneurs in media and food preparation. The renovation will be completed by mid-March. Dr. Toledo said they are also renovating a wing in the Drain-Jordan Library to put in a high performance computer and visualization wall. This is an EPSCoR project. An opening ceremony will be held when completed. Interim Chancellor Paul Hill is the PI for that grant.

Planning and Advancement. Dr. Berry said that the fund raising case statement has been completed and he distributed copies of the finished document. He said the initial campaign is focused on human development. The case statement explains what the dollars are to be used for and who will benefit from the contributions. The Campaign Steering Committee is meeting regularly and all of the University's constituent groups are represented. The Committee is scheduled to meet again on February 24th. He said they have sent the first phase of mailings for the 1891 campaign and officially launched 4,000 pieces yesterday. Split alumni supported data base into two segmental pieces. The first phase includes every zip code outside of West Virginia. Phase two will launch to local alumni and will be sent out in March.

Student Affairs. Mr. Casto reported that the Housing Demand Study was approved by the BOG on January 26th. The Study now goes to the Higher Education Policy Commission for endorsement on February 17th. He said that Student Activities held a meet and greet in the Student Union to allow students to become familiar with Ms. Chantelle Hudgins, who is their Program Coordinator, and the members of the Student Activities Council. The meet and greet table provided a brief survey to see how the students responded to prospective events. They also shared calendars, contact information, and applications to become part of the Student Activities Council. Mr. Casto said that PRSSA coordinated with Teays Valley Cinema to host a premier showing of the movie *Red Tails*. They were also able to show the video given by World War II Veteran, Gene Young, prior to the showing where he commends the Tuskegee Airmen for their service. The HONDA Campus All-Star Challenge team has qualified for the national tournament. The competition moves to Los Angeles this year.

Mr. Casto informed that the Office of Residence Life was relocated to 315 Sullivan Hall, East. The Office of Veterans Affairs and Service Learning was transitioned from Academic Affairs to Student Affairs and it will be located in Prillerman Hall. A 25th Anniversary event is being planned for the 1987 WV Conference Champion Men's Basketball team. The team was also the national runner-up and they had three NBA draft picks. His Assistant Vice President, Mr. Joe Oden, was a member of that team.

Adjournment. There being no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Crystal Walker