



**Minutes**  
**Concord University Board of Governors**  
**Tuesday, February 26, 2008**  
**10:00 a.m. - Teleconference**  
**The Concord Room**  
**201A Marsh Hall**  
**Concord University**

**Members Present:** Mr. Jim Brown; Mr. Eugene Fife; Mr. Joe Long, Chair; Mr. Wayne Meisel, Ms. Amy Pitzer; Mr. Travis Prince; Mr. R. T. “Ted” Rogers, Mrs. Margaret Sayre; Secretary; Dr. Darla Wise

**Members Absent:** Mr. Lane Bailey

**Others Present:** Mr. Wes Prince, Mr. Greg Quick, Mr. Bill Hardee, Dr. Hugh Campbell, Mr. Michael Curry, Dr. Steve Rowe, Dr. Kathy Liptak, Dr. Charles Brichford, Judge John Frazier, Ms. E. J. Cahill, Mr. Chris DeWeese, Ms. Anita Moody, Dr. John David Smith,, Ms. Loretta Young, Mr. Jim Cannon, a student fulfilling a class assignment, news media from WVNS, Dr. Jerry Beasley, President, Sharon Manzo, Recorder

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

**Approval of the December 11, 2007, Minutes:** [\(Attachment 01\)](#) - Dr. Wise made one correction to the minutes on page 2, section 3. The word *knowledge* should have been *intellectual property*. Mr. Prince moved the approval of the December 11, 2007, minutes as corrected, Mr. Brown seconded, motion carried.

**Action Items**

**a. Resolution to accept and endorse the North Central Self Study – [\(Attachment 02\)](#) - Dr. Rowe**

RESOLVED, that the Concord University Board of Governors, after being provided copies of the University’s Self-Study, accepts it as the University’s official version for continuing accreditation with the Higher Learning Commission.

Moved by Mrs. Sayre, seconded by Ms. Pitzer, motion carried.

**b. Resolution to award emerita status to Martha Shrewsbury [\(Attachment 03\)](#) – Dr. Rowe**

RESOLVED, THAT the Concord University Board of Governors approves the awarding of emerita status to Dr. Martha Shrewsbury. Moved by Mr. Rogers, seconded by Mr. Fife, motion carried.

**c. Intent to Plan – Campus-wide security plan ([Attachment 04](#)) – Mr. Cannon**

RESOLVED, that the Concord University Board of Governors approves the University's intent to plan a campus wide security plan. Dr. Beasley reported that this resolution is not to suggest that security measures are not in place on the campus. Mr. Cannon reported that security officers and others met shortly after the incident at Virginia Tech and developed a quick reaction plan, which Mark Stella was invited to share at Governor's Conference on Campus Security. The campus-wide security plan would incorporate the current plan of action with ideas shared by constituents. Mr. Fife mentioned information he'd received from one institution that included parental notification in their plan. Mr. Cannon requested a copy. Communication drills will be conducted once the communication plan(s) is finalized.

**d. Proposed Revisions to the University's Mission Statement ([Attachment 05](#)) – Dr. Rowe**

The proposed revision is a result of a grant Concord received from the Higher Education Policy Commission, which is interested in West Virginia colleges and universities progressively internationalizing their programs. One of the committees preparing the self-study for the Higher Learning Commission realized that Concord's mission statement did not include international studies. Therefore, the revised mission statement was drafted. Mr. Brown moved the adoption of the revised mission statement, Mrs. Sayre seconded. Motion carried

**e. Performance Contracting for Energy Savings ([Attachment 06](#)) – Mr. Cannon**

Mr. Cannon stated that due to lateness of receipt of pertinent information to move forward on this item, he suggested the Board have an emergency meeting when data are available. Mr. Long indicated he would schedule an emergency meeting before the regularly-scheduled April 8, 2008, meeting.

**f. Intent to add a major within a degree program ([Attachments 07](#)) – Dr. Rowe**

Dr. Rowe introduced Dr. Charles Brichford, Chair of the Division of Language and Literature, who explained the rationale and intent of the program. The intent is to add a major/minor in Spanish to the Bachelor of Arts Degree and the Spanish Content Area to the Bachelor of Science Degree in Education. Dr. Brichford also said that we are exploring cooperative efforts with Bluefield State in offering French. CU students could take French at BSC; BSC students could take Spanish at Concord. Dr. Rowe indicated that authority to add these to the curriculum rests with the Board of Governors followed by notification to the HEPC. Mr. Rogers moved the adoption, Mr. Brown seconded, motion carried.

**Discussion – Intent to amend the following Policies – Dr. Rowe**

- a. Classified Salary Increase Policy #33

- b. Faculty Termination Due to Reduction or Discontinuance of an Existing Program #30
- c. Academic Forgiveness #32

Dr. Rowe stated that each of the policies was in need of minor revisions, mainly minor wording changes for consistency. The intent to amend was provided to the board per regulations in Board Policy #11.

### **Audit Report – Suttle & Stalnaker, Mr. Chris DeWeese**

Mr. Cannon introduced Chris DeWeese, partner with Suttle & Stalnaker. Mr. DeWeese summarized the audit of FY '07, which ended June 30, 2007, and stated that Concord received the best opinion an institution can receive, and that the financial statements are not misstated and are in accordance with all accounting principals and requirements. Significant changes between 2006 and 2007 include a decrease in assets from \$13.7 million to \$12 million primarily a result of large construction projects in 2006 and large receivables from the Higher Education Policy Commission that were not as prevalent in 2007. Liabilities also decreased; this is not unusual. There was a slight decline in operating revenues \$24 million down to \$22 million, due primarily to decline in enrollment in '07 offset by tuition and fee increases. Operating expenses remained fairly constant, operating loss increased, common for West Virginia public institutions. There was a significant decline in other revenues expenses gains or losses was due to '06 construction monies. Net assets continue to increase.

As required by the Government Accounting Standards Board (GASB), the report includes the financial statements for the Concord University Foundation and the Concord Research and Development Corporation. Audits for both entities are conducted firms other than Suttle & Stalnaker.

Mr. DeWeese pointed out that GASB's Statement #45, new accounting pronouncement will be adopted in the 2008 fiscal year. The University will begin receiving billings from PEIA on sick leave liability. Currently those billings are being partially paid. CU will begin paying these in 2008; the cash outlay will be approximately \$12,000 monthly. He said the Board needs to be aware of this from a budgeting perspective.

There was one significant deficiency finding in internal control. This was found through an internal audit conducted by the University. He commended Concord for having this process in place, not all WV schools do. The internal audit identified some issues in the procurement and physical plant areas. Management has responded, and sufficient action has been taken.

Mr. Long summarized by stating his understanding that Suttle & Stalnaker is telling the Board that, based upon their audit, everything is in proper order as far as finances are concerned for the University. Mr. DeWeese concurred and restated the financial statements as a whole are not materially misstated.

Ms. Pitzer moved acceptance of the audit report, Mr. Prince seconded, motion carried.

### **Presidential Search committee Report – Mr. Ted Rogers**

Mr. Rogers reported that the committee met last week and narrowed the number of candidates considerably. Campus visits are being scheduled and the committee is moving at a good pace.

### **Updates or Questions Regarding Administrative Reports**

- Academic Affairs ([Attachment 08](#))
- Admissions and Financial Aid ([Attachment 09](#))
- Beckley Center ([Attachment 10](#))
- Development Office ([Attachments 11a, 11b](#))
- Finance and Facilities ([Attachment 12](#))
- Student Affairs ([Attachment 13](#))

Mr. Prince asked Mr. Cannon how much the mercury clean up cost the University. Mr. Cannon explained that elemental mercury was found last fall on the third floor of the Science Building. A team was brought in to ascertain clean up. Experts were subsequently called in. As a result, a budget of \$250,000 was created to cover the cost. This includes clean up of mercury, equipment clean up/replacement, and disposal of unsafe equipment. There is no insurance to cover this type of problem. Mr. Prince asked where the \$250,000 came from. Mr. Cannon said Dr. Rowe adjusted his budget, adjustments were made in the physical plant budget, and lab and tech fees will be used. Dr. Campbell asked if the breakdown of the \$250,000 was as follows: \$150,000 from unfilled faculty positions, \$50,000 from building and grounds, and \$50,000 from lab fees. He also asked if the HEPC could provide money. Mr. Cannon said the breakdown is accurate and, although we have applied for funds from the HEPC, he doubts we will receive any. A small revolving loan fund that we used for the clean up of the mold is available.

**President's Report** - Dr. Beasley introduced Judge John Frazier who shared a resolution and proposal from the Alumni Association to Expedite the Construction of University Point. The resolution encouraged the Board of Governors to obtain a loan to do so. Mr. Prince mentioned that the bids received for the project are double the amount budgeted. He asked if we under-budgeted. He also asked how much the loan would be. Judge Frazier said \$1 million.

Dr. Beasley said the University has received four bids for construction of University Point. The responsible low bid is \$5.8 million; the relevant figure with deducts from the project is \$4.7 million. We have in hand or pledged \$4.1 million, a shortfall of about \$600,000. Dr. Beasley said that Jim Cannon, other members of the Business Office and he will talk with City Window Company, the responsible low bidder, to explore responsible ways in which their bid can be further reduced by value engineering. He said the result of the deliberations would be brought to the Board for approval. He also indicated bridge funding might be necessary, he also said he believes we could loan ourselves money for the project through a variety of sources. He said he believes this project is at the top of the Board's agenda.

Dr. Beasley thanked everyone involved in the dedication of the Nick Rahall Technology Center, especially Board members who attended.

Higher Education Day at the Legislature is scheduled for February 28, 2008, and Concord will be represented. Governor Manchin has proposed a three percent pay increase for State employees. Unfortunately, he has not provided adequate funding for the increase. Concord is about \$160,000 short to fund a three per cent increase.

HEPC requested \$350,000 to help underwrite the operation of the shared facility in Beckley. The request was not honored by the Governor. As a result, the administration of the facility will be more spartan than planned. He said Concord's presence in the facility and Raleigh County is important for the long-run health of the institution. More Concord courses are being offered in Beckley and enrollment has grown both Fall 2007 and Spring 2008.

Introduced in both House and Senate is legislation to increase the annual increment for higher education employees from \$50 to \$75.

Also introduced is legislation to extend tuition and fee waivers to employees of public colleges as well as their dependents. Discussion has been on going at Concord to offer this benefit whether or not it is successful in the Legislature.

Governor Manchin's suggestion to modify the PROMISE scholarship into a forgivable loan program has been met with uniform negative reaction. The Governor has agreed to allow Chancellor Noland to appoint a committee to look at the future of the PROMISE Scholarship and he has been asked to chair the committee. The committee will study the issue and submit a report to the Policy Commission, the Governor, and the Legislature in early fall.

Mr. Cannon told the Board it is important to prepare a schedule for construction of University Point. He said he's been in contact with Rich Donovan, finance and facilities contact in Charleston. HEPC's policy is to approve a project of this magnitude following Board approval. Although the project has been included in both our 10 and five-year plans, which would exempt us from HEPC approval, the fact that the cost is now more than ten percent higher than the original cost may necessitate HEPC approval.

### **Discussion – Classified Employee Salary Schedule**

Amy Pitzer reminded the Board of their meeting with classified staff on October 23, 2007, at which time classified employees shared information about the 2001 salary schedule and the lack of funding to date. The Board requested re-visitation of the topic at the first meeting in 2008. Ms. Pitzer distributed a handout regarding salary allocation by institutions in West Virginia. She said five institutions are fully funded at present, Shepherd University, Blue Ridge Community and Technical College, Northern Community and Technical College, The Osteopathic School, and one other.

Ms. Pitzer suggested that the Board give serious consideration to fully funding the schedule and include it in strategic planning and the budget request.

Dr. Beasley said the estimated cost to bring Concord to the fully-funded level is approximately \$190,000 and some sense from the Board on this issue would be helpful since budget preparation for FY '09 will take place over the next several months. Mr. Long asked if it is practical to include this in funding for FY '09. Dr. Beasley said it is a

reasonable goal. Mr. Long asked Dr. Beasley to work with Mr. Cannon and report to the Board at the April 8, 2008, meeting.

Dr. Campbell, President of the Faculty, asked the Board to think positively about funding the schedule and set it as a realistic goal.

**Discussion- Renovations/Upgrades to the President's House ([Attachments 14a, 14b, 14c](#))**

Mr. Long asked Dr. Beasley to lead the discussion. Lists of things that need to be done were included in the Board materials. Dr. Beasley suggested these repairs should not become the responsibility of the new President. It was decided that many of the outside projects that could be done by Concord employees could begin immediately. Larger projects may need to be contracted. Ms. Young said several Foundation Board members are interested in supporting the project and are willing to contribute monetarily. Dr. Beasley estimated cost to be \$50,000 to \$250,000 depending on what is done. Mr. Long said he would appoint a committee to study and make recommendations. Ms. Young suggested Ms. Laurie Erickson. Mr. Long said he would ask Mr. Cannon and Mr. Jeff Shumaker to serve. It was suggested that a student, an alumna/alumnus, and a member of the classified staff be included. Mr. Rogers moved to proceed with haste in the appointment of the committee, Mr. Fife seconded, motion carried.

**Discussion – The Board Retreat**

Mr. Long said consideration of a resolution regarding masters programs and an annual retreat would be held until the April 8 meeting.

Ms. Anita Moody, Direction of Public Relations/Marketing reported on a recent meeting with members of the Concord staff, Mr. Lane Bailey, and Ms. Idil Cakim of Golin Harris regarding improvements to the University's web site. She said Ms. Cakim has prepared a report, which is an excellent road map with strategies to improve our site. The committee will continue to work on changes.

**Executive Session** - Chairman Long reported there was a matter to be discussed in executive session. Pursuant to State Code §6-9a-4, Ms. Pitzer moved to go into executive session, Mr. Rogers seconded, motion carried.

Returning from executive session Mr. Rogers moved for adjournment of the Board, Dr. Wise seconded, motion carried.

Respectfully submitted,

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J. Franklin Long  
Chair  
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Margaret Sayre  
Secretary

## Attachment 01



**Minutes**  
**Concord University Board of Governors**  
**Tuesday, December 11, 2007**  
**1:00 – The Concord Room**  
**201A Marsh Hall**  
**Concord University**

**Members Present:** Dr. Deborah Akers; Mr. Lane Bailey, Vice Chair; Mr. Jim Brown; Mr. Joe Long, Chair; Mr. Wayne Meisel, Ms. Amy Pitzer; Mr. Travis Prince, Mr. R. T. “Ted” Rogers, Mrs. Margaret Sayre, Secretary; Dr. Darla Wise

**Members Absent:** Mr. Eugene Fife

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

**Approval of the October 23, 2007, Minutes:** Dr. Akers moved the approval of the October 23, 2007, minutes, Mr. Bailey seconded, motion carried.

**Action Item – Approval of the Revision to Concord Policy #11 ([Attachment 01, 02](#))**

Ms. Pitzer reminded the Board that revisions to Concord’s policy were necessary because in 2006, the Legislature wrote into state code a mandatory 30-day comment period for policies in Series 4 of the HEPC Administrative Policies and Procedures. Three editorial corrections were made, and Mr. Meisel moved the following: RESOLVED that the Concord University Board of Governors approve the revisions to Policy 11, Adoption, Amendment, Repeal of Policies. Mr. Brown seconded. Motion carried.

### **Committee Reports**

**Academic Affairs** – Dr. Akers, Chair, reported the committee discussed the following issues:

1. Accreditation Studies and Reports – NCATE deadline is February 1, 2008, and appears to be on schedule; the Athletic Training Program report for accreditation is due Friday, December 14; the Higher Learning Commission, North Central Association Self-study is in the final stages and the final study will be coming to the Board in January. Program reviews – masters degree in social work is being discussed; in fine arts, the undergraduate program must go through an accreditation process before a

master's program is a possibility; the masters degree in business is on hold until ACSB accreditation is achieved.

2. Beckley Center – Offering 80 classes in the spring, 18 classes this summer, and an articulation agreement with New River CTC is being explored.

3. Development of on-line courses is an area the committee is exploring. Five courses have been developed this year. This is a budget item that has been approved and it is hoped more courses will be developed this spring. A cautionary item is the development of an agreement with individuals developing the courses so their intellectual property is protected.

4. Technology enhancement for the University – two aspects of this issue were discussed, the face the University is putting forth to the public on the web and the on-campus computer system and support. The committee discussed the possibility of someone at the cabinet level being assigned to work through the technology issues so all lines in the University can be crossed. Mr. Bailey suggested that at some point in the day's proceedings the Board revisit the technology issue for discussion or a motion to more deeply explore this issue at the board level. He suggested that a committee or working committee be appointed by the President or the Board to explore the issue and come back to the Board with a set of recommendations for technology. Perhaps a chief technology officer could be appointed to bring these pieces together. Mr. Long said this issue would be further discussed under agenda item 11.

**Student Affairs** – Chairman Meisel complimented Dr. John David Smith, the student affairs staff, and Greg Quick, Athletic Director, for the energy evident in student life and activities. A documentary on Iraq will be a spring program. The University is realizing an increase in Vietnamese students. Previous concerns about furniture in the Towers Residence Halls have been addressed. Student Government has voiced considerable concern over raises in tuition, and the Board needs to continue considering this issue and the impact it has on students. They have expressed their disappointment in the Board for not being aware of the impact. He reported the establishment of a hardship fund, which has benefited 61 students this year. He indicated more students need to be made aware of this option. Retention is improving. This time last year 141 students had left; 99 have left this year. Reasons for leaving vary widely. Many individuals in the University are focusing on increasing retention.

**Finance and Facilities** – Mr. Rogers asked Jim Cannon to address some of the topics discussed by the committee. Mr. Cannon said we anticipate beginning construction of University Point after the first of the year, weather permitting. He said bids are due Friday, December 14. He announced the receipt of a recent \$100,000 contribution. Mr. Cannon also discussed performance contracting. He indicated a meeting of the Board will be necessary in January 2008 to take action on this issue. He said there are two contracts to consider, a performance contract with TRANE and the financing contract with a bank. He said the Attorney General's Office has seen and will continue to monitor the language in the contracts. This will insure the vendors have complied with state requirements since state language prevails. Mr. Cannon said the committee also discussed student financial aid. He said \$10,000,000 in financial aid is

available to students, and on average students pay less than half of what it costs to attend Concord. This does not include loans. He concluded by saying students are paying 46.6 percent of the cost of attendance. Mr. Rogers said that a copy of the report to which Mr. Cannon referred is available upon request.

**External Affairs** – Mrs. Sayre, Chair, referred the Board to Michael Curry’s recruitment report included in the BOG agenda notebook. She said Mr. Ron Basini attended the committee meeting and shared information regarding the Entrepreneurial Studies Program. He mentioned that four businesses have shown interest in occupying offices in the Rahall Technology Center. Mrs. Sayre said Loretta Young reported to the committee that the Foundation Office has hired Lancaster Pollard from Ohio to oversee investments and the use of the Foundation’s money. Mrs. Sayre also reported that Ms. Young had notified the committee of the establishment of two new scholarships, one in the amount of \$60,000, the other \$5,000,000. Lastly, a letter has been received from Ms. Betty Wilkes’ lawyer indicating that if construction on University Point is not begun by March 1, 2008, Ms. Wilkes’ \$1,000,000 contribution will be withdrawn. Ms. Young and the University believe this stipulation can be met.

**Presidential Search Committee Report** – Chairman Rogers reported the search is on target. Advertisements have been published; approximately 2,000 mailings have been sent. The committee plans on January reviews of resumes. The committee is operating on timelines as opposed to deadlines. The candidate pool is increasing and the committee plans to meet at the conclusion of today’s Board meeting.

Mr. Long announced the following additions to Agenda item 11:

- A resolution to name the cafeteria in honor of Mrs. Libby Alvis
- Website technology
- Executive Session of the Board

Dr. Beasley added the request for consideration of awarding emeritus status to two retired employees

#### **Updates or Questions Regarding Administrative Reports**

- Academic Affairs ([Attachment 03](#))
- Admissions and Financial Aid ([Attachment 04](#))
- Beckley Center ([Attachment 05](#))
- Development Office ([Attachment 06](#))
- Finance and Facilities ([Attachment 07](#))
- Student Affairs ([Attachment 08](#))

There were no questions or updates to the reports.

**President’s Report (Attachment 09)** - Dr. Beasley shared information relative to important decisions the Board makes annually, and information relative to student recruitment. He indicated that we not achieving our enrollment goal. In a power point presentation, he shared the following information, which he examines yearly when

making recommendations to the Board regarding salaries for Concord employees and tuition.

Fall 2007, 463 freshmen enrolled at Concord from among 1752 high school seniors in our primary market. The average ACT score for Concord freshman was 20.9, as compared to a score of 19.8 for the primary market population. The average family - income of WV students at Concord has risen from \$31,000 in '97-98 to \$45,000 in '06-07. In-state tuition has increased from \$2,500 in '97-98 to \$4,100 in '06-07. Tuition rates in WV remain low as compared to other states in the Southern Regional Educational Board States. Although increasing slightly, tuition and fees for full-time students at Concord remains lower than 31 peer institutions according to U.S. Department of Education in a Fall 2006 report. Over the past 10 years, Institutional financial aid (waivers, scholarships and work) has increased from \$1,800,000 to \$3,100,000. During this same period, WVHEG, PROMISE, Underwood Smith, HEAPS and other State grants have increased significantly. The percentage of full-time, first-time degree/certificate-seeking undergraduates receiving financial aid in all categories was higher for Concord students than at the 31 comparison institutions previously mentioned.

In FY 2008, classified employee salary increases ranged from \$185 to \$6985.

The amount needed to fully fund the classified employees scale is FY 2009 is \$166,936 gross plus .19 benefits for a total of \$198,654

Over a seven-year period, Concord employees' benefits have risen steadily with the exception of a dip in '04-05, which was a result of the retirement of several higher-paid employees

**Concord Room Technology – ([Attachment 10](#))** Mrs. Pitzer reminded the Board that at the October 23, 2007, meeting the Board requested a cost estimate for a technology upgrade for the Concord Room. Mr. Tim Barnes, Director of the Center for Academic Technology, prepared a list of equipment and cost. Total cost is approximately \$15,000, which does not include labor because Mr. Barnes believes we have individuals at Concord capable of doing the labor. Mr. Prince questioned the need for this upgrade since the Rahall Technology Center should have this capability. Mr. Brown moved to table the item and asked that someone look at what it would take to upgrade the Rahall Center first and reconsider this possibility at a future date, Mr. Meisel seconded, motion carried.

**Concord University Goals – ([Attachment 11](#))** - Mr. Long mentioned that the University goals were included in the Board notebook, and he asked Board members to consider these in setting Board goals.

**Goals of the Board of Governors –** Mr. Long outlined several items he would like the Board to consider as goals for the future of the University. He indicated the Board needs a strong vision for the University and now is an opportune time with a new president taking over. He asked the Board to consider the concept of embracing a ten-year goal to make CU the premier institution of higher education in West Virginia. To do so, we need to enhance our strengths and improve upon our weaknesses. We need to increase our graduate program to an enrollment of 200 students in five years. We need to increase enrollment, the actual growth to be determined. We need to increase income and decide

how we can put the institution in a better financial situation. We should consider alternate methods of increasing programs without relying on money to do so. He asked the Board to consider if we want the new president operating the day-to-day functions of the University. Would Concord be better off if we had someone delegated to take care of the day-to-day operations allowing the president to have the time to enhance the institution? We need to enhance the working atmosphere of the University. Retention needs to be improved, and we need to enhance our BA and MA programs and advance them to the best in the state.

He suggested a Board of Governors retreat that would have 100 percent involvement and asked Mrs. Manzo to poll the board for dates that will suit all members' schedules.

#### **Other Matters –**

1. Proposed resolution to name the cafeteria in the Student Center in honor of Mrs. Libby Alvis. ([Attachment 12](#)) Jessica Cook, Student Government President, presented a resolution from the Student Government Association, which was adopted unanimously, proposing that the cafeteria be named in honor of Ms. Libby Alvis. Mrs. Alvis has been employed at Concord since 1957. Dr. Beasley also spoke highly of Mrs. Alvis and enthusiastically supported the naming of the cafeteria in her honor. Mr. Rogers moved the adoption of the resolution, Mr. Brown seconded, motion passed.

2. Website Technology – Mr. Bailey recommended action on the integration of the whole IT concept at the University, including the website external face and the internal infrastructure. He suggested that the Academic Affairs Committee, chaired by Dr. Akers, take on the responsibility of reviewing the policies, processes and needs of IT service, website content, and posting issues. He suggested the committee address the issue and come back to the board with recommendations. He volunteered to be part of a sub committee and offered the services of his company, pro bono. He concluded by moving that a committee be formed to study the entire campus IT concept and bring recommendations to the Board. Mr. Brown seconded. Motion carried.

3. Emeritus Status for Willis Hill – ([Attachments 13, 14, 15](#)) - Dr. Beasley stated he has received a recommendation from Dr. Rowe to approve emeritus status for Mr. Willis Hill, retired professor of physics, who served Concord for 49 years. At retirement, he held the rank of Associate Professor. Consonant with custom, he said he would promote Mr. Hill to full professor, but he also recommended that Mr. Hill be granted emeritus status.

Dr. Beasley also reported that he had received a recommendation from Dr. John David Smith to afford emeritus status to Mr. Bill Skeat, who retired in May 2007 after serving as Director of the Student Center since August 1985. Mr. Brown moved extending emeritus status to Mr. Hill and Mr. Skeat, Mr. Meisel seconded, motion carried.

**Executive Session** – Chairman Long reported there was a matter to be discussed in executive session. Pursuant to State Code §6-9a-4, Mr. Brown moved to go into executive session, Mr. Prince seconded, motion carried.

Returning from executive session Mr. Brown moved for adjournment of the Board, Mr. Meisel seconded, motion carried.

Respectfully submitted,

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J. Franklin Long  
Chair  
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Margaret Sayre  
Secretary

## **Attachment 02**

### **CONCORD UNIVERSITY BOARD OF GOVERNORS**

#### **RESOLVED: THIS 26<sup>th</sup> DAY OF FEBRUARY 2008:**

By this resolution, the Concord University Board of Governors, in a regularly-convened meeting with a quorum present, asserts that it has been moved, seconded, and approved by confirmed Board member vote that:

1. The Board has been provided, in timely fashion, a copy of the University's Self-Study Report for continuing institutional accreditation with the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA);
2. That, having read the report, the Board accepts it as fairly representative of the HLC self-study process;
3. That the Board endorses this report as Concord University's official written version of the University's self-evaluation for continuing accreditation with the HLC;
4. And that the Board officially requests that the HLC accept this report as evidence of its continuing commitment to HLC institutional accreditation and of its voluntary petition for said continuing accreditation.

## Attachment 03

### Concord University Board of Governors Meeting of February 26, 2008

ITEM: Approval of emeritus status for Dr. Martha Shrewsbury

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

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. Martha Shrewsbury meritoriously served Concord University 19 years as Professor of English and retired December 15, 2007.

## **Attachment 04**

### **Concord University Board of Governors Meeting of February 26, 2008**

ITEM: Intent to plan a campus-wide security plan.

COMMITTEE: Finance and Facilities

RECOMMENDED RESOLUTION: Resolved that the Concord University Board of Governors approves the University's intent to plan a campus wide security plan. Those with input should contact Chief Mark Stella of the campus department of Public Safety.

STAFF MEMBER: Jim Cannon  
Vice President for Business and Finance

## **Attachment 05**

Final Draft to Senate Fall 2007

The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly activities, and to serve the regional community.

Concord University provides rigorous programs that prepare students to pursue various career options or graduate study. Concord's graduate and undergraduate programs lead students to assume leadership and professional roles in a multicultural society and prepare students to face the challenges of globalization. Concord is committed to serving a diverse student body including traditional, non-traditional, local, national and international students. While we incorporate a variety of educational approaches, our size and the caring dedication of our faculty, staff and administration are the principal assurances of a quality educational opportunity at Concord University.

As a learning community, Concord University is committed to furthering knowledge through professional development activities and programs, through research, and through the application, publication and appreciation of scholarly efforts.

The primary purpose of Concord's mission is academic; however, the service the University provides to the state, region and world goes beyond the classroom. Concord University contributes to the quality of cultural and economic life in southern West Virginia through collaboration with both public and private organizations and agencies and through extension of its support and assistance into the region it serves.

Ultimately, Concord University measures its success by the fulfillment alumni find in their careers and throughout their lives.

## **Attachment 06**

### **Concord University Board of Governors Meeting of February 26, 2008**

**ITEM:** Approval for the University to conclude a performance contract with Trane.

**COMMITTEE:** Finance and Facilities

**RECOMMENDED RESOLUTION:** The Concord University Board of Governors approves authority for President Beasley to conclude a performance contract with Trane Corporation and the lease with Bank of America for financing the performance contract.

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

**BACKGROUND:**

## **Attachment 07**

**CONCORD UNIVERSITY  
BOARD OF GOVERNORS  
February 26, 2008**

Be it resolved and affirmed by the Concord University Board of Governors this 26<sup>th</sup> day of February 2008, that:

1. The Concord University Division of Languages and Literature and the Vice President/Academic Dean have presented the Board with notice and description of a proposal to add a Major in Spanish to the Bachelor of Arts Degree to be offered by the Division of Languages and Literature;
2. The Concord University Education and Human Performance and the Vice President/Academic Dean have presented the Board with notice and description of a proposal to add a Spanish Content Area to the Bachelor of Science Degree to be offered by the Division of Education and Human Performance;
3. And that the Board, having duly examined these proposals, approves the addition of the Spanish Major to the B. A. Degree and the Spanish Content Area to the B. S. Degree in Education, effective with the Fall 2008 semester.

## Attachment 08

Report of the Interim Vice President and Academic Dean  
to  
The Concord University Board of Governors  
February 26, 2008

1. Campus Mercury Reaction: As a result of the need to remove mercury from the Science Building physics area, all faculty, staff, student and classes were moved from the Science Building to the Rahall Center. Lecture classes will remain in Rahall for the term; faculty, staff, and lab classes to be returned to Science as mercury cleanup allows.
2. Rahall Center: At this writing, dedication of the Nick Rahall Center scheduled for February 19, 2008. Congressman to attend
3. Entrepreneurial Studies/Small Business Incubator: Economic functions of Rahall Center on track to operate in Rahall Center. VR up and running; estimate seven (7) business start ups for SBI  
Concord University Beckley: Expanded schedule for F08 produces rising headcount; half are “unduplicated” Beckley students, half taking some Athens class, remainder in Beckley; about 17 Athens students taking course in Beckley. Articulation agreement sent to NRCTC in September not yet signed by NRCTC. Eleven week summer session planned for SU08 at Byrd Higher Education Center.
4. Dual Credit: WV Dept. of Education high school graduation requirement revisions may reduce schools’ willingness to offer dual credit classes during the school day. CU plans to expand its after-school, college credit classes and has expanded its high school contact list from 3 to 50. After school program to begin F08.
5. Enrollment: S08 enrollment coming in at about 100 headcount lower than S07. Average fall to spring attrition of 10%, but F-S attrition this year is on track to be less than average attrition. Seems to be attributable to UNIV 100 and Student Affairs’ emphasis on freshman retention.
6. Concord Academic Success Center (Cassie): Interim Director appointed to develop a comprehensive student retention program and build on apparent success of UNIV 100 and Student Affairs retention effort. VPAD and VP for Student Affairs to cooperate on development and operation with program to begin running out of Student Affairs, Fall 08.
7. Accreditation: Athletic Training concerns met; program accreditation continued. North Central campus visit set for March 31-April 2. NCA self-study report completed and sent to visiting team and Higher Learning Commission. NCATE reports on track. NCATE focused review of Educational Leadership track of M. Ed. Scheduled for September 2008. VPAD in development stage of MSW with Social Science Dept, AACSB candidacy with Business Division, and possible program accreditations with Divisions of Fine Arts. Latter two may lead to masters program proposals in 3-4 years.

8. New Program: Division Chairs nearly to proposal stage for new world language program (Spanish). Proposal this spring; program begins F08. Language & Literature searching for full time Spanish instructor.
9. Faculty: Active searches for chemistry, Spanish, English (2). Permission sought to advertise for chemistry (1 new), Recreation/Tourism Mgmt (resignation), Education (resignation), Business (1 resignation; 1 retirement), and art (retirement).
10. Grants: VPAD submits \$15K retention grant to WVHEPC, \$15K internationalization grant to WVHEPC, and plans for \$80K international business exchange grant to US DOE in December 08. Planning to do Title III proposal for CASSIE when T3 competition is announced (probably early 2009)

## **Attachment 09**

Report tot the Board of Governors: February 2008

From: Admissions and Financial Aid

After a successful spring recruiting season, we immediately turned our attention to the important business of selecting our next class of Presidential and Deans Scholars - normally, ten students in each group. Drawing from our qualifiers' database, we had well over one hundred students making the minimum grades and test scores to compete for the awards. We interviewed sixty-one students who had submitted their essay and found a wonderful pool of students with a wide array of talents, interests and gifts. Of the sixty-one students we interviewed, all but two have accepted their various scholarships and are coming to Concord. This is by far the highest yield rate we have seen in this program in the last ten years. We expect great things from these bright and capable scholars, not only academically, but in terms of their leadership abilities.

The numbers look promising for the fall. As of this writing, overall, we have 119 more applications than we had at this date last year at this same date. Our recruiters are also doing a good job showing 145 more applications to date than we had last year. While it is still very early in the recruiting cycle, these numbers look promising for the fall.

We have continued to offer emergency help to students who have done all they could to secure the necessary funding for their education but who are still falling short. By action of the Strategic Planning Committee, I was directed to help those who had exhausted all loan possibilities and who had completed the FAFSA. To date, it appears that 51 students were facing some measure of deficit after exhausting their loan eligibility and the average emergency grant to these looks to be just below \$900. The rationale is to invest a little in these students and then keep them in school. Most bring additional aid to the table, making this investment pay-off in handsome fashion. For example, a student with an aid package of \$12,000 a year and having exhausted their loan eligibility, comes up short \$1,531. Without that difference, the student is forced to drop out and we lose the \$12,000 in aid that they bring. For the \$1,531 in additional help, they are able to stay in school and continue to bring in their full aid package. It is a good investment in many ways. We are engaging in a study to see who the students are who tend to fall short and to discern any patterns evident in the data. However, it is clear that as tuition rises, some are doing all they can and are still unable to meet the full costs. We are tracking these expenditures and should have a good idea of what the total expenditures and revenues generated will be at the end of the fiscal year.

We have encountered some challenges in the Beckley Cohort Plan that was presented to you last summer by John Thackston. We paired the plan back to a pilot program and this too was stopped, forcing us to regroup and find another attack plan. Dr. Rowe has designed a Supplemental Instructional Program to run in the evenings at local high schools to compensate for the losses we have experienced in the cohort and dual credit programs. We are working hard to secure that market via the avenues we have available. Lacking the cohort classes and distance options, this seems to make the most sense.

## Attachment 10

### CONCORD UNIVERSITY BECKLEY CENTER Board of Governors Report – February 26, 2008

This report is written as we begin the 4<sup>th</sup> week of spring 2008 classes. In Beckley our preliminary spring enrollment numbers indicate some positive trends. First, the numbers:

HRS	# CRN ' S	# SEATS	# STUDENTS	TOTAL CREDIT
FALL 2005	68	1,308	603	4,107
SPRING 2006	71	1,234	540	4,176
FALL 2006	60	940	427	3,114
Spring 2007	69	1,130	487	3,726
Fall 2007	76	1,313	495	3,935
<b><i>Spring 2008</i></b>	<b><i>97</i></b>	<b><i>1,541</i></b>	<b><i>526</i></b>	<b><i>4,491</i></b>

A few obvious factors about these numbers:

1. # of CRN's – the most classes ever offered
2. # Seats Taken – up 228 from fall 2007; 411 from last spring
3. # Students – up 31 from fall 2007; 39 from last spring
4. Credit Hours – up 556 from fall 2007; 765 from last spring

Not only does Concord's headcount enrollment in Beckley continue to rebound from significant declines in recent semesters, but there is strong evidence that students are enrolling in more classes than ever before. Our spring 2008 headcount is 110 less than spring 2005, yet the credit hours currently being generated exceeds 2005 by 293! Clearly, the Erma Byrd Center is having a significant impact on the way that our students approach their education. Moreover, the greater number of classes offered and the balance in the schedule [more choices] is keeping our students in our classes – the number of students taking classes elsewhere [transient requests] is down significantly.

#### Additional Observations about Spring 2008 Enrollment

1. Enrollment Trends in General Studies Classes – several General Studies classes in Beckley are full [24 seats], yet a number of traditionally high enrollment GS classes [Psychology, Sociology, Speech] are not. Continued enrollment growth in Beckley will depend upon delivery of more program-specific classes rather than General Studies classes. These will also attract growing numbers of transfer students from the community colleges.
2. Interactive video classes from the main campus [we currently run 7 of these] become more attractive as we become more familiar with the technology – and more adept at academic quality control. Integration of online components [Blackboard] to traditional distance delivery continues to reveal additional expansion opportunities. A growing comfort level here seems to encourage faculty and permit greater expansion of this delivery mode to Beckley and sites beyond.

#### Adjunct Academy Orientation

Conducted February 1<sup>st</sup> on campus – follow-up meetings with New River and Bluefield State will precede a full Saturday of academic programming in March 2008.

Letters to scholarship donors were mailed in early January 2008. The letters provided the donor with a fund balance sheet as well as all fund activities, i.e. scholarship awards, contributions and earnings. A goal of the Development Office is to work closely with the Admissions Office and Divisions in an effort to distribute 100 percent of Foundation scholarships.

Obtaining financial support of University Point continues as the major goal of the Development Office. Direct mail appeals for support of University Point will continue to provide giving opportunities. The Associate Vice President will continue to contact foundations, major prospects, and community organizations in an effort to identify funds to move this project forward.

Attached are the financial monthly reports for the Development Office for the month of December 2007.



## Attachment 11a



### **Concord University Office of Development**

February 2008

The eighth Greenbrier Fund for Concord Dinner has been set for Saturday, April 5, 2008 in the Colonial Ballroom at The Greenbrier. Governor Joe Manchin III will serve as the event's speaker. The reception will begin at 6:30 p.m. with dinner to follow at 7:30 p.m. Invitations to the dinner will be mailed during the week of February 11, 2008.

The Donor Appreciation Banquet is scheduled on Monday, April 14, 2008. The Donor Appreciation Banquet is an annual event to recognize and honor donors who have established scholarships in support of Concord students. The banquet's highlights are speeches from donor and student scholarship recipients. The Concord University Foundation will honor the stellar service of Concord University President, Jerry L. Beasley at this year's banquet.

The Investment Committee has been exploring best strategies to maximize the Foundation's investment return. Ultimately, the goal is one of increasing investment return while maintaining long-held relationships with local banks. To this end, the Foundation has secured the services of Lancaster Pollard of Ohio to serve as chief investment officer for the Foundation. In a recent meeting with local bank managers, Ron Satterfield introduced Bill Courson, a principal partner with Lancaster Pollard and outlined the process for moving forward with accountability and reporting.

We previously reported that the Concord University Foundation received \$26,550 in tax credits for 2007-2008 through the Neighborhood Investment Program of the WV Development Office. The Development Office now reports that all tax credits assigned to the CU Foundation have been expended.

One hundred new band uniforms for the Concord University Marching Band have arrived. The purchase of new band uniforms was made possible through gifts from the Jean and Lawson Hamilton, Jr. Foundation and from alumna, Mrs. Evelyn Blake Lilly. The Concord University Marching Band will sport the new uniforms in upcoming parades, and during the 2008 football season.

The Development Office produced and mailed to all alumni and donors an "end of the year letter." The End of the Year Letter (EOY) provided donors with a variety of giving opportunities, including University Point.

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Attached are the financial monthly reports for the Development Office for the month of December 2007.



## Attachment 11b



## Attachment 12



### Concord University Finance and Facilities Administrative Report 17 February 2008

**Business & Finance** – The fiscal year 2007 GAAP audited financial statements are available. Mr. Chris Deweese of the CPA firm Suttle and Stalnaker will present the auditor’s report at this February’s meeting of the Concord University Board of Governors.

A material weakness in the internal control structure of the Concord University Research Corporation was noted by the auditors who felt there is insufficient segregation of duties with the executive director handling all day to day finance and accounting. Also the audit report noted the results of an internal audit conducted by the Concord business office in FY 06 that uncovered some purchasing and vendor irregularities and an employee’s misuse of the Pcard to purchase personal goods.

Budget reports for the first half of fiscal year 2008 are pretty much in line with expectations. Revenue is down somewhat due to the fall enrollment decline. This represents a decline of 85 full-time equivalent students for the fall semester, or (3.08%). The full-time equivalent student enrollment for the fall semester totaled 2,549 down 251 from the 2,800 needed to adequately fund University operations. Our institutional scholarship and fee waiver program leaves less than 2,000 of the 2,549 paying fees. This is a decline of 234 FTE or 8.9% over the past three years. A 1 % decline generally amounts to \$134,313 spread over all fund groups.

Athletic spending appears to be exceeding the available funding from the Athletic Fee due in part to the timing of the expenses. Athletic scholarships, paid from the operating funds, are exceeding the annual budget as of the end of the fall semester. The Athletic Director and the Controller have been working hard to resolve these issues.

The financial aid report for FY 07 indicates that students at Concord continue to pay less than half (48%) of the cost of attendance. Federal state and other grants cover 34%, Concord covers 15.5% and the foundation covers the remaining 2.5%

**Physical Plant** – Beads of elemental mercury were found in the Physics Lab and classroom area on the third floor of the science building. Environmental clean-up

companies have been contracted to clean and remove the mercury. While the building is closed, the facility will be upgraded and mercury will no longer be used in physics labs.

University Point: IKM, the architect for the chapel/alumni building, was given a \$3.2M project budget. They provided the design and engineering drawings for the Chapel/Alumni Center, but the construction bids for the project came back at about double the budgeted amount. Additional companies were asked to bid on the project and it has been sent out for bid a second time. Bids were due on Friday February 15<sup>th</sup>.

The potential Performance Contract proposal has been rewritten to conform to a similar project that was successful at WVU. It may be available in time for BOG review and possible Board approval at this February meeting. The new format will change the scope of the project to \$4.5M. Contract format details are being finalized to comply with the Attorney General's requirements.

Operating and Capital Improvement funds have been used to complete the cost of constructing the Rahall Technology Center. About \$197,000 is being held as retainage until problems on the final punch list are addressed.

**Dining** - A new dishwasher system and a new main oven have been installed in the cafeteria kitchen. Aramark has reimbursed Concord for the \$90,000 cost of replacing the original equipment that had been in service for over thirty years.

**Public Safety** - A dual siren system for emergency warning has been purchased and is being installed on campus.

**Bookstore** – The bookstore has launched a website where books and apparel can be purchased at <http://bookstore.concord.edu> or it can be linked from the main college website. The bookstore is continuing to add merchandise to the website, and Chris Smallwood's team is making needed progress on the bookstore's bottom line.



# Attachment 13

## Board of Governors – February 26, 2008 Student Affairs

### Housing and Residence Life

- Housing numbers – We are experiencing a significant increase in spring housing numbers (see Appendix A). At 930 the housing census is the strongest in at least five years, up 79 residents from last year at this time.
- Wellness Center Planning – Sprinkler system has been installed on time by the Brewer Company, awaiting smoke detectors to be installed by Simplex, which has taken more time than projected. Our planned February completion date has been moved to March (bids for equipment and flooring due March 7, 2008).
- Resident Assistants are making individual contacts with students on their floors, asking whether they have filed their FAFSA forms (required for the student to receive federal aid). We will follow up with those who have not filed.

### Career Services

- The on-line graduate survey has been closed. We had sixty-five (65) electronic responses and forty (40) paper responses. We will now contact faculty/staff on campus, get on Facebook and MySpace and do follow-up phone calls and/or e-mail to see if we can fill in some of the missing data.
- The semi-annual Grad Fair will be held for graduating students on February 18. The Grad Fair is an excellent example of what can be accomplished when different areas work as a team to provide services to our students. We have received positive feedback from our graduating students as to how the Grad Fair has helped minimize the confusion that sometimes surrounds the graduation process.
- Campus work initiative has provided assistance to students in finding campus employment but we continue to have a growing list of non-federal work study students seeking employment on campus. Career Services and Admissions will be meeting February 15 to develop specific strategies to facilitate expansion of this initiative.

### Athletics

- Emerging sports initiatives – Goals include recruiting students who would not have come to Concord but for the ability to try out for men's soccer or women's golf, and to augment campus life and learning in all we do. Working with Admissions we anticipate twenty five (25) new students for fall '08. On February 7-8, men's soccer hosted new students from nine different states who have an interest in attending Concord. The fall schedule for men's soccer has been completed in concert with women's soccer and the Conference schedule.
- Academics
  - 150 (49%) Student/Athletes Achieved 3.0 or Higher Fall Semester GPA
  - 70 (23%) Student/Athletes Achieved 3.5 or Higher Fall Semester GPA
  - 10 (3%) Student/Athletes Achieved 4.0 Fall Semester GPA
  - 61 (20%) Student/Athletes Maintain a 3.5 or Higher Accumulative GPA
  - 2.98 Student/Athlete GPA
  - February 23<sup>rd</sup> : Student/Athlete 3.0 Recognition at Basketball Game
  - April: Student/Athlete 3.5 Recognition Dinner
- Enrollment Management
  - January 18-19 - 2<sup>nd</sup> Annual Mountain Lion Golf Outing & Alumni Dinner hosted by Tom and Mercedes Joyce, Sanford, Florida
  - February 15-17 - Annual Yankee Alumni Chapter & Mountain Lion Club Gathering Hosted by Ron and Lee Keiser, Ocean City, Maryland
  - Establish Tony Colobro Scholarship (To Be Awarded Homecoming 2008)
  - Mountain Lion Club, Inc. Board of Directors Meeting March 14-15
- Achievement and Standings
  - Steve Cox – 300 Career Victories – February 23<sup>rd</sup> Game Ball Presentation
  - Cross Country Team – WVIAC Champions – February 23<sup>rd</sup> Recognition
  - Cheerleading Finished 6<sup>th</sup> In National Competition in Orlando, Florida
  - Women's Basketball Regionally Ranked in Top 10
- Development and Public Relations

- Service
  - 5<sup>th</sup> Annual *Girls and Women in Sports Day* – February 9<sup>th</sup>, Coordinated by Pat Hardin
  - 30+ K-6 Girls & 2 Brothers, 10 CU Sports Teams and Cheerleading Participated

#### **Disability Services**

- Typewell, a new service for our students who are deaf or hard of hearing, has been added. Typewell is a system for transcribing speech to text. It is an effective learning tool for deaf and hard of hearing people, as well as those with visual, physical or learning difficulties. Our transcriber, Jennie Mays, uses a laptop computer with the Typewell abbreviation software to transcribe meaning-for-meaning what is said in lectures and discussions. The deaf person reads the transcript in real-time from a second computer. He or she can also type questions and comments to the transcriber to be voiced, and can take notes right in the Typewell program on the second computer. In addition to communication access during class, Typewell transcribers usually provide notes for after-class study. We currently have two students who are deaf using this service.

#### **Multicultural Affairs**

- Black History Month – Exciting lineup of events: On Wednesday, February 13, 8 p.m., Student Center Subway stage, Melissa Waddy Thibodeaux will present The Resurrection of Harriet Tubman for Literacy. This one-woman presentation along with the Military Women Exhibit is brought to Concord by the Buffalo Soldiers National Museum and sponsored by the Student Activities Committee. On Sunday, February 17, 4 p.m., Stateroom, the 12th Annual Black History Month Celebration entitled When the People Could Fly: Celebrating a Rich Heritage featuring a dinner and performance will be presented by members of Concord's Black Student Union. On Thursday, February 28, 7 p.m., Stateroom, Martin Luther King Celebration. The winners of the writing competition will present excerpts from their essays. This event is sponsored by a grant from the Higher Education Policy Commission. On Monday, April 14, 1 p.m., Main Theatre Alexander Fine Arts Auditorium, Nikki Giovanni, world-renowned poet, writer, commentator, activist, and educator will speak. On Monday, April 14, 9 p.m., Student Center Subway stage, K.J. James, one of the country's most celebrated blues artists and one of the most beloved campus entertainers in the nation will perform. His credits include five consecutive NACA Campus Entertainer-Of-The-Year awards.

#### **Student Center/Student Programming**

- Student Programming hosted seven different events from late November through early February with approximately 475 attendees at the events. All events are available on the University calendar that may be accessed through the University's main web page.
- We again hosted the Salvation Army "Angel Christmas Tree" with students, faculty, and staff donating hundreds of gifts for over 100 needy children.
- Gameroom renovation is underway with new paint, a large flat screen TV, and Xbox 360 Game Station (bought with SGA funds). Other improvements are planned throughout the semester.
- On February 1, Architect Todd Boggess presented drawings of the picnic pavilion/gazebo project. The planning for this project began three years ago and was initially the SGA's senior gift to the school. Drawings can be found in Appendix C. The design was accepted by the SGA representatives. The final drawings and specifications should be ready to send out for bid by February 15 with the expectation that construction will start this spring.
- We are obtaining quotes for the bronze plaque for the Libby Alvis Dining Hall. The plaque will take approximately 7 weeks to make. We are planning a dedication in April.
- Sports equipment is now available for students to check out at the Carter Center. Various types of athletic balls and a ball cage were purchased using intramural funds. Students can check out the equipment from the student managers at the Carter Center.
- Intramural basketball is underway and has been extremely popular.
- Newly developed university-wide activity/event database, managed by the Student Center, is a record of all events and activities, athletics, fine arts, and housing. This centralized database will be used to create reports for the Higher Learning Commission's accreditation visit at the end of March.
- The Student Center Director has now created a sexual harassment training video that all faculty and staff will be able to view by either DVD or on-line.

#### **Student Retention**

- Fall to spring retention rates for the past two years are included in Appendix D. As of the 11<sup>th</sup> day our overall retention rate is 3.6% better than the previous year and 6.5% better for those students who have paid. Transfer schools and transfer reasons may be found in Appendix E.
- Retention plan, found in the December BOG Report, will be expanded to include a student success center.

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

- Concord enjoys one of the most engaged (if not the most engaged) student government associations in the state. The SGA has been tenaciously pursuing their stated goals for the year which include the aforementioned Gazebo project.
- Student life Policy revisions have been completed and the SGA is recommending changes and clarifications that will be included in the 2008-2010 republishing of the Student Handbook.
- Tuition and Fees – SGA President, Jessica Cook, represented Concord at the January 25, State Advisory Council of Students where the concern of potential tuition increase was voiced by SGA representatives. President Beasley invited the SGA Tuition and Fees Committee to his home to discuss the factors that influence tuition increases.

**Other Initiatives**

- Parent 101 class (similar content to UNIV 100) is being planned. This has resulted from a suggestion offered at our Parents Club meeting, fall 2007.
- External funding – Training expansion proposal funded, \$186,712; external funding for 2007/2008, thus far, totals approximately \$800,000.
- Campus wide service center update – Lauren Haysek, Bonner Student, is assisting in coordinating this initiative. Currently we are recruiting for VISTA positions to be filled in spring. The Bonner Foundation representatives will be on campus February 20-21 to continue to assist in the planning.

## *Appendix A*

### *Housing and Residence Life*

<b>Hall</b>	<b>Capacity</b>	<b>1/31/04</b>	<b>1/31/05</b>	<b>1/31/06</b>	<b>1/31/07</b>	<b>1/27/08</b>
Wooddell Hall	196	161	140	145	155	157
Wilson Hall	205	162	138	141	146	161
Sarvay Hall	81	49	35	38	43	58
South Tower	322	270	269	277	245	275
North Tower	322	277	268	269	262	285
College Courts	8	N/A	N/A	N/A	N/A	4
<b>TOTAL</b>	<b>1134</b>	<b>919</b>	<b>850</b>	<b>870</b>	<b>851</b>	<b>940</b>

## Appendix B

### Concord University Football Recent Signee(s) as of 2/11/08

Quick Quote: "Jacob is a welcome addition. He is an accomplished athlete on both sides of the ball. He is an aggressive player with a great motor!"

Name: Jacob North  
 Hometown/High School: Yorktown, VA/Grafton High School  
 Position/Height/Weight: Offensive Line/Defensive Line/6'1", 245  
 Honors: 2 X All-District Lineman ('06 & '07)  
 All-District Offense & Defense ('07)

### Concord University Football Recent Signee(s) as of 2/9/08

Quick Quote: "Brian is a fantastic capstone to our outstanding recruiting class. He is a dynamic player who will add another gear to our offense. He is a proven winner."

Name: Brian Kennedy  
 Hometown/High School: Centreville, VA/Westfield High School  
 Position/Height/Weight: Running Back/5'8", 175  
 Honors: 1<sup>st</sup> Team All-State, All-District, All-Region  
 Game Day Group AAA Player of the Year  
 2007 State Champions  
 10.6 Yards per Carry/26-1 Record ('06 & '07)  
 3 Interceptions/8 Sacks/2 Defensive TDs ('07)

### Concord University Football Signee(s) as of 2/7/08

The Concord University football coaching staff proudly announces the signing of the following student/athletes on the first permissible day for student/athletes to officially declare their college commitments:

*Alphabetical By Last Name, By Position*

#### Offensive Line

Quick Quote: "A big hole has been filled with the signing of these quality players. Everyone wants to talk about the glamour positions, but it is the men in the trenches that truly decide success and failure. Each of these offensive linemen are all-stars in their own right; as well as, men of excellent character."

Name: Andrew Baker  
 Hometown/High School: St. Augustine, FL/Pedro Menendez High School  
 Position/Height/Weight: 6'4", 295  
 Honors: All-District Center

Name: Adam Gum  
 Hometown/High School: Gap Mills, WV/James Monroe High School  
 Position/Height/Weight: 6'5", 275  
 Honors: State Runner-Up Team

Name: Ryan Haskins  
 Hometown/High School: Henderson, NC/Southern Vance High School  
 Position/Height/Weight: 6'/285  
 Honors: All-Area, All-Conference, Academic All-Conference

Name: Zack Pierce  
 Hometown/High School: Middleburg, FL/Fleming Island High School  
 Position/Height/Weight: 6'1", 310  
 Honors: All-County, Shrine Bowl All-Star Game

Name: Steven Sindad  
 Hometown/High School: St. Augustine, FL/Pedro Menendez High School  
 Position/Height/Weight: 6'6", 280  
 Honors: Florida North/South All-Star Game (Shrine Bowl)

#### Quarterbacks

Quick Quote: "We are very pleased to add two very capable and talented signal callers to our roster. Both are excellent game managers and very tough competitors."

Name: Stephen Hearons  
 Hometown/High School: Penney Farms, FL/Clay High School  
 Position/Height/Weight: 6'1", 195  
 Honors: Player of the Year

Name: Andrew Parker  
 Hometown/High School: Wapakoneta, OH/Wapakoneta High School  
 Position/Height/Weight: 6', 185  
 Honors: All-League Quarterback, All-District

#### Running Backs

Quick Quote: "Two fine football players that add power and speed to our backfield."

Name: Jeremy Pryor  
 Hometown/High School: Atlanta, GA/Meadow Creek High School  
 Position/Height/Weight: Fullback/5'9", 240

Name: Gary Roach  
 Hometown/High School: Nettie, WV/Nicholas County High School  
 Position/Height/Weight: 6', 208  
 Honors: 2 X All-State Running Back (1<sup>st</sup> 2006/2<sup>nd</sup> 2007)  
 1,600 Rushing Yards in 2007  
 State Track Qualifier in 100m & 200m

#### Tight Ends

Quick Quote: "These young men have the size, strength, and athleticism to follow in the tradition of outstanding tight ends at Concord."

Name: Sean Mawyer  
 Hometown/High School: Standardsville, VA/William Monroe High School  
 Position/Height/Weight: 6'4", 230  
 Honors: All-District Tight End, Honorable Mention All-State

Name: Justin Noles  
 Hometown/High School: Middleburg, FL/Fleming Island High School  
 Position/Height/Weight: 6'2", 220

Name: Thomas Stigall  
 Hometown/High School: Umatilla, FL/Pedro Menendez High School  
 Position/Height/Weight: 6'4", 250

#### Linebackers

Quick Quote: "This is the icing on the cake. Every one of these student/athletes can run and HIT! They are all difference makers."

Name: Phillip Countryman, Jr.  
 Hometown/High School: Jacksonville, FL/Englewood High School  
 Position/Height/Weight: 6', 205

Name: Zach Dudley  
 Hometown/High School: Oviedo, FL/Oviedo High School  
 Position/Height/Weight: 6', 205  
 Honors: All-Conference, 8 X Defensive Player of the Week

Name: Chris Holsopple  
 Hometown/High School: Hurricane, WV/Hurricane High School  
 Position/Height/Weight: 5'11", 227  
 Honors: All-Kanawha County, 2<sup>nd</sup> Team All-State  
 Putnam County Defensive Player of the Year  
 All-Time Leading Tackler at Hurricane HS with 406 Tackles

Name: Mike Patrick  
 Hometown/High School: Orange Park, FL/Fleming Island High School  
 Position/Height/Weight: 6', 190  
 Honors: All-County, Shrine Bowl All-Star Game

Name: Robert Stout, IV  
 Hometown/High School: Bristol, VA/Virginia High School  
 Position/Height/Weight: 6', 200  
 Honors: All-District, All-Region

Name: Chandler Tyree  
 Hometown/High School: Oxford, AL/Oxford High School  
 Position/Height/Weight: 5'10", 200  
 Honors: 3 X All-County, Honorable Mention All-State

Academic All-State, NE Alabama Pigskin All-Star Team  
Alabama-Mississippi All-Star Game

Defensive Backs

Quick Quote: "We have big shoes to fill with Ola Adams graduating. I think both of these young men have the potential to fit the "slipper."

Name: Colton Longden  
Hometown/High School: Green Cove Springs, FL/Fleming Island High School  
Position/Height/Weight: 6', 180  
Honors: All-County

Name: Daniel Woods  
Hometown/High School: Bristol, VA/Virginia High School  
Position/Height/Weight: 5'10", 175  
Honors: All-District, All-Region

Athlete

Quick Quote: "The crowning jewels of this recruiting class may be these talented athletes with the potential make an impact on either side of the ball. Each has proven to be a game changer. A couple have Hall of Fame potential!"

Name: Austin Black  
Hometown/High School: Jacksonville, FL/Englewood High School  
Position/Height/Weight: Tight End/Wide Receiver/Defensive Line/6'4", 240  
Honors: Florida North/South All-Star Game (Shrine Bowl)

Name: Kevrette Brown  
Hometown/High School: Norcross, GA/Meadow Creek High School  
Position/Height/Weight: Running Back/Defensive Back/5'8", 180

Name: Nathan Gregory  
Hometown/High School: Mt. Nebo, WV/Nicholas County High School  
Position/Height/Weight: Fullback/Linebacker/5'10", 230  
Honors: State Sack Leader, Class President

Name: Joe Greenway  
Hometown/High School: Roanoke, VA/Hidden Valley High School  
Position/Height/Weight: Running Back/Linebacker/5'11", 195  
Honors: All-District Running Back

Name: Thomas Mayo, Jr.  
Hometown/High School: Reston, VA/South Lakes High School  
Position/Height/Weight: Wide Receiver/Defensive Back/6'3", 175  
Honors: All-District Wide Receiver & Defensive Back

Name: Ethan Perry  
Hometown/High School: Bumpass, VA/Spotsylvania High School  
Position/Height/Weight: Running Back/Linebacker/6', 195  
Honors: All-District Running Back & Linebacker

Name: Corey Ware  
Hometown/High School: Buchanan, VA/James River High School  
Position/Height/Weight: Wide Receiver/Defensive Back/6'3", 195  
Honors: All-District, All-Region, All-State, Class President

Semester Transfers

Quick Quote: "We look for transfer student/athletes to fill a need and to make an immediate impact on the program. Each has already made a mark on the program in their own way."

Name: Eric Smith  
Hometown/High School: Kimball, WV/Mount View High School  
Position/Height/Weight: Linebacker/6'2", 225  
Honors: All-State 1<sup>st</sup> Team 2006, All-Four Season 1<sup>st</sup> Team 2006

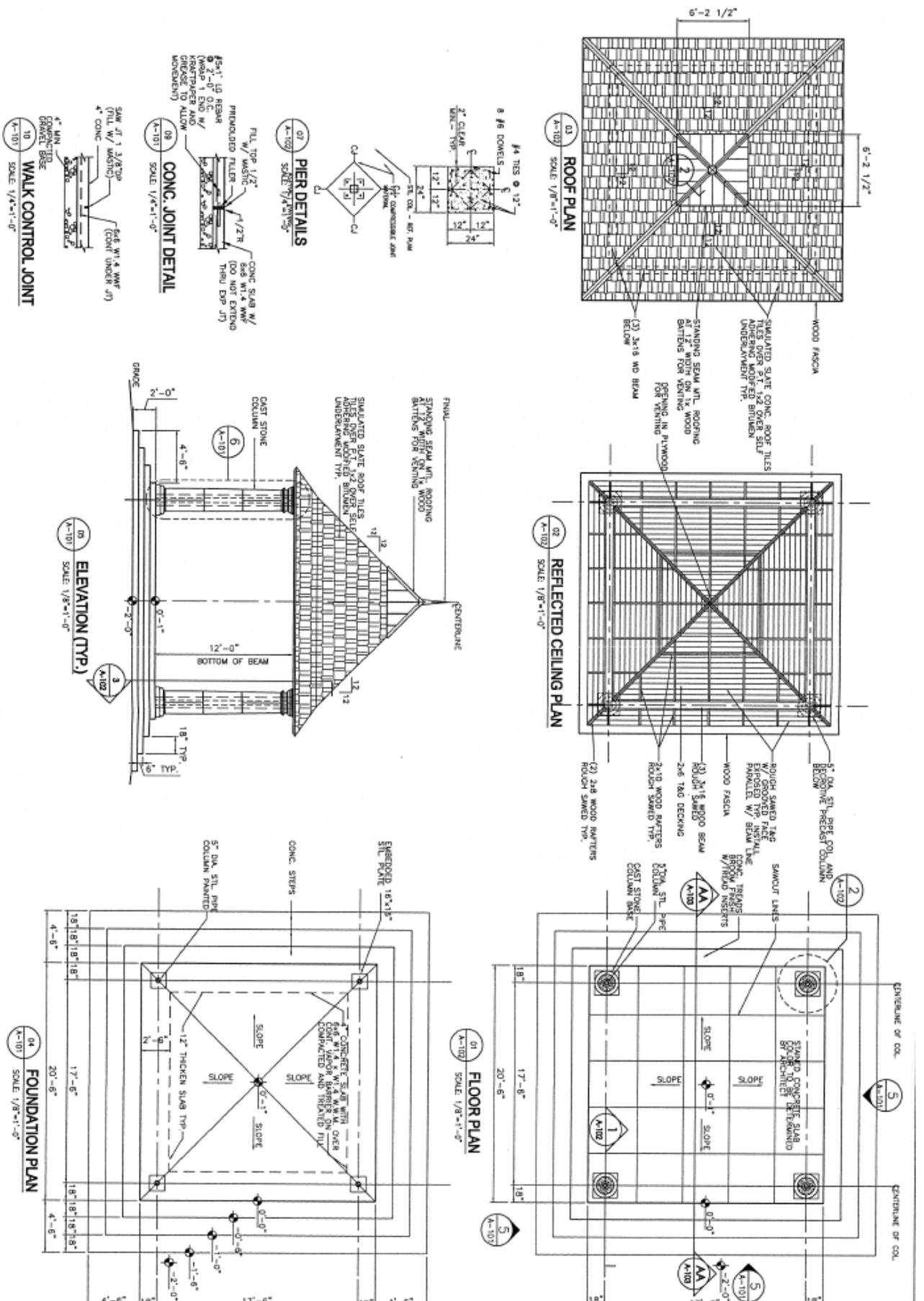
Name: Terence Clark, Jr.  
Hometown/High School: Triangle, VA/C.D. Hylton High School  
Position/Height/Weight: Defensive Back/5'10", 210  
Honors: 2<sup>nd</sup> Team All-District 2006

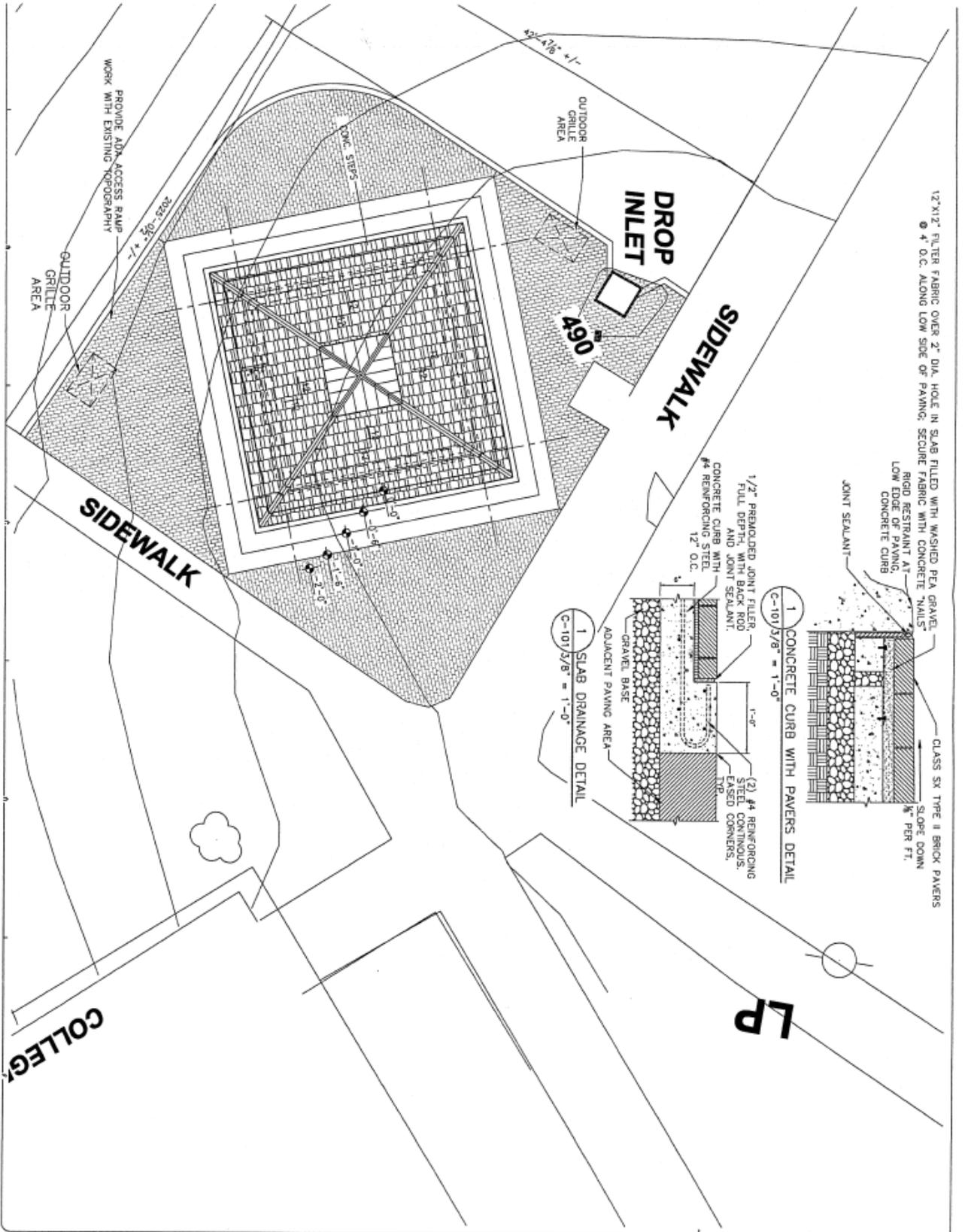
Name: Randon Nunez  
Hometown/High School: Truckee, CA/Santa Barbara College/Tahoe-Truckee HS  
Position/Height/Weight: Defensive Back/5'11", 195  
Honors: 2 X All-Conference (JC)

Name: Wesley Cannon  
State Defensive Player of the Year (HS)  
1<sup>st</sup> Team All-State (HS), All-Conference (HS)

Hometown/High School: Long Branch, NJ/Fork Union Academy/Long Branch HS  
Position/Height/Weight: Defensive Back/6'1", 208  
Honors: All-Shore (HS)  
Name: Don Bonahoom  
Hometown/High School: San Diego, CA/Mesa College/Eastlake HS  
Position/Height/Weight: Offensive Line/6'5", 305  
Honors: All-CIF (HS), All-Conference (JC)  
Name: James Wilson  
Hometown/High School: Los Angeles, CA/Glendale College  
Position/Height/Weight: Running Back/6'0", 215  
*List To Be Updated As New Commitments Are Submitted*

## Appendix C





<p>BBB ARCHITECTS      PRINCIPAL ARCHITECTS</p>	<p>PRELIMINARY      Not for      Construction</p>	<p>CONCORD UNIVERSITY      PROPOSED NEW GAZEBO</p>	<p>1. Owner's Description          2. Drawing Description          3. Drawing Description</p> <p>C-101 cd01</p>
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**Appendix D**

<b>Fall to Spring Retention</b>									
			<b>Spring 2008</b>						
	Registered	Paid	FF	Trans		Registered	# Reg.	Paid	# Paid
1st day	2298	1759	54	55	1st day	84.02%	437	64.31%	976
4th day	2336	1962	59	56	4th day	85.41%	399	71.74%	773
6th day	2355	2076	66	59	6th day	86.11%	380	75.90%	659
11th day	2401	2226	70	59	11th day	87.79%	334	81.39%	509
15th day	-	-	-	-	15th day	-	-	-	-
Total Registered For Previous Fall Ser			2735						
			<b>Spring 2007</b>						
	Registered	Paid	FF	Trans		Registered	# Reg.	Paid	# Paid
1st day	2302	1854	50	65	1st day	78.11%	645	62.91%	1093
4th day	2371	2050	53	65	4th day	80.45%	576	69.56%	897
6th day	2384	2070	54	66	6th day	80.90%	563	70.24%	877
11th day	2481	2207	70	67	11th day	84.19%	466	74.89%	740
15th day	2500	2335	71	69	15th day	84.83%	447	79.23%	612
Total Registered For Previous Fall Ser			2947						
			<b>Spring 2006</b>						
	Registered	Paid	FF	Trans		Registered	# Reg.	Paid	# Paid
1st day	2507	1824	38	69	1st day	83.15%	508	60.50%	1191
4th day	2544	2053	37	69	4th day	84.38%	471	68.09%	962
6th day	2556	2121	37	71	6th day	84.78%	459	70.35%	894
11th day	2568	2260	39	74	11th day	85.17%	447	74.96%	755
15th day	2582	2426	40	75	15th day	85.64%	433	80.46%	433
Total Registered For Previous Fall Ser			3015						
<b>Comparison</b>									
			<u>2008-2007</u>				<u>2007-2006</u>		
	Registered		Paid			Registered		Paid	
1st day	5.91%		1.40%		1st day	-5.04%		2.41%	
4th day	4.96%		2.17%		4th day	-3.92%		1.47%	
6th day	5.21%		5.66%		6th day	-3.88%		-0.11%	
11th day	3.60%		6.50%		11th day	-0.99%		-0.07%	
15th day	-		-		15th day	-0.81%		-1.23%	

**Appendix E****Students transferring from Concord for Spring 2008**

27 students transferred to the following schools:

<b><u>Number</u></b>	<b><u>School</u></b>
3	Mountain State
2	Jefferson Community
2	New River Community
2	West Virginia State
2	Wytheville Community
1	Bluefield State
1	West Virginia
1	Dabney St. Lancaster Community
1	Florida State
1	Glenville State
1	Gloucester County
1	Marshall
1	New Mexico Highland
1	Shepherd
1	Tide Water Community
1	University of the Cumberland
1	Virginia of Commonwealth
1	Virginia Western
1	West Liberty State
1	Western Michigan
1	West Virginia Tech

**Transfer Reasons:**

Major:	3	Nursing
	2	Rad. Tech.
	1	Engineering
	1	Phlebotomy
	1	Medical Assistant
	1	Personal Training Program
	1	Allied Medical

**Other:**

8	Closer to home
2	Concord boring/too small
2	Financial reasons
1	Football program
1	Closer to boyfriend
1	Sick family members

1 Decided against Athletic Training

## Attachment 14a

### 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 14b

LIST 1

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

**Outside**

1. Replace loose shingles on roof.
2. Repair 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. Recalk 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 trim, including porches, shutters, etc.
9. Back 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 caves 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.
18. 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.

Attachment 14c

ITEM	DESCRIPTION	REVISION	UNIT	COST	CONSUMPT	REMARKS	FUNDR.	NOTES	COMMENTS
1 FLOOR 1	RESIDENTS HALL								
2 FLOOR 2	REPAIR/REPLACE LIGHT FIXTURES		150						
3 FLOOR 3	REPAIR/REPLACE LIGHT FIXTURES		150						
4 FLOOR 4	REPAIR/REPLACE LIGHT FIXTURES		150						
5 FLOOR 5	REPAIR/REPLACE LIGHT FIXTURES		150						
6 FLOOR 6	REPAIR/REPLACE LIGHT FIXTURES		150						
7 FLOOR 7	REPAIR/REPLACE LIGHT FIXTURES		150						
8 FLOOR 8	REPAIR/REPLACE LIGHT FIXTURES		150						
9 FLOOR 9	REPAIR/REPLACE LIGHT FIXTURES		150						
10 FLOOR 10	REPAIR/REPLACE LIGHT FIXTURES		150						
11 FLOOR 11	REPAIR/REPLACE LIGHT FIXTURES		150						
12 FLOOR 12	REPAIR/REPLACE LIGHT FIXTURES		150						
13 FLOOR 13	REPAIR/REPLACE LIGHT FIXTURES		150						
14 FLOOR 14	REPAIR/REPLACE LIGHT FIXTURES		150						
15 FLOOR 15	REPAIR/REPLACE LIGHT FIXTURES		150						
16 FLOOR 16	REPAIR/REPLACE LIGHT FIXTURES		150						
17 FLOOR 17	REPAIR/REPLACE LIGHT FIXTURES		150						
18 FLOOR 18	REPAIR/REPLACE LIGHT FIXTURES		150						
19 FLOOR 19	REPAIR/REPLACE LIGHT FIXTURES		150						
20 FLOOR 20	REPAIR/REPLACE LIGHT FIXTURES		150						
21 FLOOR 21	REPAIR/REPLACE LIGHT FIXTURES		150						
22 FLOOR 22	REPAIR/REPLACE LIGHT FIXTURES		150						
23 FLOOR 23	REPAIR/REPLACE LIGHT FIXTURES		150						
24 FLOOR 24	REPAIR/REPLACE LIGHT FIXTURES		150						
25 FLOOR 25	REPAIR/REPLACE LIGHT FIXTURES		150						
26 FLOOR 26	REPAIR/REPLACE LIGHT FIXTURES		150						
27 FLOOR 27	REPAIR/REPLACE LIGHT FIXTURES		150						
28 FLOOR 28	REPAIR/REPLACE LIGHT FIXTURES		150						
29 FLOOR 29	REPAIR/REPLACE LIGHT FIXTURES		150						
30 FLOOR 30	REPAIR/REPLACE LIGHT FIXTURES		150						
31 FLOOR 31	REPAIR/REPLACE LIGHT FIXTURES		150						
32 FLOOR 32	REPAIR/REPLACE LIGHT FIXTURES		150						
33 FLOOR 33	REPAIR/REPLACE LIGHT FIXTURES		150						
34 FLOOR 34	REPAIR/REPLACE LIGHT FIXTURES		150						
35 FLOOR 35	REPAIR/REPLACE LIGHT FIXTURES		150						
36 FLOOR 36	REPAIR/REPLACE LIGHT FIXTURES		150						
37 FLOOR 37	REPAIR/REPLACE LIGHT FIXTURES		150						
38 FLOOR 38	REPAIR/REPLACE LIGHT FIXTURES		150						
39 FLOOR 39	REPAIR/REPLACE LIGHT FIXTURES		150						
40 FLOOR 40	REPAIR/REPLACE LIGHT FIXTURES		150						
41 FLOOR 41	REPAIR/REPLACE LIGHT FIXTURES		150						