

**Minutes**  
**Concord University Board of Governors**  
**December 9, 2004**  
**10:00 a.m.**  
**Teleconference Meeting**

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

A quorum being present, the meeting was called to order. Board members participating were: Mrs. Margaret Sayre, Chairperson; Dr. Charles Brichford, Faculty Representative; Mrs. Linda Martin, Classified Representative; Mr. James Miller, Secretary; Dr. Deborah Akers; Mr. J. Franklin Long; Mr. Wayne Meisel; Mr. R. T. "Ted" Rogers. Others participating: Dr. Jerry Beasley; Mr. D. J. Boland; Ms. Libby Cahill; Dr. Hugh Campbell; Mr. James Cannon; Mr. Michael Curry; Mr. Rick Dillon; Ms. Anita Lewis; Dr. Bill O'Brien; Dr. Dean Turner; and, Mr. Dennis Juran, Deloitte and Touche. Unable to participate: Mr. James Brown; Mr. Dan Dunmyer; and, Mr. Eugene Fife.

**2. Approval of Minutes**

Upon a motion by Mr. Rogers, seconded by Dr. Brichford, the minutes of the October 21, 2004 meeting were approved as mailed. Motion passed unanimously.

**3. President's Report**

Dr. Beasley updated the Board on the Appalachian Consortium that was undertaken with the presidents of UVA – Wise (Kaplan) and Glenville State College (Powell) respectively that would make it possible for smaller public institutions with similar interests to seek funds for projects that would not be feasible individually. Although Drs. Kaplan and Powell have moved on to other positions, Dr. Beasley intends to continue the work of the consortium, and has recruited Dr. Steve Rowe to assist with this ongoing project.

Dr. Beasley reported that Senator Byrd was successful in securing \$175,000 to begin planning for a regional education center at Camp Brookside. Mr. Ed Burdette, Dr. Roy Ramthun, Dr. Jack Sheffler, and Dr. Doug Machesney have agreed to assist with this project.

Dr. Beasley briefed the Board on the shared higher education facility in Beckley. Marshall, WVU – Tech, Bluefield State College, Southern West Virginia Community and Technical College, New River Community Technical College, and Concord University continue to work on a proposed list of baccalaureate, two-year programs, and graduate class offerings in Beckley. There has been discussion among all the institutions regarding the establishment of tuition and fees at the Beckley facility with the community colleges proposing a common tuition level (an average of the three community college's current charges). There has been some discussion about a reduction of tuition and fees at the shared facility, but Bluefield State,

Concord, WVU – Tech and Marshall agree that the respective Boards of Governors should retain the responsibility for setting tuition and fees (with the approval of the WVHEPC).

Dr. Beasley told the Board that the WV Higher Education Policy Commission is attempting to re-line fall enrollment numbers. The HEPC numbers tend to vary as the fall semester unfolds. For example, Concord's records indicate that the FTE enrollment is up three-tenths of a percent; the HEPC reports that FTE enrollment is down 1.4 percent. An institutional goal of the Compact, Dr. Beasley said, is to maintain an enrollment of 2800, and Concord is 40 under this goal. Since the HEPC uses individual enrollment figures to evaluate institutions, the admissions office continues to work hard to bring this figure up to 2800.

The HEPC, in accordance with SB653, and LOCEA are insisting that the University and this Board work toward policy adoption, Dr. Beasley reported. The HEPC provided a list of policies that need immediate attention, and that list will be shared with the Board. Among policies on the list is the salary policy, which continues to be a work in progress with special attention to the policy that is currently in place and to which the University adheres. The Board and University officers need to work toward consolidating current policies into new and improved versions. Additionally, the HEPC has proposed a “Financing Rule,” which must go the Legislature for approval. The proposed “Financing Rule”:

- 1) 1) would permit the HEPC to take fee money away from Concord University to allocate to other institutions;
- 2) 2) challenges Concord's current scholarship policy (Concord University spends more than the average public institution on institutionally funded scholarships, and there is a belief in Charleston that Concord spends too much in scholarships. If Concord University is not allowed to do this, the nature and mission of this institution will be jeopardized.)
- 3) 3) allocation of capital money at state level; capital expenditures should more accurately reflect student enrollment.  
(SB653 indicates that the principal purpose of the change is to meet needs of students, not institutions.)
- 4) 4) allows HEPC rather than Boards of Governors to approve institutional budgets.

Concord University registered objections to components of the proposed rule. The HEPC will meet on December 15 to discuss the proposed rule.

Dr. Beasley reported that Dr. Turner will draft a classified development policy, and will be working with the classified employees to accomplish this. Ms. Amy Pitzer has been working with Board Chairperson Sayre, Mr. Cannon, and Dr. Beasley to get more timely leave information, and the

Classified Employees continue to work with officers of the University to develop a “Classified Employees’ Handbook.”

Dr. Beasley told the Board that a good deal of his time now is spent completing the Concord Foundation's capital campaign.

**4. Audit Report from Deloitte and Touche (Dennis Juran)**

Mr. Dennis Juran from Deloitte and Touche discussed Concord's most recent audit, and stated that the University received an "unqualified opinion," which is the best possible opinion that can be conferred. Copies of the combined financial statements and additional information for the years ended June 30, 2004 and 2003, and independent auditors' reports were earlier distributed to Board members, and Mr. Juran reported to them on the highlights of the audit. Mr. Juran expressed his appreciation to Mr. Jim Cannon and Ms. Elizabeth Cahill for their very able assistance and full cooperation with Deloitte and Touche during the course of the audit. Additionally, the Board commended Mr. Cannon and his staff for achieving an excellent audit report. Dr. Beasley thanked Ms. Loretta Young and the Foundation Board of Directors for their spirit of cooperation during the audit process, and expressed his appreciation to the Business Office for continuing to work hard to achieve the "unqualified opinion" from the auditors.

Upon a motion by Dr. Brichford, seconded by Mr. Rogers, and unanimously approved, the Board voted to accept the audit.

**5. Academic Affairs**

Dr. Turner reported that fall commencement is scheduled Wednesday, December 15, 2004, and invited all members of the Board of Governors to attend.

The University is pursuing the possibility of offering a Masters of Social Work, Dr. Turner said. On-campus approval is needed, reviews by the Board of Governors, the HEPC and the North Central Association of Schools.

Concord has now submitted another master's program, Reading Content Specialization, which will be considered at the February meeting of the HEPC.

**6. Admissions and Financial Aid**

Mr. Curry reported on admissions activities ([see attachment 1](#)).

**7. Business and Finance**

Mr. Cannon presented a progress report on the Rahall Technology Center ([see attachment 2](#)). Mr. Cannon expressed concern to the Board that if construction costs continue to rise, there will be a need to curtail some of the funds earmarked to equip the Center. However, the architect is encouraged that the costs will come in fairly close to what the University had anticipated.

Mr. Cannon told the Board that a serious virus had attached to the network on campus, which affected the students in the residence halls and administrative offices. A solution has been worked out, and Computer Center Director, John Spencer, and

his staff will be installing an improved system during the Christmas break. The cost of the system is \$139,000.00. Mr. Cannon also emphasized that the technology support fee will need to be increased, and discussions about this imminent fee increase have been held with the officers of the Student Government Association who understand the need for the increase.

**8. Associate Vice President for Development**

Ms. Young reported on the capital campaign; the alumni center and interfaith chapel; and, the Entrepreneurial Studies Program (attachment available in the President's office). In response to a question from Dr. Brichford about development help with the Honors Programs, Ms. Young said that she has been working with Dr. Carol Manzione to identify funding sources.

**9. Concord Beckley Center**

Dr. O'Brien reported on the development of the higher education shared facility in Beckley. In a recent meeting, there was discussion about trying to coordinate the facilitation of admitting students, business office functions, financial aid, etc. by the various institutions participating in the shared facility.

Spring enrollment in Beckley tends to be higher than fall enrollment, and this is attributed to the number of non-traditional students that there are in Beckley, Dr. O'Brien said. Additionally, there is a good schedule of spring classes, and enrollment is projected to be good in Beckley.

**10. Student Affairs**

Mr. Dillon reported on a possible proposal for replacing the College Courts, and identified other residence hall needs ([see attachment 3](#)).

**11. Action Item**

**a. a. Approval of one percent salary increase, effective January 1, 2005**

Dr. Beasley recommended the Board's approval of a one percent salary increase, effective January 1, 2005 for faculty and non-classified staff.

Upon a motion by Mr. Rogers, seconded by Dr. Brichford, and passed unanimously, the Board passed the motion to approve the one percent increase for faculty and non-classified staff, and utilization of the one percent to bring 40 classified employees nearer the zero step.

**12. Executive Session**

Upon a motion by Mr. Rogers, seconded by Mr. Long, the Board voted to go into Executive Session.

Dr. Brichford asked that the record reflect his objection to going into Executive Session during a teleconference meeting.

Noting Dr. Brichford's objection, the Board adjourned to Executive Session.

**13. 1Return from Executive Session**

Mr. Rogers moved, seconded by Mr. Long, and passed unanimously that the Board return to the regular session of the Board meeting.

Mr. Long moved, seconded by Mr. Rogers that President Beasley's contract be renewed through June 30, 2007. Dr. Beasley will be paid \$140,000 annually. Additionally, \$15,000 of institutional scholarship money will be earmarked for scholarships in memory of Dr. and Mrs. Beasley's parents. The \$140,000 salary is effective January 1, 2005.

Motion carried. Mr. Meisel abstained from voting.

Upon a motion by Mr. Rogers, seconded by Dr. Brichford, and unanimously approved, the meeting adjourned.

Respectfully submitted,

Margaret J. Sayre, Chairperson

James L. Miller, Secretary

Attachments