



Concord University Board of Governors  
Minutes, June 3, 2008, Meeting  
10:00 a.m., Teleconference  
The Concord Room, 201A Marsh Hall  
Concord University

Members present: Mrs. Wilma Anderson; Mr. Lane Bailey, Vice Chair; Mr. Frank Blackwell; Dr. Hugh Campbell; Mr. J. Franklin Long, Chair; Mr. Wayne Meisel; Mr. John Mendez; Ms. Amy Pitzer; Mr. Travis Prince; Mr. Ted Rogers; Mrs. Margaret Sayre, Secretary

Others present: Dr. Jerry Beasley, President; Dr. Joseph Marsh, President Emeritus; Mr. Jim Cannon; Mr. Michael Curry; Mr. Bill Hardee; Mr. Wes Prince; Ms. Sharon Manzo, Recorder; Ms. Anita Moody; Dr. Bill O'Brien; Mr. Greg Quick; Dr. Steve Rowe; Dr. John David Smith; Ms. Loretta Young

Call to Order and Determination of Quorum - Chairman Long determined a quorum was present and called the meeting to order.

Approval of the Minutes of the March 28, 2008, Meeting – Mr. Prince moved the approval of the February 26, 2008, minutes. Mr. Bailey seconded. Motion passed.

Approval of the Minutes of the April 2, 2008, Meeting – Mr. Mendez moved the approval of the April 2, 2008, minutes. Mr. Rogers seconded. Motion passed.

Approval of the Minutes of the April 3, 2008, Meeting – Mrs. Sayre corrected the minutes to reflect nine votes for acceptance of the Presidential Search Committee's recommendation to offer the position to Dr. Greg Aloia, and to include Mr. Rogers' yea vote. Mrs. Sayre moved the approval of the minutes as corrected; Dr. Campbell seconded; motion carried.

Approval of the Minutes of the April 8, 2008, Meeting – Mr. Mendez moved the approval of the April 8, 2008, minutes; Dr. Campbell seconded; motion carried.

Action Items

1. Approval of Dr. Aloia's Tenure ([attachment 01](#)) Dr. Beasley

RESOLVED, that the Concord University Board of Governors approves awarding Tenure as a Full Professor in the Division of Education at Concord University to Dr. Gregory Aloia. Dr. Campbell moved the adoption of the resolution; Mr. Rogers seconded; motion passed.

1. Approval of Emeritus Status for Dr. Paul Kane ([attachment 02](#)) – Dr. Rowe

RESOLVED, that the Concord University Board of Governors approves the awarding of emeritus status to Dr. Paul Kane. Mrs. Sayre moved the adoption of the resolution; Dr. Campbell seconded; motion passed.

1. Intent to Amend Policy #3, Travel ([attachment 03](#)) – Mr. Cannon

RESOLVED, the Concord University Board of Governors approves the proposed amendment to the policy for Travel Rules.

1. Discounting for Faculty/Staff at the University's Bookstore ([attachment 04](#))

Mr. Cannon - RESOLVED, the Concord University Board of Governors affirms the 10% faculty and staff discount at the Concord University Bookstore for as long as the bookstore is not operating at a loss. Pending the approval of the Ethics Commission and the HEPC, Mr. Blackwell moved the adoption of the resolution; Mr. Rogers seconded; motion passed. Mr. Cannon will prepare a letter requesting continuance of this practice and submit it to the WV Ethics Commission.

1. Approval of contract for Dr. Beasley – Dr. Beasley distributed a copy of his

current contract and information regarding Mountain State Professorship. He said he will not likely exercise this option until Fall 2009. He will continue volunteering as chair of the PROMISE Ad Hoc committee, in the writing of the history of Concord University with Dr. David Bard, and on the University Point project. Dr. Campbell moved the adoption of Dr. Beasley's contract; Mrs. Sayre seconded. Dr. Beasley suggested discussion take place in executive session Mr. Long concurred.

1. Approval of the Adoption of the Philosophy and Mission Statement for

Athletics, Concord University ([attachment 05](#)) – Dr. Smith

RESOLVED, that the Concord University Board of Governors approve the adoption of the Philosophy and Mission Statement of Athletics, Concord University. Dr. Smith indicated this is part of a lengthy NCAA study, which contains information regarding the well being of student athletes and the University's mission statement. Mr. Prince moved the adoption of the resolution; Mr. Mendez seconded; motion passed.

Update or Questions Regarding Administrative Reports

1. Academic Affairs ([attachment 06](#))

Mr. Bailey asked for additional information regarding student retention grant mentioned in 7b. Dr. Rowe explained that the University had received a \$15,000 grant from the HEPC to set up a comprehensive project for retention of students, freshman through senior year. We will concentrate on retention from freshman to sophomore, however, and attempt to increase our current 30% rate by 5%. Mr. Bailey also asked who is directing the intellectual property policy. Dr. Rowe said he is and the policy will address patents,

copyrights, ownership of on-line course conversions. Mr. Mendez asked the status of the faculty/staff dependent tuition benefit proposal. Dr. Beasley said he has a draft of a proposal that he would share this during his Presidential report.

1. Admissions and Financial Aid ([attachment 07](#))

Mr. Curry indicated recruiting is up in every territory, the first time in 10 years. He invited Board members to attend activities during Summer Academy, June 15-21.

1. Beckley Center ([attachment 08](#)) – No questions/updates

1. Development Office ([attachments 09a](#), [09b](#), [09c](#))

Mr. Prince asked for details of the “certain issues” that necessitated legal services in the administration of the Darrell W. Stanley Estate. Ms. Young explained that a written note, related to property in Front Royal, was part of the last will and testament. Counsel is acting in an advisory capacity.

1. Finance and Facilities ([attachment 10](#))

Mr. Bailey asked for more texture to the public safety component of the report. He asked how and when information about the siren notification system will be communicated to all students and stakeholders. He said he believes this is a high priority. Mr. Cannon said campus public safety staff recently spent time on campus with an advisor regarding this issue. He said the policy on how information will be disseminated will be made this summer. Mr. Prince asked about the status and cost of the mold removal in the science building. Mr. Cannon said all mold has been removed at a cost of \$7,000 maximum.

1. Student Affairs ([attachment 11](#))

Mr. Prince asked if there are enough rooms available for the projected fall enrollment. Dr. Smith explained that off-campus exceptions are being reviewed as means of addressing a potential shortfall in rooms. Capacity is 1134; room reservations, as of 4/20/08, are 1191. Mr. Prince asked for the status of the wellness center. Dr. Smith said when all equipment has been received the facility will be ready. Mr. Prince suggested the Board tour this facility at the first meeting of 2008-2009. Dr. Smith introduced Wes Prince, Student Body President for '08-09. Mr. Prince asked when the handicapped lift in the Jerry L. Beasley Student Center will be repaired. Dr. Smith said the equipment has been changed out twice and fixed numerous times. This is a priority on which we're working.

Report of the President's Home Renovation Committee (attachments 12a, 12b, 12c) – Dr. Marsh mentioned that since the report was distributed Laurie Erickson suggested replacement rather than repair of windows and the creation of a small guest suite, either in the home or erected on the property. He also suggested the preparation of a budget so the committee may proceed with its work. Mr. Cannon indicated that initially it was believed a budget of \$100,000 to \$150,000 would be sufficient, but if restoration rather than repair is imminent, the cost could increase to \$250,000 to a half-million. He indicated Jeff Schumaker is preparing a line-item budget for the Board. Mr. Long indicated he will likely call an emergency meeting to discuss the budget when figures are available. Mr. Long asked Dr. Beasley to work with Ms. Young in the Foundation to determine an appropriate fund raising project.

President's Report - Dr. Beasley thanked the Board for everything that was done to honor Mrs. Beasley and him recently. He also applauded the Board for the apparent esprit among members. He encouraged them to support Dr. Aloia. He distributed a draft tuition waiver policy for CU employees and dependents that was prepared by Mr. Curry and asked for suggestions from the Board. He said we must sustain our presence in Beckley, especially the relationship we have with other institutions.

Emeritus Status for Dr. Beasley (attachment 13) – Mr. Long  
Mr. Long announced the following resolution: RESOLVED, that the Concord University Board of Governors approved the awarding of emeritus status to Dr. Jerry L. Beasley in executive session April 8, 2008. He presented Dr. Beasley a plaque for his 23 years of service to the institution.

Election of Officers – Mr. Long announced that State code mandates the election of a Board chair each June; the election of other officers is at the Board's discretion. Mr. Rogers moved to retain the current officers (Mr. Long, chair; Mr. Bailey, vice chair; Mrs. Sayre, secretary); Dr. Campbell seconded; motion passed.

2008-2009 Meeting Dates (attachment 14) – Mrs. Sayre moved the adoption of the 2008-2009 meeting dates as distributed; Ms. Pitzer seconded; motion passed. Mr. Prince said it may be difficult for the staff and student representatives to meet on the same weekday each meeting since the same class(es) would be missed. Dr. Campbell indicated this would not be a problem for him. Mrs. Manzo said she would contact Akeya Carter-Bozman, student representative for 2008-2009, regarding her class schedule.

Pursuant to State Code §6-9a-4, Mr. Mendez moved to adjourn to executive session; Mrs. Anderson seconded; motion passed.

Returning to general session, Mr. Rogers moved to offer Dr. Beasley a contract at 80% of his current \$151,000 salary; Mrs. Anderson seconded; motion passed with a unanimous voice.

Mr. Prince moved for adjournment; Mr. Meisel seconded; motion passed.

Respectfully submitted,

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J. Franklin long, Chair  
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Margret Sayre, Secretary

## **Attachment 01**

### **Concord University Board of Governors Meeting of June 3, 2008**

ITEM: Approval of Tenure for Dr. Gregory F. Aloia

RECOMMENDATION: *RESOLVED*, that the Concord University Board of Governors approves awarding Tenure as a Full Professor in the Division of Education at Concord University to Dr. Gregory Aloia.

STAFF MEMBER: Jerry Beasley

BACKGROUND: Dr. Aloia has had a distinguished career in teaching, research and service as a faculty member for the past 30 years and has held the rank of Full Professor at four universities. Granting tenure at the time of employment to a university president with appropriate academic credentials is common practice in American higher education.

## **Attachment 02**

### **Concord University Board of Governors Meeting of June 3, 2008**

ITEM: Approval of emeritus status for Dr. Paul Kane

RECOMMENDATION: *RESOLVED*, that the Concord University Board of Governors approves the awarding of emeritus status to Dr. Paul Kane.

STAFF MEMBER: Stephen Rowe

BACKGROUND: Concord University Board of Governors Policy 16 establishes a process to award emeriti status to retiring Concord University faculty and staff for extended meritorious service. Dr. Paul Kane meritoriously served Concord University 9 years as Professor of English and retired May 17, 2008.

### **Attachment 03**

#### **Concord University Board of Governors Meeting of June 3, 2008**

ITEM: Approval of amendment to the policy for Travel Rules.

COMMITTEE: Finance and Facilities

RECOMMENDED RESOLUTION: Resolved, the Concord University Board of Governors approves the proposed amendment to the policy for Travel Rules.

STAFF MEMBER: Jim Cannon  
Vice President for Business and Finance

#### **BACKGROUND:**

The attached policy has been revised to include new policy guidance from the Governor's Office requiring employees to use privately owned vehicles (POVs) only when agency-owned or leased vehicles are not available and employees' travel requirements are infrequent. Other such guidelines are incorporated as indicated on the attached memo from the Governor's chief of staff, Larry Puccio.

### **Attachment 04**

#### **Concord University Board of Governors Meeting of June 3, 2008**

ITEM: Approval of faculty and staff Employee discount at Concord University Bookstore.

COMMITTEE: Finance and Facilities

RECOMMENDED RESOLUTION: Resolved, the Concord University Board of Governors affirms the 10% faculty and staff discount at the Concord University Bookstore for as long as the bookstore is not operating at a loss.

STAFF MEMBER: Jim Cannon, Vice President for Business and Finance

**BACKGROUND:**

The 10% faculty and staff discount at the bookstore has come into question. This is a request for the Concord University Board of Governors to affirm the discount practice so it can be sent to the West Virginia Ethics Commission for review. If the board chooses not to affirm, the practices it will be discontinued.

**Attachment 05**

**Concord University Board of Governors  
Meeting of June 3, 2008**

ITEM: Approval of the adoption of the Philosophy and Mission Statement for Athletics, Concord University

FROM: Office of the Vice President for Student Affairs

RECOMMENDED  
RESOLUTION: RESOLVED, that the Concord University Board of Governors approve the adoption of the Philosophy and Mission Statement of Athletics, Concord University

STAFF MEMBERS: John David Smith and Greg Quick

**BACKGROUND:** The recently completed NCAA Institutional self-study requires approval by the governing board of the Philosophy and Mission Statement of Athletics at Concord University.

## **Philosophy and Mission Statement for BOG Approval**

### **Athletic Department Philosophy**

- The program of intercollegiate athletics is and will be administered in accordance with a statement of philosophy that is consistent with the purpose and goals of the University, the WVIAC, and the NCAA.
- The intercollegiate athletic program at Concord University endeavors to contribute to the total education of each individual student-athlete by providing a disciplined teaching/learning experience.
- The athletic program strives to provide an environment of wholesome competition to assist in the development of responsible citizens.
- Student-athletes may develop their athletic interest and potential through a variety of intercollegiate sports, which are financially supported by the University.
- The intercollegiate program also endeavors to stimulate the engagement of the entire community. It strives to create a positive public image contributing both to the recruitment of students and to the support of the University from its many publics.
- Principles of student-athlete well-being will be protected and enhanced through the athletics program including the overall educational experience, health and safety of the student-athlete, and their involvement in the program.
- Cultural diversity and gender equity will be established and maintained. Fairness, openness and honesty will be exhibited and a positive student-athlete/coach relationship will be fostered.
- Student-athletes should be motivated to seek an education and be amateurs in an intercollegiate sport. Participation in athletics should protect the student-athlete from exploitation by professional and commercial enterprises.

### **Concord University Athletics – Mission Statement**

#### **For all of those associated with the athletic program at Concord University:**

- Our mission is to provide an atmosphere that will create the following three outcomes:
  1. Serve the Community
    - Dynamic engagement initiatives
    - Promote individual and team service opportunities
    - Proudly promote and represent Concord University and the region
  2. Foster Scholarly Activity
    - Develop academic enrichment opportunities
    - Recognize academic success

- Integrate with the academic community
3. Support Liberal Arts Based Education
- “Academics provide the preparation necessary for success in life, while athletics develop the self-esteem and confidence necessary to put the preparation into action”
  - Championship experience for each “recruiting generation”
  - Balance the physical and the cognitive.

## **Attachment 06**

### **CONCORD UNIVERSITY BOARD OF GOVERNORS ACADEMIC AFFAIRS REPORT**

**June 3, 2008**

1. Faculty/Staff Dependent Tuition Benefit Proposal: The 2008 West Virginia Legislature has approved a dependent tuition benefit for public higher education institutions. Concord University will begin to make this benefit available to the immediate family of full time employees, beginning with the Fall 2008 semester. A policy to govern this benefit is in the draft stage.
2. Higher Learning Commission Team Exit Recommendation: The on-campus team of the Higher Learning Commission of the North Central Association of Colleges and Schools has recommended that the accreditation of Concord University be continued. The recommendation is in process of being evaluated by the Commission with the final decision forthcoming.
3. Upcoming Accreditation Reviews: NCATE; Athletic Training: Concord University is conducting the self-study analyses for Fall 2008 professional society reviews in the areas of teacher education and athletic training.
4. New Faculty Hires for AY 2008-2009: Effective for the Fall 2008 semester, the University has hired two (2) doctoral faculty in chemistry, one (1) doctoral faculty in Recreation/Tourism Management, one (1) doctoral faculty in art, two (2) doctoral faculty in English, and two (2) doctoral faculty in business. The advertised position in Spanish has not yet been filled.
5. Science Building Remediation Report: The mercury remediation program was completed in March with “0-detect” levels confirmed by the remediation contractor and a third party vendor. Replacement laboratory furniture and equipment are being ordered.
6. Rahall Technology Center Report: Science faculty are beginning to move back to the Science Building, and the Division of Business will be moved into the Rahall Building over the summer. Some institutional projects, such as window treatment and ADA access issues, remain to be completed.
7. Academic Grants Funded for AY 2008-2009
  - a. Cooperative Internationalization Project with Bluefield State College
  - b. Student Retention Project (Center for Academic Success)
8. Articulation with New River Community & Technical College: 2+2 articulation agreement in final draft with Concord intending to provide seamless transfer of NRCTC students into bachelors degree completion programs, Regents Bachelor of Arts, and Interdisciplinary Studies bachelors programs.
9. Online Course Conversion Program: Four (4) courses, one in business, two in education, one in social science, completed in Fall 2007. Four courses under contract during Spring 2008, two in social science, two in education. Plan to convert 300 and 400 level courses to online format

- during AY 08-09.
10. Pending Policy and Procedure Drafting for AY 2008-2009
    - a. Intellectual Property Policy
    - b. EEOC/AA
    - c. Employee Leave
    - d. Employee Tuition Benefit

## Attachment 07

### Board of Governors 6-3-08

#### Admissions and Financial Aid

The data cited below are drawn from the 5-16-08 Friday Report produced weekly. Given the date of our meeting, these numbers may have changed by the time members review them. If there are substantial changes, I will report them during the teleconference. Thus far in the recruiting cycle for this fall, we appear to have very good news.

	<b>2008</b>	<b>2007</b>	<b>Difference</b>
<b>Total Recruits</b>			
	17,385	17,114	271
<b>Total Applications</b>			
	2,253	2,059	195
<b>Total Acceptances</b>			
	1,580	1,370	210

We appear to be doing even better in those areas where our counselors are working. In southern West Virginia, we are up 164 applicants and 125 acceptances. In northern West Virginia, we are up 16 applicants and 22 acceptances. In Virginia we are up 14 acceptances and in the Baltimore/DC/ Philadelphia market, we are up 30 acceptances compared with the same date last year...and that was a very good year. Between six of us in the Admissions Office, we are also covering 82 awards assemblies.

We had a record number of students receiving the Book Award. We gave 48 awards to those bright juniors and we had a whopping 168 people attending the dinner. The book for the year was Richard Paul's *Critical Thinking: Tools for Taking Charge of Your Professional and Personal Life*.

We have completely filled all the slots for our up-coming Students of Excellence Summer Academy which will see 50 students pursuing either the Pre-med track or the Pre-law track. The Academy will begin on June 16 and runs through June 21. If anyone would like to drop by and see what we do with these students, please let us know and we will do our best to accommodate you.

The good ladies in Financial Aid are rolling along at record pace. To date, we have received 447 more financial aid applications than we had this time last year, offered 414 more awards than last year, and increased the dollars offered from \$1,789,538 last year, to a total this year of \$5,342,616. That's a difference of \$3,553,077. We have completely packaged 528 students so far compared to only 376 at this time last year, and we have another 1,504 students to be packaged between now and the start of classes in the fall.

## **Attachment 08**

### **CONCORD UNIVERSITY BECKLEY CENTER Board of Governors Report – May 20, 2008**

This report is written as we close out our spring 2008 semester in Beckley. Drawn in large part from the 2007-2008 Annual Report submitted to President Beasley just a few weeks ago [April 30th], it seeks principally to look toward Concord's future in Beckley – and beyond. It addresses in summary the Beckley situation as it exists at this point in time [where we are], and more importantly, where we need to go. But first, a comment on Summer 2008.

#### **Summer 2008 in Beckley**

This is the first time that Concord has scheduled a meaningful [29 classes] summer program for Beckley. We designed the summer schedule with an eye toward future summer semesters in Beckley – our principal goal is to alert students that Concord intends to make the summer semester a key and reliable component in their academic planning. An added factor in this year's summer programming is the emerging Supplemental Instruction Program [SIP] in the region. We are seeing significant interest in our summer classes from area high schools students, who are eligible for the reduced tuition rate [\$56/credit hour] available to SIP students – thanks to the HEPC.

#### **A Summary of 2007-2008 in Beckley**

An account of Beckley Center "happenings" in 2007-2008 is tied directly to Concord's arrival [August 2007] in the new Erma Byrd Higher Education Center [HEC]. A few highlights from our first year in the facility:

1. Course Scheduling – with Dr. Rowe's arrival in the Dean's office, significant responsibility for Beckley scheduling was shifted to Beckley. The number of classes offered increased dramatically, and Beckley enrollment [68 in fall 2007, 31 in spring 2008] and student credit hours taken jumped accordingly – testimony to the very positive impact of the Byrd Center and a student-friendly class schedule.

1. Adjunct Academy Adjunct Academy – this academic year saw the beginning of a program long requested in these annual reports – an orientation program for adjunct instructors. This program was designed and approved in 2007 – two instructional sessions were conducted in spring 2008.
1. Supplemental Instruction Program {SIP} – John Thackston’s program, after substantial delay and revision, is underway – targeted general studies classes will be offered in regional high schools at substantially reduced tuition rates, pending the availability of qualified instructors [see above].
1. Post-Baccalaureate Programs in Key Content Areas – program designed and approved in spring 2008 to permit Concord faculty members to develop and deliver to area teachers the specific content courses needed to qualify these them for college [Concord] teaching.
1. Technology Expansion – a dramatic increase in the number of Concord classes [7 in spring 2008] being delivered interactively from Athens to the Byrd Center. And in the number of Beckley instructors who benefit from the technology available in the Byrd Center to supplement instruction with technological enhancements – videos, Power-point, document camera, and internet access.
1. Student Support Services – pronounced increase in student use of Ellie for registration. We now have a poly-com in the Beckley office for direct audio/video communication with campus – only library so far.

Based on this background information, I respectfully submit the agenda for 2008-2009 that follows:

1. **Beckley Goals for 2008-2009**
2. deliver additional upper division classes in Beckley to meet anticipated demand for transfer opportunities from community college students [consistent with 2+2 agreements] – to be accompanied by a gradual reduction in general studies offerings
1. reduce delivery of complete academic programs in Management, Accounting, and Social Work [ to meet revised HLC guidelines -- to be replaced with upper division classes in disciplines not previously offered in Beckley [Finance, Marketing, Sociology, RTM, Literature, History, and especially Education]
1. create graduate program visibility and availability – help to build graduate enrollment in Beckley

1. begin building a planned distance-delivered program of targeted classes to Beckley [to include on-line classes as available], in part to meet HLC limits on the percentage of classes in any program [51%] that can be delivered off-campus
  
1. utilize technology links [poly-com] to financial aid, business and registrar's offices, etc. and to academic divisions for improved communication with campus and academic advisors
  
1. support assignment of [two] full-time faculty to Beckley, who will teach and work with Darrell Taylor on advising and other aspects of the Academic Success Center.
2. work with Dean's office to implement a revised pay scale for adjunct instructors and to compensate full-time faculty for additional course enrollments in distance-delivered situations
  
1. schedule more frequent [monthly] sessions of the Adjunct Academy, to begin in early August 2008 [before the start of fall semester], budget for the Adjunct Academy expenses in 2008-2009, to include a modest stipend [as an incentive] for attendance
  
1. assist Dean's office in development of Post-Baccalaureate Programs in Key Content Areas as a way to qualify regional teachers for college teaching
  
1. work with Dean's office to create a more clearly defined relationship between the Beckley Center director and the VPAD in Athens that results in greater autonomy in Beckley scheduling. That might mean that the person stationed in Beckley as Director [after O'Brien leaves] should hold the rank of Associate Dean of [?] Academic Outreach and Community Service -- or some such title that brings with it the kind of authority that enables the Beckley operation to work with the VPAD and the local community directly rather than through those on campus with the power to veto necessary initiatives here with employers and other academic institutions.

May 20, 2008.

Respectfully submitted,  
William A. O'Brien

**Attachment 09a**



# Concord University Office of Development

May 23, 2008

The Concord University Foundation has secured the investment services of Lancaster Pollard of Columbus, OH. The goal of hiring a professional investment firm is to provide stronger fiscal management and oversight of the University's assets and to increase investment return through access to a more diversified portfolio.

The Board of Directors for the Concord University Foundation met on April 5, 2008 at The Greenbrier and approved a new Investment Policy for the Foundation. A copy of the new Investment Policy is attached. The Investment Committee will work with Lancaster Pollard in planning a full committee meeting in June to receive an analysis of historical financial performance data of our investments.

The Board of Directors for the Concord University Foundation has secured the legal services of Patience Alexander as its counsel to deal with certain issues arising from the administration of the Darrell W. Stanley Estate.

The Development Office has used all tax credits awarded to the University in 2007-2008. The Development Office is applying for \$100,000 in tax credits for the fiscal year 2008-2009. Applications are due on June 15, 2008.

The Development Office organized and hosted an annual Donor Appreciation Dinner on April 14, 2008 in the ballroom of the Concord Student Center. With approximately 200 persons in attendance, the program included testimonies from donors who have established endowed scholarships as well as testimonies from current scholarship recipients. The annual CU Foundation Award of Excellence was presented by Foundation chair, David Barnette to Dr. Jerry L. Beasley for his 23 years of service as the longest serving president of Concord University.

The Development Office is working with alumni volunteers in securing a Captain of Industry speaker for the annual Charleston Fund Dinner which is held in Charleston, WV. We are



**CONCORD UNIVERSITY FOUNDATION, INC. INVESTMENT  
POLICY STATEMENT**

**June 19, 2007 Revised: April 5, 2008**

**CONCORD UNIVERSITY FOUNDATION, INC.  
INVESTMENT POLICY STATEMENT**

**I. Introduction**

**II. Management of**

**Foundation Investments**

**A. Function of the Investment Committee**

**B. Duties the Investment Committee**

**III. Investment Policy and Guidelines**

**A. Investment Objective**

**B. Asset Allocation**

**C. Asset Allocation Review  
and Rebalancing Procedure**

**D. Performance Measurement, Monitoring, and Evaluation**

**E. Investment Guidelines**

**F. Gift Policy**

**G. Custodian and  
Depository Activities**

**H. Proxy Voting and Fees**

**IV. Non-endowed Funds**

**A. Investment**

**Objectives**

**B. Investment Guidelines**

**V. Annuities**

**I. Introduction**

The purpose of the Concord University Foundation, Inc. is stated in its Articles of Incorporation. The purpose and objects for which the corporation is formed are to benefit, strengthen and further in every proper and useful way the work and services of Concord University.

The Concord University Foundation, Inc. serves as the primary gift solicitation organization for Concord University and has responsibility for the management of Foundation funds. The primary purpose of this Investment Policy Statement is to guide the Concord University Foundation Board of Directors, Investment Committee, and staff in effectively managing, monitoring and evaluating the investing of the Foundation's Investment Portfolio including both endowed and non-endowed funds and gift annuities. The Investment Committee is charged with investment responsibility. In order to fulfill

that responsibility, the Committee has adopted this statement of investment policy which outlines the philosophy, goals, and objectives for the invested assets of the Foundation. These guidelines in turn serve as the basis for identifying specific policy features, such as asset allocation, investment restrictions, and performance goals.

The investment guidelines are based upon an investment horizon of greater than 10 years in accordance with the Foundation's status as a perpetual entity. The endowments target (or strategic) asset allocation is based on this long-term perspective. Interim fluctuations should be viewed with appropriate perspective. There are no special short-term cash flow or liquidity considerations of the Endowed Funds.

This statement shall serve the Trustee/Investment Managers as the principal source for developing an appropriate strategy. Also, it will serve as the basis for performance evaluation and any changes in investment policy will be communicated to the managers in writing.

Concord University Foundation Inc., ("Foundation"), investments will be managed by the Investment Committee and staff in accordance with the policies established by the Board of Directors (the "Board"). Policies currently governing significant areas of investment management are based upon actions of the Board and the Investment Committee.

## **II. Management of Foundation Investments**

According to the by-laws, the Board has delegated to the Investment Committee: "the authority to direct the investment of funds of the Foundation in appropriate securities, to direct the sale or exchange of securities, and, in addition, to retain and/or contract professional security investment advisors or professional investment managers, under such conditions as may be determined by the Board."

The Investment Committee is composed of Foundation Board Members and it will establish, approve, and revise as necessary appropriate investment policies, objectives, and strategies for all endowment assets. It will regularly review the implementation of this Investment Policy and monitor the attainment of financial and investment objectives. The Committee will meet quarterly and a quorum of the Committee consists of four members present in person or by phone.

The Trustee/Investment Managers are responsible for determining investment strategy consistent with the investment guidelines as herein expounded and to implement security selection and timing within policy guideline limitations.

The Foundation Staff is charged with implementing and administering the Investment Policy. Its goal is to assist in the attainment of stated financial and investment objectives while complying with all policy guidelines and directions. The staff serves as the primary contact with Trustee/Money managers.

### **A. Function of the Investment Committee**

1. The Investment Committees principal function is to develop and recommend to the Board such investment and investment related policies, as it deems appropriate.
2. No member of the Investment Committee shall have or appear to

have a conflict of interest that impairs or appears to impair the member's ability to exercise independent and unbiased judgment in the good faith discharge of his or her duties.

3. The Investment Committee will review regularly all investments of the Foundation.
4. The Investment Committee will make regularly scheduled reports to the Board of Directors.
5. The Investment Committee recommends to the Board appropriate policies and procedures for custodianship and access to securities held by the funds, as it may deem appropriate.
6. The Investment Committee may engage an investment consultant to work with staff, and advise staff and the Committee, on investment management issues including, but not limited to investment strategy, asset allocation, market trends, investment manager and custodian selection, manager and custodian evaluation criteria, investment performance evaluation, and any other appropriate matters.

## **B. Duties of the Investment Committee**

1. Establish investment objectives for the Endowed and Non-endowed funds.
2. Set asset allocation and manager structure policies for the investments.
3. Establish and continue to update the investment policy, and report the recommended changes to the Board.
4. Select, and as appropriate terminate, investment managers,

fund custodian, and the investment consultant for the investments.

5. Establish, monitor, and update the investment process.
6. Review investment performance against established objectives.
7. Review, at least quarterly, investment activity to ensure compliance with investment policy.
8. Establish and propose to the Board, the spending policy for the Endowed funds.

### **III. Endowment Portfolio Investment Policy and Guidelines**

The goal for Foundation endowment is to provide a real total return that preserves the purchasing power of the Endowment's assets, while generating an income stream to support the Foundation's activities in support of Concord University. The Endowment's real total return will be sought from an investment strategy that provides an opportunity for superior total returns within acceptable levels of risk and volatility.

The Foundation endowment is primarily managed through the pooled investment portfolio. This portfolio is composed mainly of endowed funds which do not require or warrant separate investment to meet donor restrictions with the exception of those assets managed by the Foundation under a grant to Concord University by the Bonner Foundation. This pooling of investments makes available to all eligible funds, regardless of size, the advantages of participation in a diversified portfolio of stocks and bonds. In order to meet donor restrictions, certain investments are managed outside the pool, as is the case of the Bonner Funds, although the policies and guidelines as stated herein apply also to all Bonner Funds.

The Committee recognizes that in any economy, over an appreciable time period, unsupervised assets will probably be subjected to an inflationary loss of purchasing power. Consequently, the Committee believes that the funds should be managed in a way that will minimize the effect of inflation. Furthermore, over the long term, the risk of owning equities has been, and should continue to be, rewarded with a somewhat greater return than that available from fixed income investments. Although there will be variability of returns in the market, a well diversified equity portfolio will over time reflect the overall growth of the national economy in increased valuations and yields. The role of fixed income investments is to reduce the volatility of the overall portfolio while providing a predictable stream of income.

The endowed funds are to be invested primarily in equity and debt securities of public corporations, obligations of the U. S. Government, U. S. Agencies, and other investment vehicles specifically listed in this document that the Committee may deem

reasonable and prudent.

The primary source of new assets for the portfolio is donor gifts. The Committee acknowledges that the Foundation may, at times, find it advantageous to accept contributions with donor imposed restrictions which do not satisfy the requirements set forth in the policy. Since the Committee may not have discretion over the investment management of such assets, their presence in the fund will not be considered a violation of the overall endowment investment policy.

**A. Investment Objective**

For the long-term, the primary investment objective for the Endowment funds is to earn a total return (net of portfolio management fees), within prudent levels of risk, which is sufficient to maintain in real terms the purchasing power of the Endowment's assets and support the defined spending policy.

**B. Asset Allocation**

To achieve its investment objective, the Endowment's assets will be allocated among four asset classes . The asset classes are domestic equity, international equity, fixed income, and cash. The purpose of allocating assets to these asset classes is to ensure the proper level of diversification within the Endowment investment portfolio.

Concord University Foundation Policy Endowment Portfolio with the Board approved ranges for each asset class and the corresponding benchmarking for performance measurement is as follows:

	<i>Minimum</i>	<i>Policy</i>	<i>Maximum</i>	<i>Benchmark</i>
<b>Domestic Equities</b>	<b>50%</b>	<b>60%</b>	<b>70%</b>	<b>Wilshire 5000</b>
<b>International Equities</b>	<b>5%</b>	<b>15%</b>	<b>25%</b>	<b>MSCI EAFE</b>
<b>Fixed Income</b>	<b>15%</b>	<b>25%</b>	<b>35%</b>	<b>Lehman Intermediate Gov./Credit</b>

1. The purpose of equity investments in the Endowment, both domestic and international, is to provide capital appreciation, current income, with the recognition that this class of investment carries with it the assumption of potentially high market volatility over some periods.
2. The purpose of fixed income investments, both domestic and international, is to provide diversification and a highly predictable, dependable source of income. Fixed instruments should reduce the overall volatility of the Fund's assets and provide a deflation hedge.
3. The purpose of diversification is to provide reasonable assurance that no single security, or class of securities, will have a disproportionate impact on the performance of the total fund. Within all asset classes, managers (i.e., active managers or providers of passive investment products) with different investment styles will be employed. Diversification by investment style is an important step in reducing the risk of the Endowment.

**C. Asset Allocation Review and Balancing Procedure**

1. The Investment Committee will review the strategic allocation in the above asset classes, as well as the allocation to various styles of managers within these asset classes, at least annually.
2. Cash flows into and out of the portfolio (i.e., new gifts and spending) shall be allocated to the investment managers each month in a manner that will rebalance the portfolio consistent with asset allocation policies. Rebalancing the portfolio by means of liquidating assets managed by investment managers will be the exception, and only done, when approved by the Investment Committee. Asset allocation reports will be provided to the Committee on a quarterly basis.

#### **D. Performance Measurement, Monitoring, and Evaluation**

1. Performance will be calculated and reported on a quarterly basis by the consultant.
2. In addition to reporting time-weighted total returns for each manager and the portfolio of the endowed funds, a comparison shall be made with relevant market benchmarks as well as the composite returns for other investment managers with similar philosophies to those managers investing for the endowed funds. Managers should add value above these benchmarks. Reports will include historical data in order to evaluate short-term results against longer-term strategies.

#### **E. Investment Guidelines**

The Investment Committee desires to permit investment managers flexibility to maximize investment opportunities. However, it is cognizant of its responsibility to practice prudent management in order to conserve and protect Foundation assets and to prevent exposure to undue risk.

Exceptions to the guidelines stated below may be made upon specific written approval of the Investment Committee acting through its Chairman and shall be subject to annual review.

#### **EQUITY HOLDINGS**

- Eligible securities: Equity securities shall consist of common stock and equivalents (mutual funds, exchange-traded funds (ETF), ADR's, issues convertible into common stock, etc.) The use of covered options is permissible in the equity portfolio. The use of international developed market equity assets is permissible in order to enhance portfolio diversification.
- Diversification: No more than seven percent (7%) of the market value of the equity portfolio shall be of one issuer. This restriction shall apply separately to each equity portfolio.
- Quality: There are no qualitative guidelines with regard to equity ratings, etc., except that prudent standards should be developed and maintained by the Trustee/Manager.
- De minimis rule: Mutual Funds and ETFs whose underlying holdings are less than

20% of ineligible securities shall be deemed in compliance.

- Restrictions: The following investments may take place only by written permission from the Committee:

- o Private Equity
- o International Emerging Markets
- o Hedging Assets/Strategies (except for covered calls)
- o Real Property

## **FIXED INCOME HOLDINGS**

- Eligible securities: Investment in debt instruments of the U. S. Government, U. S. Agencies, or any U.

S. corporate entity is permitted unless otherwise prohibited by this policy. Fixed income mutual funds or ETFs, provided that such funds are invested solely in obligations or securities otherwise constituting eligible investments. The use of international debt obligations is permissible provided they adhere to quality and other restrictions.

- Diversification: Except for debt instruments issued or guaranteed by the U.S. Government or its agencies and instrumentalities, no more than ten percent (10%) of the fixed income portfolio valued at market shall be invested in securities of any one issuer.
- Duration: For each fixed income portfolio, the duration shall not exceed the fixed income benchmark by more than 20%.
- Quality: Debt instruments shall be rated A or better by one of the three major rating agencies, Moody's, Standard & Poor's, or Fitch. For issuers with split ratings, the lower rating will prevail.
- De minimis rule: Mutual Funds and ETFs whose underlying holdings are less than 20% of ineligible securities shall be deemed in compliance.

## **CASH EQUIVALENTS**

- Eligible securities:  
Any short term liquid  
fixed income  
instruments  
(Certificates of  
Deposit, Commercial  
Paper, etc.) maturing  
no more than one  
year from purchase  
date, not otherwise  
prohibited by  
investment  
restrictions. Money

market mutual funds, provided that such funds are invested solely in obligations or securities otherwise constituting eligible investments.

- Quality: Minimum acceptable rating for Commercial Paper is A1/P1. All certificates of Deposit must be issued through institutions with F.D.I.C. Insurance.
- De minimis rule: Mutual Funds and ETFs whose underlying holdings are less than 20% of ineligible securities shall be deemed in compliance.
- Withdrawals: Should a withdrawal be necessitated, managers will be informed in advance so that the withdrawal will not adversely affect performance.

#### **F. Gift Policy**

It is anticipated that from time to time the Foundation will receive gifts in the form of marketable securities. In such event, the securities

will be liquidated as soon as possible. In the event that the securities are restricted from sale for a designated period of time due to regulatory or donor restrictions, the Foundation will hold said securities until the restricted period has elapsed and then liquidate the securities as soon as possible thereafter. The Foundation will make no attempt to add value to the investment portfolio by holding gifted securities.

**G. Custodian and Depository Activities**

The custodian and depository activities of the Foundation, including agreements with any banks for the temporary, short-term investment of cash and equivalents will be subject to annual review by the Investment Committee to assure that the Foundation is receiving competitive rates and services.

**H. Proxy Voting and Fees**

The Board of Directors of the Foundation delegates the responsibility for all proxy voting to the Trustee/Investment Manager managing the corresponding assets. Proxies shall be voted in a manner most likely to preserve or enhance the value of the subject stock. Nothing, however, is to preclude the Trustee/Manager from involving the Investment

Committee to obtain guidance in voting specific issues.

It shall be the responsibility of all Trustee/Managers to account for all dollars spent on investment management services whenever paid directly from the account or through soft dollars, 12b-1 fees or other fee-sharing arrangements.

#### **IV. Non-endowed Funds**

Non-endowed funds of the Concord University Foundation, Inc. are invested in Board approved vehicles in order to achieve the following objectives: preservation of principal, ensure necessary liquidity, and maximize current return. Income and realized capital gains are available to help support Foundation operations.

Non-endowed funds are invested in a portfolio designed to maximize return consistent with the liquidity needs of the Foundation. Income and realized capital gains from the non-endowed portfolio are available to help support Foundation operations and help defray costs of internal record keeping. In the interest of efficiency, funds held for others are held and invested in a co-mingled account with other non-endowed funds.

##### **A. Investment Objectives**

The objectives of the non-endowed portfolio are as follows:

- to maximize current return on non-endowed assets of the Foundation
- to ensure liquidity and availability
- to provide that the non-endowed funds be invested in a safe manner with the preservation of principal as the primary objective
- **Investment Guidelines**

The Investment Committee wishes to provide flexibility for investment of the non-endowed funds. The following guidelines apply.

- Eligible securities: Any short term liquid fixed income instruments (Certificates of Deposit, Commercial Paper, etc.) maturing no more than one year from purchase date, not otherwise prohibited by investment restrictions. Money market mutual funds, provided that such funds are invested solely in obligations or securities otherwise constituting eligible investments.
- Quality: Minimum acceptable rating for Commercial Paper is A1/P1. All certificates of Deposit must be issued through institutions with F.D.I.C. Insurance.
- De minimis rule: Mutual Funds and ETFs whose underlying holdings are less than 20% of ineligible securities shall be deemed in compliance.

## **V. Annuities**

The Concord University Foundation is often asked to be a party to various forms of annuity trusts including unitrusts and gift annuities. Because of the variability, complexity and liability of these arrangements, prior Foundation approval is required before the Foundation can execute agreements to accommodate gifting of this design. Therefore, if funds under these arrangements cannot be invested in accordance with the policies of the Foundation for endowment principal (as determined by the Board of the Foundation at the time of approval), the Investment Committee will develop specific investment strategy to accommodate the benefits created by the trust.

## **Attachment 10**



**Concord University**  
**Finance and Facilities Administrative Report**  
20 May 2008

**Business & Finance** – The campus operating funds are projected to end FY 2008 with a total deficit of under ½ of 1%. A likely operating deficit of \$100K to \$300K will be the result of the enrollment decline and increased scholarship expense. Planned expenditures for capital construction and other non-recurring expense paid from the operating funds will increase the deficit by \$500K to \$600K.

**Physical Plant** –The University Point project is under construction. The firm of City Window Company has excavated and is preparing to place footers on the \$5.2 million facility. There remains \$1.2 M to be raised for the project which the foundation is continuing to pursue. Operating and Capital Improvement funds have been used to complete the cost of constructing the Rahall Technology Center. Some of the punch list has been completed and corresponding retainage has been released.

During restoration work following the removal of mercury, some mold was found behind a section of wall paper in the third floor hallway. The mold was in an area below a leaking pipe that had been repaired some time ago. A mold remediation firm was contracted to remove the mold. As a precaution the remaining wall paper on the third floor was removed but no other mold was found.

The Performance Contract Capital Lease proposal is working its way through the HEPC and the AG's office.

**Dining** – The dining hall is scheduled for a major renovation this summer.

**Public Safety** – The week of May 19th, public safety officers underwent hands-on field simulation training on campus for various potential scenarios. A dual siren system for emergency warning has been installed on campus. It has been tested and it can be heard all over Athens. The protocol for its use in conjunction with email, text messaging etc is under development.

**Bookstore** – Concord bookstore manager Chris Smallwood is serving on a Statewide Task Force on Textbook Affordability.

## **Attachment 11**

### **Board of Governors – June 3, 2008**

#### **Student Affairs**

##### **Housing and Residence Life**

Housing Numbers - Year end housing numbers with comparison years are attached (Appendix). We have continued to retain a significantly higher number of students. The 2008 semester ended with nine hundred six (906) residents as compared to the 2007 census of eight hundred nineteen (819), an increase of eighty-seven (87).

Room Reservations – Deposits for room reservations for fall 2008 significantly exceed previous years. We currently have one thousand one hundred ninety-one (1191) reservations compared to last year's number of one thousand one hundred sixteen (1116), an increase of seventy-five (75).

A six year breakdown is included in the Appendix.

Wellness Center Planning – Installation of sprinklers, laser smoke detectors, and carpet is now completed. Equipment is in transit with installation to be completed by the end of May, 2008.

##### **Career Services**

- Graduate Surveys - In 2006-07, four hundred fifty-one (451) bachelors and associate degrees were conferred to three hundred ninety-two (392) graduates. Responses were received for three hundred thirty-three (333) of the conferred degrees for a 74% response rate. Of those responding, eighty-one (81) (24%) enrolled in graduate/professional school, two hundred forty-nine (249) (75%) were employed, and twenty-three (23) (7%) were in an OTHER category (stay at home mother, pursued second bachelors degree, etc.). Twenty (20) graduates were pursuing graduate, professional or second undergraduate degrees and employed simultaneously. Percentages of the number attending graduate/professional school and the percentage employed are very similar to the numbers we have seen in recent years. Thirty-three (33) master's degrees were conferred. Seventeen (17) responses (52%) were received and all were employed. The majority of the respondents had been employed prior to their enrollment and continued with the same employment upon completion of the master's degree.

This was the first year we utilized the online graduate survey. It was active online for approximately one month on the Concord main website. Graduates received notification of the online survey with the paper survey that was mailed to their permanent address and in an email to their Concord email address. To augment our response rate we used emails, phone calls, Facebook, faculty/staff, newspaper articles, etc.

### **Athletics**

- NCAA Institutional Self-Study has been completed.
- Athletics is evaluated by five (5) criteria: 1) win-loss 2) scholarships 3) service 4) recruitment/retention 5) character development. The spring sports records are as follows for the first criterion:

- Track

- Men 3rd/Women 4th WVIAC
- 52 Personal Records
- 11 School Records
- 10 WVIAC Champions
- 5 WVIAC Records
- WVIAC Female Runner of the Year – Karachi Mbagwu
- National Qualifier – Dustin Greenwood (Javelin)
- Nationally ranked
  - Dustin Greenwood – Javelin – 9th in the Nation
  - Women's 4x100 Relay – 17th in the Nation
  - Arthur Jensen – Shot Put – 27th in the Nation

- Baseball

- NCAA Regional Champions
- Kevin Garrett – Coach of the Year
- Earned #1 Ranking in the Region
- Earned #12 Ranking in the Nation

- School Record 35 wins
- Golf – NCAA Regional Championships
- Tennis – Fourth (4th) in WVIAC

## **Multicultural Affairs**

- Guests from other countries were welcomed last week as fifteen (15) international students received their degrees. Fourteen (14) received undergraduate degrees, one received a master's degree.
- Ten new international students will begin studies in the summer term. Eight are from Japan, one each from Cameroon and Vietnam. Our goal is to build our international student enrollment to 5% of the total student enrollment.

## **Disability Services**

- The most frequently used academic accommodation for students with disabilities is testing accommodations. Twenty (20) final exams were administered over four days in the Office of Disability Services.
- Our new Typewell transcriber is being trained in the Typewell system of transcription and she will be ready to transcribe in the fall semester. We anticipate the enrollment of two more students with hearing loss who will need this service for all of their classes.

## **Student Center/Student Programming**

- The Student Activities Committee (SAC) – SAC hosted five (5) events from late March until mid-May with approximately three hundred fifty (350) attendees at the events. These events included a salsa party (how to salsa), Snakes Alive, R&B singer, and late night bingo.
- Student Activities Conference - The Student Activities Director and four members of the Student Activities Committee traveled to the Northeast Regional Conference of the Association for the Promotion of Campus Activities (APCA) in the Philadelphia area from 3/27 to 3/30. They attended educational workshops and watched a variety of artists perform. They were able to book ten (10) acts for next year at a reduced price since they were block booked with other schools in the region.
- Libby Alvis Dining Hall - On 5/5, we dedicated the Dining Hall to Libby Alvis, who has worked there since 1957 and has been a friend to many students, faculty and staff. Approximately 200 people attended the wonderful event, including Ms. Alvis' family from out-of-state, and it was covered by several local media stations. We have a beautiful portrait of Ms. Alvis that will hang just inside the Dining Hall and the bronze plaque is scheduled to be shipped on 5/17. It will be hung just outside the entrance to the Hall.
- Game Room Updates - The Xbox 360 gaming system and a locking cabinet have now been installed in the Game Room. We are working with the Ceramic Arts Society to

create a tile mural that will hang on the wall near the pool tables. Other improvements to the Game Room will continue.

- Intramurals – Approximately two hundred fifty (250) students participated in spring basketball and softball.

### **Student Government Association (SGA)**

- Elections for 2008/2009 were held April 23-25. The results are as follows: President – Wes Prince, Vice President – Carmella Thompson, Business Manager – Ashley Hicks, BOG Representative – Akeya Carter-Bozman, Attorney General – Jeff Yeager, Public Defender – Joshua Lawson.
- Spring Fling was held April 7-11 with an array of events for students including 4-D cinemation, professional wrestlers, and a valley picnic.
- Greek Week was held April 14-18. The Interfraternity Council and Panhellenic Council sponsored competitive events all week culminating in Greek Sing and crowning of the winners.

### **Student Retention**

- First Year Initiative – Thirty-five (35) sections of UNIV 100 are in the fall 2008 schedule. Material is being updated or changed and the format of the class has been altered to incorporate improvements from 2007/2008.
- Withdraws Spring 2008 – We had eighty-one (81) students withdraw from Concord this semester. Of these, forty-three (43) receive some form of financial aid. The main reasons for withdrawing were medical, personal/family, work/financial, and academic. Twelve (12) transferred, primarily for programs Concord does not have (nursing, cosmetology, engineering, etc). Forty-one (41) plan to return. Approximately 60% of those who left in 2006/2007 and stated they planned to return, did return in 2007/2008.

### **Health/Counseling Services**

- One hundred thirty-two (132) students were seen during the month of March, 2008. One hundred thirty-six (136) students were seen in the month of April, 2008. Total students seen per agreement with the Medical Center for both months is two hundred sixty-eight (268).
- Student prescriptions for March and April 2008 were \$2283.75. March prescriptions were \$1180.23 and April prescriptions were \$1103.52.

### **Other Initiatives**

- Campus Wide Service Center Update – The two VISTA positions are in the process of being filled. It is anticipated that the new workers will be trained this summer and the center will be operational by fall 2008.
- Parents Club – Approximately three hundred thirty (330) parents are members of the Parents Club. They have received semester long updates and a Parent 101 class along with a Parent Website is in development for implementation, fall 2008.

*Appendix*  
*Housing and Residence Life*

Hall	Capacity	05/15/08	05/15/07	05/12/06	05/15/05	05/15/04
Wooddell Hall	196	145	143	127	132	140
Wilson Hall	205	153	141	133	127	160
Sarvay Hall	81	57	41	34	34	47
South Tower	322	275	236	268	257	267
North Tower	322	276	258	261	256	270
College Courts	8	NA	NA	NA	NA	NA

**TOTAL**                      **1134**                      **906**                      **819**                      **823**  
**806**                      **884**

-

<b>Room Reservations for the Fall Semesters 2003-2008</b>						
	<b>Fall 2008</b>	<b>Fall 2007</b>	<b>Fall 2006</b>	<b>Fall 2005</b>	<b>Fall 2004</b>	<b>Fall 2003</b>
<b>Incoming Students received as of 04/30</b>	<b>443</b>	<b>414</b>	<b>362</b>	<b>327</b>	<b>303</b>	<b>318</b>
<b>Currently Enrolled Students received as of 04/30</b>	<b>748</b>	<b>702</b>	<b>663</b>	<b>639</b>	<b>683</b>	<b>699</b>
<b>Total Students received as of 04/30</b>	<b>1191</b>	<b>1116</b>	<b>1025</b>	<b>966</b>	<b>986</b>	<b>1017</b>

Income: Income and realized capital gains received on the portfolio may be used to fund Foundation operations.

Administration: Funds will be invested to or withdrawn from approved investment vehicles by Foundation management based on cash flow projections and current yields available.

**Attachment 12a**

TO:                      The Concord University Board of Governors  
J. Franklin Long, Esq., Chair

FROM: The President's House committee  
Joseph F. Marsh, Chair

SUBJECT: Recommendations for the Restoration, Repair, Renovation and  
Decoration of the President's House, and for the Landscaping  
Of the Front and Rear Lawns

The committee met twice, on March 17 and May 13, 2008. The first meeting was held at the President's House and included an extensive discussion of the "maintenance Items" on the two Lists prepared in February, 2008, as well as a complete tour and inspection of the house, the two garages and the outside grounds. The second meeting was held in the Concord Room to discuss a draft report, to suggest changes and additions, and to adopt a first report for presentation to the Board of Governors of the University. The Committee's first report follows.

#### Introduction

The President's House was built in 1931-32, and was first occupied by President J. Frank Marsh and His family on August 29, 1932. During the past 76 years, seven presidents and their families have lived in the house.

As an official residence for the head of the institution, it serves not only as a convenient living place for presidents and their families suitable for such an official, but also serves as a special place for entertaining the numerous constituencies of the University in a gracious and hospitable manner. Since the use of the President's House is an important factor in the promotion and advancement of the institution, it should be a facility that is a source of pride – a "showplace," if you will – and that projects a favorable institutional image.

Since 1932, the first major work on the residence was done in 1959, 27 years after first being occupied, which included complete restoration of the interior, new light fixtures, new window treatments, new furniture for the "public" rooms, area (not "wall-to-wall) carpets (oriental), etc., and the development of a flower garden area that included a fountain. After 14 years, four more presidents have occupied the house for a total of 35 additional years, and during that time there have been some repairs, remodeling, the installation of "wall-to-wall" carpeting, new window treatments, some new furniture (much out of keeping with the style of the residence), etc.

President's House Committee Report

-2-

June 3, 2008

#### Recommendations

In February of 2008, two lists ("List 1" and "List 2") of "Maintenance Items" were prepared and are attached to this report. Although there is considerable duplication of items on the two lists, the Committee agrees that all are valid and should be accomplished.

In addition to items on the two lists, the Committee recommends:

- A landscape architect should be employed to develop recommendations for the front and rear lawns, the patio, and the flower garden-fountain area. Much of the shrubbery, especially in front of the house, is over-grown and should be removed and replaced.
- The outdoor fireplace in the patio area either should be demolished or replaced.
- Power garage door openers should be installed in the new garage.
- A new door is needed for the outside entrance to the basement.
- All wooden Venetian blinds should be removed and discarded.
- In addition to removing the wall-to-wall carpeting on the first floor, remove this carpeting on the stairs and on the second floor.
- Refinish the hardwood floors throughout the house.

The interior of the house needs a thorough re-decorating, including new window treatments, new wall paint or wallpaper, new carpets, new furniture, etc., and Dr. and Mrs. Aloia should be consulted.

#### Additional Items

The “Recommendations, above, are of top priority. If sufficient funds are available, these two additional items are highly desirable:

- With the growth of the institution during the past 75 years since the President’s House was built, an expanded area for entertaining larger groups than is possible at present is needed. This could be accomplished by an addition to the house off the dining room into the patio area that also would include a larger kitchen. (See Item 11 on List 1.)
- Central air conditioning should be installed for the entire house, or, at a minimum, for the first floor. Except for the third floor, window units should not be used since they would detract from the appearance of the house. (See Item 12 on List 1.)

>>> It should be noted that the Committee also discussed the possibility of building a completely new residence.

-

#### “Restoration” is the Goal

Although work on the house will involve repairs and some renovation and remodeling, major emphasis must be given to “restoration,” recognizing that this is major intensive, will take longer, and consequently, will be more expensive. At the end of List 1, Mrs. Beasley stressed:

“Although the need for reducing maintenance costs is surely a factor, I believe that the historic value and integrity of the house should be maintained whenever possible. Therefore, restoration, not simply repair, would be my emphasis.”

### Continuing Oversight

Before work can start, the Board of Governors of the University, in consultation with appropriate administrative officers, must determine what funds are available for this project and set priorities within a budget allocation. Then, the University's Business Office and Physical Plant officers will have responsibility for developing detailed specifications for the work to be done, for issuing contracts, for assigning jobs to University employees in the Maintenance Department, and for frequent inspections to assure that the quality of materials and workmanship meet acceptable standards.

We recommend: (1) That this President's House Committee continue to function to monitor the progress and to serve in an advisory capacity to the Board of Governors, in the Business Office and to the Physical Plant officers until the project is completed and the house occupied; and, (2) that the Chair of the Board of Governors appoint Mrs. Jean Beasley and Mrs. Mary Aloia as additional members of the committee.

Attachments (2)

## **Attachment 12b**

### **Concord President's House Maintenance Items February 2008**

#### **Outside**

1. Replace loose shingles on roof.
2. Regrout stone walkway in front.
3. Front porch has been replaced; however columns need to be secured, half-columns against house need to be caulked, and the flaking of the doorstep should be addressed.
4. Recaulk and paint windows. (Some of the glass panes have little, if any, putty holding them in place.)
5. Put screen over guttering to prevent clogging.
6. Replace the drainage system from the gutters and downspouts. (The serious water problem in the basement when it rains could, perhaps, be eliminated if the drainage system were replaced. Presently, every time it rains, most of the basement gets an inch or more of water seeping through the foundation walls and up through cracks in the floor.)
7. Repair the back porch. (The brick planters on either side are breaking apart. The one above the basement door entrance has the potential of becoming dangerous since the bricks rest on a rusty metal brace that is above the outside basement steps.) Also, the iron banisters need to be painted or replaced.
8. Scrape and paint the trimming, porches, shutters, etc.
9. Back top porch needs new floor covering. (Indoor/outdoor carpet is deteriorated and ripped.)
10. The patio needs work, either leveling existing stones or replacing them.
11. The gas grill is completely rusted and should be removed.
12. Repair the fountain and landscape the fountain area.
13. Landscaping around the house would be a major cosmetic improvement.
14. The driveway has not been sealed or repaired for at least 23 years. It needs to be repaired,

especially near the entrance at Plymouth Street.

15. The older garage has eaves that are rotten. They need to be replaced. Also, one of the garage doors does not work.

16. The stone wall along the front of yard parallel to Vermillion Street has several loose stones which should be fixed.

17. The entry gate needs to be repaired and painted or, perhaps, replaced.

17. The dead spruce tree near the front lamp post needs to be removed.

### **Inside**

1. The plumbing needs work. Only one shower can be used at a time. If the washer is on in the basement, the shower only trickles and the commode won't flush on the second floor.

2. The plaster on most walls both downstairs and upstairs should be repaired and painted. Especially damaged is the ceiling in the large dining room.

3. The woodwork also should be painted.

4. The carpet, especially in the living and dining rooms, needs to be removed. The floors downstairs should be refinished.

5. The living and dining rooms need major redecorating help--new window treatments, new furnishings, etc.

6. The kitchen cabinets need to be replaced or refaced.

7. The powder room on the main floor needs to be remodeled.

8. The ceiling plaster in the basement furnace room is falling. It should be removed and replaced.

9. The ball bearings in the clothes dryer are bad. Although it still works (very noisily), it cannot last much longer. A new washer and dryer are needed.

10. The third floor should be insulated to conserve energy and to make the area conducive to year-round use.

11. For entertaining, an expanded area off the dining room would be a blessing. Presently, it is difficult to accommodate more than twenty people comfortably for dinner.

12. Some have suggested that air-conditioning be installed throughout the house.

*Although the need for reducing maintenance costs is surely a factor, I believe that the historic value and integrity of the house should be maintained whenever possible. Therefore, restoration, not simply repair, would be my emphasis.*

### **Attachment 12c**

President's House  
Maintenance Items  
Revised Feb. 2008

### **THIRD FLOOR**

1. Radiators do not put out much heat. (They have been bled.)
2. New ceiling light fixtures are needed.

3. Windows need to be caulked and painted.

## SECOND FLOOR

1. Leah's room

1. Windows need to be recaulked and painted inside and outside.
2. Repair cracks in plaster.

1. Upstairs Hallway

1. Trimming on banister needs to be painted.
2. Walls and woodwork need to be painted.
3. Replace rotary telephone on wall.

1. Heather's front bedroom

1. Replace light chain in first closet.
2. Rug.
3. Paint windows and woodwork.

1. Computer room

1. New carpet.
2. Paint window.

1. Master Bedroom

1. Repair cracks in ceiling and corner walls.
2. Paint room and woodwork.
3. New window treatments.

1. Master Bath

1. Repair and repaint ceiling.
2. New exhaust fan.

## FIRST FLOOR

1. Remove carpet; sand and refinish floors; purchase new rugs.
2. Repair plaster and paint walls. (Especially needs repaired in large dining room ceiling.)
3. Paint woodwork and refinish or paint mantel.

4. Recaulk windows.
5. Clean fireplace and chimney.
6. Purchase new drapes or window treatments for living and dining rooms.
7. Redecorate both the living room and the dining room.
8. Replace the table and chain light fixture in the main hallway.
9. In study replace small couch with reading chair.
10. Replace metal bookcase in study.

1. Kitchen
2. Refinish or replace cabinets.
3. New ceiling light fixture.
4. Paint woodwork.
5. Paint door.
6. Bathroom -- Renovate

### C. Hallway

1. Paint walls, woodwork and doors.
2. Light fixtures need new insulation coverings.
3. Stabilize front banister.

### BASEMENT

1. Furnace room floods during every rain. Other rooms flood during heavy rains.
2. Paint stairways, etc.
3. Recarpet steps or remove carpet and refinish steps.
4. Paint doors and repair lock on outside door.
5. Drains do not work properly.
6. Ceilings need to be repaired in coal room and furnace room.

### OUTSIDE

1. Clean gutters.
2. Clean downspouts.
3. RegROUT stone walkway in front.
4. Refinish front door.
5. Replace hemlock shrubs around patio.
6. Repair patio stones.
7. Landscape garden area around fountain.
8. Landscape along front of garden hedge where trees were removed.
9. Landscape corner where evergreens were removed at corner of backyard.
10. Plant a few ornamental or fruit trees along sidewalk in backyard.
11. Repair roof on house. (Some shingles are loose on front and back.)
12. Replace banisters on back porch.
13. Recaulk and paint windows.
14. Repair roof (Eaves are rotten.) and garage door on older garage.

15. Repair right garage door on newer garage and put handles on outside of both doors to take stress off present turning handles.

**MISCELLANEOUS**

1. Water pressure is low. A shower cannot be taken at the same time other water is running. (Pipes have been replaced in the basement only.)

**Attachment 13**

**Concord University Board of Governors  
Meeting of June 3, 2008**

ITEM: Notification of emeritus status for Dr. Jerry L. Beasley

RECOMMENDATION: *RESOLVED*, that the Concord University Board of Governors approved the awarding of emeritus status to Dr. Jerry L. Beasley in executive session April 8, 2008.

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BACKGROUND: Concord University Board of Governors Policy 16 establishes a process to award emeritus status to retiring Concord University faculty and staff for extended meritorious service. Dr. Jerry L. Beasley meritoriously served Concord University 23 years as President and will retire June 30, 2008.

**Attachment 14**

2008-2009 Meeting Dates

<b>Meeting Dates</b>	<b>Agenda Item Deadlines</b>
	<b>(Noon, 2 weeks prior)</b>
<b>Tuesday, August 26, 2008 (On-Campus) 9:00 – Committees 1:30 - Full Board</b>	<b>August 12, 2008</b>
<b>Tuesday, November 4, 2008 (Teleconference) 10:00 a.m.</b>	<b>October 21, 2008</b>
<b>Tuesday, December 9, 2008 (On campus) 9:00 – Committees</b>	<b>November 25, 2008</b>

<b>1:30 – Full Board</b>	
<b>Tuesday, February 17, 2009 (Teleconference) 10:00 a.m.</b>	<b>February 3, 2009</b>
<b>Tuesday, March 31, 2009 (On-Campus) 9:00 – Committees 1:30 – Full Board</b>	<b>March 17, 2009</b>
<b>Tuesday, June 2, 2009 (Teleconference) 10:00 a.m.</b>	<b>May 19, 2009</b>