

AGENDA
WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
November 1, 2012
2:00 p.m.

1. Call to Order and Roll Call—Committee Chairman Larry Rowe presiding
2. Verification of Appropriate Notification of Public Meeting
3. Review and Approve Meeting Agenda..... Action
4. Review and Approve Minutes of Sept. 20, 2012 Action 2
5. Announcements from the Chair
6. Reports of Board Committees
 - a. Institutional Advancement
 - b. Academic Policies
 - c. Recruitment and Retention
 - d. Audit
 - e. Finance
- Break to Executive Session*
7. Report from the University President
 - a. University Recommendations Forwarded by Board Committees
 - i. Honorary degrees..... Action 6
 - ii. Intent to Plan Bachelor of Science in Nursing degree Action 7
 - iii. Intent to Plan Master of Public Administration degree Action 8
 - b. University Reports Forwarded by Board Committees
 - i. Fundraising Report Information 10
 - ii. Fall 2012 October 15 Census Information 11
 - iii. Post Audit Report July 1, 2008-June 30, 2009 Information 12
 - iv. FY 13 Budget Update Information 13
 - v. University Auxiliary Fund Activity Report Information 15
8. Other Matters
9. Next Meeting Date
10. Adjournment

Minutes
West Virginia State University Board of Governors
September 20, 2012

Call to Order. A regular meeting of the West Virginia State University (WVSU) Board of Governors (BOG) was called to order at 2:05 p.m. by Chairman Rowe. Members present were: Mrs. Millie Booker; Dr. Tom Guetzloff; Mr. William Lipscomb; Mr. Larry Salyers; Dr. Ann Smith; Mr. Tom Susman; Mr. Gary Swingle; Dr. John Thralls; Mr. Scotty White; and Mr. L. Vincent Williams. Dr. Brian Hemphill, President of West Virginia State University, was present along with members of the administration, faculty, and staff.

Approval of Agenda. Mr. Swingle moved that the agenda be approved as written. Mr. Susman seconded the motion and the motion passed.

Approval of Minutes. Dr. Thralls said the regular BOG minutes should reflect that a motion was made, seconded and passed to come out of Executive Session. With that correction made, Mr. Susman moved that the minutes be approved as written and Mr. Williams seconded the motion. The motion passed.

Announcements from the Chair. Chairman Rowe commended the Board for its diligence during the transition period; welcomed Dr. Hemphill to his first Board meeting; mentioned the new vice presidents; and introduced the new BOG student representative.

Reports of Board Committees.

Institutional Advancement Committee – Chairman Rowe said their session was good; there is a new plan to have more people involved in fund raising; and there will be a year-round effort to raise funds.

Academic Policies – Dr. Thralls informed the Board that there would be an action item regarding the Compact Plan; one year remains in the current Compact; everyone will be involved in the accreditation; and there are reorganization activities within Academic Affairs.

Recruitment and Retention – Mr. Lipscomb said Vice President McCarthy gave a PowerPoint presentation that was full of information and figures; the number of Kanawha County freshmen attending WVSU is down; transfers are up; pending and incomplete applications have the ability to go up; feeder schools are increasing; there is a new one-stop center and welcome center where parents and prospective students can visit the Admissions Office; school counselor and advisory council in the high schools; the Military Student Service Center opened last week; students' cell phones need to be in the database; trying to stabilize retention; student referral program; academic advising and exit interviews; Once a week for fifteen weeks, Dr. Stuart meets with students who do not meet the automatic admission requirements to keep abreast of what they are doing; new plans will be unveiled later in the year.

Audit – Mr. Williams told the Board the Deloitte & Touche audit will be occurring. There are other audit needs ongoing, so there is no current cash audit lined up.

Finance – Mr. Salyers said the committee discussed the potential bond refinancing of one bond and one note that is outstanding with the University. The committee is recommending full authority to the president and Mr. Jones to proceed with the bond refinancing and is recommending to adopt the Research and Development Corporation agreement. Chairman Rowe announced that he received a notice from the Legislature signed by the four senators from Kanawha County approving a request for an architectural study for the restoration of the historic Hale House in Malden. We received \$5,500.

Report from the University President. President Hemphill said he is very proud of the faculty and staff and was especially happy to see so many participating in the State Stride; the students want to start a new organization called “Stride Nation”; made several introductions: Dr. Donna Simon, Interim Vice President for University Relations and Operations and Chief of Staff and Board Liaison; Ms. Kitty McCarthy, Interim Vice President for Enrollment Management and Student Affairs; Ms. Pat Schumann, Vice President for University Advancement; and Mr. Melvin Jones, Vice President for Business and Finance; the University Advancement staff and the Foundation staff will merge and offices will be located in East Hall after Homecoming; he will deliver the State of the University Address October 3 at 10 a.m. in Ferrell Hall Auditorium; on September 25, Dr. Claudia Rankin, Program Director of HBCUs at the National Science Foundation, will lecture on the importance of STEM at 12:30 p.m. in Hamblin Hall Auditorium; on November 16, WVSU will host the Regional Workforce Conference on campus addressing ways that primarily undergraduate institutions, and WVSU in particular, can help meet the industry and educational needs of central West Virginia.

Dr. Hemphill discussed the 2011-2012 University Compact Report. Dr. Thralls moved to approve the year four update of the Compact as written with the understanding that the IPED data may be added to the document and changes made. Dr. Smith seconded the motion. Dr. Guetzloff abstained from voting. The motion passed.

Mr. Salyers moved to approve the bond refinancing resolution with an amendment that would eliminate any variable rate option. Mr. Williams seconded the motion and the motion passed.

Mr. Williams moved to approve the affiliation agreement between the Research and Development Corporation and WVSU. Mr. Salyers seconded the motion and the motion passed.

Enrollment – Fall 2012 has overall 610 new students; of the 293 first time, full-time freshmen in fall 2011, 162 returned this fall, which is a significant loss; 2,748 fall enrollment (head count). The numbers are not finalized until October 15, 2012.

Fundraising Campaign – The Campaign has been suspended; Campaign Steering Committee is still in place. Eric Coleman is the chair; Diane Strong is the co-chair. Walter Johnson and Dayton Carpenter have been added to the Steering Committee. Two or three more people are to be added. The Campaign will be silent for twenty-four months, and then it will go public.

Regents Bachelor of Arts Degree – The program has been moved to the College of Professional Studies. There are 1,500 former WVSU students who have 100 or more hours completed. They will be contacted to finish their degree.

The Self-Study – The process is underway and Dr. Hemphill feels good about the Self-Study for fiscal year 2014-15.

The three graduate programs—Master in Social Work, Master in Public Administration, and Master in Education in Multicultural Instructional Leadership—are in various stages of completion.

Fiscal Year 2013 budget update – 9.67% of the budget has been spent this year; additional budget cut of 3.5%; if enrollment and retention increase, some funds may be released back to the various departments; faculty, tenured-track faculty, and classified staff are to be held harmless.

Auxiliary Report – Dining Services contract is up to be renewed; the bookstore will see a reduction in revenue due to the loss of students; there is a hiring freeze in place.

Fleming Hall – Work is to begin on before October 1. PJ Dick is the contractor.

Residential Hall – The project slowed down; it needs a buy-back clause because without one the revenue stream would have been given away for thirty years. The bid opening was on September 18; 3 proposals are being reviewed; a financial review of proposals is ongoing; residential hall will have suites with baths, an Honors floor, state-of-the-art technology, and grab-and-go food service.

Legislative Audit – There are minor issues, but there are no threats to the University.

Other Matters – WVSU received a \$500,000 STEP grant for STEM student recruitment; Dr. Carter has a new office in the Capitol Center; The Board Retreat will be held on Friday, September 21 at 8:30 a.m. at BrickStreet; and the next Board meeting on November 1, 2012.

Adjournment: Dr. Guetzloff moved to adjourn and Mr. Swingle seconded the motion. The motion passed. The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Tom Susman

President's Report

Nov. 1, 2012

Honorary Degrees for December 2012 Commencement

The honorary degree is conferred by a University in recognition of the recipient's contributions to a specific field, to society in general, or to the institution. Typically it is the doctorate conferred, for which usual requirements have been waived, such as: matriculation, residence, study, and the passing of examinations. A long-standing tradition, spanning more than 600 years, conferring honorary degrees may be considered to have technically the same standing, and to grant the same privileges and style of address as their substantive counterparts, except where explicitly stated to the contrary.

Recommendation: Board of Governors' approval is required prior to awarding honorary degrees. The University requests Board of Governors approval to award honorary degrees at the December 15, 2012 Commencement as follows:

Doctor of Commerce to Dr. Lawrence D. Crawford, Dentist and Entrepreneur
Doctor of Science to Deborah L. Carper, LPN, MICP, EMT

Agenda Item 7.a.ii.
Nov. 1, 2012

Action

Intent to Plan a Bachelor of Science in Nursing Degree

In response to an identified need within the healthcare field, and consistent with the mission of the University to meet the economic needs of the region, the University seeks to plan a Bachelor of Science in Nursing degree. Working in collaboration with the Kanawha Valley Community & Technical College (KVCTC), the degree will be designed to transition the Registered Nurse (RN) to the Bachelor of Science Nurse (BSN), upon graduation from the University. The KVCTC will offer the first two years of the degree program – known as the “clinicals” – and the University will offer the remaining two years of courses to prepare nurses for a professional role away from the bedside, with coursework in nursing science, research, and leadership.

The Intent to Plan will be submitted to the WV Higher Education Policy Commission (HEPC). Upon approval by the chancellor, the University will develop the comprehensive plan to be submitted to this Board of Governors for its approval. If approved, the plan will be submitted to the HEPC. If the HEPC approves the proposal, submission and approval from the Higher Learning Commission will be required.

Recommendation: Board of Governors approval is required to proceed with the Intent to Plan a new degree program. The University requests Board of Governors approval of the Intent to Plan a Bachelor of Science in Nursing degree.

Intent to Plan a Master of Public Administration Degree

At the June 14, 2012 meeting of this Board of Governors, approval was obtained for the Intent to Plan a Master of Public Administration degree. However, the author of that plan subsequently left the University and a new professor was appointed to shepherd the proposal. Upon consultation with the office of the Vice Chancellor for Academic Affairs at the WV Higher Education Policy Commission, it was recommended that the entire proposal be reevaluated by the new faculty member and resubmitted to the Board of Governors for its approval.

No substantive changes were made in the design of the MPA degree. However, some timelines were modified to accommodate the change in faculty and the approval process by the Higher Learning Commission.

Recommendation: Board of Governors approval is required to proceed with the Intent to Plan a new degree program. The University seeks Board of Governors approval to submit the revised Intent to Plan a Master of Public Administration degree to the WV Higher Education Policy Commission.

University Reports

Nov. 1, 2012

Fundraising Report

University Advancement is moving on a number of fronts to build on the momentum generated by President Hemphill's October 3 announcement of the historic \$1 million gift commitment, which will provide a lead gift of \$500,000 toward the new Athletic Complex and \$500,000 to fund scholarships. Additional activities include:

- The 'W' Club announced on October 6 that it will raise \$200,000 from members toward construction of the new Athletic Complex. Their gift will be recognized with the naming rights to the Lobby and the Conference Room in the new facility.
- Personal cultivation and solicitation of major gift commitments continues; many new leads were generated during Homecoming activities, which included a reception for local alumni and a President's Circle reception; meetings of the National Alumni Association and the WVSU Foundation Board; the Alumni Forum; and informal conversations with alumni and friends.
- The infrastructure for fundraising success is being developed through: intensive data entry to expand and clean up the database; investment in technology to support online giving, online event registration and membership applications, and an alumni online community; filling three vacant staff positions; and consolidation of all Alumni Relations, Foundation, and University Advancement staff members in East Hall.
- Communications completed, or planned for this fall, include an appeal to 'W' Club members for support of the Athletic Complex in October; publication of *The Buzz* e-newsletter to alumni in October; and an Annual Giving appeal in late November.

Following consultation with key stakeholders, President Hemphill will convene the Campaign Steering Committee this fall to discuss campaign goals and strategies in the renewed "silent phase" of the Capital Campaign.

Agenda Item 7.b.ii.
Nov. 1, 2012

Information

**Fall 2012 Enrollment
October 15 Census**

First-Time Freshman (Full-Time)	284
First-Time Freshman (Part-Time)	7
Transfer (Full-Time)	228
Transfer (Part-Time)	39
Re-Admission	140
Special/High School	311
Transient	28
Returning	1428
Other/Post-Baccalaureate	124
Total Undergraduate	2589
First-Time Graduate	13
Returning Graduate	42
Total Graduate	55
<u>Total Enrollment</u>	<u>2644</u>

Agenda Item 7.b.iii.
Nov. 1, 2012

Information

**WV Legislative Post Audit Report
July 1, 2008 thru June 30, 2009**

This audit was released to the public Tuesday Oct. 9, 2012 at the Legislative Post Audit Subcommittee meeting held at the state capitol. There were 16 findings, none of which are financially material. All findings have been addressed with the legislative audit team and the departments in which findings were identified. Responses to each item have been submitted.

The audit identified several procedural and internal control problems, all of which have been remediated. Where necessary, new procedures and/or modifications to old procedures have been implemented and tested.

University - E&G Budget
FY 2013 Budget / Actual Expenditures 08/31/12

	Salaries & Benefits			%	Supplies & Other Services			%	Total			%
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference	
General Revenue	10,954,389	2,190,878	8,763,511	20.00%					10,954,389	2,190,878	8,763,511	20.00%
Tuition Revenue	10,609,000	534,937	10,074,063	5.04%					10,609,000	534,937	10,074,063	5.04%
R&D Corp Indirect Funds	513,362		513,362	0.00%					513,362	0	513,362	0.00%
HEPC Appropriation	750,000	150,000		20.00%					750,000	150,000	600,000	20.00%
Sub Total of Revenues	22,826,751	2,875,815	19,350,936	12.60%	0	0	0		22,826,751	2,875,815	19,950,936	12.60%
Academic Affairs	11,060,717	608,095	10,452,622	5.50%	216,197	96,634	119,563	44.70%	11,276,914	704,729	10,572,185	6.25%
Student Affairs	1,203,171	217,920	985,251	18.11%	157,169	6,798	150,371	4.33%	1,360,340	224,717	1,135,623	16.52%
President's Area	1,077,522	166,073	911,449	15.41%	790,713	42,673	748,040	5.40%	1,868,235	208,746	1,659,489	11.17%
University Relations	863,178	155,341	707,837	18.00%	343,583	(2,362)	345,945	-0.69%	1,206,761	152,979	1,053,782	12.68%
Phy Fac Net of Transfers	2,097,018	284,377	1,812,641	13.56%	583,038	125,849	457,189	21.59%	2,680,056	410,227	2,269,829	15.31%
University Advancement	295,063	61,602	233,461	20.88%	140,809	8,345	132,464	5.93%	435,872	69,947	365,925	16.05%
Finance	1,429,796	430,609	999,187	30.12%	292,008	76,835	215,173	26.31%	1,721,804	507,444	1,214,360	29.47%
College Wide	175,942	32,208	143,734	18.31%	1,345,723	308,467	1,037,256	22.92%	1,521,665	340,675	1,180,990	22.39%
Sub Total of Expenses	18,202,407	1,956,226	16,246,181	10.75%	3,869,240	663,239	3,206,001	17.14%	22,071,647	2,619,465	19,452,183	11.87%
Grand Total	4,624,344	919,590	3,104,754		3,869,240	663,239	3,206,001		755,104	256,351		

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Footnotes:

- 17% is the target for August activity compared to Budgets
- In August \$186,794 was in Revenue clearing

Narrative:

Finance: Personnel - Took total budget of cashier's position and moved to Phy Facilities

Expenses - Had a large drawdown of postage for the beginning of the year from previous year

College Wide: Personnel - 4th quarter workers comp paid, but not distributed during July or August

Expenses - Brim Insurance payment paid but not distributed during August

University - E&G Budget
FY 2013 Budget / Actual Expenditures 09/30/12

	Salaries & Benefits			%	Supplies & Other Services			%	Total			%
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference	
General Revenue	10,954,389	2,190,878	8,763,511	20.00%					10,954,389	2,190,878	8,763,511	20.00%
Tuition Revenue	10,609,000	2,228,618	8,380,383	21.01%					10,609,000	2,228,618	8,380,383	21.01%
R&D Corp Indirect Funds	513,362	36,868	476,494	7.18%					513,362	36,868	476,494	7.18%
HEPC Appropriation	750,000	150,000		20.00%					750,000	150,000	600,000	20.00%
Sub Total of Revenues	22,826,751	4,606,363	17,620,388	20.18%	0	0	0		22,826,751	4,606,363	18,220,388	20.18%
Academic Affairs	11,060,717	1,485,762	9,574,955	13.43%	216,197	154,628	61,569	71.52%	11,276,914	1,640,390	9,636,524	14.55%
Student Affairs	1,203,171	312,860	890,311	26.00%	157,169	13,324	143,845	8.48%	1,360,340	326,185	1,034,155	23.98%
President's Area	1,077,522	239,062	838,460	22.19%	790,713	51,119	739,594	6.46%	1,868,235	290,181	1,578,054	15.53%
University Relations	863,178	241,260	621,918	27.95%	343,583	(1,929)	345,512	-0.56%	1,206,761	239,332	967,429	19.83%
Phy Fac Net of Transfers	2,097,018	469,376	1,627,642	22.38%	583,038	130,160	452,878	22.32%	2,680,056	599,536	2,080,520	22.37%
University Advancement	295,063	76,986	218,077	26.09%	140,809	21,452	119,357	15.23%	435,872	98,438	337,434	22.58%
Finance	1,429,796	390,387	1,039,409	27.30%	292,008	105,977	186,031	36.29%	1,721,804	496,364	1,225,440	28.83%
College Wide	175,942	60,283	115,659	34.26%	1,345,723	405,588	940,135	30.14%	1,521,665	465,871	1,055,794	30.62%
Sub Total of Expenses	18,202,407	3,275,975	14,926,432	18.00%	3,869,240	880,319	2,988,921	22.75%	22,071,647	4,156,294	17,915,353	18.83%
Grand Total	4,624,344	1,330,388	2,693,956		3,869,240	880,319	2,988,921		755,104	450,069		

Footnotes:

- 25% is the target for August activity compared to Budgets
- In September \$1,216,247 was in Revenue clearing

Narrative:

Academic Affairs: \$75,000 of computer services (live text) and \$49,000 of library books, no budget in E&G

Student Affairs: Personnel - Previous VP payout, added another admission counselor

University Relations: Personnel - new position for Legislative Relations

Finance: Personnel - Payout of Director of Fiscal Affairs.

Expenses - Had a large drawdown of postage for the beginning of the year from previous year (\$55,000)

College Wide: Personnel - 4th quarter workers comp paid, but not distributed

Expenses - Brim Insurance payment paid but not distributed

West Virginia State University
Auxiliary Account Activity for August 2012
Fund 4612

Fund Number	Fund Name	6/30/2012 Fund Balance	8/31/2012 Fund Balance	FY 13 Net Activity
123610	U Student Union Operation	\$ (27,000)	(149,420.37)	\$ (122,421)
123710	U Housing	\$ (1,193,170)	(1,368,400.27)	\$ (175,231)
123810	U Dining Food Service	\$ (581,249)	(592,627.11)	\$ (11,378)
123980	U Athletics Current	\$ (257,469)	(302,287.55)	\$ (44,819)
123981	Athletic Enhancement Funds	\$ 170,836	175,761.04	\$ 4,925
125180	U Faculty Housing	\$ 20,094	24,529.07	\$ 4,435
125620	U Parking	\$ (120,718)	(160,086.10)	\$ (39,368)
129110	U Bookstore	\$ 2,818,415	2,853,242.47	\$ 34,828
	Fund 4612 Balance	\$ 829,738	\$ 480,711	\$ (349,027)

West Virginia State University
Auxiliary Account Activity for September 2012
Fund 4612

Fund Number	Fund Name	6/30/2012 Fund Balance	9/30/2012 Fund Balance	FY 13 Net Activity
123610	U Student Union Operation	\$ (27,000)	(107,454.59)	\$ (80,455)
123710	U Housing	\$ (1,193,170)	(1,370,890.16)	\$ (177,720)
123810	U Dining Food Service	\$ (581,249)	(551,682.99)	\$ 29,566
123980	U Athletics Current	\$ (257,469)	(254,387.51)	\$ 3,081
123981	Athletic Enhancement Funds	\$ 170,836	176,269.19	\$ 5,434
125180	U Faculty Housing	\$ 20,094	32,829.13	\$ 12,736
125620	U Parking	\$ (120,718)	(101,817.87)	\$ 18,900
129110	U Bookstore	\$ 2,818,415	2,812,807.24	\$ (5,608)
	Fund 4612 Balance	\$ 829,738	\$ 635,672	\$ (194,066)

