

West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
September 4, 2014
Minutes

1. Call to Order and Roll Call

Chair Susman called the meeting of the West Virginia State University Board of Governors to order at 12:38 p.m.

Present: Ms. Guetzloff, Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, 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.

Chair Susman welcomed Ms. Megan Guetzloff, the new student representative, and administered the oath of office.

2. Verification of Appropriate Notification of Public Meeting

Mr. Swingle motioned to verify appropriate notification of the meeting, and Mrs. Pitchford seconded the motion. The motion carried.

3. Review and Approve Meeting Agenda

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

4. Review and Approve Minutes of Previous Meeting

Dr. Thralls motioned for approval of the minutes of the June 12, 2014 meeting, and Mr. Swingle seconded the motion. The motion carried.

5. Announcements from the Chair

- a. Chair Susman said, pursuant with BOG Policy #61, members need to be annually appointed to the Presidential Review Committee. He recommended that the Board appoint the same membership as the Presidential Review Ad Hoc Process Committee –Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Mr. Swingle, and Dr. Thralls. Dr. Smith motioned for approval to appoint said members to the Presidential Review Committee, and Mr. Williams seconded the motion. The motion carried. Chair Susman said BOG Policy #61 also requires the designation of a Committee chair, and he recommended Mr. Konstanty. Dr. Thralls motioned for approval to appoint Mr. Konstanty as Chair of the Presidential Review Committee, and Mr. Swingle seconded the motion. The motion carried.
- b. Chair Susman said BOG Policy #61 mandates that the Board Bylaws be amended regarding the presidential evaluation process and yearly appointment of the Presidential Review Committee. He referred to draft language in Section H of the Bylaws as outlined on page 22 of the Board agenda. Mr. Swingle motioned for approval of the amendment to the Board Bylaws regarding the presidential

evaluation process and yearly appointment of the Presidential Review Committee, as mandated by BOG Policy #61, and Mrs. Pitchford seconded the motion.

Board discussion was held about the appointment of the Committee and the current structure of the Bylaws regarding Committees. The appointment of the Presidential Review Committee falls outside of the structure due to its nature and because of the language in BOG Policy #61. At the request of the Board, Mrs. Schumaker read the section of the policy regarding the appointment of members and amendments to the Bylaws as necessary to reflect the policy mandates. The Board also discussed recommendations for members to serve on the Presidential Review Committee. There was a consensus that, in the future, a nominating process involving the full Board would be utilized for appointments to this Committee. Chair Susman said a motion to approve the revision to the Bylaws had been made and seconded, and he called for the vote. The motion carried. Dr. Guetzloff voted nay.

6. Reports from Board Committees

Executive:

Chair Susman chaired the Committee and presented the report.

- The Committee met on August 12, 2014 to review information on a utility easement for the Athletic Complex. The Committee voted to recommend approval of the easement to the full Board, which will be presented during the President's Report.
- Mr. Jones provided a preliminary budget report for Fiscal Year 2015.
- Ms. McCarthy gave an update on enrollment for fall 2014.

Institutional Advancement:

Chair Susman chaired the Committee and presented the report.

- The Committee received an update on Homecoming events.
- President Hemphill's State of the University Address will be held on October 9, 2014.
- Copies of the Homecoming schedule were distributed to the full Board, and the Chair encourage members to participate as their schedules permit.
- President Hemphill will make a special announcement immediately following the parade.
- Vice President Schumann and her staff are developing a report card to mark where the University is from one year compared to the other in terms of fundraising.
- The Committee received an update on giving and had positive discussion.

Recruitment and Retention:

Mr. Lipscomb chaired the Committee and presented the report.

- The Committee welcomed a new member, Ms. Megan Guetzloff.
- Freshman and transfer student applications and enrollments have increased over fall 2013; freshmen are 422, compared to 418, and transfers at 271, compared to 230.
- Total headcount enrollment is 2,897, an increase of 8.2 percent over last year.
- A training session for the Volunteer Admissions Alumni Network (VAAN) program will be held during Homecoming.

Academic Policies Committee:

Dr. Thralls chaired the Committee and presented the report.

- The Committee received updates on two academic programs previously approved by the Board – MPA and Nursing. The Higher Education Policy Commission requested additional information on both programs, and University staff is working on responses to their questions.
- The Committee received a comprehensive outline of the six program reviews that will come before the Board this academic year. The Board will also receive follow-up reports from previous program reviews.
- The Provost gave an update on the University's request for approval by the Higher Learning Commission to add three online programs.
- The Committee also received a report about a new ESL Program, which is intended to help international students with language development needs. The Kanawha County Commission approved \$73,000 in monetary support for the program.
- The Committee discussed the draft Compact, which was included in the agenda materials. The Committee will hold a special meeting on October 8, 2014 to further review the document and consider any changes that may be warranted. The plan will be presented to the full Board at the October 23, 2014 meeting.

Audit:

Mr. Williams chaired the Committee and presented the report.

- Several audits are underway, and work with the new auditor is going well.
- There was a review of Athletics travel cards, and three cards were audited for large purchase amounts. The findings were related to transactions being made outside of the policy (i.e., distance from campus where purchase was made, sales tax charged, etc). There were no findings of fraud. Additional purchasing card training will be provided to Athletics staff.
- The Committee received an update on the OASIS system issues.

Finance:

Mr. Williams chaired the Committee, while Mr. Salyers was in-route to campus. As a result, Mr. Williams presented the report.

- The Committee reviewed the aspects of the budget reports for Fiscal Year 2014. For future budget reports, the Committee requested that language in the notes section be amended in order for the statements to be clearer. The issues with the new financial system and moving from an accrual to cash basis also make reporting challenging. The Committee agreed that it would be beneficial for members to receive budget training to learn how accounts interact and numbers are arrived so the Board can carry out its duties more effectively.
- The Committee received updates on the Athletic Complex and demolition of former Rehabilitation Center buildings.

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

Mr. Williams 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. Mrs. Pitchford seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Dr. Thralls, and Mr. Swingle seconded the motion. The motion carried. Chair Susman 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. **Report from the University President**

President Hemphill introduced Dr. Kumara Jayasuriya and asked the Board to join him in welcoming Provost Jayasuriya to the University. He said the Provost has already made a significant impact, and he looks forward to working with him in the years to come. The President reflected on the opening and dedication of the Judge Damon J. Keith Scholars Hall. He expressed his appreciation to the Board members for participating in the ribbon cutting ceremony. New students moved into the residence halls on August 14, 2014, and returning students moved in on August 17, 2014. For fall 2013, there were 275 students living on campus. For fall 2014, that number has increased to 339. Of those students, 273 are residing in Scholars Hall and 66 are in Dawson Hall. Classes began on August 18, 2014. The Class of 2018 was provided a warm welcome to the State Family during the New Student Convocation and State Stride held on August 21, 2014.

President Hemphill reported that retention numbers for first-year returning students were at 50 percent for fall 2012, and 50.1 percent for fall 2013. For fall 2014, the number was 59 percent, which represents a 7.5 percent increase in our retention rate. He said this significant growth shows that the University is moving positively toward the Vision 2020 goals. The President asked the Board to join him in thanking Vice President McCarthy and the entire Enrollment Management and Student Affairs team for their continued efforts to make recruitment a top priority for this University.

a. **University Reports Forwarded by Board Committees**

- Item 8.a.i.: President Hemphill said, as recommended by the Executive Committee, he brings before the Board's consideration a utility easement for the Athletic Complex. As reported by Chair Susman, Appalachian Power requested that the easement be given final approval by the full Board. Mrs. Pitchford motioned for approval of the utility easement for the Athletic Complex, and Mr. Swingle seconded the motion. The motion carried.
- Item 8.a.ii.: President Hemphill said, as reported by Dr. Thralls, the Academic Policies Committee is beginning the review of a draft Compact for submission to the HEPC by the November 1, 2014 deadline. The President deferred to Dr. Thralls to share any additional commentary that may not have been provided in the Academic Policies Committee report. Dr. Thralls said he

had no new information unless anyone had questions. There being none, Dr. Thralls thanked the University staff for their diligent work in preparing the draft Compact. Chair Susman requested that the full Board be notified when the special Academic Policies Committee meeting is noticed.

- Item 8.a.iii.: President Hemphill asked Mr. Jones to provide the budget report. Prior to Mr. Jones reporting on the budget, Chair Susman noted that the OASIS system issues are affecting agencies statewide, and it is not an issue exclusive to the University. Mr. Jones said for the Fiscal Year 2014 closeout, the Board report indicated that, after adjustments, the University ended the year with a surplus. As it relates to OASIS, he explained some of the issues the University is experiencing with the system. Crosswalks were set-up throughout the University system to flow into the OASIS system and back into Banner, but those crosswalks are not in place. This affects 40 to 60 percent of expenses, not including payroll, as well as processing for purchasing card transactions. The Business and Finance team attempted to run a report for July and August, but were unable due to the system issues. Mr. Jones said his staff is tracking expenditures and revenues, and there are good metrics and indicators. The first financial aid draw down for this year was \$4 million, which is a significant increase over past years. He believes that the University will come in below the budget approved by the Board for this year. He said this is partly driven from the Budget Efficiency Summit recommendations. The RFP for the outsourcing of custodial services went out on August 29, 2014, and bids should be received in approximately four weeks. At that time, it will be determined if it is feasible and worthwhile to the University to use an outside company. Mr. Jones said the University will look at many options moving forward for cost savings in different areas. Board discussion was held about projected revenues and continuing efforts to reduce expenditures and control costs.

9. Other Matters

Mrs. Schumaker provided an overview on the Board Retreat to be held on September 5, 2014 in the Judge Damon J. Keith Scholars Hall (Dr. Ann Brothers Smith Conference Room).

10. Next Meeting Date

Chair Susman said the next Board of Governors meeting will be held on October 23, 2014.

11. Adjournment

With there being no further business, the meeting adjourned at 3:12 p.m.

Respectfully submitted,



L. Vincent Williams
Secretary

Approved:  _____

Tom Susman
Chair