

AGENDA
West Virginia State University
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
June 16, 2016
12:00 p.m.

1. Call to Order, Oath of Office, and Roll Call – Chair Dr. Ann Brothers Smith, presiding
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Meeting Agenda Action 1
4. Review and Approval of Minutes of Previous Meeting Action 3
5. Announcements from the Chair
 - a. Resolution Presentations Action 8
 - b. Proposed Fiscal Year 2017 Meeting Dates Action 9
 - c. Fiscal Year 2017 Election of Officers Action 10
6. Reports from Board Committees
 - a. Institutional Advancement
 - b. Audit
 - c. Recruitment and Retention
 - d. Academic Policies
 - e. Finance
7. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel, and Property Matters
8. Report from the University President
 - a. University Reports Forwarded by Board Committees
 - i. BOG Budget Report Information 11
 - ii. Fiscal Year 2017 Budget Update Information 12
9. Special Recognition and Other Matters
10. Next Meeting Date – *September 28, 2016 (Tentative)*
11. Adjournment

**West Virginia State University
Board of Governors**

Date/Time: 6/16/2016 -- 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 : 5/27/2016 4:13:05 PM

West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
Minutes
April 28, 2016

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 12:00 p.m.

Present: Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Mr. Payton, Ms. Pitchford, Dr. Smith, Ms. 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.

3. Review and Approval of Meeting Agenda

Dr. Smith recommended amending the agenda to reverse the order of Items 6 and 7, thereby receiving the *Report from the University President* prior to a *Possible Executive Session*. Mr. Swingle motioned for approval of the agenda as amended, and Dr. Thralls seconded the motion. The motion carried.

4. Review and Approval of Minutes of Previous Meeting

Dr. Thralls motioned for approval of the minutes of the March 17, 2016 meeting, and Mr. Swingle seconded the motion. The motion carried.

5. Reports from Board Committees

Presidential Search Advisory Committee:

Mr. Lipscomb and Ms. Pitchford co-chaired the Committee, and Mr. Lipscomb presented the report.

- A summary report was provided on the campus interviews with the three candidates. The report from the Committee was based on comments from the evaluation forms submitted during the forums with each candidate, and the information is strictly based on the strengths indicated on the forms. Mr. Swingle motioned that the full Board receive the report, and Ms. Squirts seconded the motion. The motion carried. Dr. Smith expressed appreciation to the Committee members for their due diligence and work throughout the presidential search process.

Institutional Advancement:

Dr. Smith was unable to attend this Committee meeting. As a result, Mr. Swingle presided over the meeting and presented the report.

- The Committee received a comparative gift report, an update on recent gift activity, and discussed completing the Campaign.

- Information was presented on the National Alumni Conference to be held on May 4-7 in Chicago, Illinois. As a part of the conference, Mr. Swingle will conduct a planned giving seminar.

Recruitment and Retention:

Ms. Pitchford chaired the Committee, but was unable to attend the entire full Board meeting. As a result, Mr. Payton presented the report.

- Freshman applications for fall 2016 are at 7,007, compared to 2,734 last year. Total freshman admits are 3,034, compared to 1,101 last year.
- Transfer applications increased 23 percent with 257, compared to 209 last year.
- Admissions staff are continuing to work diligently on outreach efforts.
- The Committee received information on the Prior-Prior-Year for FAFSA, which is now available on October 1 rather than January 1 for the 2017-2018 academic year.

Audit:

Mr. Swingle chaired the Committee and presented the report.

- Vice President for Business and Finance Melvin Jones provided an update on the on-going Financial Statement Audit.
- The Committee received a legislative audit update by Assistant Vice President for Business and Finance Kristi Williams.
- CliftonLarsonAllen has been in communication with Mrs. Williams to schedule interim field work for the Fiscal Year 2016 audit.

Academic Policies:

Dr. Thralls chaired the Committee and presented the report.

- The Committee received informational reports on two academic programs— Bachelor of Arts in Psychology and Bachelor of Science in Communications. Following an extensive update on each program, it was the consensus of the Committee that both programs continue to be very successful.
- The Committee viewed a student-made film adaptation of a Stephen King short story and noted that the production was excellent.

Finance:

Committee Chair Susman was unable to attend the Committee meeting. As a result, Mr. Swingle chaired the Committee and presented the report.

- The Committee reviewed the financial report through March 31, 2016, as well as the proposed Fiscal Year 2017 budget recommendation and 2016-17 tuition and fee schedule. These items will be presented to the full Board later on the agenda.

6. Report from the University President

President Hemphill began his report by highlighting a few recent accomplishments and activities of the State family. On April 8, 2016, the fourth annual Black and Gold Gala was held at the Clay Center for the Arts and Sciences. As part of the evening, the successful completion of the University's first Capital Campaign was announced.

President Hemphill said it was an honor to stand before 340 members of the State family and feel the excitement of not only meeting, but also surpassing the \$18 million goal one year early. He thanked Vice President Kimberly Osborne and Chief of Staff Ashley Schumaker, Co-Chairs of the Planning Committee, and the full Committee for their outstanding work. President Hemphill also acknowledged the Foundation Board of Directors, the Campaign Steering Committee, Vice President Pat Schumann, and the entire University Advancement team for their outstanding work in launching and completing the campaign.

The University hosted the fourth annual Cares Day on April 23, 2016. President Hemphill said, as an institution devoted to teaching, research, and service, the State family has proven repeatedly that it cares deeply for the communities in which we live, learn, and work. He stated that when the special tradition of Cares Day began, the University had 300 volunteers serving at 32 sites. This year, there were 400 volunteers serving at 45 sites across the valley. President Hemphill acknowledged Vice President Kitty McCarthy, Assistant Vice President Joe Oden, and members of the Planning Committee for their outstanding effort and lasting impact.

a. University Reports Forwarded by Board Committees

- Item 6.a.i: President Hemphill asked Vice President Melvin Jones to provide the budget report. Mr. Jones said the E&G report is through March 31, 2016, and is a modified cash basis. The general revenue and expenses targets are 75 percent, and income is at 76.84 percent, and expenses are at 71.3 percent. Mr. Jones provided an overview of the actual percentages for all of the areas, as follows: Academic Affairs (75.86 percent) Student Affairs (71.74 percent), President's Area (76.98 percent), University Relations (58.84 percent), Physical Facilities (58.07 percent), University Advancement (66.95 percent), Finance (75.84 percent), and College-Wide (63.58 percent). Mr. Jones referred to the footnotes listed at the bottom of the report with additional information on department budgets.

For the auxiliary accounts, the Student Union Operation account has negative net activity of \$122,025. The Housing account is also in a deficit, but the athletic aid has not posted to that account which will positively affect the account. The Dining Food Services account has positive net activity of \$307,778. All auxiliary accounts will continue to be reviewed to address any deficits.

- Item 6.a.ii: President Hemphill asked Mr. Jones to present information for the proposed Fiscal Year 2017 budget and 2016-2017 tuition and fee schedule. Mr. Jones said the recommended Fiscal Year 2017 budget totals \$21,624,375 in expenditures. The budget includes a five percent increase in the in-state tuition on an annual basis and no change in the out-of-state or metro tuition rates. Several fees were increased due to rising costs associated with the respective fees. A three percent increase is recommended for room and board charges. In addition, Faculty Housing is increasing by five percent.

Following Board discussion, Mr. Susman motioned for adoption of the Fiscal Year 2017 Budget and 2016-2017 Tuition and Fee Schedule as recommended, and Mr. Swingle seconded the motion. Of the members present during the vote, eight voted in the affirmative with two dissenting votes. The motion carried.

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

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

8. Presidential Appointment, Contract, and Compensation

Mr. Konstanty moved the following, and it was seconded by Mr. Swingle. *The West Virginia State University Board of Governors delegates to its Chair the authority to negotiate a contract, under the terms and conditions discussed by the Board, followed by extending a formal offer to become the University's 11th President and signing the appropriate documentation prior to forwarding to the West Virginia Higher Education Policy Commission (HEPC) for their review and approval. Further, the Board approves the release of the selected candidate's name upon successful contract negotiations with the understanding that approval of the contract and compensation is pending HEPC approval.* The motion carried by unanimous vote of the members present.

9. Other Matters

No other matters were brought before the Board for discussion.

10. Next Meeting Date

June 16, 2016

11. Adjournment

With there being no further business, the meeting adjourned at 2:16 p.m.

Respectfully submitted,

William Lipscomb
Secretary

Approved: _____
Dr. Ann Brothers Smith
Chair

Agenda Item 5.a.
June 16, 2016

Action

Resolution Presentations

Proposed Fiscal Year 2017 Meeting Dates

As required by West Virginia Code, the Board of Governors must hold a total of six meetings a year with an annual meeting during the month of June for the purpose of electing officers. As outlined in the Board of Governors Bylaws, specifically Article I (Meetings), Section A (Meetings), Items 1 through 7, the following are required:

A. Meetings

- 1. The Board of Governors shall hold a minimum of six (6) meetings during each fiscal year, to include an annual meeting each June.*
- 2. Notice of meetings shall be in accordance with the Open Governmental Meetings Act.*
- 3. Of the twelve (12) voting members of the Board of Governors, seven (7) shall constitute a quorum.*
- 4. Special meetings may be convened by the Chair or upon petition of a majority of the members.*
- 5. Meeting procedures shall be in accordance with Robert's Rules of Order subject to the suspension of any rule by a two-thirds vote of the Board.*
- 6. An annual meeting shall be convened each June for the purpose of selecting a Chairperson and other officers.*
- 7. The Board of Governors shall provide an opportunity for administrators, faculty, students and classified staff to discuss various issues no less than one (1) time per year. The viewpoints of the various constituencies should be presented by a person or persons selected by those constituencies. That person shall be someone other than the constituency's board representative.*

For Fiscal Year 2017, the below meeting dates are proposed for the Board's consideration and review:

September 28, 2016
December 8, 2016
December 9, 2016 (*Retreat*)
January 25-26, 2017
March 16, 2017
April 27, 2017
June 15, 2017

Fiscal Year 2017 Election of Officers

As required by West Virginia Code, the Board of Governors must hold an annual meeting during the month of June for the purpose of electing officers. As outlined in the Board of Governors Bylaws, specifically Article I (Members), Section C (Elections) and D (Officers), Items 1 and 2, the following are required:

C. Elections

- 1. All elections shall be held no later than the 30th day of June preceding the commencement of the term.*
- 2. The Board of Governors shall elect one (1) of its appointed lay members to serve in the capacity of Chairperson in June of each year. No member may serve as chairperson for more than four (4) consecutive years.*

D. Officers

- 1. The officers of the Board shall consist of Chair, Vice Chair, and Secretary.*
- 2. Officers shall serve for a term of one (1) year, beginning July 1st and ending June 30th. The Chair may not serve more than four (4) consecutive years. The Vice Chair and Secretary may not serve more than two (2) consecutive terms in the same office.*

Agenda Item 8.a.i.
June 16, 2016

Information

BOG Budget Report

Material is still being developed and will be provided during the meeting.

Agenda Item 8.a.ii.
June 16, 2016

Information

Fiscal Year 2017 Budget Update

Material is still being developed and will be provided during the meeting.