



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

April 21, 2020
1:00 p.m.

Telephonic Meeting

**Glenville State College
Board of Governors Meeting
Schedule
2019-20**

All Executive Committee meetings will be held at 11:00 am in the President's Conference Room in the Harry B. Heflin Administration Building.
All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, at 1:00 pm unless otherwise noted in the schedule.

All other committees will meet on the day of the Board meetings unless otherwise scheduled by the committee chair.
All other committees will meet in the Waco Center, Hall of Fame Room at the following specified times unless otherwise noted in the schedule.

All Other Committees

Board Governance Committee at 8:00 am	Enrollment and Student Life Committee at 9:00 am
Academic Affairs Committee at 10:00 am	Business and Finance Committee at 11:00 am

Schedule

Wednesday, July 24, 2019	Executive Committee
Wednesday, July 24, 2019	Enrollment Management Committee 8:15 am @ Admissions Office, Conference Room
Wednesday, July 24, 2019 SPECIAL EMERGENCY MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 12:00 pm Heflin Administration Building, President's Office Conference Room
Wednesday, August 7, 2019 <i>* No committee meetings will be held.</i>	Board of Governors @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glenville, WV
Wednesday, October 9, 2019	Executive Committee
Wednesday, October 23, 2019	Board of Governors
Friday, November 8, 2019 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 1:00 pm Heflin Administration Building, Room 213A Conference Room
Wednesday, November 13, 2019	Executive Committee
Wednesday, December 4, 2019	Board of Governors
Wednesday, January 22, 2020	Executive Committee
Thursday, January 23, 2020	Executive Committee
Wednesday, February 5, 2020	Board of Governors
Tuesday, March 3, 2020 SPECIAL EMERGENCY MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 11:00 am Waco Center, Hall of Fame Room
Wednesday, April 8, 2020	Executive Committee
Wednesday, April 15, 2020	Board of Governors
Tuesday, April 21, 2020	Board of Governors - via teleconference: Call 1-866-453-5550 and enter PIN: 5376505#
Wednesday, May 27, 2020	Executive Committee
Wednesday, June 10, 2020	Board of Governors

Approved by the GSC Board of Governors June 12, 2019
Updated June 22, 2019; October 29, 2019; November 13, 2019; December 12, 2019; February 28, 2020;
March 12, 2020; March 17, 2020; March 18, 2020; April 14, 2020

GLENVILLE STATE COLLEGE BOARD OF GOVERNORS

April 21, 2020

Telephonic Meeting**

1. Call to Order
2. Establishment of a Quorum
3. Public Comments
4. Constituent Comments
 - a. Faculty Senate
 - b. Staff Council
 - c. Student Government Association
5. Consent Agenda*
 - a. Minutes of the February 5 and March 3, 2020 Meetings
 - b. Board Members' Reports
6. Committee Reports
 - a. Executive Committee/Chair Report
 - i. Reminder regarding presidential interviews – May 27, 28, 29 with special BOG's meeting in the afternoon of May 29
 - ii. Discussion of format preference for presidential interviews – virtual or in-person
 - iii. Appointment of a nominating committee for officers to be determined in June
 - b. Board Governance and Human Resources Committee
 - i. Presidential Search Update
 - ii. Approval of Revisions to Final Draft Policies – Part I (following additional comments)*
 - iii. Approval of Draft Policies – Part II *
 - iv. Employee Demographic Report
 - v. Process for Board member replacements
 - c. Business and Finance Committee
 - i. Federal Coronavirus Stimulus Package impact on GSC
 - ii. February financials and cash flow projections
 - iii. Historical Expenditures Report
 - iv. Aramark contract
 - v. Overview of goal for FY21 Budget development and assumptions regarding its development

- vi. Update on Staff/Faculty housing rent
- vii. Approval of tuition for FY21*

d. Enrollment and Student Life Committee

- i. Enrollment and Retention activities
- ii. EAB Contract update

e. Academic Affairs Committee

- i. Programmatic Updates
 - 1. Hidden Promise
 - 2. 1-2-3-Teach!
 - 3. Home Grown Education
- ii. SAT/ACT waivers for FY21
- iii. Update on new academic awards, changes to program length or credits, elimination of academic awards
- iv. Academic consortial relationships and special instructional agreements report
- v. Update on inactive academic projects from the past 3 years
- vi. Workforce and Community Development Update

7. Campus Updates – (Interim President Nelson, VP Hutchison, AD Skiles)

- a. Advancement and Government Affairs Update
- b. Athletic Programming Update

8. Potential Executive Session

9. Announcements

10. Adjournment

*Denotes action item

**** Call 1-866-453-5550
PIN: 5376505#**

**Glenville State College Board of Governors
Meeting of April 21, 2020**

ACTION ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Consent Agenda as proposed.

STAFF MEMBER: Dr. Kathleen Nelson, Interim President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the February 5, 2020 Meeting.
2. Minutes of the March 3, 2020 Meeting.

**Glennville State College
Board of Governors Meeting
February 5, 2020
Waco Center, Hall of Fame Room
Glennville, WV**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Mr. Robert Marshall
Mr. Doug Morris, via teleconference
Mr. Mike Rust
Dr. Kevin Evans, Faculty Representative
Mr. Jason Gum, Staff Representative
Mr. Colton Ring, Student Representative

Members Absent: Mr. Ralph Holder

Faculty & Staff Present: Mr. John Beckvold, Vice President for Business & Operations
Mr. Marty Carver, Vice President for Enrollment & Student Life
Mr. Tim Henline, Lecturer of Business & Faculty Senate President
Mr. David Hutchison, Vice President for Advancement
Ms. Michelle Lang, Academic Success Counselor
Dr. Gary Morris, Interim Provost & Vice President for Academic Affairs
Dr. Kathleen Nelson, Interim President
Mr. Thomas Ratliff, Executive Director of Workforce & Community Development
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Ms. Chelsea Stickelman, Director of Admissions & Staff Council Chair

Others Present: Dr. Joe Evans, Faculty Emeriti
Mr. Harry Rich, Faculty Emeriti

Call to Order

Chairperson Greg Smith called the meeting to order at 1:03 pm.

A quorum was established.

Public Comment – N/A

Constituent Comments

Faculty Senate – Tim Henline provided a handout that included an overview of Faculty Senate, update on restructuring its constitution, and the shared governance process. He pointed out that morale has increased among faculty across campus and the shared governance process has also increased under Dr. Nelson’s leadership. The faculty’s main concern is the budget and the way it is being communicated across campus.

Staff Council – Chelsea Stickelman reported that Staff Council has not met since the first of the year. They are trying to make sure the Council has representation on all committees and trying to get staff more involved.

Student Government Association (SGA) – Colton Ring announced that the constituent representative was not able to attend. SGA has been reviewing and revising its constitution, trying to be more transparent with the Senate, and discussing the budget with students. The morale of students has gone up substantially in the last year and it should show in retention numbers.

Mr. Smith requested that Mr. Ring provide a list of activities at the next meeting that students would like to see provided on campus.

Consent Agenda

MIKE RUST MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Rust referenced page 4 of the December 2019 minutes regarding the Hidden Promise program report that was previously requested to include ideas for funding the program and how to enhance the program. He requested the report be submitted at the April meeting.

Mr. Smith further requested the same report be submitted at the next meeting.

Committee Reports

Executive Committee/Chair Report

Tim Butcher reported:

- Committee set the February Board Agenda at its January meeting.
- Discussed the policies being amended that were posted for comment.
- Mike Rust provided an update on the current budget and announced that management will be submitting a response letter to the auditors along with a plan.
- John Beckvold will be providing a report of GSC’s contractual relationships at upcoming meeting.
- Included a reminder regarding the March 28th special board meeting, retention update, CAEP, and HLC accreditation update to the February agenda.

Board Governance Committee - Tim Butcher reported that the Committee discussed the following:

- All draft policies being presented for action were reviewed along with comments received.
- Reaching out to constituent groups to obtain suggestions regarding recommendations for new Board members.
- Updating the Board agenda topics calendar.
- The provost search concluded with Dr. Morris appointed as the new provost.
- Skype interviews are scheduled for next week with six presidential search finalists.
- Full-time faculty searches are on-going.

TIM BUTCHER MOVED TO APPROVE THE PROPOSED BOARD DRAFT POLICIES FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION SUBJECT TO THE THIRTY-DAY COMMENT PERIOD AND IF NO COMMENTS ARE RECEIVED AFTER THE PERIOD.
MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Business and Finance Committee - Mike Rust reported that the Committee discussed the following:

- Items being presented for action.
- Financial statement.
- The College is looking at a \$2.2 million dollar deficit at the end of its fiscal year. The current cash flow is \$4 million but it will decrease during the summer months resulting in having to borrow funds from the GSC Foundation.
- A plan to assist with the deficit.
- Working on a budget for the 2020-2021 year.
- An increase in tuition for next year. A proposal will be submitted at the April meeting.
- Dale Cochran spoke to the Committee and provided a needs assessment list for the College in reference to maintenance. He recommended the list be completed in the next three years and will present a priority list of needs in the next fiscal year to the business and finance committee at its next meeting. The approximate cost of renovations needing completed in the next three years is \$5.3 million.
- John Beckvold announced that the auditors recommended the College acquiring a better ledger system. A new system is being planned and a progress report will be provided at the next meeting.
- The Business and Finance Committee, Dr. Nelson, and John Beckvold held an investor phone call on December 18th and the College's bond underwriter's assisted with the call. No issues were recognized.

Chair Smith requested the bond investors send a report regarding the phone call on December 18th to the Board.

Mr. Butcher noted that budget updates should be provided to the Board on a monthly or quarterly basis.

Mr. Rust announced that financial statements, balance statements, and cash flow statements will be provided at each meeting. He recommended that counsel review all service contracts in an effort to protect management.

Dr. Nelson mentioned that the Higher Education Policy Commission counsel reviews College documents as needed.

Mr. Beckvold made reference to the revised fee schedule provided to all for approval and noted that the fee for student activities listed on page five of the schedule is a new fee to cover a variety of student activities, health and mental services, athletic events, shuttle service, etc. The fee was proposed at the Meet and Confer

meetings and positive feedback was received. The fee is also comparable to other state colleges in West Virginia.

MIKE RUST MOVED TO APPROVE THE FEES AND BOARD RATES FOR THE FY21 ACADEMIC YEAR AS REVISED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Enrollment and Student Life Committee – Steve Gandee and Marty Carver reported the following:

- 2020 spring enrollment is at 792 as compared to 794 last spring.
- EAB impacted 80 students last year; however, their contract will be reevaluated for next year. EAB has put forth a new initiative to assist with recruiting because there have been changes in filters used by recruiting services nationwide. Due to Google analytics, less messages are being delivered.
- Fall 2019 to spring 2020 retention was at 85 percent. 82 percent was first-time freshmen. Last year, the athlete retention was 67 percent from fall to spring and this year it is at 82 percent.
- A handout was provided to all that included an article from The WV Higher Education Almanac published in 2019 that included data and statistics about GSC. The article contained a lot of inconsistencies.

Academic Affairs Committee – Skip Hackworth asked Dr. Morris to present the Committee report.

Dr. Morris reported:

- Dr. Fred Walborn will present the Collaborative Project at the Higher Learning Commission conference in April.
- The College is working with Pierpont CTC to develop an associate in nursing degree program to eventually become a bachelor of nursing program. A letter of intent to plan was submitted to HEPC and approval has been received. Currently, the funding is being sought after for the project.
- Council for the Accreditation of Educator Preparation (CAEP) will visit the College May 2-4, 2020.
- Additional academic programming updates have been deferred and a report will be provided at the April meeting.
- The College passed the September 2019 Higher Learning Commission (HLC) focus visit and has been approved and permitted to offer online degree programs.

Mr. Ratliff reported :

- FCI-Gilmer will be graduating its first four year GSC students this summer.
- Participating dual enrollment counties will be visiting GSC on March 11th.
- Bluegrass trip to Nashville was well attended.
- Department of Natural Resources would like the College to provide entertainment for “Fishing Days” in September at Stonewall Resort.

Campus Updates

Mr. Hutchison reported:

- He meets with HC Strategists daily and they are developing an annual plan and seeking more grants.
- He provided a current legislative agenda to all. Funding that is being pursued includes \$1.5 million for programs such as the Home Grown Initiative, online programs, etc.
- A committee is being formed to track graduates and gather information regarding job placement.
- Everyone should have received a letter today regarding the College’s Founder’s Day activities scheduled for February 19th.

Mr. Skiles reported:

- Nine of twelve athletic teams improved team GPA this year.
- The spectators' morale has increased at student athletic events.
- Coach Kim Stevens won her 100th game last week.
- Academic merit scholarships and the Academic Success Center has assisted immensely with athlete recruitment and retention.
- There are currently 362 athletes on campus.
- Since the start of the academic year, 35 students quit the sport he/she came to GSC to participate. 21 of the 35 remained at GSC.

Announcements

Mr. Smith announced the following:

- GSC Theatre performs "Till Death Do Us Part," an interactive murder mystery dinner event, on Friday, February 14 in the Mollohan Campus Community Center Ballroom. Social hour is at 6:00 p.m., show and dinner is at 7:00 pm.
- Feb. 19th is GSC Founder's Day and the Day of Giving event.
- Mountain East Conference Basketball Tournament will be held March 6-8, 2020 in Wheeling, WV.
- Next Board meeting is scheduled for March 28th.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 3:01 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College
Board of Governors Special Emergency Meeting
March 3, 2020
Waco Center, Hall of Fame Room
Glenville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green, via teleconference
Mr. Tilden "Skip" Hackworth
Mr. Ralph Holder
Mr. Robert Marshall
Mr. Doug Morris, via teleconference
Mr. Mike Rust
Dr. Kevin Evans, Faculty Representative
Mr. Jason Gum, Staff Representative
Mr. Colton Ring, Student Representative

Faculty & Staff Present: Dr. Kathleen Nelson, Interim President
Ms. Teresa Sterns, Executive Assistant to the President
Dr. Marjorie Stewart, Associate Professor of English

Others Present: Mr. Trey Cloutier, Student
Ms. Sadie Murphy, Student

Call to Order

Chairperson Greg Smith called the meeting to order at 11:02 am.

A quorum was established.

Executive Session

IT WAS MOVED BY SKIP HACKWORTH THAT THE BOARD OF GOVERNORS GO INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF W. VA. CODE § 6-9A-4(2)(6) & (12) TO DISCUSS MATTERS DEEMED CONFIDENTIAL REGARDING THE PRESIDENTIAL SEARCH PURSUANT TO WVCSR § 133-5-2.4. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Rise from Executive Session

IT WAS MOVED BY SKIP HACKWORTH THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. COLTON RING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Actions Emanating from Executive Session

After discussions in executive session, the Board took the following action:

IT WAS MOVED BY SKIP HACKWORTH THAT THE BOARD OF GOVERNORS APPROVE TO EXTEND THE PRESIDENTIAL CANDIDATES INTERVIEW PROCESS TO THE SIX SEMI-FINALISTS WITH ACCEPTANCE OF THE SIX CANDIDATES. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED WITH ANN GREEN AND JASON GUM OPPOSING.

Executive Session

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS GO INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF W. VA. CODE § 6-9A-4(2)(6) & (12) TO CONTINUE DISCUSSING MATTERS DEEMED CONFIDENTIAL REGARDING THE PRESIDENTIAL SEARCH PURSUANT TO WVCSR § 133-5-2.4. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Rise from Executive Session

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 12:51 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glennville State College Board of Governors
Meeting of April 21, 2020**

ACTION ITEM: Revised Final Draft Board Policies

COMMITTEE: Committee of the Whole

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

STAFF MEMBER: Dr. Kathleen L. Nelson, President

BACKGROUND:

Higher Education Policy Commission 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. If approved, the current draft policies will be submitted as final draft policies for the thirty (30) day public comment period and brought back to the Board with any revisions made after public comment for final approval within ten days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

All of the attached final draft policies were submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions for the official thirty (30) day comment period and were posted on the College's website per GSC Policy 10. Comments were received during the thirty-day period and suggested changes were made. The revised final draft policies were sent to the Board for review on March 30, 2020. Revised policies five (5), eighteen (18), and twenty-three (23) are attached with comments received and responses included.

GLENVILLE STATE COLLEGE FINAL AMENDED DRAFT POLICIES – Posted March 11, 2020 for comment

Comments received during the formal 30-day comment period and responses to comments.

ADMINISTRATIVE POLICY 5 – POLICIES ON USE OF INSTITUTIONAL FACILITIES

Comments submitted by: Dr. Lloyd E. Bone, Jr.

Section 5.5, Page 3 – Change his to his/her.

Response:

Suggested change was made.

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 5

~~POLICIES ON~~ USE OF INSTITUTIONAL FACILITIES

5.1. General.

1.1. Scope - This rule governs use of institutional facilities by persons or groups.

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-Repeals and replaces Title 131, Series 55 of the Board of Directors of the State College System and Glenville State College Policy 5 – Policies on Use of Institutional Facilities [2003].

5.2. Policy Introduction.

2.1. Facilities of Glenville State College are intended for use in the conduct of its educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions.

2.2. In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

5.3. By Off-Campus Groups or Individuals (Nonstate Employee).

3.1. It is the policy of the Board of Governors to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the College. The community use of a College facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.

3.2. Use of campus facilities by noncampus individuals or organizations will be permitted within the following guidelines:

(a) Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the College;

(b) The nature of the activities of the noncampus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion,

or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States;

(c) A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the College shall be executed by the campus sponsor and also be signed by a responsible officer of the noncampus organization desiring to use a campus facility;

(d) All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the College for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the College, except for public or nonprofit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the College.

5.4. By Campus Groups for Nontraditional Programs (State Employee).

4.1. To encourage the use of College facilities, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

(a) Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (a) extra compensation for the activity be paid from funds other than state appropriations; and (b) the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with College policy and, where twelve (12) month employees are involved, annual leave is taken. The president or his designee will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time;

(b) ~~All revenues and expenditures shall be handled by the business office of the College or the business office of the campus unit involved.~~ All revenues from these programs shall be deposited into the an appropriate state special revenue account. Charges for special services provided by the College may be deducted from revenues; however, the College may require that a deposit be made in advance for such services;

(c) A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the president or his designee. Said agreement

shall establish the responsibilities of the College and the sponsor, including detailed financial obligations to the College from revenues. All agreements must ensure that the College will receive reimbursement for all identifiable direct and indirect costs;

(d) Programs must be sponsored by the College. The name to be used for the program is left to the discretion of the president;

(e) All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement;

(f) All publicity must indicate that checks for payment of fees are to be made payable to Glenville State College and not to an individual or outside organization;

(g) Adequate insurance must be underwritten by the sponsors of the program.

5.5. Selling of Articles on College Campuses.

All solicitation and selling of products and articles upon property under the jurisdiction of the Board of Governors is prohibited except by organizations and groups directly connected with the College and upon written approval of the president or his/her designee.

5.6. General.

6.1. The president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used, along with any other forms needed to execute this policy.

6.2. It is not the intent of this policy to cover noncredit instruction offerings.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE FINAL AMENDED DRAFT POLICIES – Posted March 11, 2020 for comment

Comments received during the formal 30-day comment period and responses to comments.

PERSONNEL POLICY 18 - ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE

Comments submitted by: Ms. Kristin Boggs, General Counsel, WV HEPC

Section 15.1, Page 15 - Change W. Va. Code § 29-6A to W. Va. Code § 6C-2-1 et seq.

Response:

Suggested change was made.

GLENNVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 18

ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE

18.1. General

1.1. Scope - This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment or dismissal of faculty, and grievance procedures for matters pertaining to faculty. The policy sets forth the major elements which need to be incorporated by the college as it formulates institutional policy relating to faculty issues, as required by HEPC Series 9.

1.2. Authority — ~~W. Va. Code §§ 18B-1-6, 18B-1B-4, and 18B-7-4;~~ Also, and Higher Education Policy Commission Series 9

1.3. Effective Date: ~~February 18, 2004~~

1.4. Repeal-Revision of former Former rule-Policy - Repeals and replaces Series 36 of Title 131 Procedural Rule of the Board of Directors of the State College System of West Virginia effective July 30, 1997, and Glenville State College Policy 18 – Academic Freedom, Professional Responsibility, Promotion, and Tenure[2004].

18.2. Academic Freedom and Professional Responsibility

2.1. Academic freedom at Glenville State College is necessary to enable the institution to perform its societal obligation as established by the Legislature and the Higher Education Policy Commission. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institution and campuses under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

2.2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the authorities of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

2.3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at Glenville State College is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional, campus and departmental missions in teaching, research, and service, as defined by institutional policy. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service according to one's campus, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

2.5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

2.6. As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program review processes.

18.3. Faculty: Ranks and Definitions

3.1. The faculty at Glenville State College shall be those appointees of the ~~president's designee~~President or his/her designee. The faculty are those so designated by the designee and may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities.

3.2. Faculty may fall into one of the following classifications:

3.2.1. Tenured: Those faculty members who have attained tenure status as determined by the ~~president's designee~~President or his/her designee. Tenured appointments are full-time (1.00 FTE) for the academic year.

3.2.1.1. Under special circumstances, if requested by the faculty member and approved by the ~~president's designee~~President or his/her designee, a fulltime tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a fulltime tenured appointment or, if the faculty member chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.

3.2.2. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE) basis and have been designated by the ~~president's designee~~President or his/her designee as being in a tenure-track position.

3.2.2.1. Under special circumstances, if requested by the faculty member and approved by the ~~president's designee~~President or his/her designee, a fulltime tenure-track appointment ~~may~~ be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment at least one-half the contract period will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

3.2.3. Clinical-Track: Those faculty members who have been appointed by the ~~president's designee~~President or his/her designee and have been designated as being in a clinical-track position. Their appointment may be full-time (1.00 FTE) or part-time.

3.2.4. Librarian-Track: Those faculty members who have been appointed by the ~~president's designee~~President or his/her designee and have been designated as being in a librarian-track position. Their appointment may be full-time (1.00 FTE) or part-time.

3.2.5. Non-tenure-Track: Those faculty members who have been appointed by the ~~president's designee~~President or his/her designee but have not been appointed in a tenure-track, clinical-track, librarian-track, term, or tenured status. Their appointment may be full-time (1.00 FTE) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of non-tenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

3.3. Faculty appointed to tenured or tenure-track positions at Glenville State College shall be appointed in one of the following ranks:

3.3.1. Professor;

3.3.2. Associate Professor;

3.3.3. Assistant Professor; or

~~3.3.4. Instructor~~

3.4. Faculty appointed to clinical-track positions shall be appointed to one of the following ranks:

3.4.1. Professor, with the designation of-;

3.4.2. Associate Professor, with the designation;

3.4.3. Assistant Professor, with the designation; or

3.4.4. Instructor, with the designation

3.5. Faculty appointed to librarian-track positions at Glenville State College may be appointed to one of the following ranks:

3.5.1. Librarian;

3.5.2. Associate Librarian;

3.5.3. Assistant Librarian; or

3.5.4. Staff Librarian

3.6. Clinical-track and librarian-track faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Clinical-track and librarian-track faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

3.7. Additional ranks are permitted at Glenville State College through the use of the title prefix designation "extension;" such additional ranks are excluded from and in addition to those ranks covered by the provisions of the West Virginia Code.

3.8. Other appropriate titles which more accurately indicate the nature of the position may be used.

3.9. Persons assigned full-time or part-time to administrative or staff duties may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, librarian-track, or non-tenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.

3.10. Clinical-track, librarian-track, and non-tenure-track faculty hold non-tenurable appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.

3.11. Non-tenure-track appointments shall have one of the following titles:

3.11.1. Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;

3.11.2. Lecturer or senior lecturer;

3.11.3. Assistant, designated as research, clinical, or adjunct, as applicable to describe the connection or function.

3.12. Non-tenure-track full-time (1.00 FTE) faculty appointments may be used only if one or more of the following conditions prevail:

- 3.12.1. The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.
- 3.12.2. The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- 3.12.3. The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- 3.12.4. The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.
- 3.12.5. The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.
- 3.12.6. Appointment or reappointment to a non-tenure-track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.
- 3.13. The ~~president's designee~~ President or his/her designee shall make all tenured, tenure-track, clinical-track, librarian-track, and non-tenure-track appointments after consultation with appropriate faculty and other collegiate units.
- 3.14. Every faculty contract at Glenville State College shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.
- 3.15. Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.

18.4. Faculty: Types and Conditions of Appointment

4.1. Full-time appointments to the faculty of Glenville State College, other than those designated as clinical-track, librarian-track, or non-tenure-track, shall be either tenured or tenure-track.

4.2. All clinical-track, librarian-track, and other non-tenure-track appointments, as defined in Section 3 of this policy shall be neither tenured or tenure-track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

4.3. The appointment of a person to a full-time position on any campus is made subject to the following conditions:

4.3.1. The appointee shall render full-time service to the campus to which appointed. Glenville State College expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution.

Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. Glenville State College shall establish a program of periodic review of outside services of appointees to guide faculty members.

4.3.2. If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the ~~president's designee~~ President or his/her designee has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.

4.3.3. The college may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the college, provided such activity: (1) further develops the faculty member professionally and (2) does not interfere with duties and responsibilities to the college.

4.4. If the status of a faculty member changes from non-tenure track, clinical-track or librarian-track to tenure-track, the time spent at the College may, at the discretion of the ~~president's designee~~President or his/her designee, be counted as part of the tenure-track period.

18.5. Joint Appointments

5.1. If, in the event, a faculty member has a joint appointment to Glenville State College and another higher education institution, the following will apply:

Faculty members may be appointed to perform academic duties at Glenville State College, which duties may include teaching, research, counseling, or other services. For administrative purposes, Glenville State College or the other college shall be designated the faculty member's "home campus." That institution shall be responsible for granting promotions, raises in salary, and tenure: Provided, however, that when cause therefore shall occur, appropriate counseling, disciplinary action, and the like shall be the responsibility of the institution where the occurrence arose.

5.2. The conditions and the details of the faculty member's joint appointment, including the designation of the "home campus," and any other arrangements, shall be specified in the agreement between the faculty member and the presidents' designees of the institutions sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.

5.3. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home campus."

18.6. Emeritus Status

6.1. Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service. Glenville State College shall establish a policy regarding emeritus status and file the policy with the Policy Commission and the Board. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend.

18.7. Promotion in Rank

7.1. Within the following framework, Glenville State College shall establish, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for promotion in rank, such guidelines to be in conformity with institutional guidelines:

7.1.1. There shall be demonstrated evidence that promotion is based upon a wide range of
criteria, established by the college and in conformance with this document and appropriate to the mission of Glenville State College. Examples include but are not

limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the College.

7.1.2. There shall be demonstrated evidence that, in the process of making evaluations for

promotions, there is participation of persons from several different groups, including but not limited to: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division chairperson and the Vice President for Academic Affairs, and students.

7.1.3. There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.

7.1.4. The college shall provide copies of its guidelines and criteria for promotion to the Higher Education Policy Commission and the Board of Governors and shall make available such guidelines and criteria to its faculty.

7.2. Promotion shall not be granted automatically, but shall result from action by the ~~president's designee~~ President or his/her designee, following consultation with the appropriate academic units.

18.8. Faculty Resignations

8.1. A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline re-appointment, shall give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

18.9. Tenure.

9.1. Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. There shall be demonstrated evidence that tenure is based upon a wide range of criteria, established by the College in conformance with this document and appropriate to the mission of Glenville State College. Appropriate examples include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the College.

9.2. In making tenure decisions, careful consideration shall be given to the tenure profile of the College, projected enrollment patterns, staffing needs, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The College shall be mindful of the dangers of losing internal flexibility and accountability to the citizens of the State as the result of an overly tenured faculty.

9.3. Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the ~~president's designee~~President or his/her designee, following consultation with appropriate academic units.

9.4. Tenure may be granted at the time of the appointment by the ~~president's designee~~President or his/her designee, following consultation with appropriate academic units.

9.5. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.

9.6. A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.

18.10. Tenure-Track Status

10.1. When a full-time faculty member is appointed on other than a clinical-track, librarian-track, non-tenure track or tenured basis, the appointment shall be tenure-track.

10.2. During the tenure-track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished the individual concerned.

10.3. The maximum period of tenure-track status normally shall not exceed seven years. Before completing the penultimate year (the "critical year") of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the tenure-track period, faculty members may be granted tenured appointment before the sixth year of service if the critical year has been officially changed, such appointment to be based upon criteria established by the institution and copies provided to the Board and to the Policy Commission.

~~10.3.1. Glenville State College may establish policies to accommodate unusual situations, ——— such policies to be approved by the Board and reported to the Policy Commission.~~

10.4. During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision for non-retention or dismissal shall be provided promptly to the faculty member upon request.

10.5. For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision:

10.5.1. By letter post-marked and mailed no later than December 15 of the second academic year of service; and

10.5.2. By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.

10.6. For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

10.7. Notice of non-retention shall be mailed "Certified Mail-Return Receipt Requested."

10.8. Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudice further continuation after that additional year.

10.9. Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Such decision should be made at the time of the appointment, and must be made by the end of the fiscal year in which the appointment began. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.

10.10. Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting from the ~~president's designee~~ President or his/her designee a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the ~~president's designee~~ President or his/her designee within ten working days of receipt of the notice of non-retention.

18.11. Faculty Evaluation

11.1. All faculty shall receive yearly written evaluations of performance directly related to duties and responsibilities as defined by the institution, such evaluations to be made normally by the ~~department/division chairperson~~ Provost or his/her designee or the equivalent.

11.2. Evaluation procedures shall be developed at the college level, and copies sent to the Governing Board and the Policy Commission and filed in the Central Office. Such procedures must be multidimensional; criteria shall include but not be limited to peer evaluations, student evaluations, and evaluations by immediate supervisors.

18.12. Dismissal

12.1. Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more of the following causes:

12.1.1. Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;

12.1.2. Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender related, or other discriminatory practices;

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

12.1.4. Physical or mental disability for which no reasonable accommodation can be

made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;

12.1.5. Substantial and manifest neglect of duty; and

12.1.6. Failure to return at the end of a leave of absence.

12.2. Notice of Dismissal for Cause: The ~~president's designee~~ President or his/her designee shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:

12.2.1. Full and complete statements of the charge or charges relied upon; and

12.2.2. A description of the appeal process available to the faculty member.

12.3. Prior to giving the faculty member a written dismissal notice, the ~~president's designee~~ President or his/her designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the designee prior to the effective date to refute the charges.

12.4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. ~~Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.~~

18.13. Termination Because of Reduction or Discontinuance of an Existing Program

13.1. A tenured or tenure-track faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at Glenville State College as a result of a review of the program, in accordance with the appropriate rule relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the campus shall make every effort to extend first refusal to the faculty member so terminated.

13.1.1. Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member's training and

experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the campus. Faculty development programs and funds should be used to facilitate such reassignments.

13.2. Campus policy for accommodating major reduction in, or discontinuance of, an existing program shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Campuses should utilize appropriate program change policies.

13.3. The ~~president's designee~~President or his/her designee shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.

13.4. The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

18.14. Termination Due to Financial Exigency

14.1. A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Governing Board. Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Institutions should utilize appropriate program change policies.

14.2. The ~~president's designee~~President or his/her designee on a campus shall initiate proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:

14.2.1. A delineation of the rationale used for the determination of a financial exigency;

14.2.2. A copy of the implementation procedures used by the campus related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and

14.2.3. A description of the appeal process available to the faculty member.

14.3. To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

18.15. Faculty Grievance Procedure

15.1. A faculty member wishing to grieve or appeal any action of the institution or Governing Board may utilize the procedures set out in W. Va. Code ~~§29-6A~~ 6C-2-1, et seq.

18.16. Alternative Informal Procedure for the Resolution of Conflict

16.1. The College may provide alternative procedures to those set out in West Virginia Code §29-6A for the resolution of conflicts.

18.17. Notification of Terms and Conditions of Faculty Appointments

17.1. Glenville State College has a large measure of flexibility in determining the form and style whereby faculty are notified each year of the terms of their appointment. When an initial appointment is made, however, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. While a formal contract may not be necessary each year, the College may choose one of several means of notifying faculty about their appointments: a personal letter, a formal contract, or a combination of a letter with a standard contract attached.

17.2. The letter of appointment or contract should state the following:

17.2.1. That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the college's faculty handbook or other publications.

17.2.2. That the appointment is tenured, tenure-track, clinical-track, librarian-track, or non-tenure-track as defined in this policy.

17.2.3. That the rank (in case of a tenured, clinical-track, or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor, including a clinical-track designation, as appropriate, or

17.2.4. That the rank (in case of a librarian-track appointment) is Librarian, Associate Librarian, Assistant Librarian, or Staff Librarian.

17.2.5. That the appointment is full-time (1.00 FTE) or part-time with the FTE identified.

17.2.6. That it is a terminal contract (whenever appropriate).

17.2.7. That it is a joint appointment with another institution (whenever appropriate), with the home campus specified.

17.2.8. The beginning and ending dates of the appointment.

17.2.9. For tenure-track appointments, the academic year in which tenure must be awarded (the "critical year").

17.2.10. The total salary for the appointment.

17.2.11. That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.

17.2.12. That the specific assignments of the position will be determined by the designated representative of the college.

17.2.13. That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the designated representative of the college.

17.2.14. That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the letter or contract to the designated representative of the college within a reasonable time, which should be specified.

17.3. Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.

Approvals:

President

Date

Chair of the Board

Date

GLENVILLE STATE COLLEGE FINAL AMENDED DRAFT POLICIES – Posted March 11, 2020 for comment

Comments received during the formal 30-day comment period and responses to comments.

PERSONNEL POLICY 23 – GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE COLLEGE

Comments submitted by: Dr. Gary Gillespie

Section 2.4, Page 2 – Change “without their consent” to “without candidate’s consent.”

Response:

Suggested change was made.

Comments submitted by: President’s Cabinet

Section 2.6, Page 2 and Section 4.1, Page 3 – Change “approved” to “confirm.”

Response:

Suggested changes were made.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 23

GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE COLLEGE

23.1. General

1.1. Scope – This rule establishes guidelines for the Glenville State College Board of Governors to use in employing and evaluating presidents or other administrative heads of the institution.

1.2. Authority - ~~West Virginia Code~~ W. Va. Code §§ 18B-1-6, 18B-1B-4, 18B-1B-6, and 18B-1B-7, 18B-1B-6, 18B-1-6

1.3. Effective Date – ~~October 19, 2016~~

1.4. ~~Repeal-Revision~~ of ~~former-Former rule-Policy~~ - Repeals and replaces ~~Glenville State College Personnel Policy 23 [2004]~~ and Series 59 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective May 17, 1993, Glenville State College Policy 23 – Guidelines for Employing and Evaluating the President at Glenville State College[2004] [2016].

23.2. Development of a Search Process and Search Committee

2.1. Upon the occurrence of a vacancy in the position of President at Glenville State College, the Board of Governors will undertake a search for a new president. The Board is responsible for the search, both procedurally and financially. The Board shall adopt procedures governing the search and shall designate an individual to chair the search committee. The procedure shall be approved by the Higher Education Policy Commission prior to being implemented and shall require, at the least, that:

2.1.1. A search committee will be appointed by the Chair and approved by the Board. The committee will include, at a minimum, the Chair, Vice-Chair, past Chair(s) two Board members other than College constituent representatives, a member of the faculty, a member of classified staff, a member of the non-classified staff, a student representative, and two additional citizen members. The Board secretary will serve as the staff member administrative assistant for the search committee.

2.1.2. A statement of characteristics and qualities which the President should possess will be developed by the search committee and used by the Board in soliciting and evaluating candidates.

~~2.1.3. If a search committee is appointed it shall include representation of faculty,~~

~~students, and staff.~~

2.1.4. A position announcement ~~will~~shall be prepared detailing the characteristics and qualities sought in a new President and transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.

2.1.5. Interviews with the finalists will be conducted on campus and that during the ~~Campus-campus~~ visits, students, ~~classified employees~~ staff, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments solicited and evaluated by the Board. Interviews with semi-finalists, at the option of the ~~governing board~~ search committee, may or may not be conducted on campus.

2.1.6. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees, past employment, criminal and credit checks.

~~2.2. The Board, at its discretion, may appoint additional students, faculty, staff, community leaders, alumni, or other citizens to any search committee it appoints.~~

2.3. Candidates may be considered through their own application or by nomination.

2.4. Members of the Board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates, without the candidate's consent, to anyone not a member of the Board, ~~or~~ search committee, or authorized agents or staff as designated in the search procedures approved by the Commission until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit.

2.5. At the request of the Board of Governors, the Higher Education Policy Commission may provide the Board with staff assistance to manage the search process, or the Board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search in whatever manner the board may choose.

2.6. The Board shall confer with the Chancellor and agree to a method and process for Policy Commission members to attend interviews of the finalists, or schedule their own, ~~and approve the final selection of a president by the Board. The Board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and agendas and minutes of meetings involving the search.~~ A presidential appointment must be confirmed by the Commission.

2.7. Terms of compensation and contract discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Policy Commission and any compensation agreed to must be approved by the Policy Commission.

2.8. Interim presidents appointed by the Board, until a permanent president is employed, must be approved by the Policy Commission. An individual, with approval of the Policy Commission, may be pre-designated as an interim president to fill an unforeseen vacancy in the presidency.

23.3. Presidential Evaluation

3.1. The Board will conduct a formal and structured written performance evaluation of the President every ~~third~~-year of his/her employment. The President's performance shall be evaluated in relation to the duties and responsibilities assigned the President by the Board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the Board.

3.2. The Board will appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, staff of the Board including faculty, staff, students, and persons who are knowledgeable in higher education matters to assist in its evaluation of the President in a way deemed most appropriate by the Board.

3.3. The Board committee, visiting team, or other body chosen by the Board, shall visit the campus to receive the views of the President, board members, administrators, faculty, ~~classified employees~~staff, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus ~~may~~shall be arranged.

3.4. The Board will use the report of its committee, visiting team, or other body chosen to assist in its own written evaluation of the President. The Board's evaluation shall be reported to the President, ~~and~~ Chancellor, and Chair of the Higher Education Policy Commission.

3.5. The Board may request from the Chancellor evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college presidents and provide any other assistance in performing the evaluations.

3.6 After reviewing the evaluations, the Board of Governors shall make a determination by majority vote of its members on continuing employment and the compensation level for the President in accordance with subsection (a) of W. Va. Code §18B-1B-6(a).

~~3.6. In addition to the formal evaluation every three years, the President will be evaluated annually by the Executive Committee of the Board.~~

23.4. Presidential Compensation

4.1. The Board will determine the total compensation package and terms of employment of the President. ~~These~~All must be consistent with commission guidelines and approved by the Higher Education Policy Commission.

Approvals:

President

Date

Chair of the Board

Date

**Glenville State College Board of Governors
Meeting of April 21, 2020**

ACTION ITEM: Draft Board Policies

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed Board draft policies for final filing with the Higher Education Policy Commission if no comments are received after the thirty-day comment period.

STAFF MEMBER: Dr. Kathleen L. Nelson, President

BACKGROUND:

Higher Education Policy Commission Series 4 requires that Glenville 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.

All of the attached draft policies were submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions. The draft policies were also posted on the College's website for a fourteen (14) day public comment period per GSC Policy 10. Any suggested revisions/comments received during the comment period along with responses are attached behind each policy.

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. If approved, the current draft policies will be submitted as final draft policies for the thirty (30) day public comment period and brought back to the Board with any revisions made after public comment for final approval within ten days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 4

ETHICS AND CONFLICTS OF INTEREST

4.1. General.

~~1.1.~~

Scope - This policy ~~implements~~establishes guidelines in accordance with the West Virginia Governmental Ethics Act, and its regulations for Glenville State College and complies with West Virginia Higher Education Policy Commission Procedural Rule, Title 133, Series 31.

~~1.2.~~

~~1.1.~~ Authority - W. Va. Code §18B-1-6, 6B-2-5(L)

~~1.3.~~

~~1.2.~~ Effective Date ~~April 19, 2006~~

~~1.4.~~ Repeal

~~1.3.~~ Revision of Former Rule Policy ~~Revises Repeals~~ and replaces Title 131, Series 43 of the Replaces Board of Directors of the State College System. This policy supersedes any or all previous GSC policies in reference to ethics. Governors Administrative Glenville State College Policy 4 - Ethics [2006].

~~1.5.~~ Preamble ~~In 1989, the West Virginia Legislature enacted the~~

Purpose. The purpose of this policy is to establish guidelines for compliance with portions of the West Virginia Governmental Ethics Act, set out in Chapter 6B of the West Virginia State Code, declaring unlawful certain activities by public employees. Section 5(a), Article 2, of the Act prohibits a public employee from using his or her office or the prestige of that office, for private gain. Section 5(c), Article 2 prohibits solicitation of gifts that may confer pecuniary benefits upon the employee. Section 5(d), Article 2, prohibits an interest in the profits or benefits of a public contract which an employee has direct authority to enter into or over which he or she may have control.

~~The original version of the ("Ethics Act subjected all public employees, including higher education employees, to fines, sanction, and criminal prosecution for violation of the Ethics Act unless they obtained prior approval for the proposed activity from the West Virginia Ethics Commission. Many of the teaching, research, consulting and publication activities of higher education faculty") and staff necessarily result in known and appropriate private benefits or gain which are customary and normal in higher education, but which were identified as potential violations of these provisions of the Ethics Act after its enactment.~~

~~In 1990, the Ethics Act was amended at Section 5(1), Article 2, to allow higher education employees who derive private benefits from teaching, research, consulting, or publication activities the option of seeking exemption from the above prohibitions from their employing institution instead of through the Ethics Commission.~~

~~1.4.~~ Therefore, this policy is adopted to set forth set forth an expeditious procedure for granting such approval of exemptions at the College level to faculty and staff members who seek to be relieved of certain statutorily imposed prohibitions of the West Virginia Governmental

Ethics Act.

1.5. Nothing in this policy shall be interpreted as restricting or prohibiting the otherwise lawful College or outside activities of faculty or staff consistent with their College duties and responsibilities or employment contracts, or as requiring the prior approval of such activities by the Board of Governors. Nor shall this policy be interpreted as restricting academic freedom, as defined in Series 9 of the Higher Education Policy Commission Rules, or the constitutional rights of employees to free speech and association. However, this policy shall not be interpreted to require or grant institutional approval or sanction of faculty or staff activities that violate or conflict with their institutional duties or responsibilities, employment contract, federal or state law, the policies of ~~this~~the Board or Governors, or the ethical standards imposed by the ~~West Virginia Governmental~~ Ethics Act.

1.6 Definitions

1.6.1 “Employee” and “College Public Employee” mean any full-time or part-time employee of the College and includes any employee defined by Sections 3.1, 3.2, 3.3, 3.5, 3.8, 3.9, 3.10 and 3.11 of Board of Governors Policy 16 available online for reference at:

<https://www.glenville.edu/sites/default/files/2019-03/bog-policy-018.pdf>

1.6.2 “Faculty” is defined in Section 3.5 of Board of Governors Policy 16.

1.6.3 “Family Member” for the purpose of this policy means spouse, a person with whom the individual is living with as a partner, mother, father, sister, brother, son daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

1.6.4 “Immediate family”, with respect to an individual, means a spouse with whom the individual is living as husband and wife and any dependent child or children, dependent grandchild or grandchildren, and dependent parent or parents.

1.6.5 “Non-Classified Employee” is defined in Glenville State College Board of Governors Policy 16 Section 3.9.

1.6.7 “College Public official” means any person who is elected to, appointed to, or given the authority to act in any state, county, or municipal office or position, whether compensated or not, and who is responsible for the making of policy or takes official action which is either ministerial or non-ministerial, or both, with respect to: (1) Contracting for, or procurement of, goods or services; (2) administering or monitoring grants or subsidies; (3) planning or zoning; (4) inspecting, licensing, regulating, or auditing any person; or (5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interest or interests of any person. “College Public Official” includes College Board Members,

President, Vice Presidents, Senior Vice Presidents, Provosts, ~~and Assistant Provosts~~ and President's Cabinet members.

1.6.8 "Ministerial functions" means actions or functions performed by an individual under a given state of facts in a prescribed manner in accordance with a mandate of legal authority, without regard to, or without the exercise of, the individual's own judgment as to the propriety of the action being taken.

1.6.9 "Relative" means spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

1.6.10 "Significant Financial Interest for Institutional Conflicts of Interest" means a financial interest consisting of one or more of the following interests of a College Official or Family Member of the College Official that reasonably appears related to the College Official's institutional responsibilities:

1.6.10.1 Equity or ownership interests held by the College Official or a Family Member worth more than Ten Thousand Dollars (\$10,000.00) in the aggregate in any publicly traded, for-profit organization. Excluded are equity interests held in mutual funds or retirement programs.

1.6.10.2 Any equity or ownership interest held in any for-profit organization that is not publicly traded.

1.6.10.3 Service as a member of a board of directors or other governing board of a for-profit organization, including service as a trustee or scientific advisory board member, service as an officer of the organization (whether paid or unpaid) or service as an employee by the College Official.

1.6.10.4 Payments or a legal right to a payment, including royalty payments, resulting from technology transfer, licensing or any outside business activities that, for any single arrangement, exceeds Ten Thousand Dollars (\$10,000.00) in the aggregate per year. Income from clinical care and tuition income are excluded from this calculation and the requirements of this Rule.

4.2 Compliance, Violations and Disciplinary Action

2.1 West Virginia Ethics Act Compliance. West Virginia Code §§ 6-5-2(a), (c) and (d) of the Ethics Act prohibit any full-time or part-time employee of any state, governmental body or any political subdivision thereof from: (1) using his or her office or the prestige of

that office, for private gain or the gain of another; (2) soliciting gifts that may confer pecuniary benefits upon the employee; and (3) holding an interest in the profits or benefits of a public contract which an employee has direct authority to enter into or over which he or she may have control. All College public employees and College public officials are required, by West Virginia state law and this policy, to comply with the Ethics Act which is interpreted and administered by the *West Virginia Ethics Commission*. Faculty on less than twelve-month appointments must continue to comply with the Ethics Act and this policy during the months between their appointment terms (e.g., during the summer months). The state code, accompanying regulations, procedures for filing an Ethics Act complaint and other helpful information can be found at:

<https://ethics.wv.gov/Pages/default.aspx>

2.2 Unless exempted by or otherwise approved in accordance with this policy, this policy prohibits College public officials and College public employees from knowingly and intentionally using his or her office or the prestige of his or her office for his or her own private gain or that of another person. Incidental use of equipment or resources available to a College public official or College public employee by virtue of his or her position for personal or business purposes resulting in de minimis private gain does not constitute use of public office for private gain under this policy. The performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent services, without compensation, also does not constitute the use of prestige of office for private gain and is not a violation of this policy.

2.3 Unless otherwise exempted by or approved in accordance with this policy, this policy prohibits a College public official or College public employee from soliciting any gift unless the solicitation is for a charitable purpose with no resulting direct pecuniary benefit conferred upon the official or employee or his or her immediate family. No College public official or College public employee may solicit for a charitable purpose any gift from any person who is also an official or employee of the state and whose position is subordinate to the soliciting official or employee.

2.4 Unless otherwise exempted by or approved in accordance with this policy, this policy prohibits College public employees and College public officials from accepting gifts from lobbyists, or from any person whom the individual knows or has reason to know is doing or seeking to do business with the College of any kind; or has financial interests which may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of their official duties. The following types of gifts may be accepted: meals and beverages if the payer is present, or any meal totaling \$25.00 or less; ceremonial gifts of an insignificant monetary value; unsolicited gifts of nominal value; gifts or free admission to charitable, cultural, or political events; gifts that are purely private and personal in nature; and gifts from relatives. The West Virginia Governmental Ethics Act permits and the College understands that faculty and non-classified employees will participate in speaking engagements, conferences, and similar pursuits as part of their institutional duties. Faculty and non-classified employees may accept compensation of reasonable

expenses, including travel, related to attending such an engagement when done on behalf of the College. Reasonable honorariums awarded to the faculty and non-classified employees for such pursuits are permitted to be accepted so long as the faculty and non-classified staff, has been granted approval by their Vice President to participate in the pursuit as part of their institutional duties.

2.5 Unless otherwise exempted by or approved in accordance with this policy, this policy prohibits elected or appointed College public officials or College public employees or members of his or her immediate family or business with which he or she is associated to be a party to or have an interest in the profits or benefits of a contract which the official or employee may have direct authority to enter into, or over which he or she may have control unless the total value of such contracts, purchases, or sales does not exceed One Thousand Dollars (\$1,000.00) in a calendar year.

2.6 Violations of this policy and/or failure to follow any procedures set forth herein are considered gross misconduct and any College employee found responsible for violating this policy is subject to disciplinary action up to and including immediate employment termination without progressive discipline.

2.7 Violations of this policy may also constitute violations of the West Virginia Governmental Ethics Act and individuals reported to have violated this policy are subject to a College administrative investigation and also may be subject to investigation in accordance with the Ethics Act and prosecution under state law. A law enforcement and/or West Virginia Ethics Commission investigation will not take the place of a College administrative investigation or disposition of a policy violation report and the results of a law enforcement and/or West Virginia Ethics Commission investigation or adjudication are not determinative of whether an individual is responsible for violating this policy.

2.8 Violations of this policy by College public employees should be reported to the title of the employee. The (insert title of employee) may refer the report to the named employee's immediate supervisor and/or other designee as appropriate for investigation and disciplinary action as appropriate. Reports of violations of this Policy by the President should be filed with the Chair of the Board of Governors.

4.2. Approval of Activity.

~~2.1.~~

2.1. Institutional approval of any activity pursuant to this policy shall be deemed to be a part of the employee's employment contract.

~~2.2.~~

2.2. Any institutional approval granted pursuant to this rule may be revoked upon reasonable notice to the employee.

~~2.3.~~

2.3. Approval for any activity under this policy may only be given by the president or the president's designee or designees. Such delegation of authority by the president shall be in accordance with the needs of the College but in no case shall such delegation be at an

____ authority level lower than a departmental chair, director or other similar supervisor.

~~2.4.~~

~~2.4.~~ Approval for any activity may be granted on a case-by-case basis or, when such activities ____ are common within the College, a department of other category or grouping of employees, _to all of the College's employees or any subgrouping thereof.

~~2.5.~~

~~2.5.~~ Disclosures required by this policy are personal in nature and shall be kept confidential, as __permitted by law.

4.3. Solicitation of Gifts.

~~3.1.~~

~~3.1.~~ Unless otherwise restricted by one's supervisor, employees shall be permitted to solicit gifts __which directly benefit the Board or the College. Solicitations on behalf of a particular ____ department, on behalf of the GSC Foundation, or on behalf of an affiliated corporation, or ____ center shall, for the purposes of this policy, be deemed to be a solicitation on behalf of or for _the benefit of the College.

~~3.2.~~

~~3.2.~~ Permissible solicitations shall include but not be limited to the following, even though the _soliciting employee may work in a position which will be directly or indirectly supported ____ thereby:

~~3.2.1.~~

~~3.2.1.~~ Grants from governmental agencies, foundations, corporations, or individuals to the College to support teaching, research, publication or service activities of the College;

~~3.2.2.~~

~~3.2.2.~~ Contracts with governmental agencies, foundations, corporations, or individuals to the College to support teaching, research, publication or service activities of the College;

~~3.2.3.~~

Donations from foundations, corporations, or individuals to the College to support teaching, research, publication or service activities of the College.

~~3.3~~ ~~3.3.~~ Support for teaching, research, publication and service activities shall include but not be limited to such normal and regular institutional needs as support for salaries; scholarships; capital improvements or repairs; and classroom, laboratory, athletic, medical, scientific and other similar equipment supplies.

4.4. Use of Public Office for Private Gain.

~~4.1. No solicitation or other activity permitted by this policy shall be deemed to be the inappropriate use of an employee's public office (position) or the prestige of that office for one's own private gain or that of another person.~~

~~4.2. When an employee of Glenville State College uses his or her knowledge and personal prestige for private gain without the use of the employee's public office, or the prestige of the employee's public office, then there is no requirement to obtain an exemption under this ethics policy.~~

~~4.3. W. Va. Code §6B-2-5(1) gives Glenville State College limited authority to grant exemptions to their employees from the prohibitions in the State Ethics Act relating to the use of public office or the prestige of public office for private gain when the employee is using his or her field of expertise as an author, speaker, consultant or through other approved activities such as service as a board member for outside agencies or businesses. Therefore, when an employee of Glenville State College seeks to use his or her public office or the prestige of their public office for the employee's private gain or for the private gain of another person, the employee may seek from the president an exemption (as limited by the Ethics Act) from the prohibition against the use of public office or the prestige of public office for private gain.~~

~~4.4.~~

4.1. The Ethics Act provides an exception for higher education employees, recognizing that the teaching, research, and service elements of higher education call for treatment that is different from the typical public employee or official. Specifically, W. Va. Code Section 6B-2-5(n) of the Ethics Act provides that any person who is employed as a member of the faculty or staff of a public institution of higher education and who is engaged in teaching, research, consulting, or publication activities in his or her field of expertise with public or private entities and thereby derives private benefits from such activities shall be exempt from the prohibitions contained in the aforementioned subsections (b), (c) and (d) when the activity is approved as a part of an employment contract with the governing board of the institution or has been approved by the employee's department supervisor or the president of the institution by which the faculty or staff member is employed.

4.2. The president may grant ~~the an~~ employee an exemption to the Ethics Act and this rule to permit _____ the employee to use the employee's public office, or the prestige of the employee's public office, to derive private benefit from the employee's field of expertise as an author, speaker, consultant, or through other approved activities such as service on the board of an outside agency or business.

~~4.5.~~

4.3. In granting permission for an employee to engage in such outside activities which may be directly or indirectly associated with the employee's position with the College, _____ consideration should be given to the following:

~~4.5.1.~~

4.3.1. Whether the employee brings to his/her position his/her own unique personal prestige which is based upon his/her own intelligence, education, experience, skills and abilities, or other personal gifts or traits;

~~4.5.2.~~

4.3.2. Whether such activity is customary and usual within the field;

~~4.5.3.~~

4.3.3. Whether the College derives any benefit through prestige or otherwise from the activity;

~~4.5.4.~~

4.3.4. Whether the College expects or anticipates that the employee will gain financially from the activities which are not a part of the employee's required employment activities;

~~4.5.5.~~

~~4.3.5.~~ Whether the employee's activity will increase his/her personal or professional development or will lend service or benefit to the nation, state or community;

~~4.5.6.~~

~~4.3.6.~~ Whether the outside activity will create an overriding conflict with the employee's responsibility to the College or will interfere with the satisfactory performance of the employee's College duties.

~~4.6.~~

~~4.4.~~ The disclosure by an employee of an employee's position, title, and work history with _____ Glenville State College in the promotion of an employee's private activities shall be exempt _____ from the prohibition against the use of prestige of public office for a private gain. However, _____ in these cases the employee has the responsibility to make clear the fact that he or she is not _____ representing Glenville State College but is speaking as a private citizen.

~~4.7.~~

~~4.5.~~ An employee who obtains an exemption from the Ethics Act prohibitions under the _____ procedure authorized in this policy shall not be deemed an agent of Glenville State College _____ when the employee is acting outside the scope of his or her other employment for his or her _____ private benefit.

~~4.8.~~

~~4.6.~~ No solicitation or other activity permitted by this policy shall be deemed to be the inappropriate use of an employee's public office (position) or the prestige of that office for one's own private gain or that of another person.

~~4.7.~~ When an employee of Glenville State College uses his or her knowledge and personal _____ prestige for private gain without the use of the employee's public office, or the prestige of _____ the employee's public office, then there is no requirement to obtain an exemption _____ under _____ this ethics policy.

~~4.8.~~ No exemption granted under this ethics policy shall be deemed to constitute a waiver by _____ Glenville State College of any lawful contractual provision in the employment contract of _____ a full or part-time employee.

~~4.9.~~ All College public employees must comply with the Ethics Act in carrying out all outside _____ Consulting Arrangements.

~~4.10.~~ Faculty may receive royalties or other compensation for sales of a specific textbook or _____ supplemental course materials provided that the textbook or materials constitute the _____ individual's own writing or work. Any such arrangement must be approved by the _____ Provost. _____ Notwithstanding the foregoing, Faculty shall comply with any Board of _____ Governors or West _____ West Virginia Higher Education Policy Commission textbook affordability _____ rules _____ regulations or policies.

~~4.11.~~ **Use of College Resources.** College Employees may not use College-owned supplies, _____ equipment, or other resources for personal projects or outside Consulting Arrangements.

However, College Employees may use such resources for personal projects or outside Consulting Arrangements pursuant to an arrangement with the College to pay a fair market rate for those resources. College Employees may not use their subordinates to work on personal projects or outside Consulting Arrangements during work hours or compel them to do so on their own time. Any misuse of College resources is prohibited unless that use is *de minimis*, that is, involving only an insignificant amount of time, funds, supplies, personnel, or equipment.

4.5. Interests in Public Contracts.

~~5.1.~~

5.1. Each employee shall be required to disclose any interest the employee or any member of the employee's immediate family may have in the profits or benefits of a contract which the employee may have direct authority to enter into or over which the employee may have control unless such interest is limited within the meaning of W. Va. Code §6B-2-5(d)(2), and this policy.

5.1.1 In the absence of bribery or a purpose to defraud, a College public official or c employee or a member of his or her immediate family or a business with which he or she is associated shall not be considered as having a prohibited financial interest in a public contract when such a person has a limited interest as an owner, shareholder, or creditor of the business which is awarded a public contract. A limited interest for the purposes of this subsection is:

(A) An interest which does not exceed \$1,000 in the profits or benefits of the public contract or contracts in a calendar year;

(B) An interest as a creditor of a public employee or official who exercises control over the contract, or a member of his or her immediate family, if the amount is less than \$5,000.

5.1.2. If a public official or employee has an interest in the profits or benefits of a contract, then he or she may not make, participate in making, or in any way attempt to use his office or employment to influence a decision affecting his or her financial or limited financial interest. Public officials

5.2. The College may review any interest an employee or any member of the employee's family may have and determine what, if any, restrictions or limitation should be placed on the employee's activities.

~~5.3.~~

5.3. Without limitation, the following represent examples of interests in public contracts which may be permitted:

~~5.3.1.~~

5.3.1. The employee is the author and copyright owner of a leading textbook in the employee's teaching field and may wish to require the use of the textbook by

his/her students;

~~5.3.2.~~

~~5.3.2.~~ The employee is the inventor and patent owner of a scientific tool necessary for research in the employee's field;

~~5.3.3.~~

~~5.3.3.~~ The employee is an expert in the region in a particular field and such consulting expertise is being sought by the College or another governmental agency and the providing of such consulting services is not a part of the employee's duties to Glenville State College.

4.6. Conflicts of Interest and Commitment

6.1 All full-time College employees owe their primary professional allegiance to the College. All College Employees should be aware of the two types of conflicts: Conflicts of Interest and Conflicts of Commitment.

6.2 Conflicts of Interest.

6.2.1 A Conflict of Interest occurs when there is a divergence between a College Employee's private, personal relationships or interests and their professional obligations to the College such that a reasonable observer might question whether the individual's professional actions or decisions are determined by or substantially altered by considerations of personal benefit, gain, or advantage.

6.2.2 Whether a Conflict of Interest or the appearance of a Conflict of Interest exists depends on the situation, not on the character or actions of the individual. The determination of the existence of a Conflict of Interest or the appearance of a Conflict of Interest is done objectively on a case-by-case basis. Because the appearance of a Conflict of Interest can be as damaging or detrimental as an actual Conflict of Interest, for the purposes of this Rule, apparent Conflicts of Interest are treated the same as actual Conflicts of Interest.

6.3 Conflicts of Commitment.

6.3.1 A full-time College Employee's primary commitment of time and intellectual effort must be to the teaching, research, scholarship, and service missions of the College.

6.3.2 A full-time College Employee's attempts to balance their primary commitment to the College with external, non-College activities can result in a real or apparent conflict regarding commitment of time and effort. When external activities exceed reasonable time limits or become primary professional responsibilities, then a Conflict of Commitment exists.

4.7 Institutional Conflict of Interest

7.1 An Institutional Conflict of Interest may exist when the personal financial holdings of a

College Public Official which, by virtue of their institutional authority, may affect or reasonably appear to affect institutional processes, research, business transactions, or other activities at the College.

7.2 Disclosure Requirements. College Public Officials must annually disclose Significant Financial Interests for Institutional Conflicts of Interest to the Office of Conflict of Interest Compliance by July 31 each year.

7.3 Each College Public Officials must submit an Institutional Conflict of Interest Disclosure Form regardless of whether or not the individual has a Significant Financial Interest for Institutional Conflicts of Interest to report.

7.4 Each College Public Official must sign and certify the annual Institutional Conflict of Interest Disclosure Form as accurate and complete.

7.5 Each College Public Official must update their annual disclosure within thirty (30) days of the development of a new Significant Financial Interest.

7.6 Each College Public Official must complete an initial disclosure form within sixty (60) days upon commencing employment.

7.7 Review of Disclosure Forms. Institutional Conflict of Interest Disclosures submitted by College Officials shall be reviewed annually, and on an ad hoc basis as necessary, by the Conflict of Interest Committee, discussed *infra*, to determine if an individual has an Institutional Conflict of Interest or the appearance of an Institutional Conflict of Interest. If a Conflict is identified, the Committee may determine that the Conflict can be managed through an appropriate Management Plan. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.

7.8 Endorsements. A College Employee may not endorse a particular product or business. This includes any product or business and includes case studies completed by a vendor. A commercial endorsement of a product or business is only permissible when it results in an overriding public benefit. Sponsorship agreements entered into on behalf of the College are deemed to have an overriding public benefit within the meaning of the Ethics Act.

7.9 Dual Compensation. No College Employee may receive compensation from two sources of state, county, or municipal government for working the same hours, except under certain limited circumstances. However, Faculty and Non-Classified Staff can engage in an outside Consulting Arrangement with a state, county, or municipal government as long as the individuals comply with all of the requirements within Section 7 of this Rule in doing so.

4.8 Other Conflicts of Interest

8.1 To the extent a College employee develops a real or perceived Conflict of Interest that is not expressly covered by this Rule, the College Employee must disclose this Conflict to their immediate supervisor within thirty (30) days of the development of the Conflict.

8.2 The College employee's supervisor shall report the disclosed Conflict of Interest to (insert title(s) of employee(s)) to develop with the supervisor an appropriate Management Plan. At

the discretion of (insert title(s) of employee(s)) , an employee's Conflict may by referred to the College Conflict of Interest Committee for review and determination.

8.3 The Employee may request that the College Conflict of Interest Committee review the initial decision of the Conflict by Talent & Culture or the Provost's Office. The Committee shall then review Employee's Conflict and make a final determination on whether a Conflict exists, whether such a Conflict can be managed, or whether the proposed Management Plan is appropriate. If the Committee determines that the Conflict cannot be managed, then it shall recommend steps to resolve the Conflict.

8.4 College Employees are required to fully comply with all disclosure requirements of third parties for any activity that requires a disclosure of a Conflict of Interest. Such disclosures may be required when engaging in various activities, including but not limited to seeking research grants, participating in speaking engagements, or contributing to a publication.

8.5 Conflict of Interest Committee~~Committee [KM1]~~

8.5.1 The President shall establish and appoint a Conflict of Interest Committee to ensure the appropriate implementation and execution of this Rule. The members of the Committee should include, but are not limited to, representatives from the Provost's Office, Strategic Initiatives Office, Research Office, and Health Sciences Center; two Faculty representatives appointed by the Provost in consultation with the Faculty Senate Executive Committee; and with advice from the Office of General Counsel.

8.5.2 Members of the Conflict of Interest Committee are prohibited from participating in a review of their own Conflict of Interest disclosure form.

8.5.3 The Conflict of Interest Committee shall act as a board of review for issues related to an Employee's Conflicts of Interest and Commitment or the Appearance of Conflicts of Interest and Commitment. Decisions of the Committee are final and must be made within a reasonable amount of time after an issue has been presented to the Committee.

4.9 Approval of New Outside Consulting Arrangements.

9.1 Prior to agreeing to any outside Consulting Arrangement, an individual must submit a Consulting Arrangement Approval Form to the Vice President of their Unit. If an individual reports directly to the President, the President must approve the Form. The individual must fully complete the required Form and provide other reasonable information to the Vice President or President upon request. At minimum, the Form must include a description of the Consulting Arrangement, entity with whom the arrangement is with, and the anticipated time commitment for the arrangement. The individual must certify that the information contained within the Form is complete and accurate.\

9.2 Upon review, Vice President, or President shall determine if the request is appropriate, does not constitute a Conflict of Commitment or create a Conflict of Interest, and abides by the guidelines provided within this policy.

9.3 Should a Vice President, or President deny a request for an outside Consulting Arrangement, the individual may request that decision be reviewed by the College’s Conflict of Interest Committee for a final determination. The final determination of the Conflict of Interest Committee cannot be appealed.

9.4 Annual Disclosure of Outside Consulting Arrangements. All Faculty and Non-Classified Staff who have engaged in outside Consulting Arrangements within the past fiscal year (i.e., July 1 to June 30) must submit a Consulting Arrangement Annual Disclosure Form to the individual’s Vice President by August 31 each year. The individual must sign and certify the Form as accurate and complete. This Form must, at minimum, summarize all Consulting Arrangements that the individual has participated in within the last calendar year providing for each arrangement individually, a brief description of the arrangement, the entity whom the arrangement is with, and the total time committed within the term of their yearly appointment.

9.5 Compliance with this Rule does not relieve any College Employee of their obligation to comply with all other professional disclosure requirements.

4.10 Additional Permissible Activity.

6

10.1- Unless otherwise prohibited by the Board of Governors, no activity permitted under the West Virginia Ethics Act shall be deemed to be a violation of this policy.

6

10.2- Unless otherwise prohibited or restricted by the Board of Governors, no activity approved, permitted or exempted by the West Virginia Ethics Commission shall be deemed to be a violation of this policy.

4.711. President.

7

11.1. The Chair of the Glenville State College Board of Governors shall have the authority to review and grant approval of those activities of the president which may involve a conflict of interest pursuant to this policy.

4.12 Delegation.

12.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this policy.

12.2 The Board of Governors specifically delegates the authority to the President or President’s designee to update any website links contained within this policy without going through the Board’s formal rulemaking procedures.

4.13 Conflicts

13.1 ~~[[KM2]]~~ If any provision of this policy conflicts with any mandatory provisions of West Virginia Higher Education Policy Commission Procedural Rule, Title 133, Series 31 or any successor rules, the Procedural Rule will take precedence.

Approvals:

President _____

Chair of the Board _____

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 7

REGULATION OF CREDIT CARD SOLICITATION AND MARKETING ON THE GLENVILLE STATE COLLEGE CAMPUS

7.1. General

1.1.- Scope - This policy establishes Glenville State College procedures for student credit card solicitation and marketing

1.2.- Effective Date – ~~April 19, 2006~~

1.3.- Authority—~~West Virginia Code~~ W. Va. Code §18B-14-10

1.4.- Revision of Former Policy - This policy ~~supercedes any or all previous GSC policies in reference to credit card solicitation and marketing on the~~ repeals and replaces Glenville State College ~~campus~~ Policy 7 – Regulation of Credit card Solicitation and Marketing on the Glenville State College Campus [2006].

7.2.- Definitions

2.1.- “Campus” includes all premises and grounds of Glenville State College;

2.2.- “Credit card debt education brochure” means information developed by Glenville State College, by a registered nonprofit corporation or by other sources as identified and approved by Glenville State College that details the appropriate use, benefits and risks of incurring debt through the use of a credit card(s);

2.3.- “Student” means a person who is at least eighteen years of age and who attends Glenville State College whether on a full-time or part-time basis;

2.4.- “Credit card marketer” includes a person, corporation, financial institution or business entity that promotes, offers or accepts applications for credit cards; and includes other services of a similar nature.

7.3. Policy

3.1.- Prior to any campus solicitation, credit card marketers must register with the Vice President for Enrollment and Student Affairs.

3.1.1.- All solicitation and sales of products and articles is prohibited on campus property except by recognized student organizations and other groups directly connected with the College .

3.2.- Credit card marketers will be limited to a specific campus site(s) as designated by the Vice President for Enrollment and Student Affairs;

3.3.- Credit card marketers are prohibited from offering tangible gifts or favors to students in exchange for completing a credit card application. Whether a gift or favor is tangible will be determined by the Vice President for Enrollment and Student Affairs;

3.4.- No credit card marketer may accept an application for the extension of debt through a credit card from a student without providing a credit card debt education brochure in exchange;

3.5.- No student lists may be utilized for the purpose of soliciting applications for credit cards;

3.6.- Unless a student’s parent or guardian has agreed in writing to be liable as a cosigner for credit card debts of the student, no person or entity may initiate a debt collection action against the parent or guardian regarding any credit card debt incurred by the student;

7.4.- Institutional Assistance

4.1.- Glenville State College will include an educational presentation, outlining the benefits and risks of credit cards, to be presented to students as part of the annual Orientation program for new students.

Approvals:

President _____ Date _____

Chair of the Board _____ Date _____

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 8

REGULATING SPEED, FLOW & PARKING OF VEHICLES ON CAMPUS

8.1. General

1.1. Scope - This policy establishes Glenville State College procedures for governing the speed, flow and parking of motor vehicles on the Glenville State College campus. This policy is designed to ensure the orderly flow and parking of vehicles used by faculty, staff, students, visitors, and the general public to safeguard pedestrians; to accommodate persons with disabilities; and to ensure access to all buildings by service and emergency personnel.

8.1.2. Authority – ~~West Virginia~~ W. Va. Code §18B-4-6-

8.1.3. Effective Date – ~~April 8, 2015~~ *****

8.1.4. Revision of Former Policy – ~~Revises~~ Repeals and replaces Glenville State College ~~Administrative~~ Policy 8 – Regulating Speed, Flow & Parking of Vehicles on Campus [~~2006~~2015].

8.2. General Statements

8.2.1. All motor vehicles operating or parking on the campus of Glenville State College are subject to this policy, to state laws and local ordinances, where applicable, ~~while on campus~~. Any vehicle parked on campus is required to have, affixed for display, the appropriate parking permit, with the exception of visitors parked in marked visitors' parking areas. The ~~person~~ operator, the assigned holder of ~~in whose name the~~ parking permit ~~is issued~~ or ~~in whose name~~ the ~~vehicle is~~ registered owner will be held responsible for any violation involving that vehicle.

8.2.2. Glenville State College assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

8.2.3. The responsibility for finding a legal parking space rests with the vehicle's operator. A permit authorizes the individual to park in available designated parking spaces on campus; it does not guarantee a place to park. ~~Lack~~ Unavailability of a space is not considered a valid excuse for violation of this policy.

8.2.3. Parking permits are administered and regulated by GSC's Department of Public Safety.

8.3. Parking Permits & Vehicle Registration

8.3.1. Parking space on campus is limited; therefore all parking spaces may be used only by those displaying a valid parking permit or visitor's temporary parking pass. ~~Public Safety may be authorized to forgive limited parking violations in special circumstances.~~

8.3.2. All students, faculty and staff, including part-time, temporary, and casual employees who park on campus between the hours of 7:00 a.m. and 5:00 p.m. weekdays, must purchase a parking permit.

8.3.3. ~~Each individual~~ permit holders may ~~purchase only one parking permit~~ park one vehicle on campus at a time. To purchase a permit, the individual must first complete the online registration process at <http://www.permitsales.net/gsc>. ~~Permits may be purchased in the Public Safety Office after the individual has completed a Vehicle Registration Form.~~

8.3.4. ~~The~~ improper lending, transferring or reproducing of a campus parking permit is prohibited and vehicles displaying such permits will be ticketed the same as vehicles without a valid permit.

8.3.5. Individuals who have outstanding tickets for previous GLENVILLE STATE COLLEGE ~~vehicle~~ vehicular violations on campus will ~~may~~ not be permitted to register any vehicle or obtain a parking permit until the obligation has been paid.

8.3.6. Permits must be purchased and displayed by the end of the first week following the beginning of each semester. Should a parking permit be lost or stolen, it shall be the individual's responsibility to notify the Glenville State College Department of Public Safety and obtain a new permit before parking on campus.

8.3.7. Regardless of the date purchased, parking permits expire July 31st of each year.

8.3.8. Individuals purchasing a reserved parking space will be issued a parking permit bearing the specific number of the space. These spaces are numbered, clearly marked, and are reserved for the authorized vehicles ~~twenty four hours a day, and seven days a week~~ weekdays from 7:00 a.m. until 5:00 p.m. unless noted on the sign. ~~except for special circumstances with advance notice~~ Permit holders will be notified of special circumstances that require the space to be vacated.

8.3.9. Visitors may be issued a temporary parking pass by Public Safety, valid for short-term periods, typically one day if a visitor utilizes a parking area not designated as a visitor space during weekdays from 7:00 a.m. – 5:00 p.m.. ~~Visitors must contact Public Safety to obtain a visitor pass for parking on campus and at the Waco Center.~~

8.3.10. ~~Special needs~~ Accessible parking permits will be issued for employees or students who have disabilities. ~~and whose registered vehicles display the appropriate card or license required by state law.~~ Only vehicles bearing both the state required handicap identification or College issued Accessible Identification and the ~~Glenville State College~~ parking pass may park in designated special needs spaces.

~~8.3.11. The President of Glenville State College may authorize special parking permits for groups including Emeritus Faculty and/or members of the Glenville State College Board of Governors or the Glenville State College Foundation Board.~~

8.4. Designated Campus Parking Areas

~~8.4.1. Parking of vehicles on the Glenville State College campus is restricted to areas designated for that purpose and~~ requires a the appropriate parking permit.

~~4.2.~~ 8.4.2 Restricted Parking Areas

~~4.2.1.*~~ Reserved parking spaces

* Areas designated for first year residence hall students parking

* Areas designated for Pioneer Village students parking

* Areas designated for Riverfront student parking

* Areas designated for Commuter students overflow parking

~~4.2.2.*~~ Loading zones

~~4.2.3.~~ Fire Lanes

~~4.2.4.*~~ Areas designated for ~~special needs~~ Accessible Parking

~~4.2.5.*~~ Areas reserved for Glenville State College vehicles or other designated vehicles

~~4.2.6.*~~ Areas designated for motorcycles

8.4.3. Prohibited Parking Areas

~~4.3.1.*~~ Areas having a yellow or red curb line or stripes

~~4.3.2.*~~ Areas with diagonal stripes

~~4.3.3.*~~ Areas where parking blocks the free flow of traffic

~~4.3.4.*~~ Along roadways and in parking lots that do not have parallel parking lines, unless specifically authorized by Public Safety

~~4.3.5.*~~ Areas that have been closed off by signs, barricades, cones, or caution tape.

8.5. Speed & Flow of Vehicles on Campus

8.5.1. All West Virginia traffic laws and regulations will be enforced on ~~the campus and~~ streets that run through and ~~that are~~ adjacent to Glenville State College, and on any College owned property including parking lots. Vehicle operators are required, by West Virginia Code, Chapter 17C, to obey all posted traffic regulatory signs and highway markings, such as pedestrian crosswalk lanes, at all times.

8.5.2. Bicycle riders are required to adhere to the same traffic laws and regulations as motor vehicle operators.

8.5.3. The posted traffic speed on Linn Street, beginning at the College's North Entrance and ending at the top of the hill adjacent to the Physical Education building is 25 miles per hour.

8.5.4. The posted traffic speed on Pioneer Way, High Street, and in parking lots located on the Glenville State College campus is 15 miles per hour.

8.5.5. When using marked crosswalks, pedestrians will have the right of way.

8.5.6. Traffic will yield to emergency vehicles responding to an emergency situation.

8.5.7. One-way streets are properly marked and the traffic will travel in the indicated direction. Exceptions will be made for authorized vehicles that are properly escorted and emergency vehicles that are responding to an emergency situation.

8.5.8. When Officer(s) are directing traffic, those Officer(s) become the regulatory focus and their presence supersedes the posted regulatory signs and markings.

8.5.9. All vehicle operators are required to operate their vehicles in a prudent and responsible manner at all times and comply with all posted signs regulating speed and flow of vehicles on campus.

8.5.10. First year students residing in ~~the Residence Halls~~ Goodwin Hall will be required to park their vehicle in parking Lot M ("Waco Center Lot"). ~~During special events, students will be required to remove their vehicles from parking Lot M as directed. Students will be given a twenty four hour notice to move vehicles for special events to allow students to move their vehicles. Shuttle service hours for the convenience and safety of the students will accommodate students appropriately.~~ During special events, students ~~may~~ will be required to remove their vehicles from parking Lot M or relocate their vehicle in another area of Lot M as directed. Students will be given a forty-eight hour notice unless special circumstances prevent the notification.

8.5.11. Students residing in Pioneer Village will be required to park their vehicle in parking Lot M ("Waco Center Lot") or parking Lot K ("The Pit"). During special events, students ~~will~~ may be required to remove their vehicles from parking Lot M or relocate their vehicle in another area of Lot M as directed. Students will be given a forty-eight hour notice unless special circumstances exist.

8.5.12. The parking regulations within this policy do not apply to state-owned vehicles or to commercial vehicles owned by businesses conducting business with the College provided that the vehicles are parked in an authorized parking space and are engaged in business with the College.

8.6. Violations & Fines

8.6.1. Glenville State College officials have the authority to issue parking and traffic citations, to tow or immobilize a vehicle and/or to collect a fine for any violation of these regulations. Citations will be issued and vehicles may be towed or immobilized for the following violations:

- ~~6.1.1.*~~ Speeding or otherwise driving in a reckless manner
- ~~6.1.2.*~~ Failure to stop, yield or obey other traffic signs
- ~~6.1.3.*~~ Failure to yield to pedestrians
- ~~6.1.4.*~~ Failure to display a valid parking permit or visitor's pass
- ~~6.1.5.*~~ Failure to park within the marked space
- ~~6.1.6.*~~ Parking in an area other than a designated parking area
- ~~6.1.6.*~~ Parking or driving on sidewalks, grass or landscaped areas
- ~~6.1.7.*~~ Unauthorized parking in reserved parking spaces
- ~~6.1.8.*~~ Unauthorized parking in spaces reserved for visitors
- ~~6.1.9.*~~ Unauthorized parking in spaces reserved for those with special needs, or blocking wheelchair access to sidewalks and/or ramps
- ~~6.1.10.*~~ Failure to move a vehicle when requested to do so by College officials for snow removal, special events, or for emergencies
 - ~~6.1.10.1.~~ (In the event vehicles are requested to be moved for snow removal, a cleared lot will be designated for students to park. If students are unable to move vehicles due to weather conditions or class schedule, the student will not be towed unless the location of the vehicle poses a safety hazard to persons or other vehicles.)
- ~~6.1.11.*~~ Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, entrances to buildings, or parking in a marked exclusion zone
- ~~6.1.12.*~~ Driving a vehicle into any area that has been closed off by signs, barricades, cones, or caution tape
- ~~6.1.13.*~~ Violations specified in WV Code, Chapter 17
- ~~6.1.14.*~~ Other flagrant violations that endanger people or property

~~8.6.2.~~ Towed vehicles will be transported off campus and stored by the towing agency. Glensville State College will not be held responsible for damage to the towed vehicle or the contents thereof. The fines must be paid to the College and towing costs to the towing agent before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

~~6.3.~~ A ticket may be issued for multiple violations, each of which carries a separate fine ~~ranging from ten dollars (\$10) up to one hundred fifty dollars (\$150.00). The total fine for the violation(s) must be paid at the Cashier's Office within ten (10) college business days from the date the ticket is issued.~~ A fee will be charged for the removal of an immobilization device.

~~8.6.4.~~ Fees will be set by the Board of Governors. The total fine for the violation(s) must be paid within ten (10) College business days from the date of issue. ~~a hold will be placed on the violator's account.~~

~~8.6.5.~~ A hold will be placed on the records and grades of students who do not pay their fines and will remain in effect until the student pays the obligation.

[8.6.56](#). Individuals who have outstanding tickets and fail or refuse to pay the prescribed fines will have their parking privileges revoked and will not be permitted to obtain a parking permit until the obligation has been paid.

Approvals:

President _____

Chair of the Board _____

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY -9

DISPOSITION OF SURPLUS EQUIPMENT, SUPPLIES AND MATERIALS

9.1. General

1.1. Scope - This rule establishes Glenville State College procedures for the disposition of surplus equipment, supplies and materials.

1.2. Authority – W.Va. Code §18B-5-7 and 59-3-1 et seq

1.3. -Effective Date – April 20, 2005

1.4. Revision of Former Policy – Repeals and replaces Glenville State College Policy 9 – Disposition of Surplus Equipment, Supplies and Materials [2005].

9.2. Disposition of Surplus Equipment, Supplies and Materials

2.1. The Board ~~has delegates to the President~~ the authority to dispose of obsolete, surplus and unusable materials, supplies and equipment, either by (1) transfer to other governmental agencies or institutions, (2) by exchange or trade, or (3) by sale as junk or otherwise, or (4) donate said equipment, supplies, and materials with approval of the Board of Governors or their designee, as appropriate to any not-for-profit entity to promote public welfare.

2.2. The Chief ~~Procurement~~ Financial Officer or designee shall identify and inventory the institution's obsolete, surplus and unusable materials, supplies and equipment and shall store these materials, supplies and equipment until such time as they may be disposed of in a manner consistent with state law and ~~the rules, regulations and procedures of the Board~~ Board of Governors Policy 9.

2.3. Under no circumstances shall any obsolete, surplus and unusable materials, supplies and equipment be sold, transferred or conveyed to any private person, firm or corporation other than at a public auction or by sealed bid or as otherwise provided in ~~West Virginia~~ W. Va. Code § 18B-5-7.

2.4. The funds the institution receives from the sale of obsolete, surplus and unusable materials, supplies and equipment shall be deposited in the institutional account originally used to purchase said materials, supplies and equipment if such account is readily ascertainable, minus any administrative costs associated with the disposal. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

9.3. Methods of Disposal of Obsolete, Surplus and Unusable Materials, Supplies and Equipment

3.1. Glenville State College may dispose of obsolete, surplus and unusable materials, supplies and equipment in one or more of the following manners:

3.1.1. Trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief ~~Procurement~~Financial Officer or designee;

3.1.2. Sale to the general public by sealed bid or at a public auction;

3.1.3. Transfer to municipal, county, state and federal agencies and institutions;

3.1.4. Utilizing the Surplus Property Division of the Department of Administration.

~~3.1.4.~~3.1.5. Donating to any not for profit entity to promote public welfare upon approval of the Board of Governors or their designee.

3.2. The chosen method should be one that has the best prospect of yielding the greatest return to the institution after the cost of the sale has been deducted from the revenue derived. Transfers to other governmental agencies and institutions should cover those aspects that will enhance the institution's public awareness in the local community and in the interest of providing a needed service to the community.

9.4. Trade In

4.1. The institution may take advantage of a trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief ~~Procurement~~Financial Officer or designee.

9.5. Sealed Bids or Public Auction

5.1. Sales by sealed bid or at a public auction may be conducted by the institution. The institution shall, in accordance with state law and the rules, policies and procedures of the Board, develop their own procedures for conducting sales by sealed bid or at a public auction; provided that

(a) at least ten days prior to the disposition an advertisement of such sale shall be published as a Class II legal advertisement, as provided in West Virginia W.Va. Code §59-3-1 et seq (which means two publications of a legal advertisement in a qualified newspaper occurring within a

period of fourteen consecutive days with at least an interval of six full days within the period between the date of the first publication and the date of the second publication), in the county in which the equipment, supplies and materials are located;

(b) the procedures are documented and available to all who are interested in participating prior to the date for receipt of bids or the date of the auction; and

(c) that the institution has the right to reject all bids and that all sales are final.

5.2. Original documentation of the sealed bid process or auction shall be kept by the institution for a period of one year. After that date, the documentation may be reproduced and archived on microfilm or other equivalent method of duplication for review or auditing purposes.

9.6. Transfer to Municipal, County, State and Federal Agencies and Institutions

6.1. Transfers of obsolete, surplus and unusable materials, supplies and equipment may be made to municipal, county, state and federal agencies and institutions. The Chief [Procurement Financial](#) Officer shall keep a record of such transfers containing the following information on each item:

- a. Inventory tag number, if applicable;
- b. Description;
- c. Model number, if applicable;
- d. Serial number, if applicable;
- e. Present value of the materials, supplies and equipment; and

These records shall be kept as a public record open to public inspection for a period of two years. These items shall be removed from the ~~institution's~~ College's inventory.

9.7. Utilizing the Surplus Property Division of the Department of Administration

7.1. The ~~institution~~ College may also dispose of obsolete, surplus and unusable materials, supplies and equipment through the Surplus Property Division of the Department of Administration; in such case, all of the rules and regulations of the Department of Administration shall be followed.

9.8. Reporting Requirements

8.1. All inventories of surplus equipment, supplies and materials sold shall be kept as a public record open to public inspection for a period of two (2) years, as provided in West Virginia W. Va. Code §18B-5-7(b). The Board shall report semiannually to the Legislative Auditor all sales of commodities made during the preceding six months. The report shall provide an itemized listing of each commodity sold and include the inventory tag number, a description of the commodity, the name of the buyer and the price paid by the buyer. The dates for these reports are February 1 for the period of July 1 through December 31 and August 1 for the period of January 1 through June 30. The form and format of this report shall be as required by the Legislative Auditor. [JB1]

9.9. Surplus Removal Contracts

9.1. Any contracts for removal of obsolete, surplus and unusable materials, supplies and equipment shall be issued by the Chief Procurement Financial Officer in accordance with state law and ~~the policies, procedures and guidelines of the Board~~ Board of Governors Policy 9.

9.10. Donation of Equipment, Supplies, and Materials

10.1. Any equipment, supplies, or materials may be donated to a not for profit entity by the Chief Financial Officer in accordance with state law, Board of Governors Policy 9 and upon approval of the Board or their designee.

9.1011. Redeposit of Funds

1011.1. All monies derived from the sale of obsolete, surplus and unusable materials, supplies and equipment must be redeposited as follows, provided the account originally used for the purchase is readily ascertainable, minus any administrative costs associated with such sale. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

~~1011.1.1. Purchases made from general revenue funds must be deposited according to FIMSOASIS~~

~~_____ requirements for refunds into the general revenue fund; and~~

~~1011.1.2. Purchases made from special revenue funds must be redeposited into the same~~

~~_____ fund from which the expenditure originally occurred.~~

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 11

BOOKSTORES AND TEXTBOOKS

11.1. General.

1.1. Scope - This rule shall be in effect and shall govern textbook sales and the operation of a bookstore, whether operated by a private vendor or college entity at Glenville State College.

1.2. Authority - ~~West Virginia Code~~ [W. Va. Code §§ 18B-10-14, 12-2-2](#); and [WV Higher Education Policy Commission Series 51](#)

~~1.3.~~ Effective Date - [August 11, 2010](#)

~~1.3.1.4.~~ [Revision of Former Policy – Repeals and replaces Glenville State College Policy 11 – Bookstores and Textbooks \[2010\].](#)

11.2. Intent of Policy

2.1. The Board of Governors of Glenville State College recognizes the importance of providing appropriate cost-effective textbook options to students in an effort to enhance classroom instruction.

2.2. The Board also recognizes that cost of textbooks is a significant expense for students attending college courses and to the extent possible, the cost of textbooks should be monitored and kept as affordable as possible. It is recognized that frequent changes made in adopted textbooks may create an economic hardship for students.

2.3. The policy shall, as a minimum:

2.3.1. Allow for the establishment and operation of a bookstore to sell books and office supplies, supported by Auxiliary Services or operated by a private contractor.

2.3.2. Ensure that bookstores minimize costs to the students purchasing text books.

2.3.3. Provide to the students a listing of text books required or assigned for any course offered, as soon as the adoption process is complete.

2.3.4. Ensure that moneys derived from the operation of the bookstore be paid into a special revenue fund.

Code. 2.3.4.1. The Special Revenue Fund is prescribed in §12-2-2 of the [West Virginia W. Va. Code](#).

~~2.3.4.2. Moneys derived from operation of the bookstore shall be first used to replenish stock and then to pay operating and maintenance expenses of the bookstore.~~

2.3.5.3. Moneys derived from the bookstore contracted with a private entity may be used for non-athletic scholarships.

2.4. This policy defines the role of college and bookstore in maintaining reasonable textbook options and costs for students. The bookstore shall be managed in compliance with West Virginia Code §18B-10-14.

2.5. This policy defines the college's response to Federal Mandates regarding textbook affordability.

~~2.6. By November 1 of each year, Glenville State College shall report to the Chancellor of the WV Higher Education Policy Commission, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Sections 3.1.5 of Series 51, Title 133 Procedural Rule of the WV Higher Education Policy Commission.~~

11.3. Process for Textbook Adoption

3.1. It is the responsibility of the full-time faculty member to recommend textbooks for adoption. The faculty must submit the necessary textbook adoption by the published textbook adoption deadline date or forfeit the opportunity to select a new textbook at that time. Faculty are encouraged to consider more than one textbook publisher and compare prices and course materials. Before the textbook recommendation is finalized, the department chair must concur and approve the selection. In cases where more than one instructor teaches the same course, the ~~Department Chairperson~~ Provost or his/her designee shall call a meeting of the instructors involved for the purpose of choosing a textbook. The same textbook shall be used for all sections of the course unless a variance is approved by the ~~Department Chairperson and the Provost~~ or his/her designee.

3.2. ~~Faculty/Department Chairperson~~ The Provost or his/her designee will be responsible for ordering desk copies directly from publishers. The bookstore manager will assist and provide publisher contact information upon request. Any textbooks signed out from the bookstore to serve as a desk copy must be replaced or purchased within 60 days.

3.3. ~~An approved and signed textbook adoption form from an Academic Department becomes a contract with the bookstore.~~

3.4. ~~The bookstore will order the recommended textbooks and make them available for student purchase. Faculty will use the adopted textbook in their classes. If a faculty member does not require a textbook, he/she should not send a textbook adoption form to the bookstore. However, he/she should notify the bookstore that no textbook is required.~~

3.5. ~~If the adoption is changed after the bookstore has received and shelved the textbooks, the department will be responsible for the shipping charges to return the textbooks to the publisher.~~

3.6. Once a textbook for a course has been adopted, it must be used as the adopted textbook for a minimum of two academic years including summer sessions, unless the publication goes out of print or other comparable circumstances make it unavailable. Faculty are encouraged to select textbooks that it is believed will not be revised by the publisher prior to the completion of the two-year adoption cycle. This provision does not apply to courses which are offered on two year rotations.

~~3.7. Whenever possible, the manager of the bookstore should be notified one semester in advance of an anticipated adopted textbook change. This allows for the bookstore to clear all copies from the shelves by sale or return to the book company.~~

3.8. A textbook adoption deadline must be set for each semester by the Provost or his/her designee and all faculty must be notified of that date. ~~Each semester, the manager of the bookstore will inform the Department Chairperson of the number of textbooks on hand for each course being offered the following semester or summer session.~~ Textbook orders for each semester and summer session are to be submitted to the manager of the bookstore. Textbook orders must be placed by the prescribed deadline to allow for ordering and delivery of books before the opening of each semester and summer session. ~~Adhering to textbook selection deadlines provide an opportunity for the location and purchase of used textbooks, to the extent possible.~~

~~3.9. The manager of the bookstore is to accept textbook orders in accordance with this policy and procedures. Under no conditions will the manager of the bookstore accept textbook orders directly from anyone other than the Department Chairperson.~~

11.4. Publication of Textbook Selection

4.1. A listing of required textbook(s) for each course shall be made available to students as soon as the textbook adoption is completed. This listing, including ISBN and edition number shall be made available ~~at a central location on campus, in the campus bookstore and~~ on the campus website.

4.2. Information on optional available textbook formats, whether paperback, hard-copy or digital, shall be made available to students.

4.3. Glenville State College shall maintain full compliance with the textbook provisions of the Higher Education Opportunity Act (HEOA) by July 1, 2010.

11.5. Textbook Affordability Options

5.1. Faculty are encouraged to select textbooks that have low cost alternatives available that can be purchased by the student at his/her discretion.

~~5.2. Information on optional available textbook formats, whether paperback, hard-copy or digital, shall be made available to students.~~

5.3. Faculty shall consider textbooks that are believed will not be revised by the publisher in the near future;

5.4. When possible, the institution shall utilize consortiums which make available open source textbooks or course materials to faculty and students free or at low cost;

11.6. Ethical Considerations

- 6.1. An employee of the institution or member of the GSC Board of Governors may not receive anything of value as an inducement to require students to purchase a specific textbook, text, or subscription.
- 6.2. An employee may not require textbooks incorporating worksheets intended to be written on or removed if the employee's own writing is included. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.
- 6.3. ~~An employee may receive sample copies but they may not be resold.~~
- 6.4. An employee may receive royalties or compensation for textbooks which contain the employee's own work.
- 6.5. In the event that a faculty member has authored a textbook that he/she would select to use in his/her own course(s), a peer review committee comprised of faculty shall be convened by the Provost to review the situation and make a recommendation to the Provost as to whether the faculty member may or may not require his/her own textbook for the instructor's own course.

11.7. Federal Mandates

- 7.1. Textbook publishers soliciting an employee of the institution to select textbooks or supplemental course material must provide the following in writing to the employee:
 - 7.1.1. The price of the textbook and supplemental course materials;
 - 7.1.2. The copyright dates of the three previous editions, if any;
 - 7.1.3. A description of substantial content revisions from the previous editions;
 - 7.1.4. Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
 - 7.1.5. The price of textbooks unbundled from supplemental material; and
 - 7.1.6. The same information, to the extent practicable, for custom textbooks.
- 7.2. No employee of the institution shall select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 7.1. of this policy.

- 7.3. Publishers that do not supply the information required by Section 7.1. of this policy will not be used for the purchase of textbooks or supplemental course materials.
- 7.4. The institution shall provide on its electronic course schedule or through a link to its bookstore's website, prior to course enrollment each semester for all required or recommended textbooks and supplemental material:
- 7.4.1. The ISBN number and retail price, or if the ISBN number is not available then the author, title, publisher and copyright date. If such disclosure is not practicable, then the designation "To Be Determined."
- 7.4.2. A reference shall be made on any written course schedule to the information available on the electronic course schedule accessible through the institutional website and the internet address for the electronic course schedule.
- 7.5. The institution will include on its website or through a link to its bookstore's website and electronic course schedule any of its policies or provisions for:
- 7.5.1. Rental of textbooks;
- 7.5.2. The purchase of used textbooks;
- 7.5.3. Textbook repurchase or buy backs; and
- 7.5.4. Alternative content delivery programs.
- 7.6. Glenville State College shall update this policy to comply with any new or revised federal mandates which shall occur in the future.

11.8. Miscellaneous Guidelines

- 8.1. ~~_____ A permanent campus-wide Textbook Affordability Committee shall be established to provide oversight for textbook affordability and access issues. This committee shall be comprised of three faculty appointed by the Faculty Senate, two students appointed by Student Government Association, two administrators appointed by the President, and one bookstore representative which shall meet periodically and advise Faculty Senate, Student Government, administration, and the Board of Governors on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities. The Provost shall be ex officio and chair of the committee.~~
- 8.2. The Provost at the institution shall be designated as a liaison with textbook publishers, to be responsible for dissemination of relevant information to the faculty on textbook strategies and education and training opportunities regarding textbook selection, and to enforce the policy.

Approvals:

President

Date

Chair of the Board

Date

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 14

SABBATICAL LEAVE

14.1. General.

1.1. Scope - This policy establishes a uniform sabbatical leave plan for faculty members.

1.2. Authority - ~~WV Codes~~ [W. Va. Code](#) §18B-1-6, §18B-8-3, and §18B-8-7

1.3. Effective Date - ~~April 19, 2006~~

1.4. ~~Repeal~~ [Revision](#) of Former ~~Rule - Revises Policy - Repeals~~ and replaces Title 131, Series 10 of the Board of Directors of the State College System. ~~This policy supersedes any or all previous and~~ [Glenville State College policies in reference to sabbatical leave. Policy 14 - Sabbatical Leave \[2006\].](#)

14.2. Purpose.

2.1. Sabbatical leaves of absence may be granted for study in improving the professional preparation of the faculty member evidenced by regular full-time enrollment in an approved institution of higher education, for research, or for writing or other activity calculated to contribute to professional development and his/her usefulness to the College.

14.3. Eligibility.

3.1. To be eligible for sabbatical leave, the faculty member must have reached the rank of assistant Professor and must have completed a minimum of at least six years of full-time employment in a faculty rank at Glenville State College. After completing a sabbatical leave, a faculty member shall not be eligible for another sabbatical leave until the seventh subsequent year of full-time employment. Separate summer school employment shall not be counted toward eligibility for sabbatical leave.

14.4. Conditions Governing the Granting of Sabbatical Leave.

4.1. The awarding of sabbatical leave is not automatic but shall depend upon the merits of the request and on conditions prevailing in the College at the time. Sabbatical leave recommendations [made by the Provost upon request of the faculty member](#) will be [approved submitted to by](#) the President ~~of the institution or his/her designated representative for~~ [approval](#). Each year the President will forward information on approved sabbatical leaves to the Board of Governors.

4.2 In consultation with the [Provost and the](#) faculty, the President shall develop appropriate criteria for determining the usefulness of the proposed activity to the College and equitable procedures and standards for processing applications for leave.

14.5. Compensation.

5.1. Compensation is at the discretion of the College President. A sabbatical leave can be either paid or unpaid. Options for paid leave may include: full salary for one semester leave, or half salary for two semester leave

14.6. Obligations of the Faculty Member.

6.1 Applications for Sabbatical Leave must be submitted to the [Vice President for Academic Affairs](#)[Provost](#) on or before November 1 for either the first or second semester of the following academic year or for both semesters. The application must include a detailed plan of the activity which he/she proposes to follow.

6.2 The [Vice President](#)[Provost](#) makes a recommendation on the sabbatical leave request to the President who then reviews the request and makes the final recommendation.

6.3. In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he/she is aware of and agrees to all conditions of the leave as specified herein.

6.4. While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President. Fellowships, grants, assistantships, and similar stipends shall not be considered remunerative employment.

6.5. Upon completion of a sabbatical leave, a faculty member shall file with the President a written report of his/her scholarly activities while on leave.

~~6.6. Faculty members on paid sabbatical leave will be required to return to Glenville State College for a period of three full years upon completion of the leave.~~ [If the faculty member returns for less than the required three years of service, the amount of reimbursement due the College will be prorated based upon the number of years served by the faculty member at GSC after returning from sabbatical leave.](#)

~~Failure to return to Glenville State College after the sabbatical leave will obligate the faculty member to fully reimburse the College for salary received during the period of the leave.~~ [If the faculty member returns to employment at Glenville State College, but does not complete three full years of employment, the faculty member will reimburse the college for that pro-rata percentage of salary related to the uncompleted portion of the three-year employment obligation.](#)

fully reimburse the College for salary received during the period of the leave.

14.7. Obligations of the College.

7.1. Any faculty member returning from leave shall be reinstated at the academic rank held prior to such sabbatical unless promoted to a higher rank and shall be entitled to such salary and any increases thereto appropriate to the rank and years of experience of such faculty member.

7.2 Compensation to a faculty member on sabbatical leave shall be paid from the regular personal services appropriations of Glenville State College.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 15

HOLIDAYS

15.1. General.

1.1. Scope - ~~Rule Policy~~ regarding holidays at Glenville State College.

1.2. Authority - ~~W. Va. WV Code §§ 2-2-1, §18B-1-6, 2-2-1 and WV Higher Education Policy Commission Series 14 effective December 1, 2019.~~

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

1.4. ~~Repeal~~ Revision of Former ~~Rule Policy~~ ~~Revises~~ ~~Repeals~~ and replaces Title 131, Series 26 of the Board of Directors of the State College System and Glenville State College Policy 15 – Holidays [2003].

15.2. Granting Power.

2.1. The Board of Governors hereby directs that the president shall determine six (6) floating holidays which will be observed by the employees of Glenville State College in addition to the six (6) holidays specified in Section 3.1 of this policy.

15.3. Number of Holidays.

3.1. The number of full holidays shall be twelve (12), plus additional days for any election day (primary or general) held throughout the State. ~~Days taken~~ Specified holidays shall include Martin Luther King's ~~Day~~ BirthDay, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Six additional days determined by the president of each institution as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

3.2. Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of the College ~~only when communicated through the chancellor's office.~~ as determined and communicated by the president of the institution. The President may determine that any such additional legal holidays shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.

15.4. Half Holidays.

4.1. As specified in the regulations of the division of personnel for agencies of the executive branch of state government, To provide equity with the Executive Branch of government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday. These days will be scheduled at the discretion of the President giving due consideration to operational needs of the College.

15.5. Schedules.

5.1. The President shall submit the holiday schedule to the Board of Governors by June 30 of each year and assure that the holiday schedule is posted in appropriate locations on campus, including, but not limited to, the College's website for the upcoming fiscal year. Holiday schedules are to be established and used on a fiscal year basis.

~~5.2. The President shall submit to the Board of Governors by June 30 of each year and shall post on campus a list of the holidays to be observed at the College for the upcoming fiscal year.~~

Approvals:

President

Chair of the Board

GLENNVILLE 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 – August 15, 2018~~

1.3.

1.4. Revision of Former Policy – ~~Revises-Repeals~~ 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], Glenville State College Policy 16 – Human Resources Administration [2018]. 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, Executive Director, 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 staff 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~~Human Resources Director-Director 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~~Human Resources Director-Director in consultation with the ~~Provost/Vice President for Academic Affairs and the Vice President for Business and Finance~~appropriate cabinet member 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. All procedures will be approved by the President.

16.9. Job Descriptions

9.1. The ~~Chief Human Resources Officer~~Human Resources Director 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~~Human Resources Director. 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 annually 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~~President, Staff Council ~~Chair~~President, ~~Chief Human Resources Officer~~Human Resources Director~~Director~~, Vice President of Enrollment and -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.~~ 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~~Human Resources Director.

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~~Human Resources Director shall evaluate the performance, skills and qualifications of the individual employees potentially subject to the RIF. The ~~Chief Human Resources Officer~~Human Resources Director 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~~Human Resources Director 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~~Cabinet member 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 Prior to~~ 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. The probationary period may be extended up to an additional six months upon written notice to the 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~~ Human Resources Director 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~~ Provost or by his/her designee 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~~Human Resources Director.

13.5. Each year the ~~Chief Human Resources Officer~~Human Resources Director 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~~Human Resources Director.

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~~Human Resources Director. 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~~Human Resources Director. 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~~ assigned office work hours as determined by their supervisors.

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 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 illegal drugs or consuming,

- selling or distributing alcohol and/or illegal 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

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 25

ADJUNCT FACULTY

25.1. General

1.1. Scope - This policy defines the role of part-time and other adjunct faculty members at Glenville State College and, when appropriate, the conditions of their employment.

1.2. Authority – W.Va. Code §18B-7-6(a)

1.3. Effective Date: ~~April 19, 2006~~

1.4. ~~Repeal/Revision of Former Rule/Policy – This policy supersedes any and all previous Glenville State College policies in reference to adjunct faculty. Repeals and replaces Glenville State College Personnel Policy 25 – Adjunct Faculty [2006].~~

25.2. Definitions

2.1. The term “adjunct faculty” may be applied either to faculty who are remunerated part-time employees or who are unpaid volunteers with a courtesy title.

2.1.1. Part-time faculty appointments may be for one semester or one academic year. Such appointments may not exceed 0.80 FTE. Appointments at or above 0.53 FTE are benefits-eligible.

~~2.1.2. Courtesy appointments may be for an extended period of time.~~

25.3. Conditions Governing Part-Time Faculty

3.1. Part-time and other adjunct faculty are subject to appropriate sections of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Series 9, including but not limited to Section 2, “Academic Freedom and Professional Responsibility.”

3.1.1. Part-time and other adjunct faculty members shall have appropriate academic qualifications and experience.

3.1.2. Part-time and other adjunct faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.

- 3.1.3. Part-time and other adjunct faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
- 3.1.4. Part-time and other adjunct faculty members shall be evaluated regularly. Such evaluation will be a basis for possible continuing employment.
- 3.1.5. Part-time and other adjunct faculty members should receive mentoring and other appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.
- 3.1.6. Part-time and other adjunct faculty should be included in the planning of academic activities whenever possible, in order to ensure their understanding of the academic mission and goals of the unit and the context of their role therein.

25.4. Balance between Full-time and Part-time/Adjunct Faculty

4.1. Glenville State College will maintain an appropriate balance between full-time and part-time faculty that is consistent with the campus mission.

4.1.1. Glenville State College will maintain a cadre of full-time faculty to enable it to function appropriately. Such full-time faculty may include faculty who are tenured, tenure-track, clinical-track, librarian-track, and non-tenure-track.

4.1.2. Glenville State College may engage part-time and other adjunct faculty in order to utilize academic expertise that is locally available; to address programmatic necessity; to address budgetary constraints; and to respond to special circumstances. The number of part-time faculty ~~will~~should not exceed the national average for institutions like Glenville State College, as determined by US Department of Education data.

25.5. Reporting of Data

5.1. The college will report the number of part-time and other adjunct faculty to the Higher Education Policy Commission periodically, as requested.

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 26

PROGRAM REVIEW

26.1. General

1.1. Scope - This policy delineates the responsibilities of the GSC Board of Governors and the Higher Education Policy Commission in the review of existing academic programs.

1.2. Authority - W. Va. Code §§ 18B-1-6, 18B-1B-4 and 18B-2A-4; ~~HEPC- WV Higher Education Policy Commission~~ Series 10 effective October 10, 2008

1.3. Effective Date – ~~June 7, 2006~~

1.4. ~~Repeal-Revision~~ of ~~former-Former rule-Policy~~ - Repeals and replaces Series 11 of Title 131 Procedural Rule of the Board of Directors of the State College System of West Virginia effective

October 20, 1993; ~~This policy supersedes any or all previous GSC policies in reference to and Glenville State College Policy 26 - Program Reviews [2006].~~

26.2. Basis of Program Review Process

2.1. W. Va. Code '18B-1B-4 and 18B-2A-4 delineate responsibilities for the review of academic programs. The Board of Governors has the responsibility to review at least every five years all programs offered at Glenville State College(s) of higher education under its jurisdiction and in the review to address the viability, adequacy, necessity, and consistency with mission of the programs to Glenville State College's master plan, Glenville State College's compact, and the education and workforce needs of the responsibility district. Additionally, the Board of Governors, as part of the review, is to require periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience. The Higher Education Policy Commission has the responsibility for review of academic degree programs, including the use of Glenville State College's missions as a template to assure the appropriateness of existing programs and the authority to implement needed changes.

2.2. For the purpose of this document, a "program" is defined as curriculum or course of study in a discipline specialty that leads to a certificate or degree.

26.3. Assumptions Used in Developing the Review Process

3.1. A rational and comprehensive program review process requires differentiation among levels of degrees. The process, criteria, and standards for associate degree programs will differ significantly from those applied to bachelor programs.

3.2. The program review process must be accomplished within the limits of available staff and resources.

3.3. A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal planning efforts.

3.4. A readily accessible computerized data base should be available to support the program review process.

26.4. Evaluative Components

4.1. In order to address the elements of viability, adequacy and necessity, each report will include the following core components:

4.1.1. Mission;

4.1.2. Faculty;

4.1.3. Curriculum;

4.1.4. Resources;

4.1.5. Student learning outcomes;

4.1.6. Other learning and service activities;

4.1.7. Viability; and

4.1.8. Program improvement.

4.2. Under the provisions of section 4.1, a report shall be submitted to the Higher Education Policy Commission for review.

26.5. Program Review Procedures and Levels of Review

5.1. The program review process will provide for a review and evaluation of all programs leading to a certificate or degree at Glenville State College. The procedural elements

utilized by Glenville State College shall be submitted to the Higher Education Policy Commission for review and shall include, at a minimum the following components:

5.1.1. Delineation of the roles of faculty, administrators and Glenville State College's Board of Governors;

5.1.2. A process for external review that includes at least one reviewer, either external to Glenville State College or to the academic unit under review, as an outside evaluator for each program reviewed; and

5.1.3. A five-year schedule.

The Board of Governors will constitute a committee or committees to review appropriate programs during a given year. Glenville State College will draft, in accord with the Board of Governor's guidelines, a self-study. The Board of Governors will report to the Chancellor, by May 31, the results of the program reviews conducted each academic year.

5.2. Glenville State College shall submit the results of the program review actions in a common format designed to provide the Higher Education Policy Commission with essential information. The format elements are:

5.2.1. Name and degree level of program;

5.2.2. Synopses of significant findings, including findings of external reviewer(s);

5.2.3. Plans for program improvement, including timeline;

5.2.4. Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished;

5.2.5. Five year trend data on graduates and majors enrolled;

5.2.6. Summary of assessment model and how results are used for program improvement;

5.2.7. Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees); and

5.2.8. Final recommendations approved by governing board.

For programs with specialized accreditation, Glenville State College shall provide a copy of the letter continuing the conferral of accreditation. Accredited programs that meet productivity guidelines will not be subject to further review by the Higher Education Policy Commission.

5.3. Program Review by the Board of Governors - The purpose of the appropriate Board review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability, adequacy, and necessity for each academic program, consistent with the mission of Glenville State College. Comprehensive self-studies conducted in compliance with accreditation or Glenville State College' processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body.

Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. For programs so accredited or approved, Glenville State Colleges shall submit: the comprehensive self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement from the chief academic officer regarding program consistency with mission, viability and necessity. In preparing Glenville State College's self-study, it will utilize a collaborative process which includes faculty, students, and administrators.

5.4. Glenville State College's personnel, external consultants, and the staff of the appropriate Board of Governors will be involved in establishing the criteria, standards, and process of evaluation, and in interpreting the information resulting from the review. It is the responsibility of Glenville State College to assure that the program review process is carried out objectively and that person(s) external to the academic unit in which the program is housed and/or external to Glenville State College participate in the review. The Higher Education Policy Commission strongly urges Glenville State Colleges to consider using evaluators that are external to Glenville State College. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the appropriate Board of Governors will select approximately 20 percent of all programs for review each year. For each program identified for review, Glenville State College will develop a self-study statement addressing the following items.

5.4.1. Viability - Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, Glenville State College shall assess the program's past ability and future prospects to attract students and sustain a viable, cost-effective program.

5.4.2. Adequacy - Glenville State College shall assess the quality of the program. A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the Federal Government or the Council for Higher Education Accreditation. Glenville

State College shall evaluate the preparation and performance of faculty and students, and the adequacy of facilities.

5.4.3. Necessity - The dimensions of necessity include whether the program is necessary for Glenville State College's service region, and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions shall also be addressed.

5.4.4. Consistency With Mission - The program shall be a component of, and appropriately contribute to, the fulfillment of Glenville State College's and system missions. The review should indicate the centrality of the program to Glenville State College, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both Glenville State College's aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon Glenville State College's ability to accomplish its mission should be stated.

5.6. Focused Program Review - The Board of Governors may request at any time that focused program reviews be conducted for a given purpose such as a) reviewing all programs within a discipline (e.g. biology) or b) concentrating on specific program review components (e.g. assessment). Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.

26.6. Possible Outcomes

6.1. Glenville State College's Recommendation – Each five-year cycle of program review will result in a recommendation by Glenville State College for action relative to each program under review. Glenville State College is clearly obligated to recommend continuation or discontinuation for each program reviewed. If recommending continuation, Glenville State College should state what it intends:

6.1.1. Continuation of the program at the current level of activity, with or without specific action;

6.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action.

6.1.3. Identification of the program for further development; or

6.1.4. Development of a cooperative program with another Glenville State College, or sharing of courses, facilities, faculty, and the like.

6.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

6.1.6. For each program, Glenville State College will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. Glenville State College will also make all supporting documentation available to the Higher Education Policy Commission upon request.

6.2. Committee Recommendation - The appropriate Glenville State College Program Review Committee will develop a recommendation for action and present it to Glenville State College's Board of Governors for action and referral to the Policy Commission.

6.2.1. The committee may make recommendations that go beyond those also. The committee may request additional information and may recommend continuance on a provisional basis and request progress reports.

6.3. Appeals Committee and the Appeals Process - Any disagreement between a final recommendation of Glenville State College's Program Review Committee and the recommendation of the academic unit may be appealed to Glenville State College's Program Review Appeals Committee.

2.1. W. Va. WV Codes §18B-1B-4, §18B-2A-4, and HEPC Higher Education Policy Commission Series 10 delineate responsibilities for the review of academic programs. The Board of Governors has the responsibility to review at least every five years all programs offered at Glenville State College and in the review to address the viability, adequacy, necessity, and consistency with the institutional mission, the institutional compact, and the education and workforce needs of the State. Additionally, the Board of Governors, as part of the review, is to require the College to conduct periodic studies of graduates and their employers to determine placement practices and the effectiveness of the education experience.

2.2. For the purpose of this document, a "program" is defined as curriculum or course of study in a discipline specialty that leads to a degree.

26.3. Assumptions Used in Developing the Review Process

3.1. A rational and comprehensive program review process requires differentiation among levels of degrees.

3.2. The program review process must be accomplished within the limits of available staff and resources.

3.3. A continuous auditing process allowing for early identification of programs that need particular scrutiny is required to permit changes to be anticipated, appropriate intervention to take place, and corrective action to be accomplished within normal institutional planning efforts.

3.4. A readily accessible computerized data base should be available to support the program review process.

26.4. Program Review Levels

4.1. The program review process will provide for a review and evaluation of all programs leading to a degree at the institution. The Board of Governors will constitute a committee or committees to review appropriate programs during a given year.

The institution will draft, in accord with this policy, a self-study. The Board of Governors will report to the Chancellor, by May 31, the results of the program reviews conducted each academic year. The Higher Education Policy Commission, through its staff or other appropriate entities, shall review annually the program review actions reported by each institution. The Commission may modify any institutional action consistent with its authority for review of academic programs.

4.1.1. Program Review by the Institutional Board of Governors—The purpose of the appropriate Board review, conducted on a regular five-year cycle, will be to conduct an in-depth evaluation of the viability of, adequacy of, necessity for each academic program, consistent with the mission of the institution. Comprehensive institutional self-studies conducted in compliance with accreditation or institutional processes and completed within the previous 60 months may be used to provide the base line data for the review, with any necessary updating of factual information or interim reports to the accrediting body.

Programs that are accredited by specialized accrediting or approving agencies (for disciplines for which such agencies exist) recognized by the Federal Government and/or the Council on Higher Education Accreditation shall be considered to have met the minimum requirements of the review process with respect to adequacy. For programs so accredited or approved, institutions shall submit: the comprehensive institutional self-study conducted in compliance with the accreditation or approval process, a copy of the letter containing the conferral of accreditation or approval and a documented statement

from the chief academic officer regarding program consistency with mission, viability and necessity. In preparing the institutional self-study, each institution will utilize a collaborative process which includes faculty, students and administrators.

4.1.2. Program Review by the Higher Education Policy Commission—The Higher Education Policy Commission has the responsibility for review of academic programs including the use of institutional missions as a template to assess the appropriateness of existing programs and the authority to implement needed changes. The reports on actions resulting from program review at each institution shall be reviewed by the staff of the Commission. The review will focus on the appropriateness of the institutional action, particularly as the actions relate to adequacy, viability, necessity and consistency with institutional mission for each program. The Commission staff may request a copy of the self-study or other supporting materials, if deemed essential. If the Commission staff concludes that the institutional program review action should be modified, the staff shall consult with the president or designee to reach consensus on the appropriate steps. Should a consensus and agreement not be reached, the matter would be referred to the Commission for resolution.

4.1.3. Institutional personnel, external consultants, and the Board of Governors will be involved in establishing the criteria, standards, and process of evaluation, and in interpreting the information resulting from the review. It is the responsibility of the institution to assure that the program review process is carried out objectively and that persons external to the academic unit in which the program is housed and/or external to the institution participate in the review. To ensure that each program is reviewed at least once every five years, consistent with statutory requirements, the Board of Governors will select approximately 20 percent of all programs for review each year. For each program identified for review, the institution will develop a self-study statement addressing the following items:

4.1.3.1. Viability—Viability is tested by an analysis of unit cost factors, sustaining a critical mass, and relative productivity. Based upon past trends in enrollment, patterns of graduates, and the best predictive data available, the institution shall assess the program's past ability and future prospects to attract students and sustain a viable, cost-effective program.

4.1.3.2. Adequacy—The institution shall assess the quality of the program.

A valuable (but not the sole) criterion for determining the program's adequacy is accreditation by a specialized accrediting or approving agency recognized by the Federal Government or the Council for Higher Education Accreditation. The institution shall evaluate the preparation and performance of faculty and students, and the adequacy of facilities.

4.1.3.3. Necessity—The dimensions of necessity include whether the program is necessary for the institution's service region, and whether the program is needed by society (as indicated by current employment opportunities, evidence of future need, rate of placement of the programs' graduates). Whether the needs of West Virginia justify the duplication of programs in several geographic service regions shall also be addressed.

4.1.3.4. Consistency With Mission—The program shall be a component of, and appropriately contribute to, the fulfillment of the institutional mission. The review should indicate the centrality of the program to the institution, explain how the program complements other programs offered, and state how the program draws upon or supports other programs. Both institutional aspects of the program should be addressed. The effects (positive or negative) that discontinuance of the program might have upon the institution's ability to accomplish its mission should be stated.

4.1.4. Special Program Review—Either the Higher Education Policy Commission or the Board of Governors may request at any time that special program reviews be conducted for a given purpose. Formal strategies for conducting such reviews will be developed, consistent with the purpose of the review.

26.5 Institutional Program Review Procedures

5.1 The program review process provides for a 5-year review and evaluation cycle of all programs leading to a degree at the College. The basic evaluative criteria for the Program Review process are defined in the GSC Program Review Instructional Booklet. The five-year cycle of review and evaluation of academic programs will adhere to the following procedures at Glenville State College:

1. The academic division in which the program is housed will develop a self-study document per directions in the Program Review Instructional Booklet.
2. This self-study document will be presented to members of the external Program Advisory Board for review and comments. Input from the Advisory Board will be integrated into the self-study document as appropriate.
3. The self-study document will be forwarded to the campus-wide Program Review Panel.
4. The recommendations of the Program Review Panel will be forwarded via the Vice-President for Academic Affairs to the College Leadership Council.
5. The self-study document, along with comments from the College Leadership Council, will be presented to the Glenville State College Board of Governors via the College President.

The GSC Governing Board will submit a report of results for each of the reviewed programs to the Higher Education Policy Commission. The Program Review Summary Report will include:

- program title and degree;
- year of last review;
- documentation of continuing need;
- assessment information related to expected student learning outcomes and the achievement of the program's objectives;
- plans to improve the quality and productivity of the program; and
- five-year trend data on enrollment and degrees awarded.

26.6. Possible Outcomes

6.1. Institutional Recommendation – The Board of Governors' five-year cycle of program review will result in a recommendation by the institution for action relative to each program under review. The institution is clearly obligated to recommend continuation or discontinuation for each program reviewed. If recommending continuation, the institution shall state what it intends:

6.1.1. Continuation of the program at the current level of activity, with or without specific action;

6.1.2. Continuation of the program at a reduced level of activity (e.g., reducing the range of optional tracks) or other corrective action;

6.1.3. Identification of the program for further development; or

6.1.4. Development of a cooperative program with another institution, or sharing of courses, facilities, faculty, and the like.

6.1.5. If it recommends discontinuance of the program, then the provisions of Higher Education Policy Commission policy on approval and discontinuance of academic programs will apply.

6.1.6. For each program, the institution will provide a brief rationale for the observations, evaluation, and recommendation. These should include concerns and achievements of the program. The institution will also make all supporting documentation available to the Commission upon request.

6.2. Committee Recommendation – The Institutional Program Review Committee will develop a recommendation for action and present it to the Board of Governors for action and referral to the Policy Commission.

6.2.1. The committee may make recommendations that go beyond those also. The
— committee may request additional information and may recommend
— continuance on a provisional basis and request progress reports.

6.3. Appeals Committee and the Appeals Process – Any disagreement between a final recommendation of the Institutional Program Review Committee and the recommendation of the academic unit may be appealed to an Institutional Program Review Appeals Committee.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 28

STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

28.1. General

1.1. Scope –Policy regarding standards and procedures for undergraduate admissions.

1.2. Authority - ~~West Virginia W. Va.~~ Code §§ 18B-1-1A; 18B-1-4; ~~HEPC WV Higher Education Policy Commission Series 17 – effective December 24, 2015, Sections 2.2.11 and Series 23 – effective February 13, 2015, Sections 3.1 and 5.~~

1.3. Effective Date –~~August 23, 2006~~

1.4. ~~Repeal/Revision of former of Former rule/Policy rule - This policy supersedes any or all policies in reference to standards and procedures for undergraduate admission~~Repeals and replaces Glenville State College Policy 28 – Standards and Procedures for Undergraduate Admissions [2006].

28.2. Basic Admissions Standards

2.1. As a means of ensuring a reasonable chance of success in the educational programs for which students seek admission and of making the most productive use of federal, state and community resources, the institutional admissions policies of Glenville State College shall incorporate the following basic standards.

2.2. Associate Degree Programs at Glenville State College. Regular admission to associate-degree programs at Glenville State College is open to any person who has a high school diploma or meets ~~General Educational Development (GED) high school~~ equivalency exam requirements. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

2.3. Bachelor's Degree Programs at Glenville State College. Students who ~~meet General Educational Development (GED) requirements or have a high school diploma from an accredited high school and overall grade point average (GPA) of at least 2.0, or a composite score of at least 17 (18 and/or a 2.0 GPA effective August 2008)~~

~~on the ACT have a) an approved high school diploma, a minimum 2.0 high school grade-point average (GPA), and an ACT composite score of at least 18; b) meet high school equivalency exam requirements and have an ACT composite of at least 18; or c) have a high school diploma and a minimum high school GPA of 3.0.~~ may be admitted on a regular admission basis to bachelor's degree programs. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT I), these scores may be substituted for the ACT. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the Chancellor of the Higher Education Policy Commission. These students will not be required to take the ACT at a later time.

Since students' writing ability is an important indicator of success in college and may be used as a determinant in freshman placement in English composition courses, students are encouraged to complete the writing portion of the ACT or SAT I and submit those scores for purposes of undergraduate admission.

2.3.1. Conditional admission may be granted in instances where GPA or ACT standards for regular admission are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work.

Students who do not meet the GPA or ACT standards, but who demonstrate the potential to complete an undergraduate program may be admitted conditionally with the following stipulations:

~~2.3.1.1. If freshman placement assessment standards indicate that the student requires developmental work, that work must be completed prior to enrolling in the corresponding college-level course.~~

2.3.1.2. Student must complete the provisions of their conditional admission within the first three semesters of enrollment.

2.3.1.3. Conditionally admitted students must achieve a minimum of a 2.00 GPA in at least twelve graded hours.

When all admission standards have been met, conditional status will be removed and the student will become a regular admission student.

~~2.3.2. In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements (effective until August 2008) prior to admission:~~

~~**Required Units (Years)**~~

~~4 English (including English 12CR and courses in grammar, composition, and literature)~~

~~3 Social Studies (including U.S. Studies/History)~~

~~4³ Mathematics (three units must be Algebra I and at least one higher unit or Math I or higher; Transitional Math for Seniors will also be accepted) Courses designed as “support courses”, such as Math I Lab or Math I Support, that provide extra instructional time but no additional content shall not be acceptable as meeting the required 4 mathematics course core requirements.~~

~~3 Mathematics (Algebra I and at least one higher unit)~~

~~3 Science (Two of the three units must be laboratory science. At least two units from Coordinated and Thematic Science 10, Biology, Chemistry, Physics and other courses with a strong laboratory science orientation all courses to be college preparatory laboratory science, preferably including units from biology, chemistry, and physics)~~

~~Strongly Recommended Units~~

~~1 Arts~~

~~2 Foreign World Language (two units of the same world language; sign language is also acceptable)~~

~~Elective Units~~

~~Remaining Units — It is recommended that the remaining elective units be~~

~~chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and keyboarding.~~

~~2.3.32.3: 2.. Effective August 2008, students in addition to GPA and ACT/SAT requirements,~~

~~—— must successfully complete the following college preparatory curricular requirements minimum academic core unit~~

~~—— requirements prior to admission:~~

~~Required Units (Years) 2008 Standards~~

~~4 English (including courses in grammar, composition, and literature)~~

~~3 Social Studies (including U.S. History)~~

~~4 Mathematics (three units must be Algebra I and higher)~~

~~3 Science (all courses to be laboratory science; Coordinated and Thematic Science I & II combined count as one lab science unit)~~

~~1 Arts~~

~~2 Foreign Language (Two units of the same foreign language)~~

~~2.3.4.~~

~~2.3.2.1 3. Glenville State College has the discretionary authority to waive the college preparatory curricular requirements (see 2.3.2. and 2.3.3.) for regular admission, for not more than five percent (5%) of freshmen students who graduated from high school within five (5) years of the date of enrollment. The percentage (5%) is based upon enrollment of first time freshmen entering the institution in the fall term of the previous year.~~

~~2.3.2.2. Students admitted with a waiver under the provisions of this section must satisfy any of the curricular deficiencies through the successful completion of commensurate college coursework. Each student receiving a waiver under this provision must complete any commensurate coursework prior to degree completion.~~

~~2.3.2.3.~~

~~Applicants for admission who have been out of high school for more than five (5) years or who meet institutionally-established GED requirements may be exempted from the specified high school curricular requirements.~~

~~2.3.5. The academic performance of students admitted under one (1) of the above exemptions or on a conditional basis must be evaluated at the conclusion of each semester. To continue, such students must be in good academic standing according to institutional standards as stated in the institutional catalog for regularly admitted students. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.~~

2.4. Transfer Students. Students seeking transfer admission to Glenville State College must be academically and otherwise eligible to return to the institution from which they wish to transfer and must meet the basic admission standards.

Students who meet this requirement may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous colleges attended.

Students who do not meet the requirement listed above- may be admitted to Glenville State College upon the recommendation of the Academic Appeals Committee. If, in the opinion of the Committee, such applicants can successfully complete an academic program, the Academic Appeals Committee may forward a recommendation to the Vice President for Academic Affairs that the student be admitted on probation for one semester at Glenville State College. [AR1][AR2]

2.4.1. Students seeking admission as transfer students who have earned fewer than ~~27-24~~ hours of college work must also submit a high school transcript and ACT/SAT scores, as well as an official transcript from ALL previous colleges

attended. If the student does not have at least one of the following criteria – (1) 2.0 average on their high school work, (2) ACT composite of ~~17~~ 18 or above, (3) a combined verbal/math SAT score of at least 820. The student then must remediate all deficiencies before transferring into a Bachelor’s degree program.

~~Students seeking admission as transfer students who have successfully completed 27-24 or more hours of graded college work with a cumulative GPA of 2.0 or higher may transfer into a bachelor’s degree program without further remediation.~~

~~2.4.2. Any individual who has at least one year of military service, regardless of academic standing when last registered in college, may be readmitted either in good standing or on academic probation, whichever was the standing status when last registered in college.~~

2.4.3. Students who transfer to Glenville State College from another college must have an overall GPA of at least 2.0 and a GPA of at least 2.0 on all course work completed at Glenville State College as one of the criteria for graduation.

2.4.4. Students under disciplinary sanction at a West Virginia public college or university at the time of the application for transfer admission are also subject to other applicable rules of the college which may affect their admission to the College.

2.5. Non-Degree Students. Glenville State College may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

Non-degree seeking students may enroll in those courses for which they are qualified. If a non-degree seeking student would later choose to pursue a degree program, that student must submit all required documents (test scores, transcripts, etc.) to be admitted as a degree candidate.

The non-degree seeking student shall be allowed to enroll in no more than seven (7) hours per semester. The student will be responsible for paying the tuition and fees and is not eligible for federal financial aid.

2.6. Home Schooled Students. ~~Applicants for admission at Glenville State College who are home-schooled must submit scores for the General Educational Development (GED) TASC?? test in order to be considered for admission. Applicants will be considered for admission at Glenville State College if they attain a standard score of 50 on each of the five parts of the GED test. If a standard score of 50 is not achieved on each of the five parts of the GED test, students must successfully remediate any academic deficiencies~~

~~prior to full admission.~~ Copies of the applicant's home school transcript, ACT or SAT scores, ~~and GED~~ test scores must be sent directly to the Office of Admissions. [AR3]

2.7. ~~General Educational Development (GED)~~ Option Pathway (GED) Students. Students applying for admission who have not graduated from a regionally accredited high school are required to submit documentation of having earned a score of 410 or higher on each area of the General Education Development test and a 2250 total standard score, thus qualifying for the State of West Virginia's high school equivalency certificate or diploma.

Additionally, at Glenville State College a student must submit documentation of having earned a minimum score of 500 on at least three parts of the GED. ~~Students who do not meet this GSC requirement must enroll in developmental studies.~~

2.8. International Students. Glenville State College is committed to promoting international understanding and respect for cultural diversity and, toward that end, particularly welcomes qualified international students.

International students are not required to present ACT or SAT scores for admission purposes. All international applicants must take the international, standardized version of the test of English as a Foreign Language (TOEFL). Exceptions for English-speaking students will be made on a case-by-case basis. Applicants must submit official TOEFL test scores of 550 or higher to be eligible for full admission to Glenville State College. With a score of 550 or above, no additional language training is required for unconditional admission.

International students who submit official TOEFL scores of 500–549 are also eligible for unconditional admission to Glenville State College. ~~once they have completed the summer intensive English program and one semester of ESL.~~

Applicants who submit official TOEFL scores of 499 and below are eligible for conditional admission to Glenville State College. ~~and must complete a summer intensive English program as well as a minimum of one semester of English as a Second Language (ESL).~~

For students educated outside of the United States, original or certified copies of all academic records/transcripts are required. Certified documents must be notarized or attested by the education institution, the Ministry of Education of the country, and/or an evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES) or by other designated officials.

2.9. Early Entrance Students. Outstanding high school juniors and seniors may be admitted as "high school early admissions students" either for the regular academic year or summer session. Students may qualify on the basis of the following criteria ~~and must attend class on the GSC campus~~ :

2.9.1. Must meet all of the Higher Education Policy Commission's Freshman Assessment and Placement Standards for an incoming freshman.

2.9.2. Must have a high school grade point average of 3.0 or better, as certified by the designated high school official.

2.9.3. Must be recommended by the high school principal.

2.9.4. Must submit an application for admission and current high school transcript.

~~Official college credit will be given after the Registrar's Office has been officially notified that the student has graduated from high school.~~ The college **must** be supplied with a final high school transcript.

2.10. It should be noted that the basic standards contained in this section are based upon current levels of funding. Should financial resources be limited, it may be necessary to establish additional standards and/or accept only those qualified students applying by a specified date.

28.3. Institutional Admissions Procedures

3.1. Official High school transcripts or an official High School Equivalency diploma or Commission approved high school equivalency test scores are required to be on file for each incoming freshman who is registered in an undergraduate ~~certificate or~~ degree program and who has graduated from high school within five years. Such transcripts shall be on file with the institution prior to the end of the first semester of the student's attendance.

3.2. Students who desire to enroll on a degree-seeking basis at Glenville State College who do not meet the GED requirements or have a high school diploma and an overall grade point average of at least 2.0 must submit ACT or SAT scores prior to admission.

3.3. In accordance with Section 2.3 students who substitute SAT scores for ACT scores will not be required to take the ACT at a later time.

3.4. Degree-seeking state college students at Glenville State College who do meet the GED or high school grade point average requirements must submit ACT or SAT scores prior to their second semester of enrollment.

3.5. All students who have graduated from high school or completed GED requirements

more than five years prior to seeking admission to Glenville State College do not have to submit ACT or SAT scores. However, they ~~will~~ may be tested to determine placement in whether or not they need specific developmental coursework prior to college-level work.

3.6. Transfer students must supply the institution with official transcripts reflecting all previous college work prior to admission.

3.7. In addition to the above, Glenville State College may use, but shall not be limited to the use of, the following information in determining admission to the institution and/or its programs:

3.7.1. Records of traditional academic performance relative to the specific educational program to which the student seeks entry.

3.7.2. Record of nontraditional learning experiences.

3.7.3. Standardized examinations relative to the requirements of the program to which the student seeks entry.

3.7.4. College equivalency examinations such as the College Level Examination Program (CLEP) and ~~the Proficiency Examination Program (PEP);~~ also, special preparatory programs such as the Advanced Placement Program of the College Entrance Examination Board Program and the International Baccalaureate Diploma Programme.

3.7.5. Recommendations and reports of interviews.

3.7.6.–Neither regular nor conditional admission shall ensure the entry of _____ applicants into specific programs.

3.7.7. Admission to Glenville State College under these guidelines is separate from NCAA and Mountain East Conference regulations, and does not guarantee athletic eligibility.

3.8. Glenville State College requires that a record of measles immunization (if born after January 1957) be submitted at the time of initial enrollment.

28.4. Institutional Admissions Policies

4.1. Glenville State College admissions policies shall be published and implemented, including the general admissions requirements of the institution as well as additional requirements for entry into specific programs.

4.2. While it is not the policy of the Glenville State College Board of Governors to exclude nonresidents from Glenville State College or its programs, preference shall be given to qualified West Virginia residents (as defined by Series 25 of the Higher Education Policy Commission) in cases where enrollments must be limited.

4.3. All institutional admissions policies shall be submitted to the Higher Education Policy Commission for evaluation in terms of their compatibility with stated commission policies, institutional goals and available educational programs and resources. Any amendments to admission policies shall be submitted to the Commission prior to their actual implementation at the institutional level.

4.4. All institutional admissions policies shall be consistent with existing Commission policies and applicable State and Federal regulations regarding nondiscrimination.

4.5. Subject to Commission approval, Glenville State College may establish admission standards more rigorous than those established by this policy for basic admission to the institution and/or for admission into specific programs.

~~28.5. Implementation Date~~

~~5.1. The successful completion of high school unit requirements listed in Section 2.3.3 and related exemptions outlined in Section 2 shall be effective no later than the fall of 2008 unless modified by recommendation of the Higher Education Policy Commission or the Glenville State College Board of Governors.~~

Approvals:

President _____ Date _____

Chair of the Board _____ Date _____

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 30

ACCEPTANCE OF ADVANCED PLACEMENT CREDIT

30.1. General

1.1. Scope - This policy establishes the guidelines for acceptance of advanced placement credit.

1.2. Authority – Higher Education Policy Commission Series 15, Section 4.1

1.3. Effective Date – June 7, 2006

1.4. Repeal of Former Rule –This policy supersedes any or all previous GSC policies in reference to acceptance of advanced placement credits at Glenville State College.

30.2. Statement of Principle

2.1. The Board of Governors at Glenville State College believes that it is important to encourage students at all educational levels to aspire to higher intellectual achievements and that the Advanced Placement Program of the College Board is an instrument that allows high school students to master college subject matter and to document their intellectual achievements through successful completion of advanced placement examinations.

2.2. The Glenville State College Board of Governors encourages high school students to participate in this program in which successful completion of examinations will result in the acceptance of credit by Glenville State College.

30.3. Guidelines for Acceptance for Credit

3.1. High school students completing advanced placement examinations of the College Board with a minimum score of 3 (three) will receive credit at Glenville State College. Credit will be awarded solely on the basis of satisfactory performance of a score of 3 (three) or higher on the advanced placement examinations.

3.2. When the examination is in the student's major area, credit will be awarded toward the major or the core curriculum.

3.3. Credits awarded by regionally accredited institutions of higher education for successful completion of advanced placement exams are transferable to Glenville State College.

Approvals:

President

Intent to Repeal

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 31

TRANSFER OF CREDITS AND GRADES

31.1. General

1.1. Scope - This policy establishes the guidelines for the transfer of credits and grades at Glenville State College.

1.2. Authority – W.Va. Code § 18B-14-2 and WV Higher Education Policy Commission Series 17 – effective December 24, 2015, Section 2.2.1

1.3. Effective Date – ~~June 7, 2006~~

1.4. ~~Repeal~~ Revision of Former ~~Rule~~ Policy – ~~This policy supersedes any or all previous GSC policies in reference to the transfer of credits and grades at~~ Repeals and replaces Glenville State College Policy 31 – Transfer of Credits and Grades [2006].

31.2. Purpose

2.1. It is the intention of the Board of Governors at Glenville State College that the transfer of credits among Glenville State College and other institutions of higher education will be consistent with appropriate and legitimate academic program integrity.

31.3. Guidelines

3.1. Students may transfer and apply toward the requirements for a degree a maximum of 72 credit hours earned at a regionally accredited institution with as few requirements to repeat courses or to take additional courses as is consistent with sound academic policy.

3.2. Glenville State College adheres to the Higher Education Policy Commission’s Core Coursework Agreement. This agreement assures that students who transfer from one state college or university to another will receive credit for specified general studies courses at the receiving institutions. Under the terms of the agreement, a student may transfer up to 32 credits of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science, and social science as general studies credits. A list of courses contained in this agreement may be obtained from the Registrar’s Office.

~~3.3. At least 64 and no more than 72 hours of credit completed at West Virginia community and technical colleges or regional campuses are transferable to Glenville State College. Exceptions to the 72 hour rule may only be made by the Vice President for Academic Affairs.~~

31.4. Students Transferring to Glenville State College

4.1. Applicants seeking admission to Glenville State College as transfer students with 247 or more earned credits must be eligible to return to the institution from which they intend to transfer. Students who meet this requirement may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous colleges attended.

4.2. Students who do not meet the requirement in section 4.1 may be admitted to Glenville State College upon the recommendation of the Academic Appeals Committee. If, in the opinion of the Committee, such applicants can successfully complete an academic program, the Academic Appeals Committee may forward a recommendation to the Vice President for Academic Affairs that the student be admitted on probation for one semester at Glenville State College.

4.3. Students seeking admission as transfer students who have earned fewer than 247 hours of college work must also submit a high school transcript and ACT/SAT scores, as well as an official transcript from ALL previous colleges attended. If the student does not have at least one of the following criteria – (1) 2.0 average on their high school work, (2) ACT composite of 17 or above, (3) a combined verbal/math SAT score of at least 820 the student then must remediate all deficiencies before transferring into a Bachelor’s degree program.

4.4. Any individual who has at least one year of military service, regardless of academic standing when last registered in college, may be readmitted either in good standing or on academic probation, whichever was the standing status when last registered in college.

4.5. Students who transfer to Glenville State College from another college must have an overall GPA of at least 2.0 on all course work completed at Glenville State College as one of the criteria for graduation.

Approvals:

President

Chair of the Board

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 – [August 15, 2018](#)

1.4. Revision of Former Policy – [Revises-Repeals](#) and replaces Glenville State College [Board of Governors](#) Policy 32 - [Web-Based Courses](#) [2006] [\[2018\]](#).

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

a breakdown of these numbers. Glenville State College is to notify HEPC what percentage of courses are taught 50% to 74% -and 75% to 99% online.

3.3. Web Enhanced Courses – defined as a course where instruction is provided through traditional face-to-face instruction, with less than 50% of the learning activities occurring online. Online course activity complements class sessions without reducing the number of required class meetings as mandated by federal guidelines, see 3.5 for clarification. Students may be required to complete assignments in Blackboard to successfully complete the course.

3.4. Classroom - defined as a course that is taught through traditional face-to-face instruction. The use of Blackboard is supplemental to the classroom but does not require the students to log into it to be successful in the class. Blackboard may be used as a place to post handouts, announcements, and grades. Only items given to students during class time should be posted in Blackboard.

3.5. Semester Credit Hour – At Glenville State College, academic credit provides the basis for measuring the amount of engaged learning time expected of a student enrolled not only in a traditional classroom setting but also laboratories, studios, internships, other experiential learning, and distance education. The institution’s credit hour definition conforms to the definition of a credit hour outlined in the Federal Register (75 FR 66832 p. 66946):

3.5.1. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

3.5.1.1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or

3.5.1.2. at least an equivalent amount of work as required in section 3.5.1 of this definition for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

3.6 Course packages provided by the publisher do not constitute an online course. Course packages must be fully integrated into our Learning Management System. The content of the course and the history of the course must reside with Glenville State College so that accurate historical records can be maintained.

32.4. Rationale

4.1. Increasing the number of online courses offered by Glenville State College provides additional educational opportunities to students and has the potential to increase student Full Time Equivalent as well as respond to an ever-increasing competitive market.

32.5. Process

5.1. The following will provide financial resources and strategies for developing and maintaining online courses.

5.1.1. Course fee structure

5.1.1.1. A student user fee may be assigned for online courses to supplement the additional costs associated with application and software license fees, professional and course development, assessment costs, and various additional student support services.

5.1.2. Online Course Development

5.1.2.1. Any instructor (faculty member or adjunct) can develop an online course, pending approval (see 5.3).

5.1.2.2. Online courses are considered part of regular faculty teaching load.

5.1.2.3. If the faculty member qualifies for an overload per 5.1.2.2., he/she will also receive overload pay for the course.

5.2. Online course requirements include, but are not limited to:

5.2.1. Appropriate frequency of faculty interaction with individual students.

5.2.2. Appropriate frequency of faculty interaction with the class as a whole.

5.2.3. Appropriate frequency of student to student interaction.

5.2.4. An appropriate strategy of authentication designed to protect against academic dishonesty.

5.2.5. A system to ensure appropriate access to support services and resources.

5.2.6. Student workloads are consistent with semester credit hours.

5.2.7. Instructors who teach online courses must have a comprehensive final or other end-of-course assessment.

5.2.8. Instructors who teach online courses must adhere to all applicable federal, state, and local laws, regulations and guidelines. This includes providing reasonable accommodations in regard to affording equal educational opportunities. This is in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

5.2.9. Online courses at Glenville State College shall meet standards set by the North Central Higher Learning Commission.

5.2.10. Online courses at Glenville State College will use a standardized template that supports research based best practice.

5.2.11. It is strongly encouraged that instructors who teach online have successfully completed an instructional design best practice course.

5.3. The review/approval process for all new online and hybrid courses will proceed in the following order and may not proceed to the next level unless approved at the prior level.

5.3.1. Online and hybrid course concept must be approved by the ~~appropriate Department Chair and the Vice President for Academic Affairs~~ Provost or his/her designee before course development.

5.3.2. Once concept approval has been received and the course is predominantly complete, course materials and the final request for approval are submitted to the:

~~5.3.2.1. Department Chair.~~

5.3.2.21. Provost/Vice President for Academic Affairs.

5.4. Web based courses must be reported to the Registrar's Office as well as the Academic Affairs Office when being placed on a schedule.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 33

COLLEGE CREDIT FOR PRIOR LEARNING

33.1. General

1.1. Scope - Policy establishing guidelines for the awarding of college credit for prior college level learning through prior learning assessment.

1.2. Authority - ~~West Virginia~~W. Va. Code §§ 18B-I-1 A, 18B-I-6, and WV Higher Education Policy Commission Series 59 – effective September 28, 2018-

1.3. Effective Date - ~~April 6, 2016~~

1.4. ~~Repeal~~Revision of Former Rule Policy – ~~This policy supersedes any or all Glenville State College policies in reference to issuing college credit for prior learning.~~Repeals and replaces Glenville State College Policy 33 – College Credit for Prior Learning [2016].

33.2. Purpose

2.1. Glenville State College recognizes that higher education should contribute to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Glenville State College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.

2.2. Glenville State College recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that Glenville State College has the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

2.3. The purpose of this rule is to outline the terms and conditions under which Glenville State College awards *and/or* transfers credits toward a degree or certificate based upon Prior Learning Assessment (PLA) and to provide consistent and accessible methods for students to earn these credits.

2.4. Each department chair and faculty member associated with the course credit will determine the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with Glenville State College policies and procedures, academic credit shall be awarded for prior learning that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.

2.5. The Regents Bachelor of Arts degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace those guidelines.

33.3. Definitions

3.1. Prior Learning Assessment (PLA) is defined as the assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.

3.2. In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:

3.2.1. Advanced Placement Exams

3.2.2. American Council on Education (ACE) Guides

3.2.2. College Level Examination Program (CLEP) Exams

3.2.4. DANTES Subject Standardized Test (DSST)

3.2.5. Excelsior College Examination Program (ECE)

3.2.6. Institutional Course Challenge Examination Credit

3.2.7. International Baccalaureate Program (IB)

3.2.8. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.2.9. Portfolio Assessment/Review Credit

3.2.10. Prior Military Training Credit

33.4. Principles

4.1. Glenville State College values the diversity of its students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. Glenville State College employs prior learning assessment aligned with its respective mission, the principles of academic integrity, resources, and student educational attainment and success.

33.5. Institutional Policies Regarding Awarding Credit for Prior Learning

5.1. Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Prior Learning Assessment (PLA) credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.

5.2. Credit for prior learning shall only be awarded to students who are admitted to the institution and have declared a major field of study.

5.3. Credit awarded through PLA shall not count toward institutional residency requirements of Glenville State College.

5.4. The evaluation of a portfolio must be completed by a minimum of two faculty members with appropriate professional credentials. Course-specific examinations must be designed by a faculty member, evaluated by at least two faculty members with appropriate professional credentials, and approved by the department chair. A recommendation for credit shall be made to the Registrar and approved by the Vice President for Academic Affairs.

5.5. Glenville State College will accept PLA credit up to 30 credits for bachelor's degrees, up to 15 credits for associate's degrees, and up to 6 credits for certificate programs.

5.5.1. Should a program at Glenville State College have an accrediting body that states a specific maximum for PLA credits, then that accrediting body's maximum will be honored by the program receiving PLA credit.

5.6. Credit awarded through PLA must be clearly identified as such on a student's official transcript. Such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit will be recorded as "Credit" only.

5.7. Student requests for awards of academic credit for prior learning will be submitted in accordance with the guidelines established by Glenville State College. Glenville State College will provide and communicate an appeal process for PLA decisions. Additionally, Glenville State College ensures the transparency of the award or denial of PLA credit.

5.8. PLA fees may vary based upon the type of assessment performed. PLA credit and transcripting fees to students will be clearly published and made available to the student in the most current Glenville State College catalog.

5.9. Glenville State College will regularly review its PLA policies to ensure that they are consistent with accreditation PLA guidelines and state, regional, and national practices.

33.6. Transferability of Prior Learning Assessment Credits

6.1. Credits earned through PLA will be transferable in accordance with Series 17: *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit coursework on a student's transcript.

6.2 PLA credit awarded at one institution which meets the West Virginia Core Coursework Transfer Agreement or other statewide articulation agreements, will be accepted as transfer credit toward the degree if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

33.7 Reporting the Awarding of Prior Learning Assessment Credits.

7.1 Glenville State College shall maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission/Council for Community and Technical College Education on an annual basis.

33.8 Policy for Acceptance of Advanced Placement Credit.

8.1 Glenville State College shall accept advanced placement credits according to the following guidelines:

8.1.1 High school students completing advanced placement examinations of the College Board with a minimum score of 3 will receive credit at Glenville State College, as indicated in the list of advanced placement exams offered by the College Board. Credit will be awarded solely on the basis of satisfactory performance of a score of 3 or higher on the advanced placement examinations.

8.1.2 When the examination is in the area of the student's major, Glenville State College will award credit toward the major or the core curriculum.

8.1.3 An academic department may, upon ~~approval~~ recommendation of the institutional faculty and with the approval of the Provost, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.4 Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to Glenville State College in accordance with this policy.

33.9 Policy for the College-Level Examination Program.

9.1 Credit awarded by regionally or nationally accredited institutions of higher education in West Virginia will be transferable to Glenville State College in accordance with this policy. Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

9.2 The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

9.3 Students must be enrolled in Glenville State College in order to receive credit. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

33.10 Subject CLEP Examinations.

10.1 Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. Student must achieve a score equal to or above the required score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade will not be assigned, and the credit will not be included in the computation of the student's grade-point average. Glenville State College shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

33.11 General CLEP Examinations

11.1 Students may be awarded credit for successful completion of any or all of the CLEP General Examinations within the limits of the most recent recommended CLEP scores posted by The College Board.

11.2 Credit earned through successful completion of a CLEP General Examination may not meet specific program requirements of Glenville State College or another institution to which the student may later transfer. The credit shall then be used as elective credit. Students shall

not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

11.3 Glenville State College may establish scores higher than specified above for Subject or General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at Glenville State College.

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

STUDENT POLICY 36

STUDENT RIGHTS AND RESPONSIBILITIES

36.1. General

- 1.1. Scope - Policy regarding student rights, responsibilities and conduct at Glenville State College.
- 1.2. Authority - ~~West Virginia Code §18-26-8~~ W.Va. Code §§ 18B-1-6 and 18B-2A-4
- 1.3. Effective Date – ~~February 18, 2004~~
- 1.4. ~~Repeal-Revision~~ of ~~former-Former rule-Policy~~ - Repeals and replaces Series 57 of Title 131 Interpretive Rule of the Board of Directors of the State College System of West Virginia effective July 1, 1985 and Glenville State College Policy 36 – Student Rights and Responsibilities [2004].

36.2. Purpose

- 2.1. Purpose - The purpose of this policy includes, but is not limited to, the following:
 - 2.1.1. To establish a general policy on student life, including a statement on student rights and responsibilities, at Glenville State College.
 - 2.1.2. To identify behavioral expectations of students and certain prohibited acts by students at Glenville State College.
 - 2.1.3. To prescribe penalties and sanctions for such prohibited conduct.
 - 2.1.4. To define generally the powers, authority and duties to be exercised by the president and other officials of Glenville State College in applying this policy.
 - 2.1.5. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this policy.

36.3. Definitions

- 3.1. Board of Governors - The Glenville State College Board of Governors.
- 3.2. Institution or institutions - Glenville State College and any other component of Glenville State College over which the Board of Governors shall have authority, responsibility or control.

- 3.3. President - The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Governors or through some other officer to the Board of Governors and shall include all those acting for or on behalf of such chief executive officer, at or by his/her discretion, or at or by the direction of the Board of Governors.
- 3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board of Governors, by the institution or by the institutional community.
- 3.5. Activity - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by the institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
- 3.6. Facility - Any and all property of an institution used or usable in any activity of the institution.
- 3.7. Campus - All the property and facilities of the institution serving as the locus in quo of any activity of the institution.
- 3.8. Faculty - Those employees of the Board of Governors who are assigned to teaching or research or service functions at the institution, and who hold academic rank.
- 3.9. Staff - Those employees of the Board of Governors who are assigned to teaching or research or service functions at the institution, and who are not members of the faculty.
- 3.10. Student - Any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Governors or the institution.
- 3.11. Member of the institutional community - Any officer, administrator, faculty member, staff

member, employee, student of or at the institution, member of the Board of Governors, as well as any person authorized to participate in an institutional activity at the time applicable.

36.4. Policies Regarding Student Rights and Responsibilities

4.1. The submission of an application for admission to the institution represents an optional and

voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Governors and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Governors and the institution.

4.2. Freedom of expression and assembly - The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

4.2.1. To have access to campus resources and facilities;

4.2.2. To espouse causes;

4.2.3. To inquire, discuss, listen to and evaluate;

4.2.4. To listen to any person through the invitation of organizations recognized by the institution;

4.2.5. To have a free and independent student press which adheres to the canons of responsible journalism;

4.2.6. To not violate the rights of others in matters of expressions and assembly;

4.2.7. To abide by policies, rules and regulations of the Board of Governors and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.3. Freedom of association - Students may organize whatever associations they deem desirable

and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

4.4. Right to privacy - The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

4.4.1. Privileged communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;

4.4.2. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;

4.4.3. Confidentiality of academic and disciplinary records;

4.4.4. Legitimate evaluations made from student records.

4.5. Responsibilities of citizenship - The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.6. Disciplinary proceedings - Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered not responsible until proven responsible of any charge. The President or designee shall have authority for promulgating policies, rules and regulations, consistent with policies, rules and regulations of the Board of Governors.

36.5. Standards of Conduct; Rules and Regulations

5.1. Conduct required in general - All students at the institution are subject to, and are required to comply with, observe, and obey the following:

5.1.1. The laws of the United States;

5.1.2. The laws of the State of West Virginia;

5.1.3. Local city, county and municipal ordinances;

5.1.4. The policies, rules and regulations of the Board of Governors and the institution;

5.1.5. The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.

5.2. Disorderly conduct - Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

5.2.1. Fights;

5.2.2. Assaults or battery;

5.2.3. Public disturbances;

5.2.4. Unlawful assembly;

5.2.5. The violation of any municipal, state or federal law, or the rules and regulations of the Board of Governors or the institution.

5.3. Theft or damage of property - No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.

5.4. Disruption - No student shall, individually or by joining with one or more other persons, do any of the following:

5.4.1. Disrupt or interfere with any institutional activity, program, meeting or operation;

5.4.2. Interfere with the rights of any member of the institutional community;

5.4.3. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof

or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities;

5.4.4. Seize, hold, commandeer or damage any property or facilities of the institution, or threaten to do so, or refuse to depart from any property or facilities of the institution upon direction, pursuant to policies, rules and regulations of the Board of Governors or the institution, by an institutional officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5. Hazing - No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The president shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

5.5.1. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;

5.5.2. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students as may be appropriate. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;

5.5.3. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: Denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations;

5.5.4. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of this policy.

5.6. Discrimination - No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

36.6. Powers, Authority and Duties of the President

6.1. General powers, authority and duties of the president - The chief executive officer of the institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the Board of Governors. It shall be the president's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board of Governors; and policies, rules and regulations of the institution. The president is hereby vested with authority requisite to that end, subject to the control of the Board of Governors.

6.2. Delegation of authority and responsibility - Any authority, responsibility, or duty granted to or imposed upon the president by this policy may be delegated by the president, subject to the control of the Board of Governors, to another person or persons on the faculty, staff or student body of the institution. All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

- 6.3. Promulgation of institutional regulations for student discipline - The president of the institution or designee shall have authority and responsibility, subject to the policies of the Board of Governors, for the discipline of all students at the institution. The president, with the advice of faculty, staff and students and subject to the policies of the Board of Governors, shall develop, promulgate and use disciplinary regulations and channels at the institution not inconsistent with the policies, rules and regulations of the Board of Governors.
- 6.4. Activities on, and use of, institutional property or facilities - The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules and regulations of the College which shall be promulgated by the president or designee with the advice of faculty, staff and students and shall conform to the policies, rules and regulations of the Board of Governors.
- 6.5. Public use of institutional property or facilities and restrictions imposed - Subject to the control of the Board of Governors, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution or is not an employee of the Board of Governors currently on duty at the institution and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the president of the institution or the president's designee may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of the institution, or designee shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or designee may take whatever legal or institutional action is necessary to effectuate this authority.
- 6.6. Use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations - The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.
- 6.7. Limitations of assembly and student use of institutional property or facilities - Subject to the control of the Board of Governors, when, in the judgment of the president, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a

clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, the president or designee shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with
or
disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.8. Limitation of activities and emergency measures - When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Governors, when the president deems it necessary to end or to control such occurrences and the circumstances caused thereby, the president shall take any or all of the following actions or other appropriate actions:

6.8.1. Declare a state of emergency to exist on the campus; and

6.8.1.1. Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;

6.8.1.2. Impose curfews on the presence of persons in or on institutional facilities or property;

6.8.1.3. Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

6.8.1.4. Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.

6.8.2. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with this policy.

6.8.3. See to the enforcement of the laws of the State of West Virginia; the policies, rules

and regulations of the Board of Governors or the Higher Education Policy Commission; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

36.7. Disciplinary Action; Proceedings

7.1. Application to students - Any person who is a student as defined in this policy shall be subject to disciplinary action by the institution if that person is involved in any of the actions or conduct prohibited by this policy, notwithstanding the fact that at the time the student is also an employee of the Board of Governors. In taking disciplinary action against a student, as defined herein, the institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.2. Sanctions in disciplinary action - The following sanctions may be imposed upon students as a result of disciplinary actions by the institution:

7.2.1. Probation - Exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

7.2.2. Suspension - Exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.

7.2.3. Expulsion - Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

7.2.4. Other sanctions as articulated in the Student Conduct Code.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations. Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution or designee. Students will be advised during the disciplinary process if they may be subject to the sanctions of suspension or expulsion if

found responsible for the offense.

A sanction of suspension or expulsion imposed by any public college or university in West Virginia may apply to the person sanctioned not only at the institution where the sanction was

imposed, but may also be effective at all public colleges and universities in the State. A student who is expelled from any public college or university in West Virginia may not be considered for admission to Glenville State College until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be

applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next

regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.3. General requirements for disciplinary channels - Rules and regulations establishing disciplinary channels at the institution, promulgated pursuant to Sections 4.6 and 6.3 of this rule, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:

7.3.1. There shall be provisions for the following designated hearing authorities who may adjudicate judicial incidents:

7.3.1.1. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.

7.3.1.2. There shall be designated judicial officers who are staff members assigned by the President or designee to administratively attend to judicial matters.

7.3.2. The designated hearing authorities shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of this policy, of cases involving students suspended pursuant to Section 6.8.1.1 of this policy and of any alleged violations of the Student Conduct Code.

7.3.3. The jurisdiction and authority of all designated hearing authorities shall be, in cases

of disciplinary action against students:

7.3.3.1. To hear evidence;

7.3.3.2. To make findings of fact from the evidence presented;

7.3.3.3. To make recommendations to the president of the institution or designee,
based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and

7.3.3.4. To refer for hearing to a lesser disciplinary channel, as appropriate, in cases not involving potential suspension or expulsion.

7.3.4. All designated hearing authorities shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.

7.3.5. The student may then object or take exception to the recommendations of the designated hearing authority under such procedures as the president or designee may deem appropriate.

7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing authority established pursuant to Section 7.3 of this policy brought against a student

for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

7.4.1. Written charges of violation shall be presented to the accused student which shall include at least:

7.4.1.1. A statement of the policy, rule or regulation which allegedly has been violated;

7.4.1.2. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and

place of the occurrence and the actions or behavior complained of;

7.4.1.3. A statement that a hearing will be held before the hearing authority on the charges, together with notice of the date, time and place of the hearing; and

7.4.1.4. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing. Students retain attorneys in such cases at their own expense and must notify the hearing authority at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings.

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing authority.

7.4.2. Said written charges shall be served upon the student charged by one (1) of the following means:

7.4.2.1. Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

7.4.2.2. Delivering, via campus mail a copy to the student if he/she currently lives in one of the campus residence halls; or

7.4.2.3. Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or

7.4.2.4. If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or

home residence as disclosed by official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

7.4.3. A hearing shall be held at the date, time and place specified (unless postponed by the hearing authority for good cause shown) and shall provide the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

7.4.3.1. The accused student has the right to have an advisor. Such an advisor may be a member of the Glenville State College faculty, staff or administration. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing authority. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4.1.4 of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The College may choose to have legal counsel present, who may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;

7.4.3.2. All material evidence may be presented subject to the right of cross-examination of the witnesses;

7.4.3.3. There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;

7.4.3.4. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

7.4.4. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

7.4.5. After the hearing, the hearing authority shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution or designee. Within ten (10) working days following receipt of the hearing authority recommendations, the president or designee shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of this policy, the decision of the president shall be final.

7.5. Review by the Board of Governors. The Board of Governors may, from time to time, require from the president reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Governors may require. ~~In disciplinary cases where the institutional sanction is expulsion, the Board of Governors may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board of Governors first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing an intent to appeal the decision to the Board of Governors. A written petition of appeal must be filed with the Board of Governors within fifteen (15) days of the President's decision. If the Board of Governors determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial. If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Governors makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Governors. In reviewing student appeals involving the sanction of expulsion, the Board of Governors will review all relevant information and records of applicable institutional disciplinary~~

~~proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Governors may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.~~

Approvals:

President _____ Date _____

Chair of the Board _____ Date _____

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45F

HIGHER EDUCATION ADULT PART-TIME STUDENT (HEAPS) GRANT PROGRAM

45F.1. General

1.1. Scope - This policy establishes the guidelines for operation of the West Virginia Higher Education Adult Part-Time Student (HEAPS) Grant Program at Glenville State College.

1.2. Authority – ~~West Virginia~~ W. Va. Code §18C-5-7 and HEPC-WV Higher Education Policy Commission Series 6, ~~Section 8.1.1~~

1.3. Effective Date – ~~June 7, 2006~~

1.4. ~~Repeal~~ Revision of Former ~~Rule~~ Policy – This policy ~~supersedes any or all previous GSC policies in reference to the West Virginia~~ repeals and replaces Glenville State College Policy 45F - Higher Education Adult Part-Time Student (HEAPS) Grant Program [2006].

45F.2. Purpose of the Program

2.1. Legislation creating the HEAPS Program and subsequent amendments appear to have several purposes. HEAPS provides a vehicle to encourage and enable ~~needy~~ financially challenged West Virginia students who desire to continue their educations on a part-time basis at the post-secondary level, to pursue their educational goals. There is also an intent to award grants to needy students who are enrolling in post-secondary programs in a demand occupation in the State. Additionally, the HEAPS Program seeks to further the economic development goals of the State and help meet the training and skill upgrade needs of employers in the State. These HEAPS grants, by providing an incentive for additional education and training, will improve the work force of West Virginia.

45F.3. Eligibility and Selection

3.1. In order to be eligible for consideration for a HEAPS grant, an individual must:

3.1.1. Complete the Free Application for Federal Student Aid (FAFSA) for Glenville State College.

3.1.2. Demonstrate financial need. Need shall be defined as cost of education as determined by Glenville State College less expected family contribution (EFC). The process used by the U.S. Department of Education for calculating Title IV federal student aid awarding will be used in determining need. Additionally, the number of dependents may be a consideration in determining need as may any personal hardships.

3.1.3. Have been a West Virginia resident for the past twelve months immediately preceding the date of application for the HEAPS grant or renewal of the grant and meet the standards of West Virginia domicile as defined by the residency requirements of the Higher Education Policy Commission.

3.1.4. Be a United States citizen or permanent resident thereof;

3.1.5. Not be incarcerated in a correctional facility;

3.1.6. Not be in default on a higher education loan;

3.1.7. Be in compliance with the Selective Service Act

3.1.8. Be enrolled or accepted for enrollment part-time in a certificate, associate or bachelor's degree program. Part-time enrollment is defined as enrollment in not less than three nor more than eleven semester credit hours during a given semester.

3.1.9. Be making satisfactory progress at the time of application. Satisfactory progress for a first time award means being accepted for enrollment by Glenville State College.

3.2. A HEAPS recipient must maintain a cumulative grade point average of at least 2.0 on a 4.0 scale for the courses taken after a HEAPS grant has been received and meet the academic progress requirements of Glenville State College in order to be considered eligible for grant renewal.

3.3. If the above criteria are met, each HEAPS grant is eligible for renewal until the program of study is completed. However, the grant award may not exceed an additional nine years beyond the first year of the award.

3.4. If funding is insufficient to award grants to all eligible individuals, priority will be given to those individuals with the greatest demonstrated need based upon the criteria defined in section 3.1.2 of this policy and any personal hardships of which the awarding group may be aware.

3.5. Applicants for HEAPS grants will be notified of grant award status by the Director of Financial Aid at Glenville State College. Funds are distributed through the Office of Financial Aid at Glenville State College.

3.6. Recipients will be selected each year by the college based on the applicant's eligibility and the availability of funds.

3.7. For students enrolled at Glenville State, the maximum grant is based on the actual per credit hour tuition and fees charge.

45F.4. Administrative Responsibilities

4.1. The Director of Financial Aid must provide the following information to the Higher Education Policy Commission (HEPC) Vice Chancellor for Administration:

4.1.1. The number of part-time students in a course of study leading to the certificate or degree program and enrolled for three to eleven hours (for determining fund distribution for the coming year) must be reported in the requested format and within the deadline established by the HEPC Vice Chancellor for Administration.

4.1.2. The number of HEAPS awards made, the total amount of dollars awarded, and such other information as requested by the Vice Chancellor for Administration must be reported in the requested format and within the deadline established by the HEPC Vice Chancellor for Administration.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

POLICY 48

FREEDOM OF INFORMATION ACT REQUESTS

48.1. General

1.1. Scope - This policy establishes Glensville State College's process regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code (the West Virginia Freedom of Information Act ("WVFOIA")). This policy shall apply to all Glensville State College units and divisions under the jurisdiction of the Glensville State College Board of Governors; and their employees who at any time may receive WVFOIA requests or who have access to responsible materials.

1.2. Authority – W. Va. Code §§ 18B-1-6; §29B-1-1 *et seq.*; Title 153 Legislative Rule, Series 52

1.3. Effective Date – ~~April 6, 2016~~

1.4. Revision of Former ~~RulePolicy~~. ~~Revises-Repeals~~ and replaces Glensville State College Policy 48 – ~~Freedom of Information Act Requests~~ [2015][2016].

48.2. Definitions

2.1. Public Record – “Public Record” includes any writing containing information prepared or received by a public body, the content or context of which, judged either by content or context, relates to the conduct of the public's business. (WV Code §29B-1-2(4))

2.2. Writing – “Writing” includes any books, papers, maps, photographs, cards, tapes, recordings or other documentary materials regardless of Physical form or characteristics. (WV Code §29B-1-2(5))

2.3. Exemptions – Those records and/or information which the College could withhold pursuant to WV Code §29B-1-4(a, b, and c).

2.4. Custodian – The President's Office shall be the Custodian as defined by WV Code §29B-1-2(1).

48.3. Policy

3.1. The WVFOIA is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, Glensville State College will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.

3.2. The Office of the President will serve as the WVFOIA contact for Glenville State College. The President's Office shall be the Custodian as defined in WV Code §29B-1-2(1) and ensure compliance with the WVFOIA and this policy. Requests must be made in writing to the President's Office. The President's Office shall be responsible for reviewing any requests for information and for referral to the appropriate staff member for assistance in the preparation of a response. Any department, unit, or employee other than the President's Office receiving WVFOIA requests shall immediately stamp the request with the date of receipt and hand deliver the request or forward the request electronically to the President's Office.

~~3.3. The Secretary of State shall maintain an electronic database of notices of requests as required by WV Code §29B-1-3a. The database shall be made available to the public via the Internet and shall list each freedom of information request received and the outcome of the request. The Secretary of State shall provide on the website a form for use by a public body to report the results of the freedom of information request, providing the nature of the request and the public body's response thereto, whether the request was granted, and if not, the exemption asserted under WV Code §29B-1-4, to deny the request. (WV Code §29B-1-3(f)).~~

3.4. In compliance with Title 153 Legislative Rule, Series 52 Freedom of Information Act Database Beginning beginning January 1, 2016, each public body that is in receipt of a freedom of information request shall provide information to the Secretary of State by the tenth day of the month following completion of the request. The information provided to the Secretary of State shall include relating to, at a minimum, the nature of the request, the nature of the public body's response, the time-frame that was necessary to comply in full with the request; and the amount of reimbursement charged to the requester for the freedom of information request: *Provided*, That the public body shall not provide to the Secretary of State the public records that were the subject of the FOIA request. (WV Code §29B-1-3a(a)).

~~In compliance with Title 153 Legislative Rule, Series 52 Freedom of Information Act Database, Glenville State College must enter information in section 3.4. of this policy into the Secretary of State's FOIA database by the tenth day of the month following completion of the request.~~

3.5. The WVFOIA, generally, does not require the creation of Public Records nor, in most circumstances, does the WV FOIA require the retrieval of documents not already maintained by the College.

3.6. Upon receiving a WVFOIA request, the College shall do one or more of the following, within a maximum of five business days of receipt, not including Saturdays, Sundays, legal and/or College holidays:

3.6.1. Furnish copies of the requested Public Records;

3.6.2. Advise the person making the request of the time and place at which he or she may inspect and request copies of the Public Records during business hours or provide the requesting party with an opportunity to schedule a time to inspect and/or make copies

during regular business hours;

3.6.3. Deny the request, in whole or in part, stating in writing the reasons for such denial;

3.6.4. Request clarification of the WVFOIA request; or

3.6.5. For requests seeking documents that might reasonably be provided but not within the initial five day response time frame or for requests seeking documents that require additional time to process, inform the requestor that an extension of time is needed within which to fulfill the WVFOIA request.

For the purposes of this policy, the five business day response period shall begin on the first business day after the request is received if receipt is during regular business hours on days the college is open for business. Regular business hours shall be defined as Monday through Friday, 8:00 am to 4:00 pm.

Under normal circumstances, responsive Public Records shall be provided in paper format. If the person or entity making the request seeks responsive Public Records in magnetic, electronic format and the requested Public Records exist, at the time of the request, in magnetic, electronic or computer format, the requested Public Records shall be provided in the requested format.

If a Public Record exists in magnetic, electronic or computer format, and requires the removal or redaction of information, those Public Records shall not be provided in magnetic, electronic or computer format unless agreed to by the President at his or her discretion.

If a person or entity's request includes copying/reproduction of documents, a per page fee for responsive Public Records copied shall be charged commensurate with the College's current fee schedule in effect at the time the College receives the request. The cost of postage and/or shipping fees will also be charged. Glenville State College will not release the public records to the requestor until all copying/reproduction, postage, and/or shipping fees have been paid.

For all requests that require that a CD/DVD or other flash media be furnished to the party making the request, a minimum fee of \$10.00 shall be charged per CD/DVD or other flash media provided.

If a person or entity requests, in writing, an alternate delivery method that requires additional shipping cost, the College shall deliver the responsive Public Records via the alternate delivery method requested and shall bill the person or entity making the request the actual cost of shipping.

All fees shall be paid to GSC prior to the release of the Public Records, unless otherwise provided for by the President at his or her discretion.

3.7. The President's Office may consult with legal counsel to prepare an appropriate response in accordance with applicable statutory requirements. All WVFOIA request responses, either granting the request or giving written reasons for its denial, must be written and sent to the requestor via United States Postal Service, certified mail with return receipt within five working days of receipt of the request.

Approvals:

President _____ Date _____

Chair of the Board _____ Date _____

GLENVILLE STATE COLLEGE POLICIES

POLICY 49

SHARED GOVERNANCE

2.1. General.

1.1. Scope - This policy establishes Glenville State College's process regarding shared governance.

1.2. Authority - W. Va. Code §18B-1-6

1.3. Effective Date –

1.4. Repeal of Former Policy - This policy supersedes any or all previous Glenville State College policies in reference to shared governance.

2.2. Policy.

2.1. Glenville State College embraces the value of all college employee voices in the governance of the college and encourages the open exchange of information between all members of the college community. As such, the college will establish an opportunity for faculty, staff, and students to meet and confer with the college's administration on issues pertinent to the ongoing operations of the institution.

2.3. Purpose.

3.1. The monthly Meet and Confer sessions between the Administration and constituent groups will allow for the sharing of ideas and perspectives including but not limited to operational and strategic planning, the deployment of physical and human resources, budgeting and the use of fiscal resources, institutional self-study, policy review and development, and the establishment and reporting of issues related to ad hoc college committees/task forces.

2.4. Structure.

4.1. The President and/or his/her designees will meet with faculty, staff, and students monthly (August – May) at an agreed-upon time in order to regularly review and discuss issues of importance to the administration and members of the constituent groups. Meetings will be held separately with each constituent group. The Faculty Senate President, the Staff Council President, and the President of the Student Government Association shall individually work with the College President to set the agenda for each meeting. Meet and Confer meetings shall be open to all individuals within each constituent group, thus allowing any individual to learn about administrative proposals, to provide feedback on such proposals, and to engage in conversations relating to issues relevant to the appropriate constituent group.

4.2. Nothing contained in this policy will prevent the Glenville State College President and Administrators from having discussions, meetings, or study sessions with individuals, committees, or other groups intended to assist in the governance of the College and to advance the work of the institution.

GLENVILLE STATE COLLEGE POLICIES

POLICY 53

ANIMALS ON CAMPUS

53.1. General.

1.1. Scope - This policy provides the rules concerning individuals bringing animals on Glenville State College property and applies to students, employees, contractors, vendors, visitors, guest, and any other third parties.

1.2. Authority – W. Va. Code § 18B-1-6; The Americans with Disabilities Act governs the use of service animals by individuals with disabilities. See 42 U.S.C. § 12101, et seq. The Fair Housing Act governs the use of emotional support animals (ESA's) by individuals with disabilities in housing. See 42 U.S.C. § 3601, et seq.

1.3. Effective Date –

1.4. Repeal of Former Policy - This policy supersedes any or all previous Glenville State College policies in reference to animals on campus.

53.2. Definitions.

2.1. Controlled Space - For purposes of this policy, controlled spaces are not public spaces. Controlled spaces are defined as any indoor area owned or controlled by the College, and any outdoor area owned or controlled by the College with limitations on use or access (e.g., practice fields, stadiums, farm, playing fields, etc.). Areas open to the public (i.e., streets, lawns, sidewalks, parking lots) with no limitations on access are not controlled spaces.

2.2. Handler - An individual with a disability who is the owner or user or trainer of a service animal or ESA, or the owner or individual bringing an animal onto College property.

2.3. Emotional Support Animal (ESA) - Any animal specifically designated by a qualified medical provider that alleviates one or more identified symptoms of an individual's disability. Such animal may afford an individual with a disability an equal opportunity to use and enjoy a dwelling, workplace, or other area, provided there is a nexus between the individual's disability and the assistance the animal provides. ESA's are also commonly known as companion, therapeutic or assistance animals. ESA's are not service animals.

2.4. Pet - For purposes of this policy, a pet is any animal that is not a service animal or ESA.

2.5. Public Spaces - For purposes of this policy, public spaces are outdoor areas that are open to the general public. Classrooms, residence halls and most employee workspaces are not generally considered public spaces.

2.6. Service Animal - Any dog specifically trained to perform a task for the benefit of an individual with a disability. In some circumstances, a miniature horse may be considered a service animal. The tasks performed by a service animal must directly relate to the individual's disability.

2.7. Service Animal in Training - For purposes of this policy, a service animal in training is a dog that is being trained as a service animal and includes a puppy that is being raised to become a service animal in training.

2.8. College Property - For purposes of this policy, College property includes all areas owned or controlled by the College.

53.3. Policy.

3.1. Prohibition - All individuals are generally prohibited from bringing animals into any buildings or other controlled spaces on College property. However, individuals with disabilities are allowed to bring service animals and emotional support animals (ESA's) on and/or into controlled spaces as provided below. In addition, faculty and staff are permitted to have pets in College-owned residential housing only to the extent permitted by the lease governing their rental agreement. Exceptions for individuals in residence halls may be made in the sole discretion of the Executive Director of Residential Life or designee for exigent circumstances or other good cause shown consistent with the spirit and intent of this policy.

3.2. Service Animals - The College welcomes the presence of service animals assisting people with disabilities on its campuses consistent with the provisions of this policy and applicable law. A service animal is generally permitted to be on College property in any place where the animal's handler is permitted to be. In certain limited situations, a service animal may be prohibited for safety and health reasons. The accompaniment of an individual with a disability by a service animal in a location with health and safety restrictions will be reviewed on a case-by-case basis by the appropriate department representative(s) in collaboration with the Department of Human Resources and/or the Office of Accommodations and Accessibility Services.

3.2.1. A service animal for an individual employed by the College must be documented in advance by the ~~Americans with Disabilities Act (ADA) at the~~ Department of Human Resources prior to bringing the animal to the workplace.

3.2.2. Members of the College community, are prohibited from interfering in any way with a service animal, or the duties it performs.

3.2.3. A Service animal in training is not permitted on areas owned and controlled by the College.

3.2.4. Service Animals - Students are not required to receive permission from the College prior to bringing a service animal onto College property. The student may be asked whether the animal is needed because of a disability, and what work or task(s) the animal has been trained to perform.

3.2.5. If a student with a service animal plans to reside on campus, the student must notify the College of the need for a service animal's presence in advance of beginning residence on College property with the animal. Such notification allows the College to make appropriate arrangements, offer any necessary assistance prior to the student's arrival on campus, and to notify Public Safety of the animal's presence in case of an emergency.

3.3. Emotional Support Animals (ESA's) - An approved ESA for an individual who lives in College housing is permitted within the individual's privately assigned living accommodations. An ESA outside the private individual living accommodations must be in an animal carrier or controlled by a leash or harness. ESA's are not allowed in any other controlled spaces. ESA's are permitted to be in outdoor public areas to the same extent as pets.

3.3.1. An ESA for an individual employed by the College may be permitted within the individual's workplace as an accommodation for a disability, but must be approved in advance by the ~~Americans with Disabilities Act (ADA) at the~~ Department of Human Resources as outlined in ~~Glenville State College Policy 6~~ [the approval process of this policy](#).

3.3.2. Emotional Support Animals (ESA's) - Permission to have an ESA may be granted only as an accommodation for a documented disability and must be arranged in advance through the Office of Accommodations and Accessibility Services. OAAS will determine whether the request represents a reasonable accommodation for a documented disability and should be granted. In making that determination, OAAS (in connection with Residential Life for those students residing in residence halls), will consider:

3.3.2.1. The size of the animal

3.3.2.2. Whether the animal's presence would force another individual from that individual's housing (e.g., serious allergies)

3.3.2.3. Whether the animal's presence would violate individuals' rights to peace and quiet enjoyment

3.3.2.4. Whether the animal is housebroken or able to live with others

3.3.2.5. Direct threat (currently or in the past) to the individual or others

3.3.2.6. Past excessive damage to housing caused by the animal

3.3.3. A request for an accommodation must be made through the Office of Accommodations and Accessibility Services (OAAS).

3.3.4. Students are not allowed to take ESA's in or on any controlled spaces other than their privately assigned living accommodations without specific advance authorization from OAAS. ESA's cannot be left overnight in College housing to be cared for by anyone other than the handler absent permission from Residential Life. The handler must clean up after the animal, ensure that the animal does not disturb the peace and quiet enjoyment of others, and otherwise ensure that the animal is well cared for.

3.4. Pets generally are not permitted in or on any controlled space on College property, and are permitted only in outdoor areas open to the general public.

3.5. Handler' Responsibilities - A service animal, service animal in training, ESA or pet must be supervised directly by the handler, and the handler must retain full control of the animal at all times while on College property. The 4 animal must be in an animal carrier or controlled by a harness, leash or tether, unless these devices interfere with the animal's work, the individual's disability prevents using these devices, or the animal is an ESA within the handler's own dwelling. In those cases, the handler must maintain control of the animal through voice, signal, or other effective controls.

3.5.1. Animals may not be left unattended at any time on College property, except for service animals left in the handler's College residence or private office space or ESA's left in the handler's dwelling unit. The service animal or ESA may be left unattended only for reasonable periods of time, as determined by the appropriate College staff based on the totality of the circumstances. The College may request impoundment of an ESA or service animal left for longer than a reasonable period of time. Owners of impounded animals will be held responsible for payment of any impound and/or license fees required to secure the release of their animals.

3.5.2. A handler who leaves their service animal or ESA unattended for longer than a reasonable period of time will receive one warning, and if the behavior occurs a second time, the College reserves the right to require the handler to remove the animal from campus and to prohibit the animal from being permitted back onto College property.

3.5.3. All handlers are responsible for compliance with state and local laws concerning animals (including registration, vaccinations, and tags), for controlling their animals, for cleaning up any waste created by the animal, and for any damage caused by the animal to individuals or property while on College property.

3.6. Visitors are not required to receive permission from the College prior to bringing a service animal onto College property. The visitor may be asked whether the animal is needed because of a disability, and what work or task(s) the animal has been trained to perform.

3.7. Appeals and Grievances - Any individuals who feel that they have been unfairly denied the ability to bring or maintain an animal on College property, may contact the Title IX/EEO/AA/ADA Compliance Officer for Glenville State College based on Board of Governors Policy 6, Section 6.1.A.

3.8. Violations of Policy / Removal of Animal / Disruptive Animals -Access to College property may be restricted or revoked under the circumstances outlined below. Restrictions or exclusions will be considered on a case-by-case basis. The College reserves the right to remove or exclude an approved animal from College property if:

3.8.1. The animal poses a direct threat to health and safety.

3.8.2. The handler does not maintain control of the animal, including but not limited to during any interactions with other animals.

3.8.3. The presence of an animal fundamentally alters a College program.

3.8.4. Improper/Inadequate care of the animal is exhibited, including if the animal is not housebroken .

3.8.5. Damage or harm is caused by the animal.

3.8.6. The handler violates any of the responsibilities.

3.9. If the presence of an animal poses a direct threat to the health and safety of others, the College reserves the right to remove or exclude an animal from College property. In such a situation, Public Safety may be contacted to assist in the removal of the animal. In particular, if a handler's animal is disruptive in the classroom, the instructor may ask the handler and their animal to leave the classroom immediately. If a handler's animal is disruptive in the workplace, the handler's supervisor may ask the handler and their animal to leave the workspace immediately. If a handler's animal is disruptive at a College event, the event organizer may ask the handler and their animal to leave the event immediately.

GLENVILLE STATE COLLEGE NEW DRAFT POLICY – Posted March 30, 2020 for comment

Comments received during the informal 14-day comment period and responses to comments.

POLICY 53 – ANIMALS ON CAMPUS

Comments submitted by: Dr. Gary Morris

Currently in the draft policy:

- 3.2.1. A service animal for an individual employed by the College must be approved in advance by the Americans with Disabilities Act (ADA) at the Department of Human Resources prior to bringing the animal to the workplace.
- 3.3.1. An ESA for an individual employed by the College may be permitted within the individual's workplace as an accommodation for a disability, but must be approved in advance by the Americans with Disabilities Act (ADA) at the Department of Human Resources as outlined in Glenville State College Policy 6.

The proposed change:

- 3.2.1. A service animal for an individual employed by the College must be documented in advance by the Department of Human Resources prior to bringing the animal to the workplace.
- 3.3.1. An ESA for an individual employed by the College may be permitted within the individual's workplace as an accommodation for a disability, but must be approved in advance by the Department of Human Resources as outlined in the approval process of this policy.

Response: Suggested changes were made.

West Virginia Demographics

White: 93.18%

Black or African American: 3.65%

Two or More Races: 1.76%

Asian: 0.79%

Other Race: 0.40%

Native American: 0.20%

Native Hawaiian or Pacific Islander: 0.02%

<https://worldpopulationreview.com/states/west-virginia-population/>

Census.Gov WV Quick Facts 2020

White: 93.5%

Black or African American: 3.6%

American Indian and Alaska Native: 0.3%

Asian: 0.8%

Native Hawaiian and Other Pacific Islander: Not listed

Two or More Races: 1.8%

Hispanic or Latino: 1.7%

<https://www.census.gov/quickfacts/WV>

Glennville State College Full Time Employees by Gender and Ethnicity

Male: 102

Female: 95

White: 185 (Male – 93 / Female – 92)

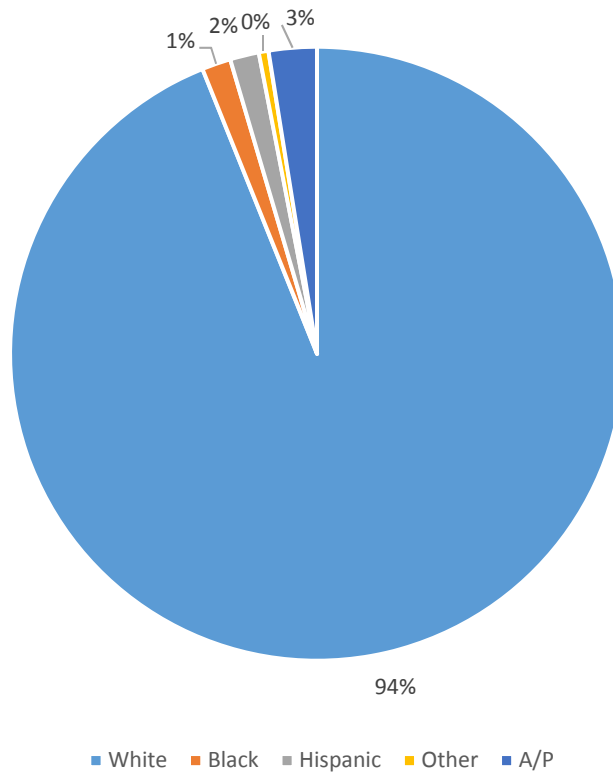
Black: 3 (Male – 2 / Female – 1)

Hispanic: 3 (Male – 1 / Female – 2)

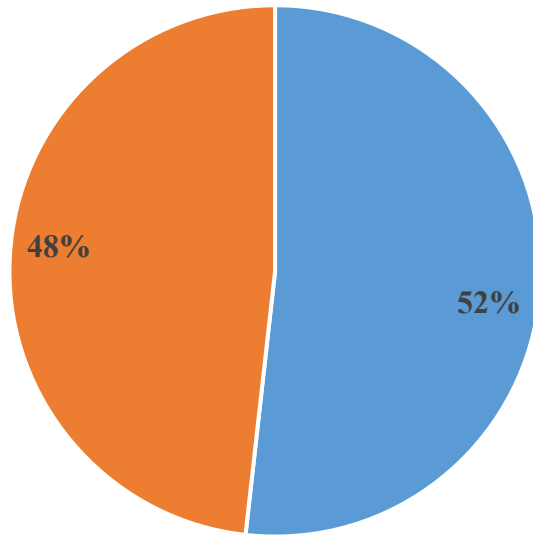
Other: 1 (Male – 1)

Asian/Pacific: 5 (Male – 5)

Glennville State College
Full-time Employees
Ethnicity



Glenville State College
Full-time Employees
Gender



■ Male ■ Female

GLENVILLE STATE COLLEGE
UNAUDITED STATEMENTS OF NET POSITION
as of February 29, 2020 and June 30, 2019

ASSETS AND DEFERRED OUTFLOWS	2/29/2020	6/30/2019
CURRENT ASSETS:		
Cash and cash equivalents	\$ 2,850,049	\$ 722,728
Accounts receivable—net	1,521,572	1,578,487
Loans to students—current portion	19,672	861
Total current assets	4,391,293	2,302,076
NONCURRENT ASSETS:		
Cash and cash equivalents	3,609,863	3,149,211
Other accounts receivable	66,028	71,955
Capital assets—net	74,547,049	76,194,657
Total noncurrent assets	78,222,940	79,415,823
TOTAL ASSETS	82,614,233	81,717,899
DEFERRED OUTFLOWS OF RESOURCES:		
Deferred loss on refunding	311,831	311,831
Related to pension plans	276,705	276,705
Related to OPEB	625,573	625,573
Total deferred outflows of resources	1,214,109	1,214,109
TOTAL	\$ 83,828,342	\$ 82,932,008

LIABILITIES, DEFERRED INFLOWS, AND NET POSITION	2/29/2020	6/30/2019
CURRENT LIABILITIES:		
Accounts payable	\$ 1,180,740	\$ 1,768,430
Accrued liabilities	498,927	1,219,540
Compensated absences	474,823	491,828
Unearned revenue	3,070,855	331,588
Total bonds, capital leases, and notes payable - current portion	1,757,864	1,924,530
Higher Education Policy Commission debt payable—current portion	<u>59,825</u>	<u>59,825</u>
Total current liabilities	7,043,034	5,795,741
NONCURRENT LIABILITIES		
	<u>43,155,780</u>	<u>43,097,705</u>
Total liabilities	<u>50,198,814</u>	<u>48,893,446</u>
DEFERRED INFLOWS OF RESOURCES:		
Related to pension plans	670,630	670,630
Related to OPEB	1,116,269	1,116,269
Total deferred inflows of resources	<u>1,786,899</u>	<u>1,786,899</u>
TOTAL LIABILITIES AND DEFERRED INFLOWS	<u>51,985,713</u>	<u>50,680,345</u>
NET POSITION:		
Net investment in capital assets	36,846,548	36,929,274
Restricted for:		
Loans	19,813	19,813
Capital projects	23,846	23,846
Debt service	2,667,865	2,667,865
Other	-	-
Unrestricted	<u>(7,715,443)</u>	<u>(7,389,135)</u>
Total net position	<u>31,842,629</u>	<u>32,251,663</u>
TOTAL	<u><u>\$ 83,828,342</u></u>	<u><u>\$ 82,932,008</u></u>

Glenville State College
FY 2020 Unaudited Profit and Loss Statement
for the 8 months ended February 29, 2020

	FY 2020 Budget	FY 2020 (Unaudited) 8 months ended 2/29/2020
Revenues:		
State Appropriation	6,446,942	4,598,056
On-campus Enrollment Tuition Revenue	8,190,865	5,089,432
Room revenue	3,728,443	2,607,743
Board revenue	2,580,600	1,783,065
Course Fees	570,805	332,722
Less: Institutional Discounts	(2,484,607)	(1,998,322)
Net on-campus student revenue	12,586,106	7,814,640
Off-campus program revenue	1,074,455	738,399
Other revenue	1,347,475	861,375
Grants	607,240	279,844
Net Revenue-College activities	15,615,276	9,694,258
Total net revenue, incl. State approp	22,062,218	14,292,314
EXPENSES		
Payroll and benefits	12,786,355	7,906,127
Non-payroll	3,744,500	2,351,866
Food service cost	1,965,835	1,271,771
Interest on debt-(Bonds and PNC)	1,826,500	1,203,989
Utilities	1,225,000	833,061
Depreciation	2,375,000	1,171,240
Net expenses	23,923,190	14,738,054
Net Surplus/(Loss)	(1,860,972)	(445,740)

Glenville State College
FY 2020 Unaudited Profit and Loss Statement with Projections
as of June 30, 2020

Categories	FY 2020 Budget	Unaudited Financials as of 2/29/2020	Projections thru 06/30/2020 *	Total FY 2020 Projected *
Revenues:				
State Appropriation	6,446,942	4,598,056	1,848,886	6,446,942
On-campus Enrollment Tuition Revenue	8,190,865	5,089,432	2,018,852	7,108,284
Room revenue	3,728,443	2,607,743	987,297	3,595,040
Board revenue	2,580,600	1,783,065	663,670	2,446,735
Course Fees	570,805	332,722	126,665	459,387
Less: Institutional Discounts	(2,484,607)	(1,998,322)	(607,337)	(2,605,659)
Net on-campus student revenue	12,586,106	7,814,640	3,189,147	11,003,787
Off-campus program revenue	1,074,455	738,399	362,668	1,101,067
Other revenue	1,347,475	1,319,017	517,507	1,836,524
Grants	607,240	279,844	180,000	459,844
Net Revenue-College activities	15,615,276	10,151,900	4,249,322	14,401,222
Total net revenue, incl. State approp	22,062,218	14,749,956	6,098,208	20,848,164
EXPENSES				
Payroll and benefits	12,786,355	7,906,127	3,803,064	11,709,191
Non-payroll	3,744,500	2,351,866	1,025,933	3,377,799
Food service cost	1,965,835	1,271,771	348,742	1,620,513
Interest on debt-(Bonds and PNC)	1,826,500	1,203,989	622,511	1,826,500
Utilities	1,225,000	833,061	316,531	1,149,592
Depreciation	2,375,000	1,592,176	796,088	2,388,264
Net expenses	23,923,190	15,158,990	6,912,869	22,071,859
Net Surplus/(Loss)	(1,860,972)	(409,034)	(814,661)	(1,223,695)

* Excludes Federal Stimulous Funds

Glenville State College
Cashflow Projection FY 2020

	<i>Actual</i> Feb-20	<i>Projected</i> Mar-20	<i>Projected</i> Apr-20	<i>Projected</i> May-20	<i>Projected</i> Jun-20	<i>Projected</i> Jul-20	<i>Projected</i> Aug-20	<i>Projected</i> Sep-20	<i>Projected</i> Oct-20
Beginning Cash	\$ 4,179,490	\$ 2,074,098	\$ 771,179	\$ 1,190,471	\$ 486,978	\$ 35,523	\$ 251,346	\$ 159,882	\$ 518,033
Incoming:									
Appropriations (approx 50% of PR)	-	-	1,311,629	-	-	1,611,736	-	-	1,611,736
Current Cash deposits	1,542,354	1,030,291	147,710	492,973	467,433	61,975	1,441,424	3,086,039	119,393
Education & General	1,145	5,276	769,412	231,349	-	-	-	-	-
Gifts, Donations, WVHE grant	484,244	42,076	66,521	41,256	-	-	-	-	-
Federal Grants	67,948	-	94	50,000	50,000	50,000	50,000	-	-
PAC Funds from Foundation	-	-	-	-	-	-	-	-	-
Scholarship funds from Foundation	-	-	-	-	-	-	-	150,000	-
Loan from Foundation	-	-	-	-	500,000	500,000	-	-	-
Available Cash	\$ 6,275,181	\$ 3,151,741	\$ 3,066,545	\$ 2,256,049	\$ 1,654,411	\$ 2,259,234	\$ 1,742,770	\$ 3,395,921	\$ 2,249,162
Outgoing:									
Payroll costs total	973,073	993,808	950,243	950,000	850,000	1,395,000	850,000	1,000,000	-
Pcard Payments	157,230	189,677	169,287	175,000	175,000	175,000	175,000	175,000	150,000
Aramark Services	478,604	122,866	183,540	-	-	-	120,000	240,000	60,000
Utilities	118,199	134,609	53,677	100,000	100,000	100,000	100,000	100,000	-
Cash Disbursement/Operating expenses	371,504	195,219	174,044	340,130	133,947	133,947	133,947	133,947	-
4499 Transfers to FAC	852,321	479,201	12,380	-	-	-	-	-	-
Capital Projects & Insurance Claims	42,824	57,854	100,575	-	-	-	-	-	-
Debt service & Capital Assessments	207,328	207,328	232,328	203,941	359,941	203,941	203,941	228,941	-
Insurance Claim Payments	-	-	-	-	-	-	-	-	-
Repayment of Loan from Foundation	1,000,000	-	-	-	-	-	-	1,000,000	-
Cash used	4,201,083	2,380,562	1,876,074	1,769,071	1,618,888	2,007,888	1,582,888	2,877,888	210,000
Ending Cash	\$ 2,074,098	\$ 771,179	\$ 1,190,471	\$ 486,978	\$ 35,523	\$ 251,346	\$ 159,882	\$ 518,033	\$ 2,039,162

**Glenville State College
History of Financial Results**

	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010	FY 2009	FY 2008
Net Income (Loss)	(1,365,538)	(2,181,029)	(1,252,326)	(1,388,427)	(3,284,075)	(221,799)	(516,686)	(3,603,824)	(3,142,498)	(1,872,161)	64,251	(343,928)

Source: Audited Financial Statements

**Glenville State College Board of Governors
Meeting of April 21, 2020**

ACTION ITEM: Tuition for FY2021

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves tuition rates for the FY2021 academic year as recommended.

STAFF MEMBER: Mr. John Beckvold

BACKGROUND:

The tuition rates are necessary to compensate for a reduction in state appropriations, fund increased operational costs, and sustain various strategic initiatives. Administration recommends a 7.9% increase in tuition for the FY2021 academic year at the following rates:

In-state: \$7,885
Non-Resident: \$9,514

Attached:

6.0% Increase in Tuition and Fees Analysis
7.9% Increase in Tuition and Fees Analysis

Glenville State College
Tuition increase analysis
6% increase

	FY 2020		Assuming others NO increase		Assuming others increase of 2%		Assuming others increase of 4%	
	In-state tuition	Non-Resident	In-state tuition	Non-Resident	In-state tuition	Non-Resident	In-state tuition	Non-Resident
Concord	8,050	17,702	8,050	17,702	8,211	18,056	8,372	18,410
West Liberty	7,990	15,930	7,990	15,930	8,150	16,249	8,310	16,567
Shepherd	7,784	18,224	7,784	18,224	7,940	18,588	8,095	18,953
Fairmont	7,738	16,814	7,738	16,814	7,893	17,150	8,048	17,487
WV State	7,712	17,166	7,712	17,166	7,866	17,509	8,020	17,853
Bluefield	7,488	14,352	7,488	14,352	7,746	9,347	7,788	14,926
Glenville	7,308	8,818	7,308	8,818	7,638	14,639	7,746	9,347

Glenville State College
Tuition increase analysis
7.9% increase

Recommended

	FY 2020		Assuming others NO increase		Assuming others increase of 2%		Assuming others increase of 4%	
	In-state tuition	Non-Resident	In-state tuition	Non-Resident	In-state tuition	Non-Resident	In-state tuition	Non-Resident
Concord	8,050	17,702	8,050	17,702	8,211	18,056	8,372	18,410
West Liberty	7,990	15,930	7,990	15,930	8,150	16,249	8,310	16,567
Shepherd	7,784	18,224	7,885	9,514	7,940	18,588	8,095	18,953
Fairmont	7,738	16,814	7,784	18,224	7,893	17,150	8,048	17,487
WV State	7,712	17,166	7,738	16,814	7,885	9,514	8,020	17,853
Bluefield	7,488	14,352	7,712	17,166	7,866	17,509	7,885	9,514
Glenville	7,308	8,818	7,488	14,352	7,638	14,639	7,788	14,926

COVID-19: ADJUSTMENTS MADE IN RECRUITMENT/ENROLLMENT

Glenville State College Office of Admissions

April 15, 2020

- **Detailed one-on-one student conversations by phone and/or text.** Although we have always contacted students by phone, email and/or text much of it is done on a mass scale due to the large number of prospective students and the limited amount of staff and/or resources. Now that we do have time, we are attempting one-on-one phone and/or text conversations by admissions advisors. The phone and/or text conversations we are having are time consuming but very detailed. The one thing that has not changed is just getting the students to respond (talk) to us. The admissions advisors are focused on getting students that have applied and/or have been accepted to commit to registering later this month. Student workers are focused on contacting and encouraging prospective students to apply because registration week is just around the corner. Admissions advisor conversations can also include creating complete financial aid estimates for prospective students.
- **Creation of a virtual tour.** Our marketing department teamed with us to quickly create a virtual tour for students wishing to see the campus. To date, this tour has been viewed more than 400 times (by more than just prospective students, I'm sure) and gives us another tool to assist prospective students. This is an area that we will need to continue to invest in for the foreseeable future.
- **Zoom (Open House) Meetings.** We are attempting to set up Zoom Open House Meetings so our academic departments can show case their departments. So far, CJ is the only department that has completed their first event which roughly 20 prospective students attended. We thought this was fairly successful since it was offered with only 10 day's notice.
- **Improved Registration Process.** This unfortunate situation has led to some creative meetings with everyone involved in the new student registration process. Once a student fills out the Request to Register Form they are now assigned to GSC staff members designated to the student's specific major. As an example: Business majors are assigned to Sarah Rollins in the Admissions Office, Stephanie Harper in Financial Aid Office and Jeremy Carter in the Academic Success Center. This approach allows staff members to become more of an expert in the majors assigned to them which should lead to a better experience for the prospective student. This approach also allows for trackable communication flow for each student which should lead to a higher melt.

Other Things we are working on...

- **Individual videos highlighting more aspects of the campus in greater detail** (residence halls, admissions processes, academic department profiles, etc.)
- **Gift boxes for current, applied, accepted and registered students.** We are considering the possibility of sending applied and greater students some type of gift box. This box would include various useful items with the college logo with the intent of providing useful items and a warm fuzzy feeling toward the college. We are in the process of looking at the numbers at each stage in each market to see what may give us the most bang for the box (buck). *We are also considering a "care package" for our current students from Student Life.
- **Re-recruit campaign targeted at current students.** We are in the process of developing a new re-recruit campaign targeted at current GSC students that includes care packages, themed mail pieces, email, texts and calls. This re-recruit effort will be driven by the admissions and student life offices but will be in conjunction with efforts already taking place in our Academic Success Center and other offices across campus. The campaign target date is May 1.
- **Creative incentives to register.** Some of our staff members are coming up with some creative ways to incentivize registration. These ideas are wide-ranging at this point and do not have large price tags attached but we do have to make sure that anything we do related to this is legal as it relates to financial aid.

GSC Articulation Agreements Report - April 2020

Institution	Department
Calhoun Gilmer CC	Business
New River C&TC	Business
PRT Technical Center	Business
DOC - Corrections	Criminal Justice
DOC - Juvenile Services	Criminal Justice
DOC - Regional Jail	Criminal Justice
EDGE	Criminal Justice
ROTC	Criminal Justice
ROTC	Criminal Justice
EDGE	Education
New River C&TC	Education
Calhoun Gilmer CC	Land Resources
Dabney Lancaster	Land Resources
EDGE	Land Resources
Hocking College	Land Resources
Horrey-Georgetown	Land Resources
PA College of Technology	Land Resources
WVDOH	Land Resources
FCI	Off-Campus

- **The NCAA has granted a year of eligibility for all spring sports, even those that had started their seasons. For us this included baseball, softball, track, and acrobatics & tumbling. This includes seniors that will get a blanket exemption in terms of coming back for a fifth year (only if they are in good academic standing).
- **During the Pandemic, the coaches have been charged with a three-part task; one, keeping our student-athletes engaged with faculty and meeting their academic content and requirements. Two, re-recruiting their current roster, including signees that were secured before the shutdown, and three, continuing to recruit potential players on their prospect lists.
- Mandy Frymier has been keeping a working list of each roster based on the coach's weekly reports to the department. We are currently at 403 with our rosters for Fall-2020. We still feel that the 450 goal is possible, but it will take some work over the next few months.
- **Both the MEC and NCAA is in a "wait and see" stance in relation to our Fall sports. We are proceeding as if it will be as scheduled (our football schedule was released this week), but we are in discussions of potential alternate plans if Health Officials would recommend a delay to the start of the seasons.