

# **Minutes**

## **CONCORD COLLEGE BOARD OF GOVERNORS**

May 6, 2003

10:00 a.m.

The Concord Room

201 Marsh Hall

### **1. Call to Order and Determination of a Quorum**

A quorum being present, the meeting was called to order. In attendance were: Mr. James M. Brown, Chairperson; Mrs. Margaret Sayre, Vice Chairperson; Mr. James L. Miller, Secretary; Mr. Daniel C. Dunmyer; Mr. Wayne Meisel (via teleconference); Mr. R. T. "Ted" Rogers; Mrs. Linda Martin, Classified Representative; Dr. Charles Brichford, Faculty Representative. Also participating were: Dr. Jerry L. Beasley, President; Cabinet Officers: Dr. Dean W. Turner, Ms. Elizabeth Cahill, John Ferguson and Sam Litteral (representing James Cannon); Mr. Michael Curry; Ms. Anita Lewis; Dr. William O'Brien. Others present were: Dr. Kendra Boggess; Mr. Bill Hardee; Mr. Steve Lee; Dr. Steve Rowe. Unable to attend were: Mr. J. Franklin Long; Ms. Heather Arnott; Mr. Eugene Fife.

### **2. Approval of Minutes**

The minutes of the April 1, 2003 meeting were approved as mailed.

### **3. Report of the President**

Dr. Beasley told Board members that the West Virginia Higher Education Policy Commission has approved an 8 percent tuition and fee increase (in-state), and a 9.5 percent increase for out-of-state students. Additionally, Dr. Beasley updated the Board on the Policy Commission's rating of the College's Compact, and discussed the indicators used in determining how the rating was achieved. Concord's Compact was rated "satisfactory" by the Policy Commission.

The Council of Presidents, Dr. Beasley said, will be meeting to evaluate and make recommendations on rewriting "It All Adds Up," one of the tools used to measure the effectiveness and quality of institutional Compacts.

Dr. Beasley explained the issue of Procedure 19, the athletic spending policy. It has become obvious that institutions have not used the same criteria when reporting data, and the Policy Commission has now turned the responsibility to the boards of governors for analysis and

refinement of Procedure 19. Dr. Beasley indicated that the College will be coming back to the Board for guidance on how to manage athletic expenditures.

Enrollment by registration type was discussed.

Dr. Beasley told the Board of Governors that the College is one of four institutions (Bluefield State, WV School of Osteopathy, and Southern WV Community and Technical College) chosen to undergo a purchasing audit by the Joint Committee on Government and Finance. John Ferguson will be the College's liaison for this project, and the College views the audit as an opportunity to demonstrate willingness to work with the state to establish and ensure good purchasing practices.

Dr. Beasley introduced Dr. Steve Rowe, who updated the Board on the White Hall renovation project. The five options available for the White Hall project are: 1) renovate White Hall as it stands; cost: \$1,595,000; 2) demolish residence wing and build new on-site; cost: \$2,090,000; 3) demolish residence wing and build new on-site; cost: \$2,700,000; 4) demolish residence wing and build new on-site; cost: \$2,740,000, 5) build addition onto residence wing and remodel wing; cost: \$3,182,500. Dr. Rowe said that all of the listed options bear on physical construction and mechanicals only. The interior furnishing and technology equipment are not included in these estimates. It is anticipated that equipment grants will enable the College to bring the White Hall Technology Center into full operation. As the project unfolds, the Board of Governors will be asked to consider the outlined options.

Dr. Beasley told the Board that Concord has been looking at ways to collapse functions across the College in an effort to operate at peak efficiency. It is Dr. Beasley's expectation for the College to raise money, and diminish spending. Dr. Beasley emphasized the importance of grants, and identified Steve Rowe, Alice Dillon and Michael Curry as members of the College community who are adept at grant writing. It is a College goal to educate the entire campus in grantsmanship.

For information purposes, President Beasley gave the Board a list of his recent service activities for 2002-2003.

#### **4. Report of the Committee on Finance and Facilities**

Dr. Beasley introduced Ms. Libby Cahill and Mr. Sam Litteral who briefed the Board on the proposed fee schedule for the 2003-04 academic year. Ms. Cahill indicated that the Board of Governors Committee on Finance and Facilities had been able to meet, and recommend the tuition and fees schedule for approval by the full Board.

##### **A. Action Item**

1. Approval of tuition and fee increases and reallocation of certain student activity fees for fiscal year 2003

Mr. Dunmyer moved the adoption of the following resolution:

RESOLVED, The Board of Governors approves increases for tuition and fees, housing and dining fees, faculty housing, and other user specific fees; and, the reallocation of certain student activity fees to operations effective for the fiscal year beginning July 1, 2003.

Dr. Brichford seconded the motion. Motion carried.

## **5. Administrative Reports**

### **A. Vice President and Academic Dean**

For information purposes, Dr. Dean Turner presented a draft of a resolution to change the Division name from Business and Economics to Business. The faculty in the Division of Business believes that the revised name reflects their academic programs and curriculum better than the current name. The proposal has been reviewed and endorsed by the Academic Affairs Executive Council, Vice President and Academic Dean Turner and President Beasley. The draft resolution:

RESOLVED, The Concord College Board of Governors approves renaming the Concord College Division of Business and Economics the Concord College Division of Business and directs appropriate administrators to submit this resolution as a recommendation to the West Virginia Higher Education Policy Commission for their consideration.

Dr. Dean Turner briefed the Board on course selection (the number of current students who indicate an interest in fall classes) as of 8:30 a.m. on May 6, 2003. At this time, course selection was up 7.34 percent.

Dr. Turner told the Board that the annual honors banquet was held in April, and the number of students who received awards was substantial. Additionally, the number of students going on to graduate school and/or assuming teaching positions was impressive.

Dr. Turner announced that faculty member, Kathy Hawks, has received her doctorate degree, and Drs. Sheppard and Boggess are taking students this summer to Belize and Germany respectively.

Dr. Turner announced that 2003 Commencement exercises will be held on Saturday, May 17, and invited all members of the Board to attend.

Dr. Turner told Board members that the HEPC is conducting a statewide study on dual enrollment, and that the College will comply with guidelines as established by the Policy Commission.

Dr. Turner reported to the Board on the assault of a faculty member, Dr. John Baker, by a former student. Dr. Baker appears to be fine, and the former student has been remanded to the Southern Regional Jail.

### **B. Vice President for Admissions and Financial Aid**

Mr. Michael Curry reported that applications are down by 121; acceptances are up 114; acceptances of international students are down 18 (new precautions are in place thus making it more difficult for internationals to apply). The average ACT score of international applicants for next year is five (5) points higher than last year.

Mr. Curry indicated that the target number for master's level classes is 150, and this will be a challenge. Mr. Curry asked Board members to assist in getting the word out that the College is offering master's level classes.

The book award presentation featuring author Charles Kimble will be Thursday, May 8, in the State Room of the College Center, and all members of the Board are invited to attend.

#### C. Vice President for Business and Finance

Mr. Sam Litteral (representing Mr. Cannon) told members of the Board that the Business Office will continue to meet the standards established in the audit report. Additionally, he told the Board that the College's audit has been given high marks by the Policy Commission.

#### D. Introduction of Interim Dean of Students

Dr. Beasley introduced Mr. Rick Dillon, Interim Dean of Students, to the Board. Mr. Dillon is well qualified to assume these additional responsibilities, and has a qualified staff to assist him. Mr. Dillon will develop plans for Student Affairs.

#### E. Development Report

Monthly financial reports from the Development Office were distributed and discussed. Dr. Beasley indicated that the Development and Foundation offices are a work in progress with some reorganization anticipated. The current class of Foundation board members that have been recruited are influential, hard-working individuals who are enthusiastic about the work of the Concord College Foundation. Dr. Beasley suggested that the Board of Governors, the Foundation Board of Directors, and the Alumni Executive Council should have a joint meeting in the fall as all three entities are attempting to achieve similar goals for the College.

### **6. Action Item**

Dr. Beasley introduced Steve Lee, Athletics Director for the College.

#### A. Approval of Athletic Department Philosophy and Mission Statement

Mrs. Sayre moved the adoption of the following resolution:

RESOLVED, that the Concord College Board of Governors approves the Concord College Athletics Mission Statement and Athletic Department Philosophy Statement as required by NCAA as part of the College's self-study.

Dr. Brichford seconded the motion. Motion carried.

## **7. Information Items**

### **A. Update on Study with Bluefield State College**

Dr. Beasley told members of the Board of Governors that key administrators from Concord College and Bluefield State have met two times, and they have also traveled to Charleston to meet with Chancellor Mullen to make certain that the study is proceeding in the manner expected by the Chancellor. Additionally, the academic deans of both colleges have met and developed a list of areas in which the two schools are able to cooperate and realize savings for both. The library personnel at Bluefield State met with Dr. Rowe and his staff, and they have developed a substantial list of sharing possibilities. And, the financial officers of both institutions have met to discuss possible areas of collaboration.

Dr. Beasley asked members of the Board of Governors for suggestions about information that should be included in the study with Bluefield State. Dr. Beasley indicated that Concord personnel plan to work hard to produce a good faith study, and do it in a manner that protects the integrity and mission of both institutions. The study must have credibility with the Higher Education Policy Commission and LOCEA. Dr. Beasley asked Board members if there are issues that the College should be addressing?

Are there outside people who should be involved in the study that would give it the political credibility that it needs? Dr. Beasley said that he has asked Dan Moore, a Concord College alumnus and retired banker, and Andy Paterno, also an alumnus and prominent businessman, to help the College with the study.

### **B. Classified Employee Bumping/Layoff Policy**

The College's draft of the Classified Employee Bumping/Layoff Policy was given to the Board for informational purposes. This draft will be distributed to the constituent groups on campus, and the Chancellor will be notified. After adequate amount of time for the comment period, the final draft will be brought back to the Board of Governors for approval.

### **C. Series 4: Rules, Guidelines and Other Policy Statements by Governing Boards**

Series 4, Title 133 Procedural Rule was distributed and explained to members of the Board of Governors.

## **8. Appointment of Nominating Committee**

Mr. Brown announced that Wayne Meisel, Ted Rogers and Joe Long have been appointed to the nominating committee whose charge is to bring a slate of officers for election at the June Board of Governors meeting.

## **9. Other Matters**

The policy for announcing sub-committee meetings of the Board of Governors was discussed. These meetings are currently being announced in the same manner as the full Board of Governors meeting: the Secretary of State is notified (at least two weeks prior to the meetings), and the meetings are announced in a news release to local media. Additionally, the College is now sending out campus-wide e-mail notices of all meetings.

Dr. Brichford read a resolution from the faculty urging the Board to carefully study any budget cuts and work to protect the core function of the College: the instruction of the students. Dr. Brichford read this resolution for information purposes only, as this issue had been addressed earlier in this meeting.

Mr. Dunmyer acknowledged Steve Lee, Coach Greg Quick, and the student athletes who participated in the Gala (to fight cancer) sponsored by Princeton Community Hospital. And, Mr. Lee announced that the Relay for Life had raised \$20,000 for cancer research.

Dr. Beasley thanked Mrs. Sayre for her support of the College's Donor Appreciation Dinner, and also thanked Mr. Dunmyer for the assistance that he has provided the athletic department in dealing with insurance-related problems.

## **10. Announcements**

Dr. Beasley announced that Concord's Dr. Ron Canterbury has been working with staff of the National Park Service on a project that would bring a research and education center to Camp Brookside. Mr. Ted Rogers has mobilized participants from Summers County to work with this project. Board members will be kept informed about the progress of this endeavor.

## **11. Adjournment**

There being no further business, the meeting adjourned.

Respectfully submitted,

James M. Brown, Chairperson

James L. Miller, Secretary

Attachments

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*Last Updated: 10/21/04 AL/KB*

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