

West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
June 12, 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 12:30 PM.

Present: Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Ms. Pitchford, Mr. Salyers, Dr. Smith, Mr. Susman, Mr. Swingle, Dr. Thralls, Mr. White, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notification of Public Meeting

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

3. Review and Approve Meeting Agenda

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

4. Review and Approve Minutes of Previous Meeting

Mr. Konstanty motioned for approval of the minutes of the May 1, 2014 meeting, and Dr. Guetzloff seconded the motion. The motion carried.

5. Announcements from the Chair

- a. Chair Susman asked for approval by the Board to adopt a resolution that was drafted prior to the meeting to recognize Head Baseball Coach Calvin Bailey for his meritorious service to the University. Chair Susman read the resolution and asked that it be attached to the meeting minutes for the record. Mr. Konstanty motioned for adoption of the resolution, and Mrs. Jarvis seconded the motion. The motion carried.

The resolution was presented to Coach Bailey. Following the presentation, Coach Bailey thanked everyone and expressed his appreciation for the recognition. He reflected on his time at the University, which began when he was a student in 1964. He said many of his relatives also graduated from State, and the University had a great impact on his family.

Chair Susman asked for approval by the Board to adopt a resolution that was drafted prior to the meeting to recognize Vice President for Academic Affairs and Provost R. Charles Byers for his dedicated service to the University. Chair Susman read the resolution and asked that it be attached to the meeting minutes for the record. Mr. Swingle motioned for adoption of the resolution, and Mr. Williams seconded the motion. The motion carried.

The resolution was presented to Dr. Byers. Several members of the Board expressed their appreciation for Dr. Byers' commitment to the University and the National Alumni Association. His institutional knowledge and support have provided stability for the University, especially during the recent transition. Following the presentation, Dr. Byers thanked the Board and President Hemphill. He said he feels good about their leadership and sees the future of the University as very positive; witnessing their dedication to the University makes him extremely proud.

- b. Chair Susman said the following dates have been proposed as outlined on page 15 of the Board book for Fiscal Year 2015 meeting dates: September 4, 2014; September 5, 2014 (retreat); October 23, 2014; January 28-29, 2015; March 19, 2015; April 23, 2015; and June 18, 2015. He noted that the September date is earlier in the month than past years in order to allow adequate time to work on the Compact prior to the HEPC submission deadline. A Board retreat is proposed for September 5, 2014, and January 28, 2015 is the proposed date for the meetings with the campus constituent groups. Dr. Thralls motioned for approval by the Board approve of the Fiscal Year 2015 meeting dates as proposed. Ms. Pitchford seconded the motion, and the motion carried.
- c. Chair Susman said three officers are to be elected during the Annual Meeting each year and become effective on July 1. Mr. Williams, as Secretary of the Board, presided over the election. Mr. Williams opened the floor for nominations. Mr. Swingle motioned for approval by the Board to re-elect Mr. Susman as Chair, Dr. Smith as Vice Chair, and Mr. Williams as Secretary. Dr. Thralls seconded the motion, and the motion carried.

Chair Susman thanked everyone for his or her support during his first year as Chair. He said it was a great year and noted the significant progress that has been made (i.e. new facilities, ending year with a budget surplus, record freshman class, meeting fundraising goal, etc.).

Dr. Smith expressed her appreciation as well, and said she is proud to be a member of the Board. She said the visibility of the Board has imparted on the alumni and shown strong support of the University.

Mr. Williams thanked everyone as well for their support. He also acknowledged the leadership by Chair Susman, whose understanding of the community, government, business industry, and the different contributions of the Board members is extremely beneficial to the institution. Mr. Williams also expressed his appreciation to Dr. Smith for her contributions as Vice Chair.

Dr. Smith asked fellow Board members to join her in giving Chair Susman a standing ovation for effectively negotiating a five-year contract for President Hemphill.

6. **Reports from Board Committees and Year-End Summaries**

Presidential Review Process Ad Hoc:

Mr. Konstanty chaired the Ad Hoc Committee and presented the report.

- The Committee met on June 4, 2014 following the 30-day comment period.
- Six comments were received and reviewed prior to the meeting.
- The majority of the comments were from faculty and pertained to Section 6.1, which established a grievance procedure for the President with respect to Board members. Through Committee discussion, and based on the comments received, Section 6.1 was stricken in its entirety.
- The Committee also approved technical changes, which were made prior to distributing the policy to the full Board.
- The Committee voted to recommend the policy to the full Board for approval.

Institutional Advancement:

Chair Susman chaired the Committee and presented the report.

- The Committee received copies of a comparative giving report for July 1, 2013 through June 10, 2014.
- Total giving is \$4,077,387.55 compared to \$2,290,577.41 last year.
- Total donors are 949 compared to 743 last year.
- Outright cash gifts totals \$713,000 compared to \$491,197.41 last year.
- The public phase of the fundraising campaign will be unveiled during Homecoming.
- The fundraising goal for Fiscal Year 2015 is \$5 million.

Academic Policies:

Dr. Thralls chaired the Committee and presented the report.

- Dr. Byers gave a presentation on follow-up work for previously approved program reviews.
- The Committee received information on the Intent to Plan for a Bachelor of Fine Arts in Music and voted to recommend approval by the full Board.
- Dr. McMeans provided an accreditation update.
- The Committee congratulated Interim Dean Scott Woodard on recently completing his doctoral degree.

Recruitment and Retention:

Mr. Konstanty chaired the Committee and presented the report.

- Freshman applications are up 23 percent overall. In-state applications have increased 8 percent and out-of-state are up 39 percent. Mrs. Anderson said the increase was attributed to strong alumni presence at out-of-state fairs, e-mail communications, and utilization of the EMAS software. Total freshman admits are 935, which is an increase of 14 percent compared to last year. Freshman confirmations are up 11 percent from last year.
- Ms. McCarthy shared information on several highlights that occurred in her area this year. This is the second year that financial aid packets were distributed to students in March, and she commended the financial aid staff for their work. The second annual Cares Day was a success with the number of volunteers exceeding that of last

year. Construction began on the new residence hall. The Campus Closet program was created to provide business attire, through personal donations, for students to wear to job interviews. The University also hosted the Boy Scouts of America and GEAR UP students.

Audit:

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

- The Committee received the audit statements. There were findings related to reporting, and they are being addressed.
- A discussion was held on the revised BOG Travel Policy #5, Travel Regulations. The Committee made revisions, which were incorporated prior to the full Board meeting. Updated copies will be provided to the full Board later on the agenda. The Committee voted to recommend the policy as amended to the full Board for approval.
- The HEPC has contracted a new audit firm, and audit costs are expected to decrease.

Finance:

Mr. Salyers chaired the Committee and presented the report.

- Mr. Jones provided an overview of the budget reports and said the University will end this fiscal year with a modest surplus.
- The Committee also reviewed the auxiliary accounts.
- A detailed report on the budget items will be presented to the full Board as part of the President's report.

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

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

A motion to arise from executive session and reconvene into regular session was made by Mr. Swingle, and Mr. Williams seconded the motion. The motion carried. Chair Susman asked the meeting minutes reflect that no decisions were made in executive session, and there were no motions or votes taken.

8. Report from the University President

President Hemphill reported on Fiscal Year 2014 funding for the WVSU Research and Development Corporation. Last year, the Corporation received \$13.5 million in grants and contracts from federal, state, county, city, industry/corporate, and foundation sources. This year, to date, the Corporation has received approximately \$15 million in funding, representing an increase of almost \$1.5 million in grants and contracts from the previous fiscal year. He said next year's goal is \$17 million. The President asked everyone to join him in applauding Dr. McMeans and the Research and Public Service team.

The President also highlighted several infrastructure changes occurring across campus. The first natural gas well has been installed, and the next steps are to connect the well to the University's main consumption header and add metering. These activities should be completed within the next month. Drilling for the second well is scheduled to begin next month. Once the third and final well is operational, the University will experience sustainable savings on energy costs and additional income of approximately \$100,000 per year.

The President reported that the Judge Damon J. Keith Scholars Hall project remains on-schedule and on-budget. The brickwork is 80 percent complete and stuccowork will be completed by July 11. The mechanicals are installed and working on the fourth floor, and the remaining floors will be online in the near future. Work on the green space and park has begun and sidewalks will be completed by June 23. Doors will be hung by June 27 and flooring is scheduled for completion by July 14. The game room, meeting room, and café will also be completed in July. Furniture will be added to individual rooms as construction and appropriate inspections are completed. To date, 218 students have applied for residency in the new hall, and 73 for Dawson Hall. The President said the Opening and Dedication of the Judge Damon J. Keith Scholars Hall is planned for August 13, 2014 at 10:30 AM. A save the date was mailed, and additional information will follow. President Hemphill asked the Board to join him in recognizing the hard work and dedication of many across the campus community who are making this vision a reality, especially Mr. Jones and Ms. McCarthy for their leadership on this project.

a. University Reports Forwarded by Board Committees

- Item 8.a.i.: President Hemphill said he brings before the Board's consideration BOG Policy #61, Employment and Evaluation of the President, as recommended by the Presidential Review Process Ad Hoc Committee, that the proposed policy be given final approval by the full Board. The proposed policy was distributed for a thirty-day comment period and subsequently revised, as outlined on pages 42-52 of the Board book. Ashley Schumaker noted that the Board bylaws would need to be amended as the result of adding a Standing Committee.

Board discussion was held about Section 5.3 and the process for determining tenure status upon termination of the President. Chair Susman clarified that the policy would serve as the governing document and tenure status would be determined through the contract process. Mr. Swingle motioned for approval by the Board of BOG Policy #61 as outlined in the Board book, and Mrs. Jarvis seconded the motion.

Dr. Guetzloff said he feels Section 4.6.3.1 constricts the faculty, classified staff, and student representatives on the Board by limiting them to participate in on-campus interviews of only one of their respective caucuses. He expressed concern about consistent comments, particularly from faculty, that were made in multiple interview sessions during past presidential reviews and not shared with the Board. Mr. Konstanty said he could not speak on

presidential reviews conducted during the previous administration. However, he said the intent of Section 4.6.3.1 is not to constrict faculty, staff, and student members of the Board from participating, but it serves as a provision to prevent said representatives from speaking for both caucuses. Mr. Williams agreed that Board members should not have multiple opportunities to make comments.

Following further Board discussion, Dr. Guetzloff motioned for approval by the Board to add language under Section 4.6.5 to state that all comments, verbal and written, received by the faculty during the on-campus interview process will be shared with the full Board. The motion failed due to lack of a second. Mr. Konstanty noted that the comment period for the policy had ended. He also said that when drafting and amending the policy, particularly Section 4.6.5, it was the intent of the Presidential Review Process Ad Hoc Committee that all comments received during the interview process would be discussed for the record and taken seriously by the Board. He further stated that no comments from the campus community will be withheld from the Board.

There being no further discussion, Chair Susman called for the vote on the previous motion made by Mr. Swingle and seconded by Mrs. Jarvis, and the motion carried. Dr. Guetzloff voted “nay.”

- Item 8.a.ii.: President Hemphill said he brings before the Board’s consideration BOG Policy #5, Travel Regulations, as recommended by the Audit Committee, that the proposed revised policy be given final approval by the full Board. Following the comment period, the revised proposed policy was presented to the Board during its May 1, 2014 meeting and was tabled to address questions and make additional modifications.

As reported by Mr. Salyers, the Audit Committee made additional changes earlier that morning, which were included in the updated copies that were distributed to the full Board. An item from Section 1.1 was moved to Section 2.2. Section 5.1.7 was amended regarding use of third-party vendors for hotel bookings because the vendors do not provide itemized receipts, which is required by the state. Chair Susman said a meeting would be held with the appropriate state officials to request an exception in terms of travel for conferences, athletics teams, etc. since it can be a cost savings for the University. He clarified that this item is only in relation to travelers seeking reimbursement. It was also noted that the state has a contract with National Travel, and they will price match if a lower rate is offered by a third-party vendor.

Due to action at the last Board meeting to table the revised proposed policy, Chair Susman called for a motion to bring this matter before the Board, and Dr. Thralls so moved. Mr. Swingle seconded the motion, and the motion

carried. Through Board discussion, it was agreed that language in Section 4.2.4.1 should be revised regarding approval by the vice president to use a private vehicle for University business. Mr. Williams motioned that the Board allow staff the ability to modify said language and approve the revised proposed BOG Policy #5 as distributed. Ms. Pitchford seconded the motion, and the motion carried. Dr. Guetzloff voted “nay.”

Dr. Thralls noted a previous request for the Board to receive a list of all policies that references what each policy covers. Mrs. Schumaker said plans are underway to compile a policy reference book that will include a table of contents, adoption and effective dates, etc where applicable. Paper and electronic formats will be provided to the Board. She said it is the intent to produce an updated policy reference book each year.

- Item 8.a.iii.: President Hemphill said he brings before the Board’s consideration, as recommended by the Academic Policies Committee, that the Intent to Plan for the Bachelor of Fine Arts in Music be given approval by the full Board. He asked Dr. Woodard to provide a brief overview. Dr. Woodard said the University currently offers a Bachelor of Science in Education with a specialization in music for K-Adult. Over the years, it has been discovered that many of the students in the program want to be musicians and do not wish to teach. Dr. Woodard said the University often loses those students to other institutions, and the Bachelor of Fine Arts in Music would help with retention in this area. Currently, Marshall University is the only higher education institution in the state that has this type of program. Dr. Thralls motioned for approval by the Board of the Intent to Plan for the Bachelor of Fine Arts in Music. Dr. Smith seconded the motion, and the motion carried.
- Item 8.a.iv.: The President asked Dr. McMeans to provide an update on the University’s on-going efforts regarding reaffirmation of accreditation. Before Dr. McMeans began, the President asked the Board to join him in expressing their appreciation to Dr. McMeans for the progress made to-date, by the self-study team and the campus community under his leadership. Dr. McMeans reported that on April 10-14, 2014, President Hemphill and the working group attended the Annual Higher Learning Commission (HLC) Conference in Chicago, Illinois. During the conference, the working group met with the University’s liaison, Dr. Linnea Stenson, who provided guidance on getting up-to-date on appropriate paperwork that is to be submitted to HLC. The consultant, Dr. Susan Murphy, reviewed the draft self-study document and presented her findings to the steering committee and subcommittees. She also presented workshops as well as held one-on-one and group meetings on evidence and data collection for the self-study. Subcommittees continued to gather information, data, and evidence to complete the third draft of the self-study. Drs. Susan Darby and Michael Westerfield have been identified as the peer reviewers for the mock site visit in the fall. Next steps include editing and formatting each of the five criterion and developing other sections,

uploading each criterion in Google Drive, ensuring all evidence and supporting documents have been identified to link information in the document, and combining all components into one contiguous document. Each member of the steering committee is researching and writing. Dr. McMeans said one area of difficulty is finding and electronically compiling documents, and staff and students are researching and scanning documents daily. In an effort to stress the importance of accreditation, information will be delivered to constituent groups via the University website, e-mail, social media, and informational presentations. The mock site visit was moved from September 22-24, 2014 to October 15-17, 2014. The finalized self-study report will be uploaded along with other pertinent documents for access by the mock team peer reviewers on August 20, 2014. Dr. Byers will serve as the internal reviewer. Dr. Murphy will also review the document and external consultants will review information on the website.

- Item 8.a.v.: President Hemphill asked Mr. Jones to provide the budget report. Mr. Jones said the April report is included in the Board book. Copies of the May report were distributed during the meeting, and Mr. Jones said he would not refer to the April report unless there are questions. The general revenue target is 91.67 percent, and performance indicators in the May report are based on that percentage. The University's total income is 93.43 percent, which is 1.76 percent ahead of the projections. The actual percentages for all of the areas are as follows: Academic Affairs (81.97 percent), Student Affairs (88.48 percent), President's Area (83.50 percent), University Relations and Operations (81.66 percent), Physical Facilities (83.95 percent), University Advancement (113.26 percent), Finance (94.35 percent) and College-Wide (83.50 percent). The majority of the areas are on or below budget. Total expenses are at 84.23 percent, and the target is 91 percent. Mr. Jones said the University has done very well controlling expenditures. The total income is at 93.43 percent compared to 92.85 percent this time year. For the auxiliary accounts, Mr. Jones said the deficit in the Student Union Operations account is expected to improve after the Arbitration hearing with the former Kanawha Valley Community and Technical College (KVCTC). The Housing, Dining Services, and Athletics accounts were also affected by the loss of the KVCTC students. For Faculty Housing, units were refurbished as they were vacated, and this account is expected to begin turning around. The deficit in the Parking account will be remediated by revenue from the parking fees paid by OASIS. Net activity continues to increase in the Bookstore account.

9. Other Matters

No other matters were brought before the Board for discussion.

10. Next Meeting Date

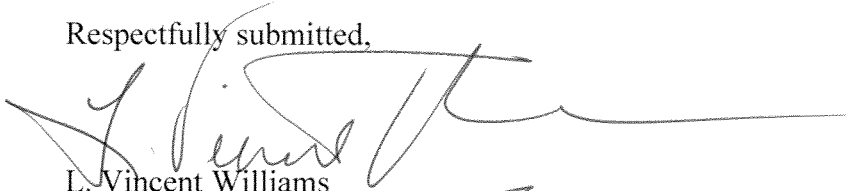
Chair Susman said the next Board of Governors meeting will be held on September 4, 2014, and a retreat will be held the following day. Mr. Swingle asked about training credits for the retreat. Mrs. Schumaker said it is the intent to incorporate topics into the

schedule that would qualify for training credits. She noted that another opportunity for training credits is the HEPC Board of Governors Summit that will be held on August 1-2, 2014, which counts for nine credit hours and exceeds what is needed for the two-year requirement.

11. Adjournment

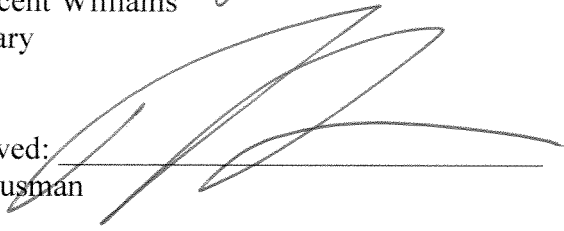
With there being no further business, the meeting adjourned at 3:08 PM.

Respectfully submitted,



L. Vincent Williams
Secretary

Approved:
Tom Susman
Chair





WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
RECOGNIZES AND APPRECIATES THE DISTINGUISHED SERVICE OF
HEAD BASEBALL COACH
CALVIN "CAL" BAILEY

WHEREAS, Cal Bailey faithfully served as a member of the West Virginia State family, first coming to Institute from his hometown of Newton, West Virginia as a baseball player and ultimately becoming an esteemed member of the West Virginia State University Athletic Hall of Fame; and

WHEREAS, Cal Bailey became Head Baseball Coach in 1978 and worked diligently for nearly 46 years building one of the top baseball programs in the state, region, and nation with 1,063 career wins; and

WHEREAS, Cal Bailey represented West Virginia State with dignity and professionalism at all times receiving individual recognition for his coaching and leadership of the Yellow Jackets as well as leading his team to 18 conference championships, including the inaugural Mountain East Conference Championship, which served as the grand finale to his legendary coaching career; and


WHEREAS, Cal Bailey tirelessly served as the caretaker of a field, home to past, current, and future generations of Yellow Jacket players, families, and fans that will forever bear his celebrated name; and

WHEREAS, Cal Bailey not only coached, but also mentored and inspired countless young men who went on to make their mark both on and off the field, including 17 players who continued their baseball careers by signing professional contracts; and

WHEREAS, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledges the distinguished service and enduring legacy of Cal Bailey.

NOW, THEREFORE, BE IT RESOLVED, that the West Virginia State University Board of Governors, meeting on this 14th day of June, 2014, hereby commends Cal Bailey for his dedication to excellence and public service at West Virginia State University, in the Kanawha Valley, and across the State of West Virginia; and

BE IT FURTHER RESOLVED, that this commendation is archived on the pages of this meeting and a ceremonial copy presented to Cal Bailey as a token of the Board's everlasting appreciation and sincerest gratitude.


 Tom Swamin, Chair
 West Virginia State University Board of Governors


 Dr. Brian O'Heinrich, President
 West Virginia State University





**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS
RECOGNIZES AND APPRECIATES THE DISTINGUISHED SERVICE OF
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
R. CHARLES BYERS, PH.D.**

WHEREAS, Dr. R. Charles Byers faithfully served as a member of the West Virginia State faculty, first as a student, who became a member of the faculty and one of the longest serving administrators in the institution's history, and

WHEREAS, Dr. Byers worked diligently for more than 40 years to impart an enduring love of learning and discovery in the hearts and minds of countless generations of students, while spearheading numerous advancements that forever changed the institution, including securing University status, and

WHEREAS, Dr. Byers served as the institution's resident historian and utilized his unmatched expertise and vast institutional knowledge to significantly and positively impact the institution in his roles as Vice President for Planning and Advancement, Vice President for Academic Affairs, and, most recently, as Provost and

WHEREAS, Dr. Byers demonstrated consummate professionalism by exhibiting integrity, respect, and sincerity at all times and in all situations on behalf of his beloved alma mater; and

WHEREAS, Dr. Byers, in all that he does, exudes a limitless passion, abiding presence, and gentle spirit, which is evident through his love of his family, life of public service, and pursuit of artistic endeavors; and

WHEREAS, Dr. Byers selflessly dedicated his time and talent to create individual drawings of all campus buildings, thereby forever capturing the architectural majesty of West Virginia State; and

WHEREAS, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledge the distinguished service and immense contributions of Dr. Byers.

NOW, THEREFORE, BE IT RESOLVED that the West Virginia State University Board of Governors, meeting on this 12th day of June, 2014, hereby commends Dr. R. Charles Byers for his dedication to excellence and public service at West Virginia State University, in the Kanawha Valley, and across the State of West Virginia; and

BE IT FURTHER RESOLVED that this commendation is archived on the pages of this meeting and a ceremonial copy presented to Dr. R. Charles Byers as a token of the Board's everlasting appreciation and sincere gratitude.


Tom Scharf, Chair
West Virginia State University Board of Governors


Dr. Bob O'Hara, President
West Virginia State University