

Minutes

CONCORD COLLEGE BOARD OF GOVERNORS

April 1, 2003

The Concord Room

10:00 a.m.

1. Call to Order and Determination of a Quorum

A quorum being present, the meeting was called to order. In attendance were: Mrs. Margaret Sayre, Vice Chairperson, presiding; Mr. James L. Miller, Secretary (via teleconference); Mr. Daniel Dunmyer; Mr. Eugene Fife; Mr. R. T. "Ted" Rogers; Ms. Heather Arnott, Student Representative; Dr. Charles Brichford, Faculty Representative; Mrs. Linda Martin, Classified Representative. Also participating were: Dr. Jerry L. Beasley, President; Cabinet Officers, Mr. James L. Cannon; Dr. Dean W. Turner; Mr. Michael Curry; Ms. Anita Lewis; Dr. William O'Brien. Others present were: Ms. Janet Heaton; Mr. Bill Hardee; Ms. Cecilia Fizer; Dr. Steve Rowe; Mr. Perry Seal; Ms. Alyesha Asghar, *The Concordian*; Dr. Sheila Chipley. Unable to attend were: Mr. James Brown; Mr. J. Franklin Long; Mr. Wayne Meisel.

2. Approval of Minutes

Upon a motion by Mr. Ted Rogers and seconded by Mr. Dan Dunmyer, the minutes of the December 6, 2002, meeting were unanimously approved as mailed.

3. Report of the President

Dr. Beasley updated the Board of Governors on the State's mandated budget cuts representing a decrease of \$1.8 million from the College's budget.

The North Central Association visiting team has recommended approval of the College's proposed master's program for teachers, depending on availability of funds.

Dr. Beasley announced that the College's Social Work program received an excellent review from the CSWE accrediting body, which included citations for several exemplary practices.

The Development Office is reporting an increase in alumni memberships. Additionally, the number of donors and total gifts are up compared to previous totals. Dr. Beasley told Board members that the two annual fund raising dinners in Charleston and at The Greenbrier were very successful, and thanked members of the Board who were able to participate.

President Beasley indicated concern about Admissions at Concord: acceptances are up, but applications and housing deposits are down. The College is looking at a number of ways to address these concerns, including distance education and additional emphasis on recruitment of

the non-traditional student. Dr. Beasley told the Board that the College has employed Kent Gambill as Director of Admissions. Mr. Gambill comes to Concord from West Virginia Wesleyan and Glenville State College where he enjoyed a successful tenure in the admissions arena.

Dr. Beasley announced the resignation of Dr. Debbie Curry as Vice President for Student Affairs, and indicated his intent to collapse this position in an attempt to lessen the strain on the College's budget. A search for an interim Dean of Students is underway on campus, and an announcement should be forthcoming within the next week.

Congressman Nick J. Rahall secured \$1.125 million for the College's technology center, and Senator Robert Byrd was instrumental in providing \$4 million in federal appropriations for a shared higher education facility in Beckley.

4. Implementation of Budget Cuts

Mr. Jim Cannon, Vice President for Business and Finance, discussed with the Board the options for cost reduction that the College is considering: 1) administrative overhead reductions; 2) increase in tuition and fee revenue; 3) personnel reductions; 4) workload/workweek reductions; 5) academic divisions deficit reduction; 6) athletic department; 7) institutional scholarships; 8) summer school; 9) dual enrollment; 10) travel reduction; 11) equipment purchase reduction; 12) extra duty pay; 13) 75 percent hospitality reduction; 14) custodial contract changes; 15) other options to be determined (see attachments).

Mr. Cannon asked the Board of Governors for direction in implementing the budget cuts. Board members emphasized the importance of defining and protecting core programs, those of which the College is most proud, and look toward eliminating the weak performers. It was the consensus of the Board that the College should make every effort to conserve the College's mission when implementing the budget cuts. The Board indicated that the College needs to communicate to the public that Concord provides a quality education at a bargain price; the College must advertise its assets.

Mr. Cannon told members of the Board that the Finance and Facilities Committee will meet and further discuss the budget cut options, and will bring a proposal to the next Board of Governors meeting, which is scheduled on May 6.

Dr. Beasley told Board members that the College is going to eliminate the men's soccer team, and is looking at elimination of some scholarships. This will move the College more in line with Title IX regulations.

5. Study with Bluefield State College

Dr. Beasley discussed HB 2224, which requires Concord College and Bluefield State College to complete a study by September 1, 2003 to address collaboration in academic and administrative areas to avoid unnecessary duplication. The Higher Education Policy Commission will then review the study and report to LOCEA by November 1, 2003, regarding the fiscal status of the

two institutions, the progress made toward meeting goals, the advantages of an administrative linkage, and any changes that the HEPC may require. HB 2224 further states that if the Higher Education Policy Commission is unsatisfied with the study, it shall take any action deemed necessary to further the goals of said bill. All public institutions in the state are required to establish a consortium with at least one other institution to consolidate certain services and administration.

A good faith effort is being made by Concord College and Bluefield State to effectively conduct the study required by HB 2224, and to find legitimate savings and identify and eliminate duplication between the two institutions. Additionally, the report could give the institutions an opportunity to assume a leadership role in identifying opportunities for improved efficiencies in higher education. Dr. Beasley told Board members that already the key administrators from Bluefield State and Concord have met twice, and have gone to Charleston and met with Chancellor Mullen to make sure that the study is going in the right direction.

Dr. Beasley said that it is in Concord's best interests not only to work with Bluefield State but also to collaborate with other public institutions in the State to avoid duplication.

Dr. Beasley asked Board members to consider the questions below:

1. What do you think the College should consider in terms of collaborative areas? What functions?
2. Given the political climate in which the study is unfolding, what should be done to ensure that the integrity of the College is protected?

The Board agreed that it is important to get the word out that Concord College is stable, and will remain focused on meeting the needs of the students. It was the consensus of the Board that the colleges should collaborate in as many areas as possible: Student Support Services, distance learning, purchasing, academic programs (in particular, foreign language), videoconferencing, etc. The Board asked that representatives from Bluefield State and Concord College meet to discuss the possibilities for collaboration, and come back to the respective Boards of Governors with suggestions. Dr. Brichford moved that a resolution of support for the study between Bluefield State College and Concord College be approved. Mr. Dunmyer seconded. Approved unanimously.

The resolution will be presented at the May 6 meeting.

6. Action Items

A. Evaluation of the President

Dr. Brichford moved the adoption of the following resolution:

RESOLVED, the Board of Governors endorses Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Section 6.7, *"In addition to the formal evaluation every*

four years, each president shall receive a yearly evaluation in a manner and form decided by the governing board or by the president of the employing institution for presidents of the regional campuses or administratively linked community and technical colleges." The following policy is endorsed by the Concord College Board of Governors.

1. The Board of Governors will review the accomplishments and performance of the president of Concord College based on mutually identified and agreed upon goals for July 1 through June 30 of each year. This process will occur between July 15 and September 1 of each year in which the more comprehensive formal evaluation is not required.

2. As the first step in this process, the president will prepare a confidential written report for the Board of Governors by July 15. The report will outline the president's accomplishments in relation to goals that were established for that year. At this meeting of the Board and the president, Board of Governors representatives of campus constituent groups may present written and/or oral reports containing comments and suggestions relating to the president's performance elicited from faculty, staff and students.

3. After reviewing the report and soliciting input from other members of the Board, the Executive Committee will meet with the president to discuss accomplishments and identify goals for the ensuing year. The Executive Committee will provide support and constructive suggestions in order to help the president succeed in meeting mutually established goals.

4. Based upon this discussion and the Board's goals for the year, the president and Executive Committee will prepare written recommendations regarding the president's goals for the coming year beginning September 1.

5. The results of the report and goals for the year will be reviewed with the full Board and the president during Executive Session in July or August of the same year. Final action regarding the president's contract and goals for the upcoming year will be taken by the Board at this meeting.

Mr. Rogers seconded the motion. Motion carried.

B. Approval of Tuition Fees Increases

Mr. Dunmyer moved the adoption of the following resolution:

RESOLVED, that the Concord College Board of Governors submit an in-state tuition and fee request of 9.5 percent to the Higher Education Policy Commission for fiscal year 2004.

Mr. Fife seconded the motion. Motion carried.

7. Announcements

Board members were invited to a reception in the Student Center Building for Secretary of State Joe Manchin, who is traveling throughout the state encouraging students to register to vote.

8. Adjournment

There being no further business, the meeting adjourned.

Respectfully submitted,

Margaret Sayre, Vice Chairperson

(presiding for Mr. James M. Brown)

James L. Miller, Secretary

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Attachments

Last Updated: 10/21/04 AL/KB

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