

**West Virginia State University Board of Governors
Annual Meeting
1:30 p.m. - June 14, 2012
Grand Hall, Erickson Alumni Center**

Mr. Larry L. Rowe-Chairman, Presiding

AGENDA

- I. Call to Order
- II. **Approval of Agenda**
- III. **Approval of Minutes for Regular Meeting on April 26; Special Meetings on April 25, April 27, and May 9; and, Executive Committee Meeting on May 9**
- IV. Comments by Leadership Team
 - A. Dr. Hazo W. Carter, Jr., President
 - B. Dr. R. Charles Byers, Provost and Vice President for Academic Affairs
 - C. Mr. Melvin Jones, Interim Vice President for Budget and Finance
- V. WVSU Research & Development Corporation Contract
- VI. **Approval of BOG Meeting Dates for FY 2013**
- VII. **Election of Officers** Dr. Carter
- VIII. Finance Committee Mr. Salyers
 - A. Review of Year-to-Date 2012 E&G Budget
 - B. Update on Year-to-Date Auxiliary Account Activity
 - C. Update Regarding Additional \$750,000 HEPC Funding
 - D. KVCTC Status Update and Discussion Regarding Revenue Impact
- IX. Audit Mr. Williams
 - A. Internal Review of Overtime
 - B. Update on Legislative Audit
 - C. Discussion on Areas for Next Internal Reviews
- X. Academic Policies Committee Dr. Thralls
 - A. **Approval of Intent to Plan a Master of Public Administration Degree**
 - B. Update on Preparation of Master of Education Degree for Submission to HEPC
 - C. Update on Program Enrollment and Graduate Data for 2010-2012 from Departments of Education and Psychology
 - D. Report from Recreation Program
 - E. Admissions Committee Report
 - F. Accreditation Update
 - G. Progress on Work Plan Items from 2011-2012 Board Plan for Policy and Review
- XI. Recruitment & Retention Committee Mr. Lipscomb
 - A. Admissions and Recruitment Updates
 - B. Recruitment and Retention Survey Report

- XII. Institutional Advancement Committee Mr. Rowe
 - A. Updates on Strategic Planning
 - B. Fundraising Report
- XIII. Student Government Association Presentation Ms. Kinyatta Buford
- XIV. Reflections from Chair
- XV. **Possible Executive Session Regarding Personnel Matter(s)**
- XVI. Adjournment

Action items are in **bold print**.

Minutes
West Virginia State University Board of Governors
April 26, 2012

Call to Order. A regular meeting of West Virginia State University (WVSU) Board of Governors (BOG) was called to order at 1:30 PM by Chairman Rowe. Members present were: Mrs. Millie Booker; Mr. Kris Casdorff; Dr. Tom Guetzloff; Mr. William Lipscomb; Mr. Larry Salyers; Dr. Ann Smith; Mr. Gary Swingle; Dr. John Thralls; and, Mr. Vincent Williams. Mr. Tom Susman was absent. Dr. Hazo W. Carter, Jr., President of West Virginia State University, was present along with members of the administration, faculty, and staff.

Approval of Agenda. Dr. Thralls moved that the agenda be approved as written and Mr. Williams seconded the motion and the motion passed.

Approval of Minutes for Regular and Special Meetings on March 21-22, 2012 and Special Meeting on April 10, 2012. Mr. Williams moved that the minutes of all three meetings be approved and Mrs. Booker seconded the motion. The motion passed.

Announcements by the Chair. Chairman Rowe said one of the presidential candidates remarked how well the faculty, staff, students, and community participated in the meetings. He said Dr. Pelphrey's numbers show that our graduation rate is up 8 percent; the retention rate has increased; applications for the fall semester are up 78 higher than one year ago; number of accepted students for the summer is higher than last summer. Mr. Rowe said the efforts of the administration, the faculty, the participation of the students, and the work of the Board has been remarkable.

Comments by the Leadership Team. Dr. Carter said the percent of contributors to the Foundation is more important than the amount. A representative from the Benedum Foundation will be on campus in June to meet with the fund raising team regarding campus programs. The Strategic Plan is approximately 65% completed. Dr. Carter reiterated our graduation and retention rates have increased; GPA for beginning students has increased 6.9%; average ACT scores for first-time students have increased 2.1 percent. Preliminary preparations have begun for WVSU's 2014-2015 accreditation. Dr. Carter reported that he gave remarks at the grand opening

of the University's Economic Development Center; the SEMAA site grand opening on campus was held on April 23, 2012; WVSU is one of fifteen NASA SEMAA locations in the United States and is the only institution that has 2 AEL facilities; WVSU hosted the first combined meetings of the West Virginia Academy of Science and the Science, Technology, and Research (StaR) Symposium; the WVSU National Alumni Association will hold its conference in Philadelphia, PA in May; the graduate reception will be held on May 11; Commencement will take place on May 13th and he will be the keynote speaker; the WVSU Foundation Annual Dinner will be held on May 17th and the honorees are Dr. James Rowley and the Honorable Reggie Walton.

Dr. Carter recommended awarding the Honorary Doctor of Divinity Degree to the Right Reverend Emanuel A. Heyliger at WVSU's spring commencement. Dr. Thralls moved that Rev. Heyliger be awarded the Degree and Mrs. Booker seconded the motion. There was a brief discussion about who receives Honorary Degrees and at what particular function. The motion passed. Dr. Guetzloff did not vote.

Dr. Byers talked about Dr. Carter's retirement celebration that was held on April 25th. This is the first of two. The first celebration targeted faculty, staff, students, and retirees. The second celebration which will be held on June 15th will target alumni, business, corporate, institutional dignitaries, and personal friends.

The Provost said the reorganization of the communications services team is complete; the reaffirmation of our institutional accreditation occurs in two years. Dr. Barbara Ladner and Dr. Barry Pelphrey will be leading the staff and faculty to a successful reaffirmation; an Admissions Committee has been formed and Vice President Casto will oversee the Committee's work; the U.S. Department of Education Title III requests for funds over the next five years is being finalized for submission and these funds are used by many administrative areas; consideration continues regarding the merger of small academic departments and all comments from faculty and administrators are being evaluated.

Mr. Jones discussed the installation of electronic signs around campus which would be in conjunction with our WARN system; we may possibly get funds from Homeland Security to install the signs; the architects for Fleming Hall

have acquired the services of a geo-thermal expert; he had a very productive call from the Attorney General's office regarding the new dormitory.

Research and Development Corporation Contract. Chairman Rowe said Mr. Susman is working with Dr. McMeans on language for the contract. Mr. Rowe is hopeful that contracts could be proposed to the Board in May.

Executive Session. Mr. Williams moved to go into Executive Session for the purpose of discussing personnel litigation. Mr. Salyers seconded the motion and the motion carried.

Finance and Audit Committees. Mr. Salyers said the Committee discussed the year-to-date 2012 E & G Budget. He said WVSU should be \$534,000 to the good at the end of the year; several accounts were reviewed; addressed several fees; hand-out was given regarding the 2013 budget; Mr. Jones discussed the 2013 budget in detail. Mr. Rowe moved that the 2013 budget be approved. The budget was approved unanimously.

Mr. Williams said the three findings on a past audit were clerical errors and the corrections have been made; they still cannot find justification to be charged extra fees by Deloitte and Touche.

Academic Policies Committee. Dr. Thralls discussed the three programs that are to be approved. Dr. Thralls moved that the Board approve the recommendations for the Comprehensive program reports for three academic programs (B. S. in Chemistry, Computer Science and Mathematics) the reports involve continuation of the programs as currently structured with specified follow-up activity to occur. Dr. Smith seconded the motion and the motion passed. Dr. Thralls also moved to recommend to the administration that there be a review of existing processes on campus for the handling and archiving of documents (paper and electronic) and that appropriate policies and procedures be adopted to ensure appropriate documentation on campus. Mr. Williams seconded the motion and the motion passed. Dr. Thralls said the Committee decided to add a standing item on their agenda which is a report from the Provost. One of those areas is accreditation.

Recruitment and Retention Committee. The Chair, Mr. Lipscomb also spoke about our numbers being up; Metro Tuition mailings are completed;

Opportunity Scholarships are being prepared; we participated in several college fairs and will attend the National Alumni Conference; Admissions Committee has been established and there are five voting members; delay in housing updates; six campus tours were held in April totaling more than 900 students; there was a report from Mrs. Sharon Banks regarding the First Year Experience class program update which is designed to assist the first year student to develop skills necessary for academic success. Chairman Rowe added that WVSU is the number one selection for students coming out of high school in Kanawha County. That is a salute to our local recruiting. He said that 28% of all high school graduates from Kanawha County come to WVSU and 22% come to the KVCTC; Mr. Williams said some high school counselors were not contacted so he suggested that there may need to be an increase in the developmental expenditure for our recruiters so they get some training in enrollment management. Mr. Rowe said senior counselors are contacted. Dr. Fultz has a survey from the faculty on what makes WVSU a good school. Dr. Guetzloff said it is a planning grant Dr. Fultz received to increase students in the STEM field.

Institutional Advancement Committee. Chairman Rowe said the committee had two items. Dr. Pelphrey reported on the Strategic Plan and he sees that as the tool we use for ongoing accreditation processing data collection assessing how we are doing; there is an executive summary for the fund raising campaign and there will be a meeting of the Steering Committee on May 17th and all Board members are invited.

Presidential Search Advisory Committee. Chairman Rowe said the Committee will conclude on April 27th and there will also be a Board meeting on the 27th.

Chairman Rowe recognized Mr. Kris Casdorff for being a May 2012 graduate. He was also selected for the Herndon Scholarship. Dr. Guetzloff asked that Mr. Casdorff be the last graduate to shake Dr. Carter's hand. Dr. Byers said we will try to accommodate him. Dr. Byers also said we need to know how many caps and gowns need to be ordered for the Board members. He asked that the Board members notify Mrs. Sherrod by May 1st and she will send ordering information. Dr. Smith said the Board should wear caps and gowns and look first class. Mrs. Sherrod is to send a second email confirming participation. Mr. Rowe said the administration should be able to provide

robes. He also said the University will provide free parking for Board members during proper service on the Board.

Adjournment. Dr. Guetzloff moved that the meeting be adjourned and Mr. Williams seconded the motion and the motion passed. The meeting was adjourned at 4:53 PM.

Respectfully submitted,

Tom Susman
Secretary

Minutes
West Virginia State University Board of Governors
Special Meeting with WVSU Faculty Senate
April 25, 2012

Call to order. Chairman Larry Rowe called the meeting to order.

Dr. Pelphrey said WVSU is on target with the Strategic Plan. He said the Strategic Plan and Accreditation go hand-in-hand. Graduation rate is up 8.6% over last year for first time - full time students; spring enrollment is up 1%; retention rate is up 6%; part-time-first time enrollment is down to 5.2%; ACT scores are up by a 2.1 increase from 19.57 to 19.98. In relation to fund raising, he said we need targeted fund raising.

Dr. Ruhnke helped explain the purpose and function of the Faculty Senate. He also discussed faculty development. He said Title III sometimes pays for travel and money is often an issue.

West Virginia State University needs someone who specializes in Enrollment Management. Mr. Williams said we also have a need for staff development.

Mr. Lipscomb said he thought about recognition of alumni in the area from different schools for each department. He said we need to bring local alumni back and recognize them on campus to let them know they are still a part of WVSU.

Dr. Guetzloff expressed concern that people are moved up in positions with raises but are not always qualified. He feels that there is too much promotion from within.

Dr. Ruhnke said that customer service remains a concern. Students feel they are treated very poorly. He agreed with Dr. Guetzloff that there is too much promotion from within.

It was suggested that a facilitator oversee focus groups to determine our priorities and identify our niches. A self-study to look at where our students are in the University could also be used to see what the students feel our niche is and find out what their interests are.

It was felt that the Recruiting Office need to take the initiative to set up recruiting trips for the faculty. Materials from the Admissions Office are needed to help with recruitment.

Faculty members are appreciative of the Boards efforts this past year.

Adjournment. The meeting was adjourned at 5:35 PM.

Respectfully submitted,

Tom Susman
Secretary

Minutes
West Virginia State University Board of Governors
April 27, 2012

Call to Order. The Board meeting was called to order by the Chair, Mr. Larry Rowe.

Roll Call. Members present were: Mrs. Millie Booker; Mr. Kris Casdorff; Mr. William Lipscomb; Dr. Ann Smith; Mr. Gary Swingle; Dr. John Thralls and Mr. Vincent Williams. Dr. Tom Guetzloff and Mr. Tom Susman participated by conference call. Mr. Larry Salyers was absent.

Mr. Williams moved to go into Executive Session and Mrs. Booker seconded the motion. The motion carried.

Adjournment. Mr. Swingle moved that the meeting be adjourned and Mrs. Booker seconded the motion and motion carried.

Respectfully submitted,

Tom Susman
Secretary

Minutes
West Virginia State University Board of Governors
Executive Committee and Special Meeting
May 9, 2012

Call to Order. The Executive Committee meeting of the West Virginia State University Board of Governors was called to order by the Chair, Mr. Larry Rowe. Board members present were: Mrs. Millie Booker; Mr. Kris Casdorff; Dr. Tom Guetzloff; Mr. William Lipscomb; Mr. Larry Salyers; Mr. Tom Susman; Mr. Gary Swingle; and Dr. John Thralls. Dr. Ann Smith and Mr. Vincent Williams participated by conference call. The consultants, Greenwood/Asher were also present.

Approval of the Agenda. The Chair asked for approval of the agenda. Mr. Williams moved to accept the agenda and Mrs. Booker seconded the motion and the motion passed.

Mr. Williams moved to go into Executive Session to discuss a personnel matter. Mr. Rowe seconded the motion and the motion passed.

Adjournment. Mr. Susman moved that the meeting be adjourned and Mr. Williams seconded the motion. The meeting adjourned at 1:30 PM.

Special Meeting

Call to order. The Special Meeting of the WVSU Board of Governors was called to order by the Chair, Mr. Larry Rowe.

Roll Call. Board members present were: Mrs. Millie Booker; Mr. Kris Casdorff; Dr. Tom Guetzloff; Mr. William Lipscomb; Mr. Larry Salyers; Mr. Tom Susman; Mr. Gary Swingle; and Dr. John Thralls. Dr. Ann Smith and Mr. Vincent Williams participated by conference call.

Dr. Guetzloff moved to go into executive session to discuss a personnel matter and Mr. Williams seconded the motion.

Chairman Rowe called the meeting back to order. Dr. Thralls discussed the total search process step by step.

Dr. Guetzloff moved to offer Dr. Brian Hemphill the position of president at West Virginia State University contingent upon him accepting the salary and Mr. Swingle seconded the motion. The motion carried unanimously and the chair wanted it noted that he would vote in favor of the nomination if he could vote. Dr. Hemphill accepted the offer.

Adjournment. Mr. Casdorph moved that the meeting be adjourned and Mr. Williams seconded the motion. The motion carried and the meeting adjourned at 3:10 PM.

Respectfully submitted,

Tom Susman
Secretary

**West Virginia State University Board of Governors
Meeting of June 14, 2012**

ITEM: Approval of BOG Meeting Dates for Fiscal Year 2013

ADMINISTRATIVE AREA: Campus-Wide

RECOMMENDED ACTION: That the Board of Governors approve meeting dates for FY 2013.

PRESENTER: Mr. Larry L. Rowe, Chair
WVSU Board of Governors

BACKGROUND

WV Code §18B-2A-2 mandates that each institutional Board of Governors hold at least six regular meetings every fiscal year, including an annual meeting to be held in June. A listing of suggested dates follows.

September 20, 2012
November 1, 2012
December 6, 2012
January 24, 2013
March 7, 2013
April 25, 2013
June 13, 2013

The proposed time for each meeting date is 1:30 p.m.

**West Virginia State University Board of Governors
Annual Meeting of June 14, 2012**

ITEM: Election of Officers for FY 2013

ADMINISTRATIVE AREA: University Wide

RECOMMENDED ACTION: That the Board of Governors elect a Chair, Vice Chair, and Secretary, effective July 1, 2012.

PRESENTER: Dr. Hazo W. Carter, Jr., President

BACKGROUND

Pursuant to WV Code §18B-2A-2, and the Board of Governors Bylaws, the Board shall hold an annual meeting each June to elect a lay member as chairperson and other officers. Each officer serves a term of one year, effective July 1st and ending on June 30th. The chairperson may serve up to four consecutive terms. The Vice Chair and Secretary may serve up to two consecutive terms.

All three current officers are eligible to serve another term.

**West Virginia University Board of Governors
Finance Committee
June 14, 2012
11:00 am - Grand Hall Erickson Alumni Center**

Agenda

Mr. Larry Salyers, Chair
Mr. L. Vincent Williams, Vice Chair
Mrs. Millie Booker
Mr. Larry Rowe
Mr. Tom Susman
Mr. Gary Swingle

- I. Call to Order
- II. Approval of Agenda
- III. Review Year-to-Date 2012 E&G Budget
- IV. Update Year-to-Date Auxiliary Account Activity
- V. Update regarding additional \$750,000 HEPC funding
- VI. KVCTC status update with discussion regarding revenue impact to WVSU
- VII. Adjournment

**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
MINUTES OF THE FINANCE AND AUDIT COMMITTEES
HELD ON APRIL 26, 2012**

Finance Committee

A combined meeting of the Finance Committee and the Audit Committee was called to order at 11:00 a.m. on April 26, 2010 in the Grand Hall of the Erickson Alumni Center on the campus of West Virginia State University by Chair of the Finance Committee, Mr. Larry Salyers. Members present were Mrs. Millie Booker, Mr. Larry Rowe, Mr. Tom Susman, was absent, Mr. Gary Swingle and Vice Chair Mr. Vincent Williams. Other Board members present were Dr. Thomas Guetzloff, Dr. Ann B. Smith and Dr. John Thralls.

Mr. Vincent Williams made a motion to accept the minutes of the Audit Committee and the Finance Committee which was seconded by Mr. Gary Swingle. Motion carried. The agenda was approved for both committees and a motion made to accept it as written by Mr. Gary Swingle and seconded by Mr. Larry Rowe. Motion carried. Mr. Larry Rowe made a motion to accept the minutes of the Special Finance Committee meeting and it was seconded by Mr. Vincent Williams. Motion carried.

Mr. Jones addressed some questions from Larry Salyers about some issues, including the dining accounts and dining services. The committee asked for projections on the housing and dining account for this fiscal year. Mr. Jones informed the committee that we would meet with the CFO of KVCTC on May 15 to discuss next year's student activity fees. The committee reviewed the actual year-to-date E & G budget for 2012. Mr. Jones stated that we are currently at a 69.73% expenditures when our activity for March was 75%.

Mr. Jones explained the auxiliary account activity and pointed out deficits in several accounts that are not included in E & G. Those funds include housing, dining and athletics.

Mr. Jones presented the FY2013 budget. There was extensive discussion on the FY2013 budget. It was approved with the following assumptions:

- That we would receive \$750,000 from the Higher Education Policy Commission
- The administration will find reductions and projected attrition in the amount of \$903,909. There was a motion made to recommend this budget to the full Board for their approval by Larry Salyers and seconded by Vincent Williams. Motion passed.

Mr. Salyers presented a letter addressed to the State Budget Office stating that the Board of Governors approved a pay increase for classified staff equal to 1/3 of the total amount needed to fully fund the Mercer Plan. They executed the letter to the full Board for Mr. Rowe's signature.

With there being no further business for the Finance Committee, it was adjourned and the Audit Committee was called to order by Chairman Vincent Williams.

Audit Committee

The West Virginia Single Audit was complete in March. We had three findings that were sent to you the end of March. The findings have been resolved. Many other schools were cited. The audits are done every year by the State. The Legislative Audit is just about completed, the auditors are just about finished with writing up procedures for expenditures. They will finish up the middle of summer. New cash procedures have put in place. Internal controls have been reviewed and strengthened in many areas. There are no other audits at this time.

With there being no other business, the meeting was adjourned.

Respectfully submitted,



Mary Flores
Administrative Assistant

**West Virginia University Board of Governors
Audit Committee
June 14, 2012
12:00 p.m. - Grand Hall
Erickson Alumni Center**

Agenda

Mr. L. Vincent Williams, Chair
Mr. Larry Salyers, Vice Chair
Mrs. Millie Booker
Mr. Larry Rowe
Mr. Tom Susman
Mr. Gary Swingle

- I. Call to Order
- II. Approval of Minutes
- III. Approval of Agenda
- IV. Internal Review of Overtime
- V. Update on the Legislative Audit
- VI. Discussion on the areas for the next internal reviews
- VII. Adjournment