



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

August 15, 2018
1:30 p.m.

Ike and Sue Morris' Residence
2888 US Hwy. 33 East, Glenville, WV

Glennville State College
Board of Governors Meeting
Schedule
2018-19

All Executive Committee meetings will be held at 11:00 a.m. in the President's Conference Room in the Administration Building. All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, unless otherwise noted. The Enrollment Management Committee meetings will begin at 10:00 a.m. and all other Committee meetings will begin at 11:00 am. Board meetings will begin at 12:30 p.m., with a noon luncheon prior to the meeting, unless otherwise noted as well.

Wednesday, August 1, 2018	Executive Committee
Monday, August 13, 2018 SPECIAL MEETING	Executive Committee
Wednesday, August 15, 2018 <i>* No committee meetings will be held.</i>	Board of Governors– 1:30 p.m. @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glennville, WV
Wednesday, September 26, 2018	Executive Committee
Wednesday, October 24, 2018	Board of Governors
Wednesday, November 14, 2018	Executive Committee
Wednesday, November 28, 2018	Board of Governors
Wednesday, January 23, 2019	Executive Committee
Wednesday, February 6, 2019	Board of Governors
Wednesday, April 3, 2019	Executive Committee
Wednesday, April 17, 2019	Board of Governors
Wednesday, May 29, 2019	Executive Committee
Wednesday, June 12, 2019	Board of Governors

**GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
AUGUST 15, 2018**

AGENDA

1. Call to Order
2. Swearing in of new Board member (*Student Representative*)
3. Establishment of a quorum
4. **Approval of Minutes for June 13, 2018** (*Action Item*)
5. Public Comment Period
6. Executive Committee
 - a. Report from Greg Smith, Chair
7. President's Report
8. Business and Finance Committee
 - a. **GSC Budget for FY2019** (*Action Item*)
9. Committee of the Whole
 - a. **Final Draft Policies 16, 17, and 32** (*Action Item*)
10. Announcements
 - a. Homecoming is scheduled for Saturday, October 13, 2018/GSC vs. West Liberty
11. Possible Executive Session Under the Authority of WV Code §6-9A-4(b)(2)(A)
12. Adjournment

**Glennville State College
Board of Governors Meeting
June 13, 2018
Waco Center, Hall of Fame Room
Glennville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Dr. William Deel
Mr. Mike Forbes
Mr. Stephen Gandee
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris
Mr. Larry Baker, Faculty Representative
Mr. Dustin Crutchfield, Staff Representative

Members Absent: Mr. Tim Butcher, Vice Chair
Mr. Mike Rust
Mr. J. Cameron Woods, Student Representative

Staff Present: Dr. Tracy L. Pellett, President
Mr. John Beckvold, Vice President for Business & Finance
Mr. Marty Carver, Vice President for Enrollment
Dr. Gary Morris, Associate Vice President for Academic Affairs
Mr. David Hutchison, Vice President for Advancement
Mr. Jason Phares, Information Technology Manager
Ms. Krystal Smith, Chief Human Resources Officer
Ms. Teresa Sterns, Executive Assistant to the President
Dr. Victor Vega, Provost & Vice President for Academic Affairs
Ms. Joy Wine, President's Office Administrative Secretary

Call to Order

Chairperson Greg Smith called the meeting to order at 11:19 am.

A quorum was established.

Approval of Minutes

SUE MORRIS MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2018 MEETING AS PRESENTED.
RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

President's Report

President Pellett provided a summary self-assessment to the Board for his role as President for the 2017-18 academic year along with a partial list of activities he has been engaged in since the last meeting. He reported the following:

- The College is at a net positive for first time in past four years. A three percent increase in enrollment was achieved this past year. The College is working to reduce tuition waiver discounting from forty percent of awarding in the past to ten percent awarding.
- Riverfront residence hall is under renovation and will benefit the College immensely by providing more student housing and enhancing the connection to downtown Glenville.
- The College is at risk as it has a Higher Learning Commission (HLC) focused visit and Council for the Accreditation of Educator Preparation (CAEP) visit coming up. The last HLC accreditation report indicated negative feedback which resulted in a required focus follow-up visit. An extension has been requested for the CAEP visit.
- The institution should realize the returns of the online program by this fall.
- The College bookstore has been transformed to an online store; however, there will be spirit shops located in the Mollohan Center and Waco Center for the purchase of sports regalia and other merchandise.
- The College has been communicating and collaborating with West Virginia school districts to offer associate degrees to graduating seniors.
- Tenure-track and non-tenure track positions have been distinguished to account for differences in scholarship expectations and workload.

Committee Reports

All committees provided reports during the joint committee meeting prior to the full Board meeting.

Business and Finance Committee

Rich Heffelfinger, Chair, reported the Committee recommends approval of the proposed action item.

SUE MORRIS MOVED TO APPROVE THE SPECIAL FEES SCHEDULE FOR THE FY2019 ACADEMIC YEAR AS PROPOSED. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Heffelfinger further reported the Committee reviewed the FY2019 budget provided during the joint committee meeting and recommends approval.

RICH HEFFELFINGER MOVED TO APPROVE THE BUDGET FOR THE FY2019 ACADEMIC YEAR AS PROPOSED IN THE JOINT COMMITTEE MEETING. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Student and Academic Affairs Committee

Dr. Gary Morris discussed the background information for the proposed action item.

President Pellett announced that the program reviews are due in May; however, an extension was requested due to the programs requiring external reviewers instead of college reviewers.

RICH HEFFELFINGER MOVED TO APPROVE THE PROGRAM REVIEWS FOR THE FOLLOWING PROGRAMS: BACHELOR OF ARTS IN MUSIC, BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCE, AND BACHELOR OF ARTS IN HISTORY/POLITICAL SCIENCE. LARRY BAKER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee of the Whole

Gary Morris and Krystal Smith discussed the rationales for amending and repealing the policies presented. Ms. Smith noted that changes in policies 16, 17, 19, 22, and 25C were a result of legislative changes and an enhanced staff handbook. Policy 16 was amended to reflect the Higher Education Policy Commission's new policy. Ms. Smith noted she met with faculty and staff several times regarding the policies.

A discussion ensued. Larry Baker and Dustin Crutchfield both signified that faculty and staff would like more time to review the policies.

The Board considered the following final draft policies:

GSC Personnel Policy 16 – *Classified Employees (Amend)*

GSC Personnel Policy 17 – *Annual Leave, Sick Leave, Military Leave and Other Leaves (Amend)*

GSC Personnel Policy 19 – *Staff Development (Amend)*

GSC Personnel Policy 22 – *Personnel Administration (Repeal)*

GSC Personnel Policy 25C – *Recruitment and Hiring (Repeal)*

GSC Academic Policy 27 – *Grade Point Average for Associate and Baccalaureate Degrees (Amend)*

GSC Academic Policy 32 – *Web-Based Courses (Amend)*

RICH HEFFELFINGER MOVED TO APPROVE THE PROPOSED BOARD FINAL DRAFT POLICIES FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD. SUE MORRIS SECONDED THE MOTION.

MOTION CARRIED WITH LARRY BAKER AND DUSTIN CRUTCHFIELD IN OPPOSITION.

RICH HEFFELFINGER MOVED TO APPROVE THE 2018-19 BOARD MEETING SCHEDULE AS PROPOSED BUT SUBJECT TO CHANGE. BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Sue Morris, Chairperson of the Nominating Committee, presented the 2018-19 slate of officers as:

- Greg Smith, Chair
- Timothy Butcher, Vice-Chair

Executive Committee

- Mr. Greg Smith, (*Chair*)
- Mr. Tim Butcher, (*Vice Chair*)
- Dr. Bill Deel, (*Chair, Student and Academic Affairs Committee*)
- Mr. Stephen Gandee, (*Chair, Enrollment Management Committee*)
- Mr. Richard Heffelfinger, (*Past Chair*)
- Mrs. Sue Morris, (*Past Chairperson*)
- Mr. Mike Rust (*Chair, Business and Finance Committee*)
- Dr. Tracy Pellett, Ex-officio

Business and Finance Committee

- Mr. Mike Rust, Chair
- Mr. Tim Butcher
- Mr. Richard Heffelfinger
- Mr. Greg Smith
- Dr. Tracy Pellett, Ex-officio
- Mr. John Beckvold, Ex-officio

Enrollment Management Committee

- Mr. Stephen Gandee, Chair
- Mr. Ralph Holder
- Mr. Justin Woods, Student Rep.
- Mr. Dustin Crutchfield, Staff Rep.
- Mr. Marty Carver, Ex-officio

Student and Academic Affairs Committee

- Mr. Bill Deel, Chair
- Mr. Mike Forbes
- Mrs. Sue Morris
- Mr. Larry Baker, Faculty Rep.
- Dr. Victor Vega, Ex-officio

Nominating Committee

- Mrs. Sue Morris, Chair
- Mr. Richard Heffelfinger
- Mr. Mike Forbes

SUE MORRIS MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS AND COMMITTEE ASSIGNMENTS FOR 2018-19 AS PRESENTED. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Smith made the following announcements:

- Glenville State College Board of Governors Meeting/Retreat will be held on August 15, 2018 at Ike and Sue Morris' residence.
- GSC Night at Appalachia Power Park listed on the agenda has been rescheduled to another time. David Hutchison will send the rescheduled date to all this week.
- Tour of upgraded facilities for Board directly following lunch.

Mr. Smith further announced his company is performing the construction renovation of Riverfront Residence and he filed it with the ethics commission.

Mr. Beckvold affirmed the College received three bids on the renovation project and the process was conducted legally.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 12:17 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

Submitted by: *Dr. Victor Vega, Provost and Vice President for Academic Affairs*

Highlights

1. **Grants –Gear UP** – \$250,000 Grant submitted and waiting for decision. This discretionary grant program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. GEAR UP provides six-year grants to states and partnerships to provide services at high-poverty middle and high schools. GEAR UP grantees serve an entire cohort of students beginning no later than the seventh grade and follow the cohort through high school. GEAR UP funds are also used to provide college scholarships to low-income students.
2. **Academic Success Center** – Construction of the new Academic Success Center is in full swing and new staff has been added to enhance the services to our students. Expected completion date is end of September.
3. **Online Degree Program Updates** –There are currently 42 registered for our online degree program.
4. **Hybrid Courses** – For the first time, we are offering hybrid courses. There are 58 courses offered in this format for the fall semester, most for the Bluegrass program. We expect to extend those to the whole campus for the spring 2018 semester to technologically enhance our offerings.
5. **Faculty and Staff Development** – For the first time we have offered professional development workshops to staff and a comprehensive list of faculty development workshops for faculty. (See attached program).
6. **Master Syllabus Template** – We have prepared a uniform syllabus template to be used in all courses. This will be beneficial in many fronts, particularly for the students and will help in accreditation efforts. See attached.
7. **Streamlining the Course Schedule** – By making a detailed analysis on the classes schedule, we have been able to make it more efficient and we have been able to go from a 50% filled capacity rate to almost 70% filled capacity rate in a month.
8. **Departmental Reorganization** – A proposal for a departmental reorganization has been submitted to Dr. Pellett, department chairs and the faculty senate. This reorganization will better serve the students and the college. The proposal will combine departments by discipline and will to go from nine departments to five.
9. **New Faculty and Staff** – We hired eight new faculty members and three staff members.
10. **Academic Forms Update** – We have been busy updating and preparing forms to be completed digitally. This will not only decrease the paper and toner use but will speed up the process for processing those forms.
11. **The Pioneer Academic Newsletter** – A biweekly newsletter focusing on faculty, staff, and student accomplishments, presentations, conference attendance, research, professional development opportunities, etc. will be distributed beginning in August.



Welcome Back Week Fall 2018

Schedule of Events

Monday, August 6	
8:30 am – 9:00 am	Continental Breakfast for Faculty and Staff <i>(Outside the Presidents Auditorium, Heflin Administration Building)</i>
9:00 am – 10:15 am	Fall Semester Opening (Campus-wide) <i>(Presidents Auditorium)</i> <ul style="list-style-type: none"> • New Faculty and Staff Introductions • President's Remarks
10:30 am – 11:30 am	Faculty and Staff Human Resources Updates <i>(Presidents Auditorium)</i> Mrs. Krystal Smith
11:30 am – 1:00 pm	Lunch on your own
1:00 pm – 2:15 pm	All Faculty Meeting <i>(Presidents Auditorium)</i>
2:30 pm – 4:00 pm	Academic Departments Meetings <i>(Various Departments)</i>

Tuesday, August 7	
8:30 am – 9:00 am	Continental Breakfast for Faculty and Staff <i>(Outside the Presidents Auditorium)</i>
9:00 am – 10:30 am	<i>All Staff Meeting (President's Auditorium)</i>
9:00 am – 12:00 pm	Blackboard Training Workshop (Mandatory for faculty) Computer Labs AB 309A, 309B

9:00 am - 9:30 am	Introduction of the new standard template <i>This is the new template all courses will be required to follow. All fall courses will roll out with this template.</i>
9:30 am – 9:50 am	Briefing on Quality Matters (QM) <i>The College joined QM in the summer of 2017. QM is a nonprofit organization comprised of staff from all over the United States who work together to support everyone’s quality assurance goals in online learning. The first course that a faculty member should take is called “Applying the Rubric”. This is an online asynchronous course that is two weeks in duration. Glenville State College pays the \$50 fee for the faculty who take this course with the assumption the faculty member will pass. Throughout the year several sessions are offered.</i>
9:50 am – 10:00 am	Break
10:00 am – 10:30 am	The Basics <i>Posting your syllabus including an example of a syllabus</i> Using The Gradebook <i>Using Rubrics</i>
10:30 am - 11:00 am	Best Practices <i>This session will walk the faculty through an example of a well-built online course. The course will meet QM objectives and student expectations.</i>
11:00 am – 12:00 pm	Course Copies <i>This session will instruct faculty how to roll their own course copies in Blackboard.</i>
12:00 pm – 1:00 pm	Lunch on your own
1:00 pm – 1:45 pm	Teacher Education Review Panel Meeting (<i>Louis Bennett Hall</i>)
2:00 pm – 3:30 pm	Department Chairs Meeting (<i>AB-213A</i>)
3:45 pm - 5:30 pm	Welcome Back Picnic for all Faculty and Staff (<i>Clark Hall Lawn</i>)

Wednesday, August 8	
9:00 am – 10:15 am	New Faculty Orientation (<i>AB-213A</i>) Faculty time to work on their offices
9:00 am – 3:00 pm	*Workshops & Professional Development for staff
10:30 am – 12:30 pm	*Workshops & Professional Development for faculty
12:30 pm – 1:30 pm	Lunch on your own
1:30 pm – 2:15 pm	HLC Assurance Committee presentation & workshop. Dr. Gary Morris (<i>SH-107</i>)
2:30 pm – 3:30 pm	Faculty Mentor and Mentees meeting (<i>MCCC-319</i>)

Faculty Professional Development Workshops

Wednesday, August 8

10:30 am – 11:30 am

MCCC 315A (Featured Lecture)

1. Helping Smart People Do Great Things: Practical Strategies for Faculty Leadership

Dr. Tanya Cofer, Associate Professor of Mathematics and Chair, Department of Mathematics College of Coastal Georgia.

SH 107

2. Assessment: Best Practices, advice and tips to a successful assessment of your courses and programs.

Dr. Melody Wise will Facilitate this important workshop strongly recommended to all faculty.

AB 308

3. Smartboard Training:

The many used and how to for the new Smartboard systems. Strongly recommended for faculty. Facilitated by *Eric Marks*.

AB 309A Computer Lab

4. Blackboard Training:

Hands on training on how to use the Gradebook, posting syllabus and other documents and how to copy your course. This workshop is strongly recommended for all faculty. Facilitated by *Ms. Robin Cottrill*.

AB 309B Computer Lab

5. Panopto software to improve your course and students' achievement in an online environment. Facilitated by *Ms. Leslie Ward*.

Faculty Professional Development Workshops

Wednesday, August 8

11:30 am – 12:30 pm

MCCC-315A (Featured Lecture)

1. **Helping Smart People Do Great Things: Practical Strategies for Faculty Leadership**

Dr. Tanya Cofer, Associate Professor of Mathematics and Chair, Department of Mathematics College of Coastal Georgia.

SH 107

2. **Share Drive**, Documents and Master Syllabi for Faculty. Facilitated by *Dr. Victor Vega*.

AB 308

3. **Smartboard Training:**

The many uses and how to for the new Smartboard systems. Strongly recommended for faculty. Facilitated by *Eric Marks*.

AB 309A Computer Lab

4. **Blackboard Training:**

Hands on training on how to use the Gradebook, posting syllabus and other documents and how to copy your course. This workshop is strongly recommended for all faculty. Facilitated by *Ms. Robin Cottrill*.

Staff Professional Development Workshops

Wednesday, August 8

AB 309A Computer Lab

1. **9:00 am - 10:30 am**

Banner 9 Navigation Training

Strongly recommended for all staff working with students and enrollment. An overview of the new Banner System. Facilitated by *WVNet*.

AB 309B Computer Lab

2. **9:00 am - 11:00 am**

Microsoft Office 365, OneDrive, Share Point, Calendar and Groups

Overview on the features of Microsoft Office to enhance productivity. Facilitated by *Eric Marks*.

AB 309A Computer Lab

3. **1:00 pm - 2:30 pm**

Banner 9 Navigation Training

Strongly recommended for all staff working with students and enrollment. An overview of the new Banner System. Facilitated by *WVNet*.

AB 309B Computer Lab

4. **1:00 pm - 3:00 pm**

Microsoft Office 365, OneDrive, Share Point, Calendar and Groups

Overview on the features of Microsoft Office to enhance productivity. Facilitated by *Eric Marks*.

Thursday, August 9 (Move-in Day)

7:00 am – 4:00 pm

- ✓ Volunteers to assist students to move-in to residence halls
- ✓ Faculty assist new and returning students with advising and registration in their offices

Friday, August 10

8:30 am – 10:30 am

- ✓ Volunteers to assist students to move-in to residence halls

10:30 am – 11:30 am

- ✓ Academic Connections (Students meet and greet faculty at their offices)

11:30 am – 1:00 pm

- ✓ Staff/Faculty Meet & Greet Picnic
Clark Hall Lawn

2:00 pm – 3:00 pm

- ✓ **Fall Convocation Ceremony.** Faculty to attend in Full Regalia.
Fine Arts Building - Auditorium

Important Dates:

- *Fall classes begin Monday, August 13 at 8:00 am*
- *Updated CV, Course syllabi, faculty class schedules, and office hours are due by Friday, August 17.*



Insert Course Number and Name

Insert Semester and Year

Insert CRN, meeting Days and Times

Course Format:

State whether it is face-to-face, online, or hybrid.

INSTRUCTOR INFORMATION

Instructor: Insert Name

Title: Insert job title (e.g., Assistant Professor of Mathematics)

Office: Insert office location here (if part-time, put part-time office).

Phone: Insert office phone (and, if applicable, other numbers)

Office Hours: Standard amount is 10 hours a week for Lecturer or 8 hours a week for Tenure-Track- be sure to include - or by appointment.

E-mail: Insert your Glenville State College email

Expected Response Time:

Other pertinent information may be added, such as:

Fax number, Personal Website, Blackboard email

COURSE DESCRIPTION

Catalog Description:

Insert the number of credit hours, any prerequisites, and the course description as stated in the GSC course catalog here.

Course Objectives/Learning Outcomes:

Insert the course learning outcomes agreed upon by your school/department

General Education Outcomes:

In addition to the course learning outcomes, this course will also address these College general education outcomes and competencies:

1. Students will demonstrate effective written and oral communication skills.
2. Students will demonstrate the ability to think critically and analytically and to formulate informed, reasoned opinions.
3. Students will demonstrate a logical approach to solving mathematical problems.
4. Students will logically apply scientific concepts and methods.
5. Students will respond critically and aesthetically to literary and artistic works.
6. Students will demonstrate an understanding of cultural diversity and societal processes in current and historical contexts.
7. Students will demonstrate proficiency in use of technology.

The general education outcomes section should only be included for courses that satisfy general education requirements. The latest outcomes are available at http://www.glenville.edu/docs/catalog-gen_ed_bacc.pdf.

Glenville State College Mission Statement

“Glenville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.”

NATIONAL STANDARDS

(As applicable, the instructor should make specific reference to the national curriculum guidelines of the appropriate professional association. How does this course address these curricular standards? This will be useful to students, colleagues, and program reviewers.)

DISTANCE LEARNING (ONLINE) REQUIREMENTS

(If applicable) This section should only be included for hybrid or online classes.

Overview of Online Course Activities: *What online activities will students be expected to complete?*

Online Communication Guidelines: *How should students communicate with you?*

Technical Requirements: *What hardware/software will they need (e.g., webcam)?*

Course Access and Navigation: *Is everything on Blackboard? Are there other websites they need?*

Distance Learning Student Resources: *What resources are available?*

Server Unavailability or Other Technical Difficulties: *What should they do?*

Technical Support Information:

- Contact the Office of Technology for support with Blackboard, passwords, email, EdNet, and campus systems by calling 304.462.6449 or emailing robin.cottrill@glenville.edu
- Online support for Blackboard including live chat with a support person is available M-F 8:00 am to 4:00 pm at <https://ilearn-gsc.wvnet.edu/>

Privacy Policy: Note that Glenville State College complies with the HLC policies regarding distance education including those related to student authentication. Each student enrolled in a distance education course is assigned a secure login and password and must use this to register for and access the distance education course. Specific course and student information is not available to any outside users. For security purposes, GSC requires a password change every 6 months.

COURSE REQUIREMENTS

Text(s):

| Insert Text Information if applicable |

Other Materials: *List required or recommended materials here.*

Methods of Evaluation: *Examples: Class participation/discussions, Research project, Quizzes on assigned reading material, Project, Exams and Final exam. This section should include the weighting of each component.*

Method of Evaluation	Weight or Points Possible
1. Type in each form of evaluation	Type in the weight percentage or points possible for each.

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Grading Scale:*Standard Grading Scale:*

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 00-59

Schedule of Course Assignments:

Major Assignments/Exams	Due Date
1. Type in each form of evaluation	Include dates of examinations and the due dates of any written assignments.**

Weekly Schedule of Reading and other Assignments:

Week	Dates	Assignment
1	8/13 – 17	Enter the week’s assignments here.
2	8/20 – 24	Enter the week’s assignments here.
3	8/27 – 31	Enter the week’s assignments here.
4	9/3 – 7	Enter the week’s assignments here.
5	9/10 – 14	Enter the week’s assignments here.
6	9/17 – 21	Enter the week’s assignments here.
7	9/24 – 28	Enter the week’s assignments here.
8	10/1 – 5	Enter the week’s assignments here.
9	10/8 – 12	Enter the week’s assignments here.
10	10/15 – 19	Enter the week’s assignments here.
11	10/22 – 26	Enter the week’s assignments here.
12	10/29 – 11/2	Enter the week’s assignments here.
13	11/5 – 9	Enter the week’s assignments here.
14	11/12 – 16	Enter the week’s assignments here.
15	11/26 – 30	Enter the week’s assignments here.

[**Note: Course assignments during the first four weeks of the term should provide the instructor with sufficient information on student performance for assigning four week grades.]

Make-Up Work Course Policy:

Insert your policy for making up work.

Attendance Course Policy:

Insert your own attendance policy. If your department has one, it should also be inserted. State College policy or instructor-specific policy approved by the Department Chair and the Provost and Vice President for Academic Affairs. Will class attendance be considered in the assigning of

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course grades?*

***Note:** Faculty are expected to report excessive absences to the Office of the Registrar on a regular basis.

Academic Integrity:

(Instructors should include statements of their expectations regarding cheating on exams, plagiarism, unauthorized assistance on homework assignments, and disruptive behavior in the classroom. In this regard, instructors may wish to reference the College's Oath of Academic Excellence.) For more detailed information, visit http://www.glenville.edu/docs/catalog_policies_degree_reqs.pdf.

ADA Students Statement:

(The following statement must appear in all syllabi.) "It is the policy of Glenville State College to provide reasonable accommodations for qualified individuals with documented disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations with regard to affording equal educational opportunities. It is the student's responsibility to provide documentation of a disability to the Academic Success Center located on the third floor of the Robert F. Kidd Library. The staff will assist students and faculty in arranging appropriate accommodations. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990."

Other pertinent information may be added, such as:

Class decorum, Teaching methods, Class structure, Tips on doing well in the course, any specific requirements for your course not already listed (e.g., attending I sessions)

Course Evaluations: Course evaluations are completed by the student during the specified time period before final exams.

College-wide Policies: All college policies are in effect during this course. For relevant policies and procedures to the classroom, please visit <http://www.glenville.edu/academics/catalog.php>

Reserve Clause: The instructor reserves the right to revise, alter, or amend this syllabus as necessary. Students will be notified in writing / email of any such changes.

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Submitted by: *Marty Carver, Vice President of Enrollment Management*

Highlights/Challenges

Highlights

1. **EAB:** We are in the final stages of setting up the data flow between the new EAB system and our enrollment system. When completed, we will send EAB all of our purchased names and non-responsive inquiries for fall 2019. EAB will then process these names through their extensive marketing system that encourages the students to apply and turn in key documents required for acceptance. Daily updates will automatically be imported and exported to and from our systems and the EAB system.
2. **Online Program Recruitment:** We have begun recruitment for our new online program. As of 8/8/2018 we have 71 Inquiries, 66 Applications, 48 Accepted, and 42 Registered for Fall 2018.
3. **Fall 2018 Enrollment Projection:** The new student enrollment numbers are holding strong at this point for traditional recruitment. We are up 11.4% in Inquiries, 14.8% in Applicants, 6.6% in Admitted, and 16.2% in Registered students compared to the past three year average. Overall, we are projecting a slight increase (.46% or 3 students) in Current/Returning Students. We are projecting a 10.84% (36 students) increase in First-time Freshmen and an 8.28% (8 students) decrease in Transfer students for an overall increase in new student enrollment of 6.38%. See attached Total Enrollment Projection (Fall 2018) Report.
4. **Action/Recruitment Plans:** The Spring, Summer, and Fall 2019 Action/Recruitment Plans have been finalized. We are tripling the number of face to face recruiting events, more than doubling the number of high school visits to VIP and/or Primary Markets, and making the Kanawha Valley a focus for future growth.

Challenges

1. **Event Scheduling:** Due to the increased number of face to face recruiting events we will need to make sure we have the staffing to plan, communicate, and execute successful events.

Submitted by: *John B. Beckvold, Vice President of Business and Finance*

Highlight/Challenges

Highlights

1. The College will be showing at least \$500K positive operating result for the fiscal year.
2. **Balanced budget** presented to Finance Committee and approved by Board (even though not on agenda) on June 13, 2018.
3. Hired Director of facilities, Noah Balser, HVAC expert and engineer by training. Improvements in quality and responsiveness of facilities staff already evident.
4. First 20 rooms at Riverfront residence ready for students 8/8/18. Remainder ready in another 3-4 weeks.
5. Third floor of library transforming to become Academic Success Center. Scheduled for completion in September 2018.
6. In compliance with State mandated Fleet vehicle regulations. Introducing on-line vehicle scheduling system which should reduce vehicle count by several due to more efficient scheduling.
7. DMAPS Contract renewal discussions have begun with new Assistant Warden responsible for all Department of Corrections training in WV.

Challenges

1. Navigation of the complexity of the WV state accounting system in order to provide meaningful, timely financial reporting for management and the Board.
2. Executing timely monthly and quarterly financial reporting to all levels of leadership on campus.
3. Providing student residence facilities for fall 2018 in response to enrollment demands.
4. There is a need to continue to upgrade the quality of Faculty/Staff housing units while achieving near 100% occupancy.

Submitted by: *Larry R. Baker, Faculty Representative*

Highlights/Challenges

Highlights ACF - Advisory Council of Faculty

The Advisory Council of Faculty (ACF) has held its annual three-day retreat in Blackwater Falls State Park on July 13-15, 2018. Below are the highlights of the retreat.

1) The West Virginia Higher Education Policy Commission has suspended its search for a new chancellor without elaborating on the grounds for its decision. The President of WVU Tech, Dr. Carolyn Long, will serve as interim chancellor and the current Chancellor of HEPC, Dr. Paul Hill, is being appointed advisor to the interim chancellor. This development took the ACF and many higher-education watchers by surprise, as the search for a new Chancellor had barely started this summer. Bruce Walker, who had served as the HEPC's General Counsel since 1991, submitted his resignation shortly after the announcement was made.

2) On July 2, 2018, Governor Jim Justice signed an executive order creating a Blue Ribbon Commission to "review, study, and assess the current state of four-year Higher Education institutions in West Virginia." The creation of this Commission augments the uncertainty surrounding the impending higher-education reforms, especially that it will be co-chaired by Dr. E. Gordon Gee, (WVU President), Dr. Jerome Gilbert (Marshall University President), and Dr. Kendra Boggess (Concord University President). The Governor has instructed the three co-chairs to consider "every possible solution" to improve the stability, performance, and economic structure of the higher education system in West Virginia. Any proposed changes, however, must first be approved by the state legislature before they go into effect. It should be noted that while the Commission is still being formed, no faculty/ACF member has yet been appointed to serve on it.

3) The ACF invited 18 legislators to speak at the retreat about trends and issue affecting higher education in the state, but none of them was able to attend. This unusual non-appearance of all the invited guests could be attributed to a reluctance to discuss a policy area that is currently undergoing significant transformation. Apart from waiting to see what the Blue Ribbon Commission recommends, legislators were also preoccupied with investigating the possible impeachment of one or more state Supreme Court justices.

4) Three HEPC officials accepted the ACF's invitations and gave three separate presentations at the retreat: Mr. Matt Turner, Executive Vice Chancellor for Administration; Dr. Chris Treadway, Senior Director of Research and Policy; and Dr. Corley Dennison, Vice Chancellor for Academic Affairs. Mr. Matt Turner expressed optimism about the fiscal outlook for higher education, noting that the state budget looks healthier than it has in a number of years. He was pleased to report that the HERA funds replacement is now part of the governor's base budget rather than an improvement request. This makes it fairly secure, even if staff changes occur or the governor leaves office, unless sharp cuts are made in state expenditures. He believes that the "free community college" bill will probably be reintroduced next year, given the level of public support it enjoyed.

Dr. Chris Treadway gave a detailed overview of the new higher education funding model that have been described at length in previous ACF reports and by President Pellett. He said that the committee he headed was tasked with developing a model that would be transparent, straightforward, and cognizant of variations in both institutional missions and student populations. He believes that the final product meets these requirements because it is student-centered and is easy to understand and follow. It also rewards institutional success in terms of retention rates and degree completion. This is a significant improvement over the current funding system that arbitrarily creates winners and losers among higher-

education institutions. The disruptive impact of the new model will be mitigated by the “hold-harmless” provision, which protects institutions from funding loss for three consecutive years. The presentation is available online and can be downloaded at:

www.wvhepc.edu/wp-content/uploads/2018/03/FundingModelPresentation.pdf

Dr. Corley Dennison stated there is reason to celebrate because the pass rates for college math and English are up and more students have graduated this year with post-secondary degrees than ever reported in West Virginia. **However, higher learning institutions need to brace and plan for change because the projected decline in the state’s youth population and high school graduation will translate into lower enrollment and a reduced demand for degree programs.** Responsive strategies may include offering certificate programs and professional training courses, reaching out to “non-completers” in the institution’s geographic area, identifying high-risk students in order to provide appropriate interventions, training professional advisors to help non-traditional students navigate the complexities of college admission and completion, attracting more out-of-state, international, and transfer students, and keeping tuition and textbook costs within reach for students. With that said, institutions should guard against diluting their academic standards in order to achieve better numerical results.

5) The ACF will focus on the following key issues in the 2018-2019 academic year:

- i. Supply a steady stream of revenue for the higher education of WV students
- ii. Fund PEIA to meet the growing needs of WV public employees for affordable and accessible healthcare
- iii. Support the critical work of the HEPC and CCTCE to ensure transparency and oversight at colleges and universities in administering higher education
- iv. Include faculty in planning and decision making processes that affect higher education
- v. Preserve the autonomy of Boards of Governors to regulate safety and security of the campus community
- vi. Promote ethical behavior and due process

6) At the end of the retreat, the ACF elected its officers for the next academic year. Five ACF members have been elected for a one-year term to the following offices:

- ACF Chair – Marybeth Beller (Marshall University)
- ACF Vice Chair – Amy Cunningham (Pierpont CTC)
- Legislative Liaison – Harry Baxter (Fairmont State University)
- Secretary and Treasurer – Max Guirguis (Shepherd University)
- Webmaster – Mike Ditchen (Bridge Valley CTC)

Challenges **ACF** - *Advisory Council of Faculty*

Marybeth Beller's first order of business as new ACF chair was to ensure that the faculty have a voice on the Blue Ribbon Commission. Immediately after the retreat, she sent a letter to Governor Jim Justice expressing concern that the Commission includes no faculty, and requesting that members from the ACF be added to participate as voting members of the Blue Ribbon Commission.

Highlights/Challenges

Highlights **Faculty Senate**

(Emergency Meeting June 21, 2018 POLICY information sent to Presidents office under the 30-day review process)

The comments on policy changes from faculty senate and responses from administration were e-mailed to BOG members on 08/01/2018 by Teresa Sterns. The faculty senate will be pleased that all but one of the suggested changes were adopted by administration. The one suggested policy change, not adopted by administration, was explained in detail and I foresee no issues at this time. Faculty Senate, HR, and administration working together to ensure a quality final product was a constructive process for all involved.

Submitted by: *David Hutchison, Interim Vice President for Advancement & Executive Director Foundation*

College Advancement

Current Initiatives:

Living and Learning Campaign

- Riverfront Residence Student Housing – former Conrad Motel
- Academic Success Center – 3rd floor of Robert K. Library
- Student Activities Lounge – *MCCC Bookstore Space
- Pioneer Village Revitalization – 10 Halls
- Scholarships – Need, Merit, Academic Program, Athletic and Club

Summer Events:

- Old friends of the 60's Reunion
- Coalton Days
- WV Power Park – July 16th
- Tim Carney Golf Tribute – August 4th
- Mid-Ohio Valley Alumni Picnic – August 5th
- Lewis County Alumni Gathering – August 8th

Alumni Relations:

- Debbie Nagy retiring after 45 years
- Forestry 50 year alumni celebration on August 25th.
- Hall of Fame – September 29th
- Homecoming – October 13th

Donated Estates in progress

- The Darrell Woofter Estate Scholarship Fund – should receive final payment this fall.
- The Bill Bennett Estate – in progress with Butcher and Butcher.
- Paul Graves Darnall – Brother of Dr. Joe Barton Darnall – former professor at GSC - should start receiving some payments in early summer.
- Vesta A. Hrnciar – established in 2009, updated May 2018.
- Margaret Glenn – passed away July 1st

Current Foundation Grants in progress

- Erickson Foundation – monies towards Academic Success Center
- Benedum Foundation – Health initiative or Nursing
- Alumni House – Historical Registry State Development Grant

New Scholarships in Progress

- Smokey Mathews '66 – memory of his son
- Wes Bargaloh '62 – memory of his late wife
- Mark Downey '66 – memory of his father
- Dave Freshwater – Roane County graduates

Other

- Annual Audit – Suttle & Stalnaker – August 8th

New Fundraising Initiatives upcoming this year:

- Living & Learning Campaign
- Crowdfunding Campaign
 - Athletics
 - Fine Arts
 - Academic Departments
 - Scholarships
- Hall of Fame
- Preserving Lives
- Planned Giving
 - End of the Year Campaign
 - 70+ IRA
- President’s Circle
- Founders Day – Day of Giving

The tables below recap the activities for the period 09/12/2017 through 4/2/2017:

	Fiscal Year Through 6/30/2018		Fiscal Year Through 8/7/2018	
Donor Level	# Deposits	Total \$	# Deposits	Total \$
< \$100	471	\$17,392.68	15	\$480.30
\$100 – 499	738	\$78,524.41	53	\$7,639.77
\$500 – 999	188	\$47,264.24	6	\$2,840.33
\$1,000 – 2,499	119	\$65,838.05	33	\$12,339.06
\$2,500 – 4,999	38	\$45,472.30	1	\$4,500.00
\$5,000 – 9999	79	\$151,017.47	8	\$11,157.26
\$10,000 – 24,999	44	\$163,323.25		
\$25,000 – 99,999	126	\$346,525.09	2	\$28,266.66
100,000 – 999,999	504	\$484,481.10		
1,000,000 +	20	\$1,339,741.00		
Totals	2327	\$2,739,579.59	118	\$67,223.38

The following table denotes deposits by category for the fiscal year:

2017-2018	# Donors	Total \$
Repeat	122	\$62,290.21
Increased	192	\$2,325,779.30
New	461	\$108,435.67
Recovered	289	\$215,370.18
Decreased	54	\$27,704.23
	1118	\$2,739,579.59

Submitted by: *Dustin Crutchfield, Classified Staff Council Representative to the Board*

Highlights/Challenges

- Highlights:

Compiled comments/feedback regarding proposed changes to the BOG Personnel Policy
Received comments from several staff members; summarized the comments with recommendations and submitted to the Board

Met with Classified Staff Council representatives from the Secretarial/Clerical EEO Category to discuss options, issues, and ideas as we move forward with plans to consolidate academic departments

Developed two propositions for merging with the goal of equity among the department chair/secretary-to-faculty ratio in each consolidated department; also discussed options for reassigning the displaced secretaries

Discussed options for Professional Development opportunities for members of staff
Several opportunities will be available in the form of trainings taking place during Welcome Week before the fall semester begins; others are being considered

Discussed several goals for the upcoming year during the June Classified Staff Council including plans to invite local lawmakers to campus, working to improve employee retention and morale, and shaping and establishing a new 'Staff Council' for non-faculty employees

- Challenges:

Helping to educate staff on the changes to the Personnel Policy as we move through this transition; understanding why positions are being posted the way they are, new salary ranges, etc.

We will know more about how to help educate the staff on the changes once a final version of the Policy is available

Ensuring that staff are being heard and that our positions are understood

Continuing to work with the administration, Board, and President Pellett to ensure consistent communication and that members of staff are invited to participate in shared governance as true partners

- Attachments/Enclosures:

N/A

No report submitted.

Submitted by: *Jason M. Phares Information Systems Manager*

Highlights

1. Ten of the new faculty computers has been installed over the summer. By the time of this meeting virtually all these computers will have been installed.
2. Internet ports and ten wireless access points have been installed in the first phase of the Riverfront Residence. Each student will have one port for game console and wireless internet to mobile devices.
3. Internet ports and two wireless access point have been installed in 10 East Main (Pioneer Stage) for Dr. Darby and her Bluegrass program. This fiber connection provided by Shentel directly connected to campus, Dr. Darby can use her Cisco VOIP office phone at that location.
4. We are planning to replace the core switch, firewall, and internet shaper (slows down Facebook and speeds up administrative internet needs) is to be installed. The current equipment is end of life/support. The end user should see better speeds to shared drives, Office 365 applications, and the internet in general.

Challenges

1. We have had a change in staff, namely with the Website Administrator. Mrs. Marks took a position teaching computer science and robotics at the Calhoun-Gilmer Career Center. We have hired a Web Developer with that was a Web Design Specialist at Virginia Tech College of Agriculture and Life Sciences for 10 years. These events have delayed the rollout of the new website. Mr. Chambers is on board and fast at work to finish the main pages of the website for a soft rollout and will finish deeper pages throughout the semester.
2. We encountered some compatibility issues connecting the new fiber switch with our DNS server. We have acquired a stand-alone machine to test DNS within a test network. Once this is rectified, we will be able to replace the core switch and internet shaper/firewall. This issue is still in progress as we work to allocate time to complete this testing and project.

**Glennville State College Board of Governors
Meeting of August 15, 2018**

ACTION ITEM: GSC Budget for FY2019

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Budget for FY2019 as proposed.

STAFF MEMBER: Mr. John Beckvold

BACKGROUND:

The College is required to submit an operating budget to the Glennville State College Board of Governors for their approval on an annual basis. The Board approved the proposed budget at its June 13, 2018 meeting; however, the action item was not on the agenda for approval. In compliance with WV Code §6-9A-3(d), the Board is taking action again on the FY2019 budget.

Glenville State College

Budget FY 2019

Budget Narrative

Finance Committee Meeting, June 13, 2018

Revenue

1. State appropriation-Increase of \$263K of which \$245K is funding for Governor's raise promise.
2. Tuition decrease of 0.5% across-the-board.
3. Enrollment
 - a. Off-campus, PEEPS and Second Chance
 - i. Increases in headcount reflect better outreach efforts.
 - ii. Additional Pell funds awarded for Second Chance.
 - b. On-campus enrollment closely coordinated with VP, Enrollment Management.
4. All course fees reviewed by academic departments, with reductions in most. Overall should be revenue neutral with increased enrollment.
5. Grant revenue to stay flat. No new significant grants projected.
6. Contributions from Foundation will be limited to PAC funds.
7. Room rates are unchanged. Riverfront priced at Goodwin rates. Riverfront renovation results in 90 more beds.
8. Board Plan rates are unchanged despite contract with Aramark which calls for 4.0% rate increase. Sliding scale keeps margins as more students on meal plans lowers the Aramark cost per day.
9. Other-
 - a. Interest income on Bond Reserve Fund-1.8% X \$2,447,000 = \$45K
10. Tuition discounts-
 - a. Athletics to follow formula, with strict limits.
 - b. Other discounts will have maximums by category
 - c. Overall reduction of more than \$650K compared to FY 2018.

Expenses

1. Net four additional FTE's.
 - a. Science lab operations coordinator
 - b. Additional Residence Life Administrator for Riverfront
 - c. Academic Affairs, Associate VP (partial faculty release)
 - d. Athletic Director (formerly combined with VP Student Life)
 - e. Administrative Assistant President's Office
 - f. Positions eliminated--
 - Grant Administrator, PT Accountant, Library Assistant
 - g. Student labor will increase by \$150K.
 - h. Adjunct and Overload pay budgeted to increase slightly to reflect more students, offset by more effective scheduling/utilization.
2. Across-the-board salary increase to distribute the Governor's raise. Budget includes \$100K for additional staff raises dependent on fall enrollment.
3. Expenses subsidized by Foundation will be the same as prior years (50% of salaries of 4 Advancement employees).
4. Non-payroll department expenses reviewed in detail by department; overall at no more than 2018 actual.
5. Depreciation is a budgeted (albeit non-cash) expense.
6. Interest based on Bond refinance schedule. Note: no principal repayments until FY 2010.
7. Utilities budgeted at level with last two years.
8. Auxiliary
 - a. Aramark cost rate dependent on meal plan enrollment (sliding scale). Contract calls for 4.0% rate increase.
 - b. Bookstore-net contribution of \$20k from on-line textbook sales. Apparel sales expected to be better than break-even.
9. Athletics expense budget overall unchanged.

Other Matters

1. Excludes any funds for "new" programs like Nursing.
2. Excludes any additional possible funding from the Foundation beyond PAC funds.

**Glennville State College Board of Governors
Meeting of August 15, 2018**

ACTION ITEM: Final Draft Board Policies

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed Board final draft policies for final filing with the Higher Education Policy Commission.

STAFF MEMBER: Dr. Tracy L. Pellett, President

BACKGROUND:

Higher Education Policy Commission (HEPC) Series 4 requires that Glennville State College Board of Governors follow a series of steps for the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect.

In compliance with Series 4, the Board must approve final draft policies/rules and submit these for comment for a period of thirty (30) days. The current final draft policies were approved by the Board at its June 13, 2018 meeting. The policies were then submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) and posted on the College's website for the thirty (30) day public comment period. Comments were received from Faculty Senate and Classified Staff Council during the period and responses were provided (see attached comments/responses).

The final draft policies are being brought back to the Board with any revisions made for final approval. All final draft policies with any revisions, comments, and responses were sent to the above mentioned constituent groups and the Board on August 1, 2018 in compliance with the HEPC's Series 4, Section 4.5.b.

Upon approval of the policies, all will be forwarded to the Higher Education Policy Commission for final approval.

TO: Tracy L. Pellett, Ed.D.
President

FROM: Timothy Henline
President, Faculty Senate

DATE: July 2, 2018

RE: Final Draft GSC Board Policies - Final 30-Day Comment Period

ORIGINAL COMMENTS CONCERNING POLICY 8

It indicates an “Intent to Amend” but track changes are not present in the document. It is not clear if this is the original policy or amended policy. What were the changes? A new version needs posted so we can see the changes.

COMMENTS FROM THE JUNE 21ST FACULTY SENATE MEETING.

Gary Morris and Krystal Smith stated that Changes to GSC Administrative Policy 8 do not yet exist.

Gary Morris stated that changes in policy that impact faculty will be presented to Faculty Senate for review.

CONCLUSION OF FACULTY SENATE

This was acceptable to Faculty Senate.

RESPONSE: Not applicable

ORIGINAL COMMENTS CONCERNING POLICIES 22, 25C, POLCICY 16 AND DRAFT POLICY 16.11.1

Repealing GSC Personnel Policies 22 and 25C would seem to leave us without a hiring policy; the revisions to GSC Personnel Policy 16 are insufficient on their own. If the intent is to replace the current policies (Draft GSC Personnel Policy 16.11.1 mentions Faculty and Staff Hiring Manuals), Faculty Senate should review the replacements before we agree to repeal the current policies.

CONCLUSION OF FACULTY SENATE

MOTION PASSES: The Faculty Senate will withdraw its comment on GSC Personnel Policies 22, 25C, and 16

RESPONSE: Not applicable due to the Senate withdrawing its comment as stated above.

ORIGINAL COMMENTS CONCERNING POLICY 16.15.8.4

Draft GSC Personnel Policy 16.15.8.4 is vague. If insubordination is to result in immediate dismissal, we would hope that the policy would be as explicit as possible about what constitutes insubordination.

CONCLUSION OF FACULTY SENATE

MOTION PASSES: The Faculty Senate recommends that GSC Personnel Policy 16.15.8.4 be amended to include the standard definition of insubordination that is present in BoG Policy 18 and the Faculty Handbook.

Note:

BOG PERSONAL POLICY 18.12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

HEPC SERIES 9 RULE 12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

RESPONSE:

Action: The standard definition of insubordination present in Board of Governors Policy 18 and the Faculty Handbook will be added to Policy 16; section 16.15.8.4. to read "Insubordination by refusal to abide by legitimate reasonable directions of administrators" as requested.

ORIGINAL COMMENTS CONCERNING POLICY 17

The last sentence of section 3.1 states "However, upon leaving a non-classified position, the accumulation rates outlined in Section 3.2 shall apply." The reference section, 3.2, was completely deleted. Is the intent to delete the last sentence in 3.1 or was the new material for section 3.2 not entered?

COMMENTS FROM THE JUNE 21ST FACULTY SENATE MEETING.

Krystal Smith stated that the last sentence of 17.3.1 is there by mistake and needs to be deleted.

CONCLUSION OF FACULTY SENATE

MOTION PASSES: The Faculty Senate requests that the last sentence of 17.3.1 be deleted.

RESPONSE:

Action: The last sentence of 17.3.1. will be deleted as requested.

ORIGINAL COMMENTS CONCERNING POLICY 32

With Policy 32, there is nothing in the review/approval process that involves Robin. Only Chairs and the VPAA are mentioned. It seems that input from someone with Blackboard and QM training would be necessary, and few of our chairs/provost have this training.

CONCLUSION OF FACULTY SENATE

MOTION PASSES: The Faculty Senate requests revision of 32.5.3.2.3 to include “the person designated by the administration to review online courses”.

RESPONSE: Since the final approval is to be submitted by the Provost, the request to include “the person designated by the administration to review online courses” will not be included because the Provost has the preference to designate the individual he/she chooses to review the online courses prior to his/her approval.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

Comments received during the thirty day comment period, submitted by Staff Council on July 13, 2018

16.3 Definitions

3.1 Unclear about what deems an employee an “academic administrator” and concern about compensation for the position(s) not being governed by the WV Higher Education Compensation Management Program. Is it feasible that employees in these positions could potentially be underpaid and that would be considered acceptable?

3.3 Information seems to be duplicated in Section 16.17; shouldn’t this reflect the same information that is listed in the Inclement Weather Policy (e-mail to campus from President’s Office on 1/9/18)?

RESPONSE: The definition in policy is clear and consistent with federal law. Compensation for academic administrators will be market competitive as budget allows.

16.5 Meetings on Human Resources Policies

5.2 States that recommendations shall be made to the Board of Governors but what recourse do members of Staff Council or Faculty Senate have if they feel the issues are not being fully addressed? We would like this to be more spelled out in the policy.

RESPONSE: Comment is too unclear to warrant action.

16.8 Compensation Adjustment and Performance Based Merit Increases

8.2 This states that there will be “objective administrative procedures” developed to make adjustments to employee compensation; has that procedure been completed? Staff want to ensure that this procedure is in place and that they have input in its creation if it has not been completed and we ask to review it if it has already been created. In addition to the established guidelines for the process, we request the creation of an ad hoc committee (with leadership from the Vice President for Academic Affairs, Vice President for Business and Finance, and Chief Human Resources Officer and participation from both staff and faculty) to ensure equality in the establishment of any performance-based merit pay increases. The establishment of said committee should be noted in the policy.

RESPONSE: Compensation will be handled in compliance with the WVHEPC salary administration guidelines. Refer to section 16.7. Salary administration documents will be made available to staff on the HR website upon approval of policy.

16.9 Job Descriptions

9.2 Has this process been completed? Will these be available publicly once completed?

9.4 Staff recommend that it be included in the policy that this process will be coordinated by Human Resources to work with supervisors during the three-year review cycle to ensure it is completed as intended (consistently across the campus) and in a timely fashion.

RESPONSE: Human Resources and the HEPC, in conjunction with the Job Classification Committee of HEPC are working on updating master specifications of job descriptions. These will be made available upon completion. Human Resources will work with staff to complete campus specific descriptions once these are completed.

16.11 Recruitment and Hiring

11.1 Some concern about referencing manuals that have not been reviewed by Staff Council. What will the process be for updating or requesting changes to the manuals? Who can dictate changes to the manuals? How often are they to be reviewed and by whom? We would like a bit more clarification in the policy about these manuals.

RESPONSE: Manuals will be posted when Policy 25C is removed by BOG action. Hiring is a Human Resources function and will be handled by the Office of Human Resources in conjunction with the President. Manuals can be updated at any time without BOG action.

16.12 Staff Employee Probationary Period

12.2 Staff Council would like to see Human Resources develop a Probationary Period Review Form for supervisors to use and ask that they coordinate the process with supervisors to ensure the review is done correctly, consistently, and at the proper time. We would like it included in the policy that Human Resources is to develop a Probationary Period Review Form, make it available to supervisors at the six-month review period, and that they will assist supervisors in completing the review.

12.3 What about a new employee that may be on an improvement plan that extends past the six-month probationary period? Could that employee still be dismissed if their work was found to be unsatisfactory? If so, we would like that to be included in the policy language in this section.

RESPONSE: The new evaluation tool developed for the 2017-2018 annual evaluations, and posted to the Human Resources website will be used for both probationary and annual reviews for consistency. This section of policy sufficiently addresses the probationary period.

16.13 Performance Management

13.7.2.1 and 13.7.2.2 What is the rationale in the amount of time for review by the supervisor's supervisor (five-day timeframe) versus sending a rebuttal to the Chief Human Resources Officer (ten-day timeframe)? What happens if an employee chooses option one but still feels they have been treated unjustly after the supervisor's supervisor makes their decision; does the employee still have the ability to rebut the evaluation through the steps outlined in option two? If

employees are allowed to go through both options if they feel unsatisfied, that should be included in the policy language. Also, are the two timeframes listed (five and ten days) business days or calendar days; option three clarifies business days so one and two should as well.

13.7.2.3 What is the rationale for five days here versus ten given in option two? In this option, does the employee response go directly to their supervisor or is it channeled to the supervisor through Human Resources? Please clarify what path the employee response is supposed to take.

RESPONSE:

Action: Policy will change to 5 days in each category for consistency and specify “business” days. Add the following under section 13.7.2., “Only one of the three options above for addressing the performance evaluation will be used.”

16.15 Discipline and Misconduct

15.10 When will the “progressive discipline procedures as outlined in the employee handbook” be made available for employees to review?

RESPONSE: Revised handbook will be made available when the policy is approved and final.

16.17 Essential Employees

17.1 Information seems to be duplicated in section 16.3.3; shouldn't this reflect the same information that is listed in the Inclement Weather Policy (e-mail to campus from President's Office on 1/9/18)?

RESPONSE: This is a general definition, not meant to be specific. Employees may refer to the Inclement Weather Policy for detail and guidance related to this comment.

16.18 Board of Governors Membership

18.1 Regarding the language about a faculty member with the rank of instructor or above...haven't those classifications for faculty changed (lecturer, etc.)? This should be updated to reflect the new terminology.

RESPONSE:

Action: Change language to “Lecturer” to be consistent with new terminology.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 17

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

Comments received during the thirty day comment period, submitted by Staff Council

17.3 Annual Leave

3.1 For employees with over 15 years of service the request was made to allow them to accumulate more than the allotted 2 days per month rate of annual leave; perhaps 2.5 days per month. Additionally, the end of this section references the accumulation rates in Section 3.2 which is being stricken from the policy. Will it reference the new 3.2 (which is currently 3.3 and discusses employees working between 1,040 and 1,950 hours accumulating annual leave on a pro rata basis) or does this need reworded?

RESPONSE: Allowing accrual of more than the 2 days per month of annual leave is against the law.
<https://www.wvhepc.org/resources/133-38.pdf>

Action: Final Policy 17 will be re-numbered to reflect the deletion of section 3.2.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

16.1. General

1.1. Scope – This Policy established procedures related to West Virginia Code §6C and §18B.

1.2. Authority – The Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201, et seq.; W. Va. Code §6C-2-1, et seq., §18B-1-6, §18B-2A-4, §18B-7-10; and §18B-9A-2.

1.3. Effective Date –

1.4. Revision of Former Policy – Revises and replaces Title 131, Series 31 of the Board of Directors of the State College System, Glenville State College Board of Governors Policy 16 Classified Employees [2005], Glenville State College Board of Governors Policy 22 Personnel Administration [2005], Glenville State College Board of Governors Policy 25C Recruitment and Hiring [2010]. Modifies Sections 4.1 and 5.1.1 of Glenville State College Board of Governors Policy 19 Staff Development [2004] and section 3.2 of Glenville State College Board of Governors Policy 17 Annual Leave, Sick Leave, Military Leave and Other Leaves [2003].

16.2. Purpose and Applicability

2.1. Glenville State College (sometimes “GSC” or “College”) seeks to administer a fair and flexible compensation program for employees that allows the College to attract, retain, and motivate high performing employees.

2.2. The purpose of this policy is to set forth the guiding principles for establishing human resource practices for all GSC faculty and staff as defined herein and covers other employment practices required by state law. This policy applies to all GSC employees unless stated otherwise. Specific application to various job types may be limited by each section below.

16.3. Definitions

3.1. “Academic Administrator” means an exempt employee who performs administrative duties that typically support the academic mission of the institution. An academic administrator may assume the responsibilities of an academic administrator position in partial or in whole replacement of his or her teaching responsibilities. Academic administrators may also be outside hires. Academic administrator appointments include but are not limited to Academic Department Chairs, Deans and/or Directors of an academic program of study. Academic administrator appointments are non-classified, at-will appointments. Academic administrator compensation is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President or designee.

3.2. “Athletic Appointment Employee” means an exempt employee whose primary duties are instructing student athletes in the rules and fundamentals of their respective sports and/or strength and conditioning. Athletic appointments are non-classified, at-will positions and include Head Coaches,

Assistant Coaches, and/or any other title as determined by the President or designee. Compensation for athletic appointments is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President or designee.

3.3. "Essential Employee" means an employee in a position who may be required to remain at their work location or to report to work to protect, recover and continue operations when the college is faced with an institutional emergency.

3.4. "Executive Level Employee" typically means exempt employees employed in Vice-President and/or the Athletic Director positions, or above, but may include any position designated as executive level by the President or designee and not otherwise covered by the West Virginia Higher Education Compensation Management Program. Job titles, job duties, and compensation for executive level employees/positions are determined at the discretion of the President or designee. Employees holding executive level positions are non-classified, at-will employees. Executive level employees are expected to report to work during regular business hours Monday through Friday.

3.5. "Faculty Members." Faculty members are appointed at the discretion of the President or designee to support the academic mission of the institution, via teaching, research, public service, and or academic administration. Faculty positions excepting academic administrator positions, are typically all classifications as defined by Glenville State College Board of Governors Policy 18 ("BOG Policy 18") and West Virginia Higher Education Policy Commission Series 9 ("Series 9").

3.6. "Faculty Senate" means an elected council of faculty employees that advises the President on matters pertaining to faculty employee concerns and is comprised of the officers and the elected constituency representatives.

3.7. "Full Time Equivalency" (FTE) means the percentage of time for which a position is established, with a full-time position working 1,950 hours per year being 1.00 FTE.

3.8. "Information Technology Related Employee" means an employee whose primary responsibility is supporting information technology functions, as determined by the President or his/her designee. Information Technology related employees are non-classified, at-will employees.

3.9. "Non-classified Employee." West Virginia Code § 18B-9A-2(11) defines "non-classified employee" as an employee of an organization who meets one or more of the following criteria:

- 3.9.1. Holds a direct policy-making position at the department or organization level;
- 3.9.2. Reports directly to the president or chief executive officer of the organization;
- 3.9.3. Is in a position considered by the president or designee to be critical to the institution pursuant to policies or decisions adopted by the governing board;
- 3.9.4. Is in an information technology-related position;
- 3.9.5. Is hired after July 1, 2017, and meets the duties test for exempt status under the provisions of the Fair Labor Standards Act at the time of hire or anytime thereafter; or
- 3.9.6. Was in a non-classified position as of January 1, 2017.

GSC considers all employee positions to be critical to the institution. Therefore, all staff positions are non-classified. While critical to daily operations, a non-classified employee may or may not be deemed essential to report for duty in emergencies or other special situations as identified by the President or his/her designee.

3.10. "Student Employee". An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. The employee category of "student employee" is for students who work at the institution in jobs or positions that are solely available to students enrolled at the institution, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

3.11. "Staff, Staff Member or Staff Employee" mean any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position. Staff are not eligible for salary increases until after six months of employment.

3.12. "Staff Council" means an elected council of staff employees that advises the President on matters pertaining to staff concerns, and is comprised of the officers of the staff, the staff Board of governors elected representative, the state advisory representative, and the elected constituency representatives.

This list is not exhaustive. Other relevant terms are defined in other sections of this policy.

16.4. Delegation of General Administration of Human Resources Practices to President

4.1. To enable GSC to function in a proper and expeditious manner and to advance GSC's mission and objectives, the GSC Board of Governors delegates to the President the following authority:

4.1.1. To administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.

4.1.2. To contract for supplemental health and welfare benefit and retirement plans for any or all employees in addition to the benefits the employees otherwise receive. Provided that if the supplemental employee benefit program incurs expense to GSC, the President shall first obtain approval from the GSC Board of Governors.

4.1.3. To adopt additional human resources internal procedures to effectuate the implementation of this policy or in the furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by the policy. Procedures implemented in accordance with this section will be made available to employees in the Human Resources Office and online.

4.2. All human resources practices and procedures shall be consistent with federal and state law and any policy adopted by the GSC Board of Governors.

4.3. The President may delegate the authority granted in this or any other section of this policy as appropriate.

16.5. Meetings On Human Resources Policies

5.1. The President or his/her designee shall meet at least quarterly with representatives of Staff Council and Faculty Senate to discuss the implementation and effectiveness of any human resources policies.

5.2. Where appropriate, the President or his/her designee shall make recommendations to the Board of Governors to address concerns or issues identified by Staff Council or Faculty Senate regarding the implementation and effectiveness of the human resources policies.

5.3. Where appropriate, the Chief Human Resources Officer is encouraged to seek input from all employees regarding the development and implementation of internal human resource procedures.

16.6. Part time and Temporary Employees.

6.1. Institutions are discouraged from hiring part-time employees solely to avoid the payment of benefits or in lieu of full-time employees

16.7. Staff Job Classification and Compensation System

7.1. Attracting, retaining, and motivating a highly talented and committed workforce is vital to supporting GSC's unique missions and goals. Competitive pay is a key element in attracting, retaining, motivating and rewarding the type of employees needed to fulfill GSC's mission. The goal of GSC is to pay competitive salaries by using systems clearly communicated to employees and readily administered by managers. To further this goal, job classification and employee compensation for all staff employees/positions at Glenville State College will be determined using the West Virginia Higher Education Compensation Management Program ("WVHEPC Compensation Program") as approved and/or modified and/or amended by the West Virginia Higher Education Policy Commission ("WVHEPC"), its supporting component documents and any procedural or legislative rules promulgated by the Commission to implement the Compensation Program. The Compensation Program supporting component documents as created by the WVHEPC include the following:

7.1.1. The "West Virginia Higher Education Compensation Philosophy" which outlines the goals, objectives, and strategies of the compensation management system;

7.1.2. The "West Virginia Higher Education Job Classification Guidelines" which assist human resources officers with determining the appropriate classification for jobs;

7.1.3. The "West Virginia Higher Education Employee Salary Schedule" consists of pay grades with pay range spreads and indicates the minimum, midpoint and maximum salary levels for each pay grade; and

7.1.4. The "West Virginia Higher Education Salary Administration Guidelines" which assist human resources officers and institutional administrators in making appropriate pay decisions in a variety of employment situations.

16.8. Compensation Adjustments and Performance Based Merit Increases

8.1. Higher education organizations may grant merit increases or implement pay for performance programs which are in accordance with state law and the West Virginia Higher Education Compensation Management Program Salary Administration Guidelines.

8.2. The Chief Human Resources Officer in consultation with the Provost/Vice President for Academic Affairs and the Vice-President for Business and Finance is authorized to develop objective administrative procedures for making adjustments to all employee compensation and for performance-based merit increases that are consistent with the WVHEPC Compensation Program.

16.9. Job Descriptions

9.1. The Chief Human Resources Officer is responsible for developing and maintaining job titles, minimum base compensation per position, and alignment of job titles to respective pay for all staff in accordance with the WVHEPC Compensation Program; provided that supervisors most familiar with work performed in their respective units and the abilities of the employees who do the work may recommend pay to the Chief Human Resources Officer. Final approval of an employee's pay rests with the President.

9.2. In conjunction with supervisors, the Office of Human Resources shall develop and maintain a job description for all faculty and staff positions using the Position Description Form/Job Description Form (PDF/JDF) developed by the Commission.

9.3. Individual job descriptions must include a summary of the essential duties and the level of the work performed.

9.4. To maintain accurate job descriptions, supervisors shall review individual job descriptions at least every three years and will notify the Office of Human Resources if the content of a position undergoes a fundamental change.

9.5. For all new positions or vacated positions, the Office of Human Resources shall review a position's submitted duties, responsibilities, functions, skills, education, and experience required for the position, as provided by the respective supervisor, and then compare those factors to internal and external jobs to determine the job title and the corresponding minimum base compensation for the position using the Compensation Program.

16.10. Staff Reduction in Force

10.1. GSC seeks to provide a positive and stable work environment. However, conditions may arise that necessitate the elimination of filled staff positions, otherwise known as a Reduction in Force ("RIF"). This policy outlines the guiding principles for, and is applicable to, Reductions in Force for Staff employees of GSC unless otherwise exempted in this policy.

10.1.1. RIF Process and Review Committee

10.1.1.1. Reasons to implement a RIF may include, but are not limited to, budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination, or an emergency that curtails operations.

10.1.1.2. The President shall establish and appoint a review committee to review, propose and implement any RIF Plan upon the President's approval. The members of the review committee shall include but are not limited to the following individuals or his/her designee: Vice President for Business and Finance, Vice President for Academic Affairs/Provost, Faculty Senate Chair, Staff Council Chair, Chief Human Resources Officer, Vice President of Student Life and the Athletic Director.

10.1.1.3. Prior to undertaking any RIF the Chief Resources Officer shall at a minimum:

10.1.1.3.1. Identify the reasons for the RIF

10.1.1.3.2. List reasonable alternative solutions to a RIF that were considered (e.g., where applicable, reductions of operating expenses other than payroll, moratorium on further hiring, or voluntary separation);

10.1.1.3.3. Identify the positions recommended for elimination and the reasons for the elimination;

10.1.1.3.4. Describe any reorganization of the department or other changes that will occur as a result of the RIF;

10.1.1.3.5. Any other matters required by the review committee or the Chief Human Resources Officer.

10.1.1.4. A RIF is not intended to be a performance management tool.

10.1.1.5. In situations where some, but not all of the positions within the same department may be eliminated, the Chief Human Resources Officer shall evaluate the performance, skills and qualifications of the individual employees potentially subject to the RIF. The Chief Human Resources Officer will oversee the review process in consultation with appropriate supervisors and will evaluate performance criteria, and provide seniority validations. Consideration shall be given to the following:

10.1.1.5.1. Performance: each employee's documented quality of work performance over the previous twenty-four months as demonstrated in performance evaluations of record including, but not limited to, performance evaluations and disciplinary history;

10.1.1.5.2. Skills and qualifications: specific duties and responsibilities of each positions, the employee's knowledge and skills; and

10.1.1.5.3. Seniority, the length of service in the position as a GSC employee

10.1.1.6. If the employee did not receive a written performance evaluation for any year within the last twenty-four months, for any such year that employee shall be deemed to have received a "valued performer" or an equivalent rating.

10.1.2. Equal Employment Opportunity and Affirmative Action

10.1.2.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

10.1.2.2. The Chief Human Resources Officer shall undertake an adverse impact analysis to determine that all RIF Plans under this Policy comply with this section.

10.1.2.3. GSC shall provide an employee at least ninety days written notice ("Notice Period") that his or her position will be eliminated as part of a RIF, unless the financial circumstances of GSC dictate a shorter notice period, as determined by the President.

10.1.3. Severance Agreement

10.1.3.1. GSC may but is not required to offer a severance package to an employee who is impacted by a RIF, if financially feasible.

10.1.3.2. All severance package agreements shall provide the employee forty-five days from the date of receipt to consider the terms and conditions of the agreement and to accept the severance package agreement. Additionally, after an employee executes

(signs) a severance package agreement, the employee may revoke acceptance of the agreement within seven working days after execution.

10.1.3.3. GSC is not required to pay any severance benefits until after the expiration of the seven-day revocation time period. No severance benefits will be paid to any employee who revokes execution of a severance package agreement.

10.1.3.4. Generally, the value of any severance package will not exceed the employee's annual base pay. Any severance shall be paid in installments.

10.1.3.5. GSC may also subsidize health insurance premiums for a predetermined period of time as appropriate.

10.1.3.6. Severance package agreements shall include a statement indicating the employee waives all claims against GSC, except for those claims that cannot be waived by law, and including any claims that could be raised in accordance with the West Virginia Public Employees Grievance Procedure set forth in W. Va. Code Section 6C-2-1, et seq.

10.1.3.7. Nothing in this section shall prevent GSC from implementing a RIF Plan if an employee declines to accept a severance package agreement.

10.1.4. Exclusions.

10.1.4.1. The rights, duties and responsibilities of the Reduction in Force section apply to staff positions held by Full-Time Regular employees. The Reduction in Force section does not apply to any position that is not a staff position and also does not apply to the following types of employees:

10.1.4.1.1. Temporary positions;

10.1.4.1.2. Part-Time positions;

10.1.4.1.3. Casual employees;

10.1.4.1.4. Grant funded positions hired on or after July 1, 2017;

10.1.4.1.5. A reduction of a position FTE by 20% or less that does not result in a loss of benefits eligibility;

10.1.4.1.6. Transfers from one position to another;

10.1.4.1.7. Student employees;

16.11. Recruitment and Hiring

11.1. The posting of all staff and faculty vacant or new positions will be conducted in accordance with the procedures set forth in the Glenville State College Staff Search Manual and the Glenville State College Faculty Search Manual, subject to the terms of this section.

11.2. The President will approve in writing the individuals to chair and serve on the Search Committee. The Search Committee will evaluate and interview applicants in accordance with the search manuals. The committee will narrow down the applicant pool and submit a summary of strengths and weaknesses of their finalists for review by applicable area Vice President and President. Once a hiring decision is made a conditional offer may be extended by the appropriate College official contingent upon the applicable results of the completed background check.

11.3. The Office of Human Resources will execute the applicable employment forms and initiate the background check process. The official offer will be made in writing by the President.

11.4. Academic Department Chair positions are at-will administrative appointments not subject to the posting provisions outlined in the Staff or Faculty Search Manuals.

16.12. Staff Employee Probationary Period

12.1. Full-time regular staff employees shall serve a six-month probationary period beginning at the original date of employment.

12.2. At the end of the six-month probationary period, the employee shall receive a written six-month evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. Supervisors are encouraged to provide frequent feedback to new employees during this initial phase of employment.

12.3. During or at the close of the probationary period, a probationary employee may be dismissed for any reason that is not arbitrary and capricious; progressive discipline is not required prior to the dismissal of a probationary employee.

12.4. As with all positions, continued employment of a probationary employee is based on adequate funding, satisfactory performance and adherence to institution rules and regulations.

12.5. Any probationary employee whose employment continues beyond the probationary period will receive an annual written performance review in accordance with the performance management section of this policy.

16.13. Performance Management

13.1. Strategic alignment of GSC's workforce with its mission, vision, and values is critical to the continued growth and success of GSC. Performance management will be used to ensure strategic alignment and also support employees as they work to achieve their fullest potential.

13.2. The Chief Human Resources Officer will develop a performance management plan for all non-classified employees that accomplishes the following objectives:

13.2.1. Provide a fair assessment of job performance;

13.2.2. Provide counseling regarding development opportunities or areas of needed improvement;

13.2.3. Provide a basis for compensation decisions;

13.2.4. Serve as a factor for reduction in force decisions; and

13.2.5. Support and provide documentation for personnel actions.

13.3. All faculty members, including but not limited to tenured faculty members, and executive administrators will be evaluated annually by the Chairs of each department in accordance with GSC BOG Policy 18, Series 9 and/or any applicable promotion and/or tenure procedures. The Vice-President of Academic Affairs will develop an annual evaluation form for faculty members and academic administrators.

13.4. Supervisors shall undertake performance management in a manner that is consistent and objective, and should not reflect personal prejudice, bias, or favoritism. Any employee who supervises

one or more employees shall complete a training on performance management policies, procedures, and processes, as required by the Chief Human Resources Officer.

13.5. Each year the Chief Human Resources Officer shall offer training on performance management policies, procedures, and processes for newly appointed supervisors prior to completion of the performance evaluation process.

13.6. All supervisors shall be provided with refresher materials on performance management policies, procedures, and processes, minimally, every three years.

13.7. All non-classified employees shall receive an annual written performance review based on the performance standards or annual goals established by the supervisor for the position, during the time period determined by the department, and approved by the Chief Human Resources Officer. Supervisors should also provide regular, informal feedback throughout the year. Before a performance review is completed, a supervisor shall solicit feedback from the employee's prior GSC supervisor if the employee has changed supervisors within the current performance review period.

13.7.1. Rights of Employees - Once the annual written performance review is completed, the supervisor/Department Chair shall meet with the employee and explain the contents of the review. An employee who receives an evaluation or review of "development needed" or its equivalent designation shall be placed on a written performance improvement plan with defined objectives and timelines for improvement, as determined by the employee's supervisor. An employee who does not meet the objectives for improvement in accordance with the timeline specified in the improvement plan may be considered for additional personnel action, including termination of employment.

13.7.2. If an employee has a concern that does not involve protected class status, he/she is encouraged to first talk to his/her supervisor, next-level supervisor, or the Chief Human Resources Officer. However, GSC considers a performance review finalized 15 business days after the employee receives the evaluation. Protected class status concerns should be addressed using the procedure set forth in GSC BOG Policy 6A.

13.7.2.1. Option One: Within five days of receipt of the written performance review, employees may submit a written request for review to the supervisor's supervisor. The written request must include a copy of the evaluation, and must outline the specific areas of disagreement and set forth the reasons the employee disagrees with the supervisor's evaluation. The supervisor's supervisor will issue a written decision five days after receipt of the employee's request. The decision of the supervisor's supervisor will be the final decision on the evaluation. The employee's appeal, the written decision and the final evaluation will be placed in the employee's personnel file. The original evaluation, if different than the final evaluation, will also be kept in the personnel file for recordkeeping purposes but will not be relied upon to make any personnel decisions.

13.7.2.2. Option Two: Within five days of receipt, an employee who disagrees with the evaluation of his or her supervisor may submit a written rebuttal to the Chief Human Resources Officer. The employee will send a copy of the rebuttal to his/her supervisor. The employee's written rebuttal and performance evaluation will be placed in the employee's personnel file.

13.7.2.3. Option Three (leave as is): An employee shall be given 5 business days to respond in writing regarding the results of his/her performance review, if the employee would like to do so. The response shall be delivered to the employee's supervisor.

Upon receipt, the supervisor will review the employee's written response and determine if any changes should be made to the performance review.

Only one of the three options listed above for addressing the performance evaluation will be used.

13.8. Supervisors, including academic administrators, who fail to conduct evaluations of employees who report to them may be subject to disciplinary action.

13.9. Faculty employee performance management and merit salary increases will be conducted in accordance with established objective faculty employee performance management and merit increase BOG policies and administrative procedures as developed by the President or designee. Faculty members have the same annual evaluation/performance appraisal rebuttal/review request rights as non-classified employees.

16.14. Faculty

14.1. Faculty member compensation will be determined in accordance with Glenville State College Board of Governors Policy 24 and any other policies and procedures applicable to faculty members.

14.2. Academic rank, dismissal and promotion and tenure of faculty members will be determined in accordance with BOG Policy 18, Series 9 and any procedures enacted by the President and/or designee. Faculty employees are expected to maintain acceptable job performance and may be disciplined for unacceptable work performance. Faculty employees are also expected not to engage in acts of gross misconduct and/or any other conduct proscribed by BOG Policy 18 or Series 9.

14.3. Unacceptable conduct as set forth in this policy, any other Board of Governors policy or administrative procedure may serve as grounds for dismissal of a faculty member for cause in accordance with BOG Policy 18 and Series 9. This policy in no way supersedes BOG Policy 18 or Series 9 and does not impose upon the College an obligation to use progressive discipline when addressing faculty employee performance issues and/or misconduct of a faculty member unless otherwise required to do so by law.

16.15. Discipline and Misconduct

15.1. This section establishes a progressive disciplinary system which allows opportunities for correction of unacceptable workplace conduct and/or job performance.

15.2. All employees are required to adhere to certain standards of conduct designed to create a friendly, cooperative, safe and effective work atmosphere. Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of the College.

15.3. All employees are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public. All employees are expected to adhere to the general provisions of any standards of conduct established by this policy or any administrative procedures established by the President or designee.

15.4. All employees are expected to be present and working during normal office hours.

15.5. All employees are required to respect the rights and feelings of others as well as to ensure that each employee's personal conduct is not harmful to others or to the College. All employees are expected to act professionally during working hours, (including but not limited to lunch hours), when conducting College business, when performing their job duties, when conducting College business and/or when representing the College in their official capacity as a College employee. All employees are expected to perform their job duties effectively and to maintain satisfactory levels of job performance.

15.6. Off duty conduct may also be the source of disciplinary action if the conduct adversely affects the employee's ability to perform his/her job duties and/or bears a rational nexus to the employee's job and the reputation of the College.

15.7. All employees may be disciplined for unacceptable conduct and/or poor job performance and the discipline may include, but is not be limited to, verbal counseling, letters of warning, suspension with or without pay, performance improvement plans and/or termination of employment.

15.8. Employees subject to progressive discipline who are found responsible for gross misconduct as defined by policy or administrative procedures may be terminated immediately. Gross misconduct may include but is not limited to:

15.8.1. Stealing property of the College or of another person;

15.8.2. Threat of violence or physical harm to any individual;

15.8.3. Harassment or discrimination in any form;

15.8.4. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

15.8.5. Intentionally damaging the property of the College or of another person;

15.8.6. Reporting to work while under the influence of alcohol or drugs or consuming, selling or distributing alcohol and/or drugs on College property or during College activities in violation of College policy;

15.8.7. Falsification of time records, including not reporting time off or using leave for purposes not covered under the leave definition used;

15.8.8. Falsification of timecard and/or leave time, including reporting hours worked that were not;

15.8.9. Dishonesty and/or lying;

15.8.10. Failure to report to work for three (3) consecutive scheduled work days without notice and/or without following proper calling off procedures

15.8.11. Gambling on College property or with College equipment or technology, either during or after work hours;

15.8.12. Unauthorized possession or use of a firearm and/or deadly weapon and/or destructive device on College property;

15.8.13. Falsification of employment application or official record;

15.8.14. Sexual harassment including but not limited to acts of sexual violence, discrimination or domestic violence, whether on or outside of work time;

15.8.15. Unauthorized and/or excessive absence from work, tardiness and/or excessive failure to hold classes;

15.8.16. Conviction of a crime (state of West Virginia, any other state and/or the federal government law);

15.8.17. Loss of driver's license where driving on public roads is an essential part of the duties of the position;

15.8.18. Failure to comply with the College's consensual relationship policy;

15.8.19. Substantial and manifest neglect of duty;

15.8.20. Failure to effectively secure hazardous, medical, drug or other materials/supplies;

15.8.21. Requesting that a College authority provide false information or testimony on one's behalf;

15.8.22. Conduct that could constitute a violation of state, local or federal law; and

15.8.23. Other serious infractions that may constitute gross misconduct will be handled on a case-by-case basis at the discretion of the College.

15.9. All disciplinary actions will be determined on a case-by-case basis. Factors that may be considered when determining the type of discipline include but are not limited to the seriousness of the performance/conduct issue(s), prior disciplinary/work performance history and/or the impact of the offense on the College's operations, credibility and reputation.

15.10. All executive level employees, employees who directly report to the President, athletic coaching positions, athletic department appointments, academic administrator appointments, temporary employees and student employees are at-will employees and serve at the will and pleasure of the President. At-will employees may be terminated for any reason in accordance with state at-will law and are not subject to progressive discipline. The College may but is not required to implement progressive discipline to remediate the misconduct and/or poor work performance of an at-will employee but GSC does not waive the employee's will and pleasure status by doing so. All other staff employees not mentioned above are subject to progressive discipline procedures as outlined in the employee handbook.

16.16. Grievance Procedure

16.1. The statutory grievance procedure set forth in W. Va. Code § 6C-2-1, et seq., is available to eligible employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

16.17. Essential Employees

17.1. While critical to daily operations, an employee may or may not be deemed an essential employee for the purposes of reporting to work during institutional emergencies. Absent extraordinary circumstances, supervisors are required to notify an employee they have been identified as an essential employee in advance of institutional emergencies.

16.18. Board of Governors Membership

18.1. The membership of the Glenville State College Board of Governors is governed by W. Va. Code §18B-2A-1(c). In accordance with state law, in addition to the other members stated in the code section, the Glenville State College Board of Governors shall include a full-time member of the faculty with the rank of lecturer or above duly elected by the faculty of the respective institution and a member from the non-classified employees duly elected by the non-classified employees.

16.19. Equal Employment Opportunity and Affirmative Action

19.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or

military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

Approvals:

President Date

Chair of the Board Date

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

CLASSIFIED EMPLOYEES

16.1. General:

- 1.1. ~~Scope~~—~~This rule establishes procedures related to West Virginia Code 18B.~~
- 1.2. ~~Authority~~—~~West Virginia Code §18B 1-6, §18B 7-1(d), §18B 7-6(b), and §18B 9-4.~~
- 1.3. ~~Effective Date~~—~~April 20, 2005.~~
- 1.4. ~~Repeal of Former Rule~~—~~Revises and replaces Title 131, Series 31 of the Board of Directors of the State College System.~~

16.2. Definitions

- 2.1. ~~Part-Time Regular Employee (PTR).~~ ~~An employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program as set out in Series 8 of the Higher Education Policy Commission.~~
- 2.2. ~~Temporary Employee.~~ ~~An employee hired into a position expected to last fewer than nine-months of a twelve-month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program as set out in Series 8 of the Higher Education Policy Commission.~~
- 2.3. ~~Casual Employee.~~ ~~A casual employee position is a position created to meet specific-operational needs at an institution for no more than 225 hours in a 12-month period. Individuals~~

~~in a casual employee position are not eligible for benefits and are not covered by the classification program as set out in Series 8 of the Higher Education Policy Commission.~~

~~2.4. Student Employee. An employee enrolled at the College as a student and whose primary purpose for being at the College is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program as set out in Series 8 of the Higher Education Policy Commission.~~

~~2.5. Classified Employee. An employee who is covered by the provisions of the classification program outlined in this rule as set out in Series 8 of the Higher Education Policy Commission.~~

~~2.6. Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes as set out in Series 8 of the Higher Education Policy Commission.~~

~~16.3. Part-Time and Temporary Employees~~

~~3.1. Pursuant to W.Va. Code §18B-7-6(b), the College shall not hire part-time employees solely to avoid the payment of benefits or in lieu of full-time employees and shall provide all qualified classified employees with nine-month or ten-month contracts with the opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time employment. Consequently, the College may only employ individuals into temporary positions when the function of the position is expected to require less than nine (9) consecutive months of employment (regardless of hours worked per week) to equal the full-time equivalency of the position.~~

~~3.2. Classified employees who are employed in less than twelve-month positions and who meet the minimum qualifications of a position shall be provided with an opportunity to accept part-time or full-time summer employment before new persons shall be hired for those positions.~~

~~16.4. Work Schedules~~

~~4.1. Pursuant to W.Va. Code §18B-7-9, the College will establish a policy, with the advice and assistance of the staff council, which shall: address any college-specific procedures concerning the use of flexible work schedules, job sharing, and four-day work weeks; discourage temporary, non-emergency changes in an employee's work schedule; and provide a mechanism for changes in, and notification of, changes in work schedules. This policy shall also provide that, where possible, the College shall provide the employee with a fifteen (15) day notice of such changes.~~

~~16.5. Appointment or Promotion~~

~~5.1. Pursuant to W.Va. Code §18B-7-1(d), non-exempt classified employees who apply for and meet the minimum qualifications as determined by the College human resources director or other designee of the president for a posted non-exempt position within the College and are currently employed at the College shall be hired into the posted position prior to hiring someone from outside the College.~~

~~5.2. If more than one qualified, non-exempt classified employee applies, the best qualified non-exempt classified employee shall be awarded the position. In such cases, if the employees are equally qualified, the employee with the greatest amount of continuous seniority at the College shall be awarded the position. A random selection method such as drawing of lots, rolling dice, or selection of playing cards shall be utilized if two or more employees have equal qualifications and seniority. Such method shall be mutually agreed upon by the affected employees and approved by the President or her/his designee. If the employees cannot agree on a random selection method, the President of the College shall use the drawing of lots to determine rankings.~~

~~5.3. Provisions of this section shall not apply to casual, temporary and student employees, nor shall they apply to exempt positions.~~

~~5.4. Pursuant to W. Va. Code §18B-7-1(d), the provisions of this section shall not take precedence over the mandates in the College's affirmative action plan adopted pursuant to the provisions of Executive Order 11246 or pursuant to any other federal or state requirement. In no event shall the College's affirmative action plan require the use of quotas to meet its affirmative action goals or require the hiring of an unqualified person for any non-exempt position.~~

16.6. Probationary Period

~~6.1. Full-time regular classified employees shall serve a six-month probationary period beginning at the original date of employment.~~

~~6.2. At the end of three months and the end of the six-month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to system and institution rules and regulations.~~

16.7. Compensatory/Overtime Provisions

~~7.1. Non-exempt employees may receive compensatory time off in lieu of overtime pay. All hours worked beyond 37½ and up to and including 40 hours are calculated at the employee's regular hourly rate. Time worked beyond 40 hours in a work week is to be calculated at a rate of one and one-half times the regular hourly rate.~~

~~7.2. A written agreement between the employee and the College shall exist when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or the College at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.~~

~~7.3. Within 60 days of passage of this rule, the College shall develop an agreement form for compensatory time accumulation in lieu of overtime payment and shall specify the required~~

~~approval process which must be completed before a non-exempt employee may work beyond 37½ hours.~~

~~7.4. Employees may accumulate up to two hundred forty hours (240 hours) of compensatory time and shall be paid for all hours worked above the maximum accrual.~~

~~7.5. Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred eighty hours (480 hours) and shall be paid for all hours worked above the maximum accrual.~~

~~7.6. Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.~~

~~7.7. Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:~~

~~7.7.1. The average regular rate received by such employee during the first three years of the employee's employment; or,~~

~~7.7.2. The final regular rate received by such employee, whichever is higher.~~

~~7.7.3. An employee may not work overtime unless approved in advance.~~

16.8. Posting

~~8.1. The College will post all classified positions both internally and externally in order to provide employees adequate time to make application for positions.~~

~~8.2. Posting shall not apply to casual or temporary positions.~~

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

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PERSONNEL POLICY 17

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

17.1. General.

1.1. Scope - Policy regarding annual leave, military leave, leave of absence without pay, sick leave, special emergency leave, catastrophic leave, parental leave, and witness and jury leave for employees of Glenville State College.

1.2. Authority - W. Va. Code §18B-1-6

1.3. Effective Date – ~~May 14, 2003~~

1.4. ~~Repeal~~ Revision of Former ~~Rule~~ Policy. -Revises and replaces Series 35 of the Board of Directors of the State College System, Glenville State College Board of Governors Policy 17 Annual Leave, Sick Leave, Military Leave and Other Leaves [2003].

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17.2. General Leave Coverage.

2.1. Eligibility for annual and sick leave shall be based on the following:

2.1.1. Employees working on a regular and continuing basis for no less than 1950 hours within a twelve (12) consecutive month period are considered to be full-time employees and are eligible for leave as specified in this document.

2.1.2. Employees working between 1,040 hours and less than 1,950 on a regular and continuing basis during a twelve (12) consecutive month period shall accumulate leave on a pro rata basis.

2.1.3. Employees working less than 1,040 hours are not eligible for leave benefits.

2.2. Faculty members on twelve-month appointments are defined as full-time employees and accrue leave according to the appropriate sections of this rule. The provisions of this rule related to annual leave, sick leave, catastrophic leave, special emergency leave, and managing work time in areas affected by interruption to utility or similar situations do not apply to faculty members on annual appointments of less than twelve months.

2.3. Annual and sick leave may not be taken before it is accrued. If an employee works less than a full month, annual and sick leave shall be accumulated on a pro rata basis.

2.4. During a terminal leave period, no type of leave may be accrued. Terminal leave is the period following the last day of scheduled work from employment such as resignation, retirement, etc.

2.5. Length of service shall be total years of service which includes experience with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. Annual appointment periods of nine (9) months or more shall be credited for one (1) year of service for annual leave calculation purposes.

2.6. A recognized institutional holiday occurring during an employee's leave period shall not be considered as a day of leave, provided the employee is not in a terminal leave period.

2.7. Up to fifteen (15) days of annual leave may be transferred from other agencies of state government and state higher education institutions to Glenville State College. Certification of the balance which existed in the agency or institution from which the employee is transferring must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution.

2.8. When an employee transfers from other agencies of state government or from other state institutions of higher education to Glenville State College, the employee's accumulated sick leave may be transferred. Written verification of the accumulated amount of sick leave to be transferred must be provided by the state agency or institution of higher education wherein the employee accumulated the sick leave within one (1) year of the date of employment with Glenville State College.

2.9. An employee is required to notify his/her supervisor immediately if ill or unable to work for any reason and to follow Glenville State College's established procedures for absences from work. The notification shall be given to the immediate supervisor or designee, as determined by established procedures of the institution.

2.10. Employees on leave of absence without pay shall not accrue annual or sick leave or years of service credit for any and all full months in which they are off the payroll.

2.11. Glenville State College shall keep on file a record showing current leave status of each employee.

17.3. Annual Leave.

3.1. Full-time non-classified employees and faculty with twelve-month appointments shall be eligible for up to twenty-four (24) days leave per year calculated at the rate of 2.00 days per month from the date of employment. ~~However, upon leaving a non-classified position, the accumulation rates outlined in Section 3.2 shall apply.~~

~~3.2. Employees occupying full-time classified positions shall be eligible for annual leave on the following basis:~~

~~3.2.1. Less than 5 years' service: 1.25 days per month;~~

~~3.2.2. Five (5) but less than 10 years' service: 1.50 days per month;~~

~~3.2.3. Ten (10) but less than 15 years' service: 1.75 days per month;~~

~~3.2.4. Fifteen (15) or more years' service: 2.00 days per month.~~

~~3.32. Employees working at least 1,040 hours per twelve (12) consecutive months on a regular and continuing basis, but less than 1,950 hours shall accumulate annual leave on a pro rata basis.~~

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~~3.43. Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one (1) year by written approval of the president or his/her designee, but in no case shall it exceed twice the amount earned in any twelve-month period.~~

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~~3.54. An employee is entitled to accumulated leave at termination of service, but in no case may this exceed the limits set in 3.43, above.~~

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17.4. Other Conditions for Annual Leave.

4.1. At the request of the employee through established procedures, annual leave may be granted because of illness.

4.2. The work requirements of Glenville State College shall take priority over the scheduling of annual leave or other leave for an employee. When operationally possible, the supervisor shall grant earned annual leave at the convenience of the employee. However, departmental needs must be met, and annual leave may not be taken without prior request and approval of the employee's supervisor.

4.3. In the event of an employee's death, the value of accumulated annual leave will be paid to the employee's estate.

17.5. Sick and Emergency Leave.

5.1. Full-time employees shall accumulate sick leave at the rate of 1.5 days per month. All other employees shall accumulate sick leave in accordance with Section 2.1 of this rule.

5.2. Sick leave may be accumulated without limit.

5.3. Sick leave may be used by the employee when ill or injured or when in need of medical attention or when death occurs in the immediate family.

5.4. An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. Immediate family is defined as: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof.

5.5. Sick leave for more than five (5) consecutive days shall not be granted to an employee for illness without satisfactory proof of illness or injury, as evidenced by a statement of the attending physician or by other proof satisfactory to Glenville State College. An employee having an extended illness or serious injury shall, before returning to duty, obtain satisfactory medical clearance to help ensure adequate protection and shall indicate the employee's ability to perform his/her duties. Such medical clearance shall be presented in writing.

5.6. Glenville State College may require evidence from an employee for verification of an illness or other causes for which leave may be granted under this rule, regardless of the duration of the leave.

5.7. In cases, except those involving catastrophic sick leave as defined in Section 8.1, where all accumulated sick leave has been used and annual leave is available, it shall be the option of an employee either to use any accumulated annual leave until it has also expired, rather than being removed from the payroll, or to retain the accumulated annual leave for use after return to work, but be taken off the payroll immediately after the accumulated sick leave has expired.

5.8. On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work shall not be charged against the employee's accumulated sick leave as long as they are the next three (3) consecutive working days after injury or illness occurred. If on-the-job injuries or illnesses require a leave beyond the three-day period, it shall be the option of the employee either to use earned and accumulated sick and annual leave until both may be exhausted or to reserve for future use any earned and accumulated sick and annual leave and receive only Workers' Compensation benefits for which adjudged eligible.

5.9. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be, for all job-related purposes, temporary disabilities and shall be treated the same as any other illness or disability would be treated for sick leave entitlement. For this reason, employees shall be entitled to sick leave for their disabilities related to pregnancy and childbirth on the same terms and conditions as they or other employees would be entitled for other illnesses and disabilities. In determining whether an employee is unable to work because of a disability related to pregnancy or childbirth, the same criteria shall be used as would be used in the case of another type of illness or disability.

5.10. Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered cancelled as of the last working day with the institution, and no reimbursement shall be provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to insurance coverage or for provisions lawfully provided for at that time. Employees who resign in good standing and are later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of reemployment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.

17.6. Medical Leave of Absence Without Pay.

6.1. Any employee requesting a medical leave of absence without pay must provide the president or the president's designee, through established procedures, with satisfactory medical evidence (such as a statement from the attending physician) that he/she is unable to work. The medical statement shall include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the president or his/her designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician.

6.2. The employee shall be expected to report to work on the first workday following expiration of the disability period. Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by Glenville State College. An employee, prior to return to duty, shall obtain satisfactory medical clearance to help ensure adequate protection and which shall indicate the employee's ability to perform his/her duties. Such medical clearance shall be presented in writing.

6.3. A medical leave of absence without pay may be granted for no more than a twelve (12) consecutive month period. Employees who may need an extended medical leave beyond twelve (12) consecutive months may apply for an extension through Glenville State College procedures or may consider other options, such as disability.

6.4. After an employee has taken a twelve-month medical leave, Glenville State College shall continue group health insurance coverage provided that the employee pays the College the full premium cost of such group health plan.

6.5. Any employee who is separated from employment following a medical leave of absence of twelve (12) consecutive months and who had chosen to maintain his/her accumulated annual leave will receive payment for such accumulated annual leave in a lump sum payment.

17.7. Parental Leave.

7.1. A full-time employee who has worked at least twelve (12) consecutive weeks for the state may request up to twelve (12) weeks unpaid parental leave.

7.2. The request must be due to birth or adoption by the employee or because of a planned medical treatment or care for the employee's spouse, son, daughter, parent, or dependent who has a serious health condition.

7.3. The employee must provide his/her supervisor with written notice two (2) weeks prior to the expected birth or adoption; or for the medical treatment; or for the supervision of a dependent. Failure to submit a written request may be cause for denial.

7.4. The employee must provide the employer with certification by the treating physician and/or documentation regarding dependency status.

7.5. All annual leave must be exhausted before the parental leave begins. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive month period.

7.6. During the parental leave by an employee, Glenville State College shall continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan.

7.7. The position held by the employee immediately before the leave is commenced shall be held for a period not to exceed the twelve-week period of the parental leave and the employee shall be returned to that position. However, Glenville State College may employ a temporary employee to fill the position for the period of the parental leave.

17.8. Catastrophic Leave.

8.1. Catastrophic leave is provided for employees and a catastrophic illness is defined as: a medically verified illness or injury which is expected to incapacitate the employee and which creates a financial hardship because the employee has exhausted all leave and other paid time off. Catastrophic illness or injury shall also include an incapacitated immediate family member if this results in the employee being required to take time off from work to care for the family member and the employee has exhausted all leave and other paid time off.

8.2. The president will have the option to establish a leave bank and/or a procedure for direct transfer of sick or annual leave to an employee who has requested and been approved to receive leave donations due to a catastrophic illness or injury. Glenville State College may develop procedures which limit the amount of deposits an employee may make in any twelve (12) continuous month period.

8.3. A catastrophic leave bank provides for the deposit of sick and annual leave into a "bank" from which employees approved for catastrophic leave may withdraw leave.

8.4. A direct transfer provides for sick and annual leave to be donated at the request of the employee upon appropriate medical verification that the individual is unable to work due to the catastrophic illness or injury as determined by the president.

8.4.1. Upon approval for an employee to receive direct transfer of catastrophic leave, any employee may, upon written notice to the human resources department, donate sick and/or annual leave in one-day increments. No employee shall be compelled to donate sick leave. Any leave donated by an employee, but not used by the employee to whom it was donated, shall be returned to the donating employee and reflected in his/her leave balance.

8.5. An employee receiving the transfer of leave shall have any time which is donated credited to such employee's leave record in one-day increments and reflected as a day-for-day addition to the leave balance of the receiving employee. The leave record of the donating employee shall have the donated leave reflected as a day-for-day reduction of the leave balance.

8.6. Use of donated credits may not exceed a maximum of twelve (12) continuous calendar months for any one catastrophic illness or injury. The total amount of leave received by transfer or withdrawn from a bank may not exceed an amount sufficient to ensure the continuance of regular compensation and shall not be used to extend insurance coverage pursuant to Section 13, Article 16, Chapter 5 of the Code, which relates to insurance coverage for state employees. The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.

8.7. Direct transfer of leave or deposits into a leave bank may be inter-institutional. The president or his/her designee shall notify in writing other institutional presidents requesting that the institution consider the transfer of leave by either the direct transfer method or from the institution's leave bank. Upon approval of the receiving president, transfer leave will be made through appropriate institutional procedures.

8.8. Glenville State College shall be responsible for the administration of catastrophic leave and shall develop and disseminate procedures for the administration of this policy.

17.9. Personal Leave of Absence Without Pay.

9.1. An employee, upon application in writing and upon written approval by the president or his/her designee, may be granted a continuous leave of absence without pay for a period of time not to exceed twelve (12) consecutive months provided all accrued annual leave has been exhausted.

9.2. The president or the president's designee, at his/her discretion, may require the written approval of the supervisor before accepting the written application of an employee for a leave of absence without pay.

9.3. The president or the president's designee, at his/her discretion, shall determine if the purpose for which such a leave is requested is proper and within sound administrative policy.

9.4. At the expiration of leave of absence without pay, the employee shall be reinstated without loss of any rights, unless the position is no longer available due to a reduction in staff caused by curtailment of funds or a reduced workload. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment.

9.5. During a personal leave, Glenville State College shall continue group health insurance coverage provided that the employee pays the employer the full premium costs of such group health plan.

17.10. Military Leave.

10.1. An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades

7

ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increased, and experience with Glenville State College. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.

10.2. Benefits of this section shall accrue to individuals ordered or called to active duty by the President of the United States for thirty (30) working days after they report for active service.

17.11. Special Emergency Leave With Pay.

11.1. Special emergency leave with pay may be granted by the president or his/her designee to full-time employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

17.12. Witness and Jury Leave.

12.1. Upon application in writing, an employee of Glenville State College may be granted leave as indicated hereinafter in this section provided the employee is not a party to the action. Annual leave will not be charged under the provisions of this section.

12.2. When, in obedience to a subpoena or direction by proper authority, an employee appears as a witness for the Federal Government, the State of West Virginia, or a political subdivision thereof, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

12.3. When attendance in a court is in connection with an employee's usual official duties, time required in going and returning shall not be considered as absence from duty.

12.4. When an employee serves upon a jury, or is subpoenaed in litigation, the employee shall be entitled to leave with pay for such duty and for such period of required absence.

12.5. The employee shall report to work if he/she is excused by the court before the end of his/her regular work day. Provisions for employees who work a shift other than day shift shall be made according to Glenville State College policy.

17.13. Managing Work Time in Areas Affected by Interruption to Utility Service or Similar Situations.

13.1. Utility Service Interruptions - When extended power and utility service interruptions occur, administrators should make arrangements for employees' usual work routine to be accomplished at alternate work locations, or make affected employees available to other administrators for work in other areas. Also, if an administrator deems it advisable and the employee agrees, time off during the utility service interruption may be granted and charged against an employee's accumulated annual leave. Combinations of the above alternatives may be necessary, but in all cases interruptions of work schedules must be dealt with in accordance with applicable laws, including West Virginia Code 12-3-13. This law is interpreted to mean that if pay is associated with the absence from work, the absence must be charged to accumulated annual leave.

13.2. Emergency Situations - In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close Glenville State College. Such a declaration will be transmitted to the chancellor of the Higher Education Policy Commission. The president, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the president or his/her designee during a declared emergency, the time worked shall be compensated according to the provisions of Series 62. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up.

13.3. Absences from work due to weather conditions other than during a declared emergency must be charged against accumulated annual leave, accumulated compensatory time, or the employee must be removed from the payroll for the time in question. In recognition of the employment of "floating holiday" concept, the holiday record may be charged. Sick leave may not be charged for absence due to weather. Time lost from work may be made up in the same work week at the discretion of the employee's supervisor.

Approvals:

President

Chair of the Board

10

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 32

WEB-BASED COURSES

32.1. General

1.1. Scope – This policy addresses a variety of issues related directly to the development and teaching of distance education courses at Glenville State College. It is the intention of the policy to establish a fair and equitable process for developing and sustaining quality online courses.

1.2. Authority – W.Va. Code §18B-10-1

1.3. Effective Date –

1.4. Revision of Former Policy – Revises and replaces Glenville State College Board of Governors Policy 32 Web-Based Courses [2006].

32.2. Purpose

2.1. The purpose of this policy is to implement a process to increase the number of online courses offered by Glenville State College, to increase student access to post-secondary education opportunities, and increase the quality of online course delivery. This policy would encourage every academic department to institute and maintain some online courses. The resulting policy goals include:

2.1.1. Increasing scheduling flexibility for students and faculty.

2.1.2. Enhancing classroom space utilization.

2.1.3. Increasing student enrollment opportunity.

32.3. Definitions

3.1. Online Courses - defined as 100% of instruction and interaction occurs via electronic communication and the instructor and students are physically separated. All course activity is completed online. There are no required in-person sessions and no physical classroom meetings.

3.2. Hybrid Courses - defined as 50% to 99% of the instruction being provided through online education with the remaining instruction provided through traditional face-to-face instruction. Simply stated, this type of course has some face-to-face sessions and the rest of the course work is done online. For example, if the course would have traditionally met on Tuesday and Thursday, now the course will meet on Tuesday in the classroom and complete work online on Thursday. The Higher Education Policy Commission (HEPC) stipulates that the institution report