



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

June 10, 2020
1:00 p.m.

Mollohan Campus Community Center
Ballroom

**Glennville 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
Academic Affairs Committee at 10:00 am

Enrollment and Student Life Committee at 9:00 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, Glennville, 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 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 11:00 am Mollohan Campus Community Center, Third Floor, Ballroom
Wednesday, May 27, 2020 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 4:30 pm Mollohan Campus Community Center, Third Floor, Ballroom
Thursday, May 28, 2020 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 11:00 am Mollohan Campus Community Center, Third Floor, Ballroom
Thursday, May 28, 2020 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 4:30 pm Mollohan Campus Community Center, Third Floor, Ballroom
Friday, May 29, 2020 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 11:00 am Mollohan Campus Community Center, Third Floor, Ballroom
Friday, May 29, 2020 SPECIAL MEETING <i>* No committee meetings will be held.</i>	Board of Governors – 1:30 pm Mollohan Campus Community Center, Third Floor, Room 319
Friday, May 01, 2020	Executive Committee Mollohan Campus Community Center, Third Floor, Room 319
Wednesday, May 27, 2020	Executive Committee
Wednesday, June 10, 2020	Board of Governors

GLENVILLE STATE COLLEGE BOARD OF GOVERNORS

June 10, 2020

MCCC Ballroom

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 April 21, 2020 Meeting
 - b. Minutes of May 29 Meeting
6. "Building a New Image" – Report from Ann Green
7. Committee Reports
 - a. Executive Committee/Chair Report
 - i. Nominating committee's recommendation on BOG's officers for FY21 and approval*
 - ii. Committee assignments for FY21
 - iii. Review of Preliminary Board Agenda Topics Calendar for FY21
 - iv. Approve Board of Governors Scholarship*
 - v. Approve FY21 Board of Governors' Meeting Schedule*
 - b. Board Governance and Human Resources Committee
 - i. Approve Revisions to Policies – Part II (following additional comments)*
 - ii. Approve Revisions to Policies – Part III*
 - iii. Board self-evaluation and Board evaluation process
 - c. Business and Finance Committee
 - i. Report on distribution of HEERF funds to students
 - ii. Review the budget development process and assumptions regarding its development
 - iii. Approve the FY21 budget*

- d. Enrollment and Student Life Committee
 - i. Update on current enrollment processes and projections
 - ii. New Marketing Plan/Strategies for FY21
 - iii. Review the efforts in the area of social justice, including a summary report regarding Student Disciplinary actions during FY20

- e. Academic Affairs Committee
 - i. Update on inactive academic projects from the past 3 years
 - ii. Update regarding current Academic Affairs projects
 - iii. Review Faculty Research and Special Projects Report
 - iv. Approve the following program reviews: Criminal Justice, Biology, English, Health and Human Performance, Business*
 - v. Resource Allocation White Paper
 - vi. Student COVID-19 Survey Results
 - vii. Workforce and Community Development Update

- 8. Campus Updates – (Interim President Nelson, VP Hutchison, AD Skiles)
 - a. FY20 Operational Plan Report
 - b. Fall Reopening Plans
 - c. Advancement and Government Affairs Update
 - d. Athletic Programming Update
 - e. Employee Holiday Schedule for FY21

- 9. Announcements
 - a. Meeting with the Faculty Senate and Staff Council today directly following regular Board meeting.

- 10. Adjournment

*Denotes action item

**Glenville State College Board of Governors
Meeting of June 10, 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 April 21, 2020 Meeting.
2. Minutes of the May 29, 2020 Meeting.

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

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

Faculty & Staff Participating: Mr. John Beckvold, Vice President for Business & Operations
Mr. Marty Carver, Vice President for Enrollment & Student Life
Mr. Dustin Crutchfield, Director, Public Relations
Ms. Sheri Goff
Ms. Stephany Harper, Director, Financial Aid
Mr. Tim Henline, Faculty Senate President
Mr. David Hutchison, Vice President for Advancement
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, Admissions

Call to Order

Chairperson Greg Smith called the meeting to order at 1:16 pm.

A quorum was established.

Public Comment – N/A

Constituent Comments

Faculty Senate – Tim Henline acknowledged the good work that the administration, faculty, and staff have been doing working together to deliver online courses during the COVID-19 pandemic. The Faculty Senate's Constitution. Senate now consists of twelve members. The Board of Governors and ACF representative was split into two positions. Kevin Evans remains the representative for the Board of Governors, and the ACF representative will be elected at a later date. Mr. Henline announced that the Senate is currently partaking in ninety-six memberships on campus committees and he recommends reviewing the faculty memberships of those committees in an effort to decrease them.

Staff Council – Chelsea Stickelman reported that communication has been great across campus during the pandemic. Staff Council is scheduled to meet tomorrow and will start the process for electing staff council members for the next year and presenting nominations for Staff of the Year award. Council is planning to assure staff representatives will be present on campus committees that they are appointed to.

Student Government Association – Colton Ring thanked President's Cabinet, Board of Governors, and faculty for the processes that were put into place during the pandemic for students because it has been a struggle for students to adapt to all online courses. Senate continues to share information with Dr. Nelson and the Cabinet regarding the Stimulus Package about which they are being informed.

Consent Agenda

TIM BUTCHER MOVED TO APPROVE THE CONSENT AGENDA AS PROPOSED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Greg Smith reported:

- Committee met on April 8, 2020 and set the agenda for today's meeting.
- Presented ideas for Commencement activities in May.
- Discussed the academic restructure.
- Rescheduled the presidential on-campus interviews to May 27-29 with a special Board meeting in the afternoon on May 29 to discuss the presidential selection.

Board Governance Committee - Tim Butcher reported that the Committee met this morning and discussed

- Presidential Search - All candidates are still interested in the position, and it is the hope that the new on-campus interview dates will remain.
- The revised final draft policies being proposed for action were approved at the last Board meeting; however, comments were received during the thirty-day comment period. Changes suggested during the comment period were made to the policies, so the Board will take action on the revised draft policies.

TIM BUTCHER MOVED TO APPROVE THE PROPOSED REVISED BOARD FINAL DRAFT POLICIES FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION.
MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

- Draft policies part II included in the Board packet were posted for an informal fourteen-day comment period. No substantive comments were received. Two of the draft policies are new policies to address shared governance and animals on campus.

SKIP HACKWORTH MOVED TO 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. COLTON RING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

- The College Employee Demographic Report included in the Board packet reflects similar numbers of males, females, and minorities to the demographics in West Virginia. Tegan McEntire, Human Resources Director, provided the report along with an update on processes being utilized during the COVID-19 pandemic. Plans to re-open campus will be discussed at the Cabinet meeting next week.
- Process for Board Member replacements will include inviting member recommendation from constituent groups to present to the Governor of West Virginia who makes the official appointments to the Board.

Business and Finance Committee - Mike Rust asked John Beckvold to discuss the COVID-19 stimulus package impact on the College and the Aramark contract that he discussed during the Committee meeting earlier this morning.

- The Federal Coronavirus Stimulus Package funding that will be provided to the College is \$1.4 million. Half of the funding will be made available to students in the form of a grant. Monies will go to the students that did not return to campus after spring break for room and board reimbursement. College is still waiting on guidelines from the federal government how the remaining half of the stimulus package may be used.
- The College suspended the Aramark contract after spring break due the COVID-19 and the low number of students on campus. Meals are being provided to remaining students on-campus via local meal vendors. The College will be reviewing and evaluating other vendors versus Aramark prior to negotiating a new food service contract.
- Mike Rust reported that the Committee reviewed the budget revenue and expense assumptions and noted there was one hundred percent consensus of all attending the Committee meeting regarding the current budget development assumptions. He invited comment and concerns from all members regarding the FY21 budget development and assumptions. No comments or concerns were indicated.

- John Beckvold announced that budget assumptions will be revisited as the current report was based on March 2020. He also announced that his team will provide an operational and capital budget for the Board by May 22, 2020. John reported at the Board's request, the Cabinet reviewed faculty and staff housing rent. The College will be raising the rent on twenty-one rentals by 5.7 percent. A community market analysis was completed and the College's current rental rates are fifteen percent below the market rates.
- Mr. Rust referenced the Historical Expenditures Report included in the Board packet on page 179 and pointed out that the College has had a steady loss over the last ten years. Mr. Beckvold provided a balance sheet and cash flow statement to the Committee and plans to present an updated balance sheet and cash flow statement to the Board at all future meetings.
- John Beckvold reported that the strategy for summer cash flow is to borrow money from the Foundation due to the decrease of cash that comes in during June and July. The amount borrowed is planned to be repaid back to the Foundation in September 2020. The ultimate goal is to not have to borrow from the Foundation in future summer months.
 - Mr. Rust reported that the Committee recommends approval of an increase in the FY21 Tuition of \$577/year for in-state students and \$696/year for out-of-state students.

MIKE RUST MOVED TO APPROVE TUITION RATES FOR THE FY2021 ACADEMIC YEAR AS RECOMMENDED. ANN GREEN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Rust invited questions from members regarding the financials discussed and received none.

Enrollment and Student Life Committee – Steve Gandee reported

- Marty Carver provided an enrollment and retention activities report of adjustments that had to be made due to the COVID-19 pandemic that included setting up Zoom open house meetings, creating a virtual tour of campus, scheduling detailed one on one student conversation via phone, etc.
- The EAB Contract is currently in existence; however, it is being reviewed and discussions are taking place regarding the need to renew or discontinue it.

Academic Affairs Committee – Ralph Holder asked Gary Morris to present the Committee report.

Gary Morris reported:

- Hidden Promise currently has 1212 high school students actively participating and 687 of the 1212 are seniors in 54 counties. The program recently hosted a community blood drive. There are 120 on-campus participating in the program.
- The 1-2-3 Teach is a new pilot program will provide the resources for exceptional high school students to complete 1 year of their Education program in the last 2 years of High School. This enables them to complete their teaching degree in 3 years post high school and to be back in the community teaching. The required courses will be taught online by GSC Education faculty in select partner school districts including Braxton, Calhoun, Clay, Gilmer, and Kanawha counties. The program will roll out in the Fall 2020.
- The Home Grown initiative is expanding and is now open to all 55 West Virginia counties; however, there are only 35 seats reserved. Students who participate receive a \$3000/scholarship a year.
- Most institutions are moving toward waving test scores as part of the admission process for incoming freshmen for the fall because delivery of these tests has been disrupted. While the impact of this will be minimal on the admission process, it will be more serious for courses that require the score for enrollment.
- The CAEP accreditation visit has been rescheduled for fall 2020.

- New academic awards, changes to program length or credits, elimination of academic awards include:
 - New Wildlife Management major being offered in Land Resources at no additional costs to the College. The College expects ten new students/year due to offering the new major.
 - The College is offering a new online GIS certificate program.
 - No academic programs have currently been recommended for elimination at this time; however, programs will continue to be reviewed.
- Dr. Morris referenced the list of articulation agreements on page 184 of the Board packet and noted the College has agreements with seventeen different organizations.
- Dr. Morris requested that the update regarding inactive academic projects from the past 3 years requested by the Board be moved to the June 2020 meeting to allow more time to gather data.
- Tom Ratliff reported on dual enrollment, Second Chance Pell, and articulation agreements being discussed with DMAPS and the Department of Highways.

Campus Updates

- David Hutchison reported the following regarding advancement and government affairs:
 - Worked with HC2 Strategies during the legislative sessions to obtain funding for the Home Grown Initiative. A legislative agenda needs to be prepared in early fall every year.
 - Advancement has been staying in touch with donors during the pandemic. Students were also contacted to inquire how the College could assist them during the pandemic.
 - Researching grants to apply to receive funding assistance.
 - Continue to work on obtaining funding for E-Sports.
- Jesse Skiles reported the following regarding the Athletic Program:
 - The reduction in tuition for out-of-state students the past year has assisted coaches in recruiting athletes.
 - Discussed recruiting efforts for the wrestling program.
 - Referenced page 185 in the Board packet and pointed out that coaches were encouraged to keep student athletes engaged with faculty and meeting their academic requirements during the pandemic.

Announcements

Mr. Smith announced the following:

- Requested that Teresa Sterns send a Thank You note to the Criminal Justice department regarding assisting with recruiting efforts/activities.
- Encouraged all to review Section 2.1 of draft policy 9 on page 64 of the Board packet and consider adding a section indicating that the Board must approve the disposition or transfer of College properties.
- Presidential on-campus interviews have been rescheduled to May 27-29, 2020. He asked that members let Teresa Sterns know if overnight lodging will be needed, so reservations may be made.
- May 29, 2020 special Board meeting has been scheduled to discuss presidential appointment selection.
- The May 27, 2020 Executive Committee meeting has been canceled; however, a proposed agenda for the June 10, 2020 special Board meeting will be forwarded to all for review.
- The next regular scheduled Board meeting is June 10, 2020.

Dr. Nelson announced:

- President's Cabinet will review Policy 9 and add a section to reflect Mr. Smith's request above.
- The virtual Commencement scheduled to air on May 9, 2020 is currently being videoed.

The Board took a five minute recess.

A roll call of members was taken upon reconvening the meeting and all members were present via teleconference.

Executive Session

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS GO INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF WV CODE §6-9A-4(b)(2)(A) TO DISCUSS THE PRESIDENT’S CONTRACT AND MATTERS RELATING TO PROPRIETARY DOCUMENTS. COLTON RING 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. DOUG MORRIS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Action Emanating from Executive Session

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS APPROVE TO EXTEND INTERIM PRESIDENT KATHLEEN NELSON’S CONTRACT WITH THE REGISTRY ON A MONTHLY BASIS UNTIL A NEW PRESIDENT IS SEATED. ANN GREEN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 4:00 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College
Board of Governors Special Meeting
May 29, 2020
Mollohan Campus Community Center, Ballroom
Glenville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green
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

Staff Present: Dr. Kathleen Nelson, Interim President
Ms. Teresa Sterns, Executive Assistant to the President

Call to Order

Chairperson Greg Smith called the meeting to order at 1:56 pm.

A quorum was established.

Possible Executive Session

MIKE RUST MOVED THAT THE BOARD GO INTO EXECUTIVE SESSION PURSUANT TO WV CODE §6-9A-4 SUBSECTION B-2-A TO DISCUSS PRESIDENTIAL FINALISTS. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Rise from Executive Session

MIKE RUST MOVED THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. COLTON RING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Actions Emanating from Executive Sessions

MIKE RUST MOVED TO APPROVE TO OFFER MARK MANCHIN THE 25TH PRESIDENCY OF GLENVILLE STATE COLLEGE SUBJECT TO CONTRACT NEGOTIATIONS BY CHAIR GREG SMITH; MIKE RUST, CHAIR OF BUSINESS AND FINANCE COMMITTEE; AND STEVE GANDEE, CHAIR OF ENROLLMENT MANAGEMENT COMMITTEE. UPON ACCEPTANCE OF THE CONTRACT, THE BOARD WILL BE NOTIFIED OF THE TERMS AND CONDITIONS. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 4:17 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College Board of Governors
Meeting of June 10, 2020**

- ACTION ITEM:** Approval of a Glenville State College Board of Governors Scholarship.
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Be it RESOLVED that the Glenville State College Board of Governors agrees to fund jointly the Board of Governors Award, an equivalent full tuition and fee scholarship for the FY21 academic year. The need-based scholarship will be awarded to a West Virginia resident(s) who meets the requirements of the West Virginia PROMISE scholarship criteria.
- STAFF MEMBER:** Mr. John Beckvold,
Vice President for Finance and Operations

BACKGROUND:

The chairperson of the Higher Education Policy Commission challenged the institutional Boards of Governors to fund an annual need based scholarship. The full tuition scholarship will be funded by the lay members of the Board. The need based scholarship will be awarded to a West Virginia resident(s) who meets the requirements of the West Virginia PROMISE scholarship criteria. Each member may submit their portion of the FY21 Tuition and Fees for one year to the GSC Foundation to be disbursed to the student.

Glenville State College
Board of Governors Meeting
Schedule
2020-21
DRAFT

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, August 5, 2020	Executive Committee
Wednesday, August 19, 2020	Board of Governors
Wednesday, October 7, 2020	Executive Committee
Wednesday, October 21, 2020	Board of Governors
Wednesday, December 2, 2020	Executive Committee
Wednesday, December 16, 2020	Board of Governors
Wednesday, February 3, 2021	Executive Committee
Wednesday, February 17, 2021	Board of Governors
Wednesday, April 7, 2021	Executive Committee
Wednesday, April 21, 2021	Board of Governors
Wednesday, June 2, 2021	Executive Committee
Wednesday, June 16, 2021	Board of Governors

**Glennville State College Board of Governors
Meeting of June 10, 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. Administrative changes were made and 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 May 29, 2020. The revised policies are attached with comments received and responses included if applicable.

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY 4

ETHICS AND CONFLICTS OF INTEREST

4.1. ^[KB1]0 -General

1.1. _____

Scope . — This policy ~~establishes~~ ~~implements~~ ~~establishes~~ guidelines in accordance with the West Virginia Governmental Ethics Act, ~~and its regulations~~ ~~implementing rules~~ ~~rules~~ ~~regulations~~ ~~for Glenville State College~~ ~~(the College)~~, ~~its Board of Governors, officers, faculty, and staff,~~ ~~and complies with West Virginia Higher Education Policy Commission Procedural Rule, Title 133, Series 31,~~ ~~its Board of Governors, officers, faculty, and staff.~~

1.2. _____

1.1. Authority . — W. Va. Code §§ 18B-1-6 and 6B-2-1, et seq. 5 ^(L) ^[KB2]

1.3. _____

1.2. Effective Date . — April 19, 2006

1.4. Repeal

1.3. Revision of Former Rule-Policy. — This policy ~~repeals~~ ~~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 ^{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.

Ethics Act^[KB3].

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^{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^{contract}, federal or State^{state} law, the policies of the^{this}the Board or of^{for} Governors, or the ethical standards imposed by the ~~West Virginia Governmental~~ Ethics Act.

12.01.6 **Definitions**

2.1 “College Public Official” means any person who is appointed to or given the authority to act in any College office or position, whether compensated or not, who is responsible for the making of policy or takes official action that is either ministerial or non-ministerial or both with respect to: contracting for or procurement of goods or services; administering or monitoring grants or subsidies; or any other activity where the official action has an economic impact of greater than a de minimis nature on the interest(s) of any person. “College public official” includes members of the College’s Board of Governors and the College’s President, Senior Vice Presidents, Vice Presidents, Provosts, Assistant Provosts, and members of the President’s Cabinet.

2.2 1.6.1 “Employee” and/or “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> :

<https://www.glenville.edu/sites/default/files/2019-03/bog-policy-018.pdf>^[MC4].

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

2 1.6.3 “Family Member”^[KB5] 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,” 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.

2.5 “ 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 College 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; or (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 Assistant Provosts and President's Cabinet members.

1.6.8 "Ministerial functionsFunctionsfunctions" 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.

2 1.6 "Non-Classified Employee" is defined in Glenville State College Board of Governors Policy 16 Section 3.9.

2.7 "Relative" or "family memberFamily Member" means an employee's 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.

2.8 1.6.10

"Significant Financial Interest for Institutional Conflicts of Interest^[KB6]" means a financial interest consisting of one or more of the following interests of a College Public Official or Family Member of the College Public Official that reasonably appears related to the College Public Official's institutional responsibilities:

1.6.10.1 2.8.a.1.6.10.1 Equity or ownership interests held by the College Public Official or a

Family Member of a College Public Official worth more than Ten Thousand Dollars

(\$10,000.00) in the aggregate in any publicly traded, for-profit

organization, ~~Excluded~~, ~~excluding~~. Excluded ~~are~~ equity interests held in mutual funds or

retirement programs.;

1.6.10.2 1.6.10.2.8.b Any equity or ownership interest held in any for-profit organization

that is not publicly traded.;

1.6.10.3 2.8.c.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 Public

Official; or.
Official.

1.6.10.4 2.8.d1.6.10.4 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 policy.Rule.

43.04.2 Compliance, Violations, and Disciplinary Action

2.1 West32.1 Compliance with theWest 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 publicPublic Employeespublic employees and College publicPublic Officialspublic officials are required, by West Virginia stateStatestate law and this policy, to comply with the Ethics Act, including , as applicable, the statutory prohibitions against using his or her office or the prestige of that office, for private gain or the gain of another; soliciting gifts that may confer pecuniary benefits upon the college public official or employee; College Public Official or College Public Employee; and holding an interest in the profits or benefits of a public contract that the college public official or employeeCollege Public Official or College Public Employee has direct authority to enter into or over which he or she may have control. which- is interpreted and administered by the West Virginia Ethics Commission. Faculty on less than twelve- 12twelve-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 full Ethics Act, accompanying regulations its implementing legislative and procedural rulesrulesstate code, accompanying regulations, procedures for filing an Ethics Act complaint, and other helpful information can be found atonon the Ethics Commission's website at: <https://ethics.wv.gov/PagesPage/default.aspx>. [MC7].at:

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

2.2 2.2 Unless exempted by or otherwise approved in accordance with this policy [KB8], this policy prohibits College publicPublic Officialspublic officials and College publicPublic Employeespublic employees from knowingly and intentionally using histheir officeshis or her office or the prestige of histheir officeshis or her office for histheirhis or her own private gain or that of another person. Incidental use of equipment or resources available to a College publicPublic Officialpublic official or College publicPublic Employeepublic 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 usualand 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 the prestige of one's office for private gain and is not a violation of this policy.

2.3 2.3.3 This policy Unless otherwise exempted by or approved in accordance with this policy [KB9], this policy prohibits a College publicPublic Officialpublic official or College publicPublic Employeepublic 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 Public Officialpublic official or College publicPublic Employeepublic employee may solicit for a charitable purpose any gift from any

_____ perso
n who is also an official or employee of the State-College Collegestate and whose position is
subordinate to _____ the
soliciting official or employee.

3.4 This policy 2.4 Unless otherwise exempted by or approved in accordance with this policy [KB10], this policy prohibits College publicPublic Officialspublic employees and College publicPublic Employeespublic 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 with the College of any kind; or has financial interests whichthatwhich may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance orfor nonperformance of their official duties.

3.4.a The following types of gifts may be accepted: meals and beverages if the payer is present; or any meal totaling \$25.00 or less; [KB11] ceremonial gifts or awards of an insignificant monetary value, which has been determined to be a value of meaning gifts valued at \$25 or less; ; unsolicited gifts of nominal value or trivial items of informational value; gifts of tickets or free admission to charitable, cultural, or political events extended to thea College Public Official or College Public Employee to attend to charitable, cultural, or political events, if the purpose of such gift orfor admission is a courtesy or ceremony customarily extended to the College Public Official or College Public Employee; gifts thatare purely private and personal in nature; and gifts from relatives by blood or marriage or a member of the same household.

2.4 3.4.b . 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 engagements,an engagement when done on behalf of the College. Reasonable honorariumshonorariahonorariums 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 have, has been granted approval by their Vice President to participate in the pursuit as part of their institutional duties.

2.5 32.5 This Unless otherwise exempted by or approved in accordance with this policy [KB12], this policy prohibits elected or appointed College publicPublic Officials andpublic officials or College Public Employees and public employees or members of their his or her immediate familyfamiliesfamily or businessbusinessesbusiness with which hethey arehe or she is associated to be parties a party to or have aninterestsan interest in the profits or benefits of a contract whichthatwhich the officialor employee mayhasmay have direct authority to enter into, or over which he or she mayhasmay 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. However, nothing contained herein shall prohibit a part-time appointed public official from entering into a contract over which the part-time appointed public official may have direct authority to enter into or over which he or she may have control when the official has not participated in the review or evaluation thereof, has been recused from deciding or evaluating, has been excused from voting on the contract, and has fully disclosed the extent of his or her interest in the contract.

2.6 32.6 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 of employment without progressive discipline.

2.7 32.7 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 an administrative investigation by the aCollege, administrative investigation by the College, as well as and also may be subject to as well as investigation in accordance with the _____ Ethics Act and possible criminal prosecution under State law. An An state law. A law enforcement and/or West Virginia _____ Ethics Commission investigation by the Ethics Commission or law enforcement and/or West Virginia Ethics Commission investigation will not take the place of anana College administrative investigation by the College administrative investigation or disposition of a policy violation report, and the results of an-a law enforcement- and/or West Virginia Ethics Commission investigation or adjudication by law enforcement or the Ethics Commission are not determinative of whether an individual is also responsible for violating this policy.

2.8 32.8 Violations of this policy by College publicPublic Officials or College Public Employeespublic employees should be reported to the President or directly to the Ethics Commission.[title of the employee][KB13]. The President(insert title of employee)[KB14] may refer the report to the named employee's immediate supervisor and/or other designee as appropriate for investigation and disciplinary action, if warranted. as appropriate. Reports of violations of this PolicypolicyPolicy by the President should be filed with the Chair of the Board of Governors.

4.0 _____ 4.2. Approval of Activity [KB15]

~~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.

4.1 Solicitation of gifts is prohibited by the Ethics Act and as set forth in Sections 3.1 and 3.3 above.

~~4.3.1-~~

~~3.1. Unless otherwise restricted by one' sone'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. (KB16)

3.2 The following do not constitute:

3.1. Permissible solicitations of gifts, which are prohibited by the Ethics Act 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. The following do not constitute solicitations of gifts, which are prohibited by the Ethics Act:

43.2.a 1-

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

43.2.2. b The College's ~~contracts~~ contracts

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

43.2.c 3-

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

4.3 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 or supplies.

5.0 ~~4.4.~~ **Use of Public Office for Private Gain.**

54.1 Use. 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 one's public 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. prohibited as set forth 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 and Sections 3.1 and 3.2 above 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.~~

~~4.1.~~

~~5.2~~ ~~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 benefitsbenefit benefits from such activities, shall be exempt from the prohibitions contained in the aforementioned subsections W. Va. Code § 6B-2-5(b), (c)),) and (d) when the activity is approved as a part of an employment contract with the governingCollege's Board of Governorsgoverning board of the institutionCollege's Board of Governors or has been approved by the employee's department supervisor or theCollege's president of the institution by which the faculty or staff member isemployed College employedPresident.~~

~~4.2. The president may grant thean employee an exemption to the Ethics Act and [KC17]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. 5.3 A College Public Official or College Public Employee who, by virtue of his or her professional reputation, expertise,The president may grant thean employee an exemption to the Ethics Act and prestige, derivesderives 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 approved by the College, such as service on the board of an outside agency or business, so long as such service does not otherwise conflict with the Ethics Act, is not considered to be using the prestige of his or her public office for private gain.~~

~~4.5.4~~ -

~~4.3. In granting permission for a College Public Employeean employee to engage in thesuch outside activitiesdescribed in Section 5.2 above, which may be directly or indirectly associated with the employee'semployee's position with the College, the employee's supervisor, and the appropriate Cabinet member shall consider consideration should be given to the following: [MC18]~~

~~4.5.4.a 1-~~

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

~~4.5.4.b 2-~~

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

~~4.5.4.c 3-~~

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

~~4.3.4 .d -~~

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;

~~5.4.e 5.5-~~

~~4.3.4.~~ Whether the employee's activity will increase his or her personal or professional development or will lend service or benefit to the nation, State, state or community, or College; and;

~~5.4.f 5.6-~~

~~4.3.5.~~ Whether the outside activity will create an overriding conflict with the employee's responsibilities to the College or will interfere with the satisfactory performance of the employee's College duties.

~~5.5 4.6-~~

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

~~5.6 A College Public Official or College Public eEmployee Employee 4.7-~~

~~4.1.~~ An employee who obtains an exemption from the Ethics Act prohibitions under the procedure authorized in this policy acting outside the scope of his or her employment for his or her private benefit 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 shall not be deemed an agent of Glenville State College, and the provisions of this policy shall not apply to such activity.

~~4.8.~~

No solicitation or other activity .

4.5. ~~5.7~~ No finding that the provisions of permitted by this policy shall or the Ethics Act with regard shall be deemed to be the inappropriate use of anone’san employee's public office, (position) or the prestige of thatsuch that office, for one's own private gain orare inapplicable or that of another person. [KB20]

4.6. 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. [KB21]

~~4.7. No exemption granted under this ethics policy~~ finding that the provisions of this policy or the Ethics Act with regard to the use of one’s public office, or the prestige of such office, for private gain are inapplicable shall be deemed to constitute a waiver by Glenville State College of any lawful contractual provision in the employment contract of anya full-time or part-time employee.

4.8. ~~5.8~~ All College Public Officials and College ePublic eEmployeesPublic Employeespublic employees must comply with the Ethics Act in carrying out all outside consulting arrangements. Consulting Arrangements.

4.9. ~~5.9~~ Faculty may receive royalties or other compensation for sales of a specific textbook or other 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.

4.10. ~~5.10~~ Use of College Resources. – College Public Employees may not use College--owned supplies, equipment, or other resources for personal projects or outside consulting arrangements. Consulting Arrangements. However, College Public 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 [KB22]. College Public Employees may not use their subordinates to work on personal projects or outside Consultingconsulting arrangementsConsulting Arrangements during work hours, or compel them to do so on their own time, or retaliate against them for not doing so on their own time. . Any misuse of College resources is prohibited. unless that However, if such unless that use is de minimis, (i.e., that is, (i.e., involving only an insignificant amount of time, funds, supplies, personnel, or equipment),) it may be allowed by the employee’s supervisor and not constitute a violation of the Ethics Act.

~~6.0~~ 4.5-Interests in Public Contracts-

6.1 Interests in public contracts are prohibited as set forth in the Ethics Act and Sections 3.1 and 3.5 above.

~~6.2~~ ~~5.1-~~

~~5.1.~~ Each College Public Official and College Public eEmployeeEmployeeemployee shall be

~~required to~~ disclose any interest the official or employee or any member of the official's or employee's ~~employee's~~ immediate family may have in the profits or benefits of a contract ~~that~~ which the official or employee may have direct authority to enter into or over which ~~the official~~ he or she ~~the employee~~ may have control, unless such interest is limited within the meaning of W. Va. Code § 6B-2-5(d)(2-) ~~3-)~~ and this policy as stated below.

6.2.a

5.1.1 In the absence of bribery or a purpose to defraud, a College public Public Official or College Public Employee public

official or college public 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 whichthatwhich is awarded a public contract. A limited interest for the purposes of this subsection is:

(A) An6An interest which does not exceed \$1,000 in the profits or benefits of the public contract or contracts in a calendar year. The \$1,000 limit is applicable to gross revenues received through a public contract by a College Public Official or College Public Employee, an immediate family member thereof, or a business with which the College Public Official or College Public Employee or immediate family member is associated; or;

(B) An interest as a creditor of if a College public employee or College public official who exercises control over the contract, or a member of his or her immediate family or an immediate family member is owed, if the amount is less than not exceeding \$5,000.

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

5.1.36.2.c If a College Public Official or College Public Employee has more than a limited interest in a public contract, then such an interest is only permissible if the College seeks and receives a contract exemption in accordance with W. Va. Code § 6B-2-5(d)(4). This requirement does not apply to part-time appointed Public officials who, in accordance with the Ethics Act, may have an interest in a public contract if they recuse themselves from the decision-making process.

6.2.d For purposes of Section 6 of this policy, a "limited interest" is:

6.2.d.1 An interest that does not exceed \$1,000 in the profits or benefits of the public contract(s) in a calendar year. The \$1,000 limit is applicable to gross revenues received through a

public contract by a College Public Official or College Public Employee, an immediate family member thereof, or a business with which the College Public Official or College Public Employee or immediate family member is associated; or

6.2.d.2 An interest as a creditor if a College Public Official or College Public Employee or an immediate family member thereof is owed an amount not exceeding \$5,000.

5.2. 6.3 The College may review any interest a College Public Official or College Public Employee ~~an employee~~ or any member of the official's or employee's ~~employee's~~ family may have in a public contract and determine what, if any, restrictions, or limitations ~~limitation~~ should be placed on the official's or employee's ~~employee's~~ activities with regard to the public contract.

6.4 ~~5.3.~~

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

6.4.a The College Public Official or College Public Employee ~~5.3.1.~~

5.3.1. The employee is the author and copyright owner of a leading textbook in the official's or employee's ~~employee's teaching~~ field of expertise and may wish to require the use of the textbook by his or ~~her~~ students;

6.4.b The College Public Official or College Public Employee ~~5.3.2.~~

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

6.4.c The College Public Official or College Public Employee ~~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, for consulting purposes, and ~~and the~~ providing of such consulting services is not a part of the official's or employee's ~~employee's~~ duties to Glenville State College.

7.04.6. Conflicts of Interest and Conflicts of Commitment

6.1 76.1 All full-time College employees ~~Public Employees~~ employees owe their primary professional allegiance to the College.

All College Public Employees should be aware of the two types of conflicts: conflicts of interest and conflicts of commitment.

7.2 Conflicts of Interest and Conflicts of Commitment.

6.2 7.2.a Conflicts of Interest.

6.2.1 A Conflict of Interest occurs when there is a divergence between a College Public 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 7.2.b 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 7.3 Conflicts of Commitment.

6.3.1 7.3.a A full-time College Public 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 7.3.b A full-time College Public 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.

7.4.7 Institutional Conflict of Interest

7.1 7.4.a 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 7.4.b **Disclosure Requirements.** – College Public Officials must annually disclose to the Office of Conflict of Interest Compliance, by July 31 each year, any Significant Financial Interests, as that term is defined herein, for determination of the possible existence of Institutional Conflicts of Interest. to the Office of Conflict of Interest Compliance by July 31 each year.

7.3 7.4.c Each College Public Official must submit an Institutional Conflict of Interest Disclosure Form [MC23] regardless of whether or not the individual has a Significant Financial Interest for Institutional Conflicts of Interest to report.

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

7.5 7.4.e Each College Public Official must update their annual disclosure within thirty (30) days of the development of a new Significant Financial Interest.

7.6 7.4.f Each College Public Official must complete an initial disclosure form within sixty (60) days upon commencing employment. with the College.. \

7.7 7.4.g **Review of Disclosure Forms.** – Institutional Conflict of Interest Disclosures Disclosure Forms Disclosures submitted by College Public Officials shall be reviewed annually [KB24], 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 the [OFFICIAL] or Committee identifies a Conflict of Interest is identified, the Committee may determine that the Conflict of Interest 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. of Interest.

7.8 7.5 **Endorsements.** – A College Public Employee may not endorse a particular product, or business or . This includes any product or business and includes case studies study studies completed by a vendor [KB25]. 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 [KB26].

7.9 7.6 **Dual Compensation.** – No College Public Employee may receive compensation from two sources of State 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 an outside Consulting Arrangement Arrangements Arrangement with a State state, county, or municipal government agency, as long as the individuals comply with all of the requirements within of within Section 787 of this Rule policy Rule in doing so.

4.8 7.7 **Other Conflicts of Interest**

8.1 7.7.a To the extent a College employee Public Employee employee develops a real or perceived Conflict of Interest that is not expressly covered by this Rule policy Rule, the College Public Employee must disclose this Conflict to their his or her their immediate supervisor within thirty (30) days of the development of the Conflict.

8.2 7.7.b The College Public Employee's employee's supervisor shall report the disclosed Conflict of Interest to the Office of the President who will work (insert title(s) of employee(s) [KB27])) to develop with the supervisor to develop an appropriate Management Plan., if possible. . At the discretion of the President, a College Public Employee's (insert title(s) of employee(s)) [KB28], an employee's Conflict of Interest may by be referred to the College Conflict of Interest Committee for review and determination.

8.3 7.7.c The College Public Employee may request that the College Conflict of Interest Committee review the initial determination by decision of the Conflict Office of Conflict by Talent & Culture or the Provost's Office. The Committee shall then review Employee's the nature of the employee's conflict Employee's Conflict and make a final determination on whether a Conflict conflict Conflict exists, whether such the conflict such a Conflict can be managed, or whether the proposed Management Plan is appropriate. If the Committee determines that the Conflict conflict Conflict cannot be managed, then it shall recommend

steps to resolve the conflict.Conflict.

8.4 7.7.d College Public Employees are required to fully comply fully 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 without limitation, but not limited to seeking research grants, participating in speaking engagements, or contributing to a publication.

8.5 7.8 Conflict of Interest Form Committee [KM1] Committee [KM29]

8.5.1 7.8.a The President shall establish and appoint a Conflict of Interest Committee to ensure the appropriate implementation and execution of this Rule policy. 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; and two Faculty representatives appointed by the Provost in consultation with the Faculty Senate Executive Committee;; and with advice from the Office of General Counsel [KB30].

8.5.2 7.8.b Members of the Conflict of Interest Committee are prohibited from participating in aany review of their own Conflictpotential ConflictsConflict of Interest disclosure form.

8.5.3 7.8.c The Conflict of Interest Committee shall act as a board of review for issues related to ana College Publican Employee's Conflicts of Interest and-orand Commitment or the AppearanceappearanceAppearance of Conflicts of Interest and-orofand 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 8.0 Approval of New Outside Consulting Arrangements.

9.1 8.1 Prior to agreeing to any outsideOutsideoutside Consulting Arrangement, an individual must submit a request for approval on the College's Consulting Arrangement Approval RequestFormRequest [MC31]FormConsulting Arrangement Approval Form to the Vice President or Cabinet Member of their Unit [KB32]. If an individual reports directly to the President, the President must approve the Form request. Form. The individual must fully complete the requiredRequestrequired Form and provide other reasonable information to the Vice President or President upon request. At a minimum, the Request Form must include a description of the Outside Consulting Arrangement, entity with whom the arrangement is with proposes to be mademadeis with, and the anticipated time commitment for the proposed arrangement. The individual must certify that the information contained withininwithin the Request Form is complete and accurate. ↵

9.2 8.2 Upon review, the Vice President, or President, as applicable, 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 8.3 Should thea Vice President, Cabinet Member, or President, as applicable, deny a

request for an outside ~~Outside~~ ~~outside~~ Consulting Arrangement, the individual may request that such decision be reviewed by the College's Conflict of Interest Committee ^{[KB33][MC34]} for a final determination. The final determination of the Conflict of Interest Committee cannot be appealed.

9.4 8.4 Annual Disclosure of Outside Consulting Arrangements. – All Faculty and Non-Classified Staff who have engaged in outside ~~any Outside~~ ~~outside~~ Consulting Arrangements within the past fiscal year (i.e., July 1 to June 30) must submit an Outside Consulting Arrangement Annual Disclosure Form ~~Form~~ Consulting Arrangement Annual Disclosure Form to the individual's Vice President by August 31 of each year. The individual must sign and certify the Disclosure Form as accurate and complete. This ~~The Disclosure~~ ~~This Form~~ must, at a minimum, summarize all Consulting Arrangements that the individual has participated in within the last calendar ^[KB35] ~~fiscal~~ calendar year providing for each such arrangement individually, a brief description of the arrangement, the entity with whom the arrangement is ~~with~~ ~~made~~ ~~made~~ with, and the total time committed within the term of their yearly appointment.

9.5 8.5 Compliance with this Rule ~~policy~~ section of this policy ~~Rule~~ does not relieve any College Public Employee of their ~~his or her~~ their obligation to comply with all other professional disclosure requirements.

9.0 ~~4.10~~ Additional Permissible Activity.

96

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

96

10.2. ~~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.

10.0 ~~4.7~~ 11. President.

107

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 ~~that~~ ~~president~~ ~~which~~ may involve a conflict of interest pursuant to this policy.

10.2 This authority does not extend to any review or approval authority that rests solely with the West Virginia Ethics Commission.

11.0

4.12 Delegation of Authority.

12.1 1112.1 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 1112.2 The Board of Governors specifically delegates the authority to the President or the President's designee to update any website links contained within this policy without going through the Board's formal rulemaking proceduresprocessprocedures.

12.0 4.13 Conflicts and Severability

131213.1 ~~1113.1~~ 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 of its successor rules, the Commission's Procedural Rule will take precedence.

~~Approvals:~~

~~President~~ 12.2 If any provision of this policy conflicts with the Ethics Act or any of its implementing legislative or procedural rules, the Ethics Act and its implementing rules take precedence.

12.3 If any provision of the foregoing policy is determined to be prohibited or unenforceable, then such provision shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this policy.

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.~~ [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.

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.~~

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

GLENNVILLE 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.

2.3.4.1. The Special Revenue Fund is prescribed in [W. Va. Code §12-2-2](#) ~~of the West Virginia 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 will be approved by the President of the institution or his/her designated representative. Each year the President will forward information on approved sabbatical leaves to the Board of Governors.

4.2 In consultation with 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.

GSC needs to decide how it will compensate employees on leave. This provision is a suggestion.

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 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 [for Academic Affairs](#) 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.~~ 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. 1.1.~~ Scope - ~~Rule~~ Policy regarding holidays at Glenville State College.

~~1.2. 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. 1.3.~~ Effective Date ~~May 14, 2003.~~

~~1.4. Repeal~~ 1.4. 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. 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 ~~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. 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 at the President's discretion. only when communicated through the chancellor's office. as determined and communicated by the president of the institution. The President may determine that Subject to the provisions of Section 5.1 of this Policy, any such additional legal holidays may shall be observed at a future date, if the President determines the operational needs of the institution require the holiday not be observed on the date proclaimed.

15.4. Half Holidays.

4.1. ~~As [KM1] specified in the regulations of the division of personnel for agencies of the executive branch of branch of state government, To provide equity with the Executive Branch of the government, To provide equity with the Executive Branch of government,, one [KM2] -~~ 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. Holiday schedules are to be established and used on a fiscal year basis.

5.2. 5.1. The President shall submit the holiday schedule to the Board of Governors by June 30 of each year and will assure that the holiday schedule is posted the schedule 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.

5.3. 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 25

ADJUNCT FACULTY

25.1. General

1.1. ~~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. ~~1.2.~~ Authority – W.Va. Code §18B-7-6(a)

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

1.4. ~~1.4.~~ 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 Adjunct Faculty means any part-time, temporary, non-tenure track. ~~The term “adjunct faculty member hired” may be applied either to~~ teach specific courses, supervise practicums or field experiences, work on grants or contracts, or for other academic purposes based solely on the needs of the College. Adjunct faculty may be ~~who are~~ remunerated ~~part time~~ employees or ~~who are~~ unpaid volunteers assigned ~~with~~ a courtesy title.

~~2.2~~ 2.2 “Full^[KM1]1.1. Part-time” for the purposes of this policy means faculty employed on a full academic year (at least nine months) contract basis and at 1.00 full time equivalency (FTE).

2.3 “Part-Time” for the purposes of this policy means faculty employed between 0.53FTE and 0.80FTE.

2.4 The definitions set forth in Glenville State College Board of Governors Policies 16, 17 and 18 apply to this policy unless otherwise indicated.

2.1.1. ~~Courtesy appointments may be for an extended period of time one semester or one academic year.~~

~~Such appointments may not exceed 0.80 FTE. Appointments at or above 0.53 FTE are benefits eligible.~~

25.3. Conditions Governing Part-Time Faculty

3.1. ~~The^[KM2]~~ use of reasonable numbers of adjunct faculty is required for the effective and efficient delivery of instructional services. Adjunct faculty allow the institution to expand the

breadth of course offerings at a manageable cost. Often adjuncts bring special credentials or experiences to the instructional faculty which could not be obtained through a full-time hire. The President and the Provost are responsible for maintaining a reasonable and appropriate balance in the utilization of full-time and adjunct faculty.

3.2. All^[KM3] adjunct faculty appointments shall be for specific periods of time. Adjunct faculty have no employment rights beyond the appointment terms. Adjunct faculty members are not eligible for, nor do they accrue, any credit toward academic tenure. No number adjunct faculty reappointments shall create any presumption of a right to continued employment beyond to the terms of the appointment or to an appointment as tenure-track or tenured faculty member.

3.2.1 Adjunct^[KM4] faculty appointments may not exceed 0.80 FTE. Adjunct appointments between 0.53FTE and 0.80FTE may^[KM5] be eligible for certain benefits-depending upon state and federal law and College policy related to the benefit type.

3.3. ^[KM6]Adjunct faculty are subject to all West Virginia Higher Education Policy Commission and College rules, regulations and policies governing faculty including but not limited to the~~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, and Glenville State College Board of Governors Policy 18, including but not limited to Section 2 of both, “Academic Freedom and Professional Responsibility.”

3.4. Adjunct faculty may be assigned faculty ranks in accordance with Glenville State College Board of Governors Policy 18 Section. ———3. Adjuncts are not eligible to apply for promotion or tenure.

3.5. The College shall provide each ~~1.1. Part time and other~~ adjunct faculty member with the support it determines to be necessary for the execution of the appointee’s duties, which may include access through the College’s website, library use or electronic resources, including the following:

3.5.1 Information on College and Department policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available) Official schedule of classes, including academic calendar and time frames of class meetings;

3.5.2 Assistance in the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not already available;

3.5.3 A College email account along with access to on-campus computer facilities; and

3.5.4 For adjunct faculty teaching face-to-face classes on campus:

3.5.4.1 Telephone or other voice access, appropriate;

3.5.4.2 Necessary office supplie

3.5.4.3 Copying services for course materials; and

3.5.4.4 Appropriate space for meeting with students during scheduled office hours.

3.6 Adjunct faculty members will receive a written agreement that specifies the appointment is a non-tenure, track, temporary, part-time appointment. In compliance with the Affordable Care Act, adjunct faculty contracts will outline any work assignments, including teaching, non-teaching, service, and all other work to document the expected weekly hours of work for the assignment. Adjuncts may not accept any other College work assignments without prior approval from the Provost. Adjunct faculty written agreements will specifically include the following:

3.6.1 Assigned course load;

3.6.2 Any other services to be provided by faculty;

3.6.3 Employment term;

3.6.4 FTE^[KM7];

3.6.5 Any standard language included in full-time faculty contracts that is also applicable to adjunct faculty; and

3.6.6 Compensation

3.7 Final implementation of adjunct employment agreement is subject to the enrollment of a sufficient number of students based on standards currently employed by the College. Two or more class sessions may meet before the College makes a final determination on the final implementation of all or a portion of an adjunct employment agreement.

3.7 Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to departmental, school, College and external faculty development events.

Adjunct faculty members shall have appropriate academic

3.8 _____ qualifications and experience.

3.8 The College will provide

~~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 with shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.~~

3.8 Adjunct faculty members will be evaluated by their peers and students in accordance with procedures established by the Provost, designee or other College procedure or Glenville State College Board of Governors Policy.

^[KM8]

~~3.1.4. 3.9 Adjunct faculty mayPart 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 ~~Betweenbetween~~ Full-time and Part-time/Adjunct Faculty

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

~~The number of 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 will 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 should not exceed the national average for institutions like Glenville State College, as determined by US~~

4.2. _____ Department of Education data. |

[KM9].

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.

25.6. Delegation

6.1 The Board of Governors delegates to the President and/or Provost the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Policy or in 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 this Rule.

Approvals:

President _____ Date

Chair of the Board _____ Date

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 matematic 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, perferably 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 and/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 FINAL AMENDED DRAFT POLICIES – Posted April 22, 2020 for comment

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

ACADEMIC POLICY 28 – STANDARDS AND PROCEDURES FOR UNDERGRADUATE ADMISSIONS

Comments submitted by: Jason Gum.

Section 2.6, Page 5 – There is something up grammatically with this sentence as it stands.

It should probably end up reading:

(Copies of the applicant's home school transcript, ACT, or SAT test scores must be sent directly to the Office of Admissions.) I think the word scores was just left in twice. We may want to think about also changing the word (or) to (and/or). Admissions request both the transcript and the standardized test scores. It currently could be deciphered to mean that the applicant would only need to submit one of the three items, in my opinion.

Response:

Suggested changes were made.

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 \(75 FR 66832 p. 66946\); in the Code of Federal Regulations 34 C.F.R. § 600.2.](#)

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 or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; ~~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 actuate 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

POLICY 48

FREEDOM OF INFORMATION ACT REQUESTS

48.1. General

~~1.1. 1.1.~~ Scope ~~--~~ This policy establishes Glensville State College's process regarding requests made for Public Records~~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 may have access to potentially responsive~~responsible~~ materials.

~~1.2. 1.2.~~ Authority – W. Va. Code §§ 18B-1-6; §29B-1-1 et seq.; Title 153 Legislative Rule, Series 52

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

~~1.4. 1.4.~~ Revision of Former Rule~~Policy~~. Revises~~Policy~~. Repeals and replaces Glensville State College Policy 48 – Freedom of Information Act Requests [2015][2016].

48.2. Definitions

2.1 Unless otherwise stated, specific terms used in this Policy or any related procedures developed in accordance with this Policy shall have the same definitions specified within the WVFOIA.

~~—2.2. Custodian – “Custodian” for the purposes of this Policy~~~~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 WVFOIA means the President or College could withhold pursuant to WV Code §29B-1-4(a, b, and c).~~

~~2.4. Custodian – The President’s designee. Office shall be the Custodian as defined by WV Code §29B-1-2(1).~~

48.3. Policy

3.1 ~~Glenville State College is committed to complying with the~~ ~~The~~ WVFOIA, which is a state law that allows any person to inspect, view, or copy Public Records~~any public record~~ that are~~is~~ prepared, owned, and maintained by a public body.

3.2 - As a public entity, ~~the~~Glenville State College will appropriately respond to all requests for public records made pursuant to the WVFOIA in accordance with its obligations under the law. However, some categories of information and College records may be specifically exempt from disclosure under applicable provisions of the WVFOIA.

3.3 All employees, including faculty and staff, must comply with this Rule and any related procedures developed in accordance with this Policy.

48.4. WVFOIA Request Submission and Responses

4.1 All WVFOIA requests shall be submitted directly to:

_____ FOIA Request

~~3.2. The Office of the President~~

~~_____ will serve as the WVFOIA contact for~~ Glenville State College
~~_____ 200 High Street~~
~~_____ Glenville, WV 26351~~
~~_____ Teresa.Sterns@glenville.edu~~
~~_____ Facsimile: (304) 462-7610~~
~~_____~~

~~4.2 _____ 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 submitted~~ made in writing via mail, facsimile, or email. All requests must include ~~to~~ the name and mailing address of the requestor.

~~4.3 _____ The President or to the President's designee~~ Office. ~~The President's Office~~ shall be responsible for reviewing any requests for information and for referral to the appropriate ~~employee~~ staff member for assistance in the preparation of a response. Any department, unit, or employee other than the President or President's designee ~~Office~~ receiving a WVFOIA ~~request~~ 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. Upon receipt of a WVFOIA request from the President or designee, College employees shall identify and locate potentially responsive Public Records. Potentially responsive Public Records must be provided to the President's Office in accordance with any instructions given by the President or designee.

~~3.4.4~~ Within a maximum of five (5) business days of receipt, a professional staff member from the President's Office shall, on behalf of the College, coordinate the following action:

~~3.1. (a) 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)).~~

~~_____ 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.~~

~~3.2. 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~~

Furnish copies of the requested Public Records;

~~3.2.1. (b) Advise the requestor person making the request of the time and place at which they 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~~

~~(c) — during regular business hours;~~

~~3.6.3. Deny the request, in whole or in part, stating in writing the reasons for such denial;~~

~~(d)~~

~~3.6.4. Request a clarification of the WVFOIA request and set a time frame for such clarification to be provided; or ; or~~

~~(e) — 3.6.5. For requests seeking documents that might reasonably be provided but not within the initial five (5) day response time frame or for requests seeking documents that require additional time to process, inform the requestor that an extension of time is necessary needed within which to fulfill the WVFOIA request.~~

(f) Provide timely updates, as appropriate, regarding WVFOIA request(s) which are still pending review or are in the process of review.

4.5

For the purposes of this ~~Policy~~ policy, the five (5) 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. For the avoidance of doubt, Saturdays, Sundays, legal or College holidays, and any day upon which the College closes, in part or in whole (e.g., an early closure as a result of inclement weather), are not considered a "business day" for purposes of this Policy.

4.6

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.~~

4.7

If a ~~public record~~ 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.

4.8 Responsive Public Records will be provided to the

~~if a person or~~ entity making the ~~entity's~~ request following the removal or redaction of information exempt from disclosure by the provisions of the WVFOIA or other applicable law, rule or privilege.

4.9 Pursuant to the WVFOIA, all responses to requests that have been completed will clearly state that the College's duty to respond to the request is at an end and, if any requested information has not been disclosed, the specific WVFOIA exemption applicable to the nondisclosed information. If information requested has not been disclosed, all responses will also include notice to the person or entity that suits for declaratory and injunctive relief may be instituted in the Circuit Court where the Public Records are kept.

4.11 Requests requiring clarification provided pursuant 4.4(d) of this Policy will be considered withdrawn and at an end if no response is received from the College by the specified deadline or within sixty (60) calendar days for responses with no set deadline.

4.12 The College will comply with applicable rules and related procedures established by the West Virginia Secretary of State requiring the submission of information related to WVFOIA requests received and processed to an end by the College in accordance with Section 4.7 of this Policy.

48.5. Fees

5.1 A reasonable per page includes copying/reproduction fee for the actual costs of reproduction of documents, a per page fee for responsive Public Records copied shall be charged commensurate with the College's College's current fee schedule in effect at the time the College receives the WVFOIA request.

5.2 -The College may charge actual cost of postage and/or shipping fees when responsive documents or other electronic media are mailed or shipped to requestors. 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.

5.3 If requested information is provided on electronic media (e.g., a flash drive, DVD, CD, etc.), the requestor shall pay for the actual cost of the media.

5.4 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 (certified mail, etc.), the College shall deliver the responsive Public Records via the alternate delivery method requested and shall bill the requesting person or entity ~~making the request~~ the actual cost of shipping.

5.5 Depending upon the nature of the WVFOIA request, the College may estimate the final shipping and/or reproduction fees for processing the request. If the estimated fee exceeds one-hundred dollars (\$100), the requestor shall pay a deposit, up to and including the amount of the original estimate, before the College processes and/or responds to the request. If a fee or a requested deposit is not paid within fifteen (15) calendar days of the request, the request will be considered withdrawn and at an end. The location and identification of potentially responsive Public Records shall be paused until such deposit is received by the College.

5.6

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.

48.6. Delegation

6.1 The Board of Governors delegates to the President or designee the authority to adopt additional internal policies and procedures to effectuate the implementation of this Policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Policy and applicable law^[KM1].

~~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 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.

[53.4. Delegation](#)

[4.1. The Board of Governors delegates to the President or designee the authority to adopt additional administrative policies and/or procedures to effectuate the implementation of this Policy or in 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 this Rule and any applicable local, state or federal laws including but not limited to the Americans with Disabilities Act and the Fair Housing Act.

4.2. State and Federal law are subject to change. If anything in this Policy or in any policies or procedures established in accordance with this section are contrary to State or Federal law, the State and/or Federal law in effect at the time of any request or alleged violation of the procedure will prevail. Policies and procedures may be modified immediately and applied without notice in order to comply with College's obligations to follow current law. The College will make written changes to this Policy within a reasonable time of becoming aware of any changes to applicable laws and in accordance with the College's rulemaking policies.

**Glennville State College Board of Governors
Meeting of June 10, 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 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.

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

PERSONNEL POLICY 17

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

17.1. General.

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

1.2. Authority - W. Va. Code §18B-1-6

1.3. Effective Date – August 15, 2018

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

17.2 Annual Leave.

2.1 Permanent staff employees working on a regular and continuing basis for no less than 1950 hours within a twelve (12) consecutive month period (1.00 FTE) and faculty members employed on twelve-month appointment are eligible for up to 24 days of annual leave per year accumulated at a rate of 2.0 days per month from the date of employment, prorated for any partial months worked. Annual leave accrues on the first day of each month following the month worked. Permanent staff employees working at least 1,040 but less than 1,950 hours on a regular and continuing basis during a twelve (12) consecutive month (at.53 FTE but less than 1.00 FTE) period shall accumulate annual leave on a pro rata basis. Annual leave accrues on the first day of each month following the month worked.

2.3 Temporary, seasonal and casual staff employees, student employees, and employees working less than 1,040 hours within a twelve (12) month consecutive period are not eligible for annual leave.

2.4 Employees may carry forward unused accrued annual leave. The maximum number of annual leave days which may be carried over and accredited for use as of the first day of January shall not exceed two times the employee's total annual accrual.

2.5 Consistent with Section 4 of this Policy and using procedures established in accordance with Section 18 of this Policy, employees may request to use annual leave for the employee's illness or the illness of an immediate family member after the exhaustion of all paid sick leave. Immediate[KMI] family member for the purpose of leave requests that do not qualify as a request for leave under the Family Medical Leave Act means: father, mother, son, daughter, brother, sister, husband, wife, mother-in- law, father-in-law, son-in-law, daughter-in-law,

grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof. Approval of the use of annual leave for the employee's illness and/or the illness of an immediate family member is discretionary unless: (a) the employee's illness or the family member's illness qualifies as a serious health condition as defined by the Family Medical Leave Act; and (b) the family member is a spouse, son or daughter or parent as defined by the Family Medical Leave Act.

2.6. Annual leave may not be taken without prior request and approval of the employee's supervisor. The work requirements of Glenville State College shall take priority over the scheduling and approval of annual leave and accrued annual leave shall be granted at those times that will not materially affect the College's efficient operation. The employee shall request annual leave in advance of taking the leave except as noted elsewhere in this Policy or in procedures established in accordance with Section 18

2.7 Annual leave may not be approved or taken in advance of the employee's accrual of the leave.

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

2.10 To ensure the College is meeting its obligations under the Family Medical Leave Act, supervisors responsible for approving leave requests are required to notify the Human Resources Office of any annual leave requests based on a Family Medical Leave Act qualifying reason. Failure to comply this provision could result in disciplinary action up to and including termination of employment. Annual leave requests for reasons that qualify for leave under the Family Medical Leave Act shall be designated as Family Medical Leave Act Leave in accordance with Section 13 of this Policy.

17.3 Disposition of Unused Accrued Annual Leave Upon Separation from Employment

-
3.1 Except as otherwise provided by law and subject to the limitations stated in this policy, upon separation from employment, the College shall pay employees for all accrued but unused annual leave as of their last working day in the manner set forth in this Policy.

-
3.2 Payment of unused accrued annual leave by the College to any employee upon the effective date of separation of employment for any reason other than retirement shall be made in accordance with this section.

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3.2.1 Lump Sum Payment. – An employee separated from employment by resignation, layoff, dismissal, retirement, death or termination shall be paid in a lump sum, for

unused accrued annual leave. The lump sum payment shall be made by the employee's next regular pay day had his or her employment continued.

3.2.2 No deductions may be made for contributions toward retirement from the lump sum payment.

3.2.3 Payment should be made in the employee's normal payroll cycle.

3.3 Disposition of Unused Annual Leave Upon Retirement

3.3.1 Retiring employees may elect to be paid for accrued but unused annual leave by lump sum in accordance with Section 3.2 of this policy.

3.3.2 An eligible employee who retires may elect not to receive payment for any or all unused annual leave and may apply the balance toward extended insurance coverage under guidelines established by the Public Employees Insurance Agency or to acquire additional credited service in the appropriate state retirement system under guidelines established by the Consolidated Public Retirement Board.

3.4 In the case of death, payment for a retiring employee's unused accrued annual leave shall be made to the employee's estate or designated beneficiary.

3.5 An employee does not accrue annual leave after the employee's date and time of separation from employment.

3.6 Annual leave is contingent upon continued employment. Upon the effective date of separation from employment, unused accrued annual leave cannot be donated as catastrophic leave and must be paid out in accordance with the provisions of this Policy.

3.7 To ensure the College is meeting its obligations under the Family Medical Leave Act, supervisors responsible for approving leave requests are required to notify the Human Resources Office of any annual leave requests based on Family Medical Leave Act qualifying reasons.

17.4. Sick Leave.

4.1. Permanent staff employees working on a regular and continuing basis for no less than 1950 hours within a twelve (12) consecutive month period and faculty employed on a twelve (12) month appointment (1.00 FTE) accumulate sick leave at the rate of 1.5 days per month. Permanent staff employees working at least 1,040 hours but less than 1,950 hours on a regular and continuing basis during a twelve (12) consecutive month (at least .53 FTE but less than 1.00 FTE) period shall accumulate sick leave on a pro rata basis. Accruals are awarded on the first day of the following pay period and accruals are prorated for any partial pay periods worked.

4.2. Sick leave may be accumulated without limit.

4.3. An employee may use sick leave for a member of the immediate family who is ill, injured, or in need of medical attention. Immediate^[KM2] family member for the purpose of this section means: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, step children, or others considered to be members of the household and living under the same roof. Sick leave requests for reasons that qualify for leave under the Family Medical Leave Act shall be designated as Family Medical Leave Act Leave in accordance with Section 14 of this Policy.

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

4.5. A leave eligible employee is required to notify his/her supervisor prior to the beginning of the employee's shift (unless not feasible due to hospitalization, etc.) or immediately if the leave eligible employee becomes ill or unable to work for any reason while at work and to follow the institution's established procedures for absences from work and all calling off from work procedures. The notification shall be given to the immediate supervisor or designee, as determined by established procedures of the institution.

4.6. Medical Documentation.

4.6.1. Leave for more than five (5) consecutive work days shall not be granted to a leave eligible employee for illness or injury of the employee or the employee's immediate family member without providing a sufficient statement from an attending physician/practitioner stating the period of incapacity and expected return to work date if the request for leave is based on the employee's own illness or injury. Supervisors who receive requests for sick leave

4.6.2. To ensure the College is meeting its obligations under the Family Medical Leave Act, supervisors responsible for approving leave requests are required to notify the Human Resources Office of any sick leave request for more than five (5) consecutive days prior to approving the request.

4.6.3. In the absence of sufficient medical verification, the entire absence shall be charged to unauthorized leave as provided for in Section 16 of this Policy, and the employee's pay shall be docked for the entire period of absence. The College shall notify the employee in writing that the employee's pay is being docked. If the physician's/practitioner's statement from the attending physician/practitioner specifies a period of incapacity that is less than the entire absence, only the period of incapacity

shall be charged to sick leave and the remaining absence shall be charged to annual leave, if annual leave is available to the employee and is not otherwise restricted.

4.6.4 Consecutive workdays are determined without regard to scheduled days off that occur during the period of sick leave or annual leave used upon exhaustion of sick leave. Thus, annual leave, holidays, modified holiday observance, weekends, compensatory time, regularly scheduled days off, or any other time for which the employee was not scheduled to work or hold offices hours or teach classes during the period of absence shall not constitute a break when determining the (5) consecutive scheduled work days.

4.6.5 The College may require evidence from a leave eligible employee for verification of an illness or other causes for which leave may be granted under this Policy, regardless of the duration of the leave. Such verification shall be provided to the Human Resources Office in accordance with any procedures developed by the College.

4.6.6 An employee absent from work for more than five (5) consecutive days based on the employee's own illness or injury are not permitted to return to duty before providing the College with written medical verification from the employee's physician/practitioner that the employee is released to return to work. The medical verification shall indicate the employee's ability to perform the employee's duties.

4.6.7 Failure to produce sufficient medical verification may result in a denial of the sick leave request and a delay in an employee's return to work.

4.7 All accrued and/or scheduled sick leave shall be cancelled on the employee's date of separation from employment, and payment shall not be made for sick leave subsequent to the date and time of separation from employment except as otherwise provided by law or this Policy. Upon separation from employment, unused accrued sick leave cannot be donated as catastrophic leave.

4.7.1 Sick Leave Buy Back Program. In 2008, the West Virginia Department of Administration distributed procedures for eligible state employees as defined by the implementing regulation to surrender a portion of their unused sick leave for a taxable cash benefit. The College will

4.8 An employee eligible to retire at the time of separation from employment may use unused sick leave to purchase extended insurance coverage upon retirement under guidelines established by the Public Employees Insurance Agency or upon retirement to acquire additional credited service in the state retirement system under guidelines established by the Consolidated Public Retirement Board.

4.9 On-the-job injuries or occupational illnesses which involve no more than three (3) days of disability leave or absence from work shall not be charged against the employee's

accumulated sick leave as long as they are the next three (3) consecutive working days after injury or illness occurred. If on-the-job injuries or illnesses require a leave beyond the three-day period, it shall be the option of the employee either to use earned and accumulated sick and annual leave until both may be exhausted or to reserve for future use any earned and accumulated sick and annual leave and receive only Workers' Compensation benefits for which adjudged eligible.

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

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

4.12 If an eligible employee exhausts all paid and sick leave based on medical condition and/or has exhausted all approved Family Medical Leave Act leave is either unable to return to work and/or who is unable to perform the essential functions of the employee's position, because the employee may have a disability as defined by the Americans with Disabilities Act (ADA), the employee shall be given the opportunity to be considered for reasonable accommodation(s), including but not limited to leave as a reasonable ADA Accommodation. Employee's requesting reasonable ADA accommodations are required to follow the College's employee reasonable ADA Accommodation request procedures.

4.13 Supervisors responsible for approving leave requests are required to notify the Human Resources Office of any sick leave requests based on a Family Medical Leave Act qualifying reason.

17.5 Unpaid^[KM3] Leave of Absence

5.1 Permanent staff employees working on a regular and continuing basis for no less than 1950 hours within a twelve (12) consecutive month period (1.0 FTE), faculty employed on a

twelve (12) month appointment and permanent staff employees working at least 1,040 hours and less than 1,950 hours on a regular and continuing basis during a twelve (12) consecutive month period (at least .53 FTE but less than 1.00 FTE) are eligible to request an unpaid leave of absence. Probationary, temporary, seasonal and casual staff employees, student employees, employees working less than 1,040 hours within a twelve (12) month consecutive period are not eligible to apply for an unpaid leave of absence. Requests for unpaid leaves of absence must be submitted to the Human Resources Office for evaluation in accordance with the Family Medical Leave Act and to ensure the conditions set forth in Section 5.6 are met. Approval of unpaid leave requests not covered by the Family Medical Leave Act is at the discretion of the President or designee.

5.2 When in the best interest of the College and for good cause, subject to fiscal constraints, and after the employee has exhausted all applicable accrued paid leave and/or Family Medical Leave Act Leave, the President or designee at their discretion, may grant eligible employees a period of unpaid leave for qualifying reasons during which employment is protected.

5.3 Qualifying Reasons. An unpaid leave of absence may be granted for personal reasons, professional development, and public service or other activities that reflect credit on the College and enhance an individual's ability to make subsequent contributions to the College.

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5.3.1 Personal reasons include but are not limited to compelling needs related to employee personal matters, an employee's medical condition, for the provision of care for members of an employee's immediate family as defined in Section 2.5 of this Policy, and/or service member and/or veteran as defined in any Family Medical Leave Act procedures implemented in accordance with Section 18 of this Policy.

5.3.2 Professional development includes but is not limited to, undergraduate or graduate study, fellowships, or other educational purposes that increase the effectiveness or professional productivity of the employee.

5.3 The maximum duration of an unpaid leave of absence for permanent staff employees regardless of FTE and faculty members employed on 12 month contracts is twelve (12) consecutive months. If the period of the leave is less than twelve (12) consecutive months, an employee may submit a request to extend the leave for a combined period not to exceed twelve (12) consecutive months.

5.4^[KM4] Tenured faculty members employed during a full academic year on at least a nine-month appointment may be granted one or more full regular academic semesters (Fall and Spring terms) of an unpaid leave of absence for any of the reasons set forth in section 5.2.

5.6 Except for disciplinary suspensions, active military duty and leave covered by workers' compensation benefits, all accumulated paid leave must be exhausted before an employee may request an unpaid leave of absence. Sick leave must first be used only if the employee is taking leave for a reason for which the employee is eligible to use sick leave.

5.7 Any employee eligible for Family Medical Act Leave must exhaust all Family Medical Leave Act leave prior to requesting an unpaid leave of absence under this section for an FMLA qualifying reason. Any request for an unpaid leave of absence based on a Family Medical Leave Act qualifying reason that has not previously been submitted as a Family Medical Leave Act leave request will be evaluated first in accordance with Section 13 of this Policy and any Family Medical Leave Act procedures implemented in accordance with Section 18.

5.8 During any approved unpaid leave of absence, the College shall continue group health insurance coverage provided that the employee pays the full premium cost of such group health plan.

6.7 Return to Work

6.7.1 Employees returning to work from an unpaid leave of absence will be placed in the same or equivalent position.

6.7.2 Employees are expected to report to work on the first workday following expiration of the unpaid leave of absence. Failure of the employee to report promptly at the expiration of the unpaid leave period shall be cause for termination of employment by Glenville State College.

6.7.3 If the unpaid leave of absence is based on the employee's own medical condition, the employee, prior to return to duty, shall provide the College with written satisfactory medical clearance in accordance with Section 4 of this policy.

6.7.4 Failure of an employee to report to work promptly at the expiration of any approved leave of absence without pay, except for satisfactory reasons submitted in advance and approved by the President or designee, is cause for dismissal.

17.6. West Virginia Parental Leave Act Leave.

6.1 In accordance with the West Virginia Parental Leave Act (WVPLA) an employee as shall be entitled to a total of twelve weeks of unpaid WVPLA leave, following the exhaustion of all the employee's accrued annual and family leave, during any twelve-month period for:

6.1.1 Birth of employee's child;

6.1.2 Placement of child with employee for adoption; and

6.1.3 To care for employee's child, spouse, parent, or dependent who has a serious health condition. Dependent for the purposes of this section is defined as any person living with or dependent on the income of the employee, whether related by blood or not.

6.2 Employee for the purposes of this section means any individual, hired for permanent employment, who has worked for at least 12 consecutive weeks performing services for remuneration for the College.

6.3 In the case of a son, daughter, spouse, parent or dependent as defined by the WVPLA who has a serious health condition, such family leave may be taken intermittently when medically necessary.

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

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

6.6 Failure of an employee to report to work promptly at the expiration of any approved leave of absence without pay, except for satisfactory reasons submitted in advance and approved by the President or designee, is cause for dismissal.

17.7. Catastrophic Leave Donation Program.

7.1. The Catastrophic Leave Donation Program, commonly referred to as catastrophic leave, provides a means to assist sick and annual leave eligible employees as defined in Sections 2 and 4 of this Policy who experience a catastrophic illness or injury and have exhausted their paid leave benefits. The catastrophic leave donation program allows sick and annual leave eligible employees as defined in Sections 2 and 4 of this policy to voluntarily donate accrued sick and annual leave to another sick and annual leave eligible employee who has experienced a catastrophic event and who has been approved to receive catastrophic leave. Employees donating leave are referred to as the donor employee. Employees who have applied for and been approved to receive catastrophic leave donations are referred to as the recipient.

7.2 Catastrophic illness or injury means:

7.2.1 Catastrophic illness or injury is defined as: a medically verified illness or injury that is expected to incapacitate a leave eligible employee and create a financial hardship because the leave eligible employee has exhausted all sick and annual leave and other paid time off.

7.2.2 Catastrophic illness or injury also includes an incapacitated immediate family member as defined in Section 2.5 above, as appropriate, if this results in the leave eligible employee being required to take time off from work for an extended period of time to care for the family member and if the leave eligible employee has exhausted all sick and annual leave and other paid time off.

7.3. To participate in the catastrophic leave program, a leave eligible employee must complete an application, provide all requested medical documentation and be approved for participation in accordance with any procedures established by the College. Any leave eligible employee may donate.

7.4. Donor employees may make a direct transfer of sick or annual leave to a specific recipient in one-day (7.5 hour) increments. Any leave donated by a leave donor employee, but not used by the recipient shall be returned to the donor and reflected in the donor's leave balance. No employee shall be compelled to donate sick leave.

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

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

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

7.8 The President may establish a catastrophic leave bank which provides for the deposit of sick and annual leave into a "bank" from which recipients approved for catastrophic leave may withdraw leave.

7.8. The President or designee may establish procedures for the administration of catastrophic leave in accordance with Section 18 of this procedure.

17.9. Military Leave.

9.1. An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may

receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increased, and experience with Glenville State College. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.

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

Ask Health Dept if employees are mandated to communicate any communicable diseases to ^[KM6] employer.

17.10. Special Emergency Leave With Pay.

10.1. Employees eligible to accrue sick and annual leave as defined in Sections 2 and 4 of this policy may apply for a special emergency leave with pay. Special emergency leave with pay may be granted by the president or his/her designee to eligible employees in the event of extreme misfortune to the employee or the immediate family. The leave should be the minimum necessary, and in no case may it exceed five (5) days within any twelve (12) consecutive month period. Typical events which may qualify an employee for such leave are fire, flood, or other events (other than personal illness or injury or serious illness or death in the immediate family) of a nature requiring emergency attention by the employee.

17.11. Witness and Jury Leave.

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

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

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

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

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

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

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

12.2. Emergency Situations - In the event that an emergency exists, the president has the authority to close Glenville State College. Such a declaration will be transmitted to the chancellor of the Higher Education Policy Commission. The president, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the president or his/her designee during a declared emergency, the time worked shall be compensated according to the provisions of WV HEPC Series 38. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up.

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

12.4 This section does not apply to faculty members working on appointments of less than twelve (12) consecutive months.

17.13 Family and Medical Leave Act Leave

13.1. The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons referred to as qualifying reasons. The College will provide unpaid job-protected leave in accordance with the requirements of the FMLA by granting approved unpaid FMLA leave to eligible employees meeting the qualifications of the FMLA in accordance with the FMLA, its implementing regulations and any procedures developed pursuant to Section 18 of this Policy.

13.2 Eligible employees may take FMLA leave in a defined 12-month period or "leave year." When an employee's need for FMLA leave extends beyond the 12-month leave year, any additional time the employee requests counts against his or entitlement for the next leave year.

13.2.1 The^[KM7] twelve (12) month FMLA leave year is determined by using a rolling 12-month period measured backward from the date an employee uses FMLA leave (each time an employee takes FMLA leave, the remaining leave is the balance of the twelve (12) weeks not used during the immediately preceding 12 months).

13.3 Employees^[KM8] eligible to accrue paid sick and annual leave and compensatory time in accordance with College policy who are on approved FMLA leave are required to use accrued paid sick and/or annual leave and compensatory time during the FMLA leave. FMLA leave runs concurrently with qualifying absences due to West Virginia Parental Leave Act (WVPLA) leave, catastrophic leave, worker's compensation leave, or other applicable personal or medical paid or unpaid leaves of absence.

13.4 If an employee is eligible for leave under both FMLA and WVPLA, the employee is entitled to the greatest benefit or most generous rights provided under the different parts of each law. The determination of the most generous benefit will be at the employee's discretion.

13.5 If an employee has elected to receive Workers' Compensation benefits during any period of approved FMLA leave, the employee is prohibited from using paid sick and/or annual leave or compensatory time during the same time the employee is receiving Workers' Compensation benefits.

13.6 When spouses work for the College and each spouse is eligible to take FMLA leave, the amount of FMLA leave for each spouse will be determined in accordance with the provisions of the FMLA.

13.7 During FMLA leave, an eligible employee's health insurance benefits shall be maintained by the College at the same level and under the same conditions as if the employee had continued to work. The employee shall be responsible for the employee's share of the premium payment.

13.8 The employee's rights to benefits other than group health insurance while on FMLA leave will be determined by the College's established policies. Any benefits that would be maintained while the employee is on other forms of unpaid leave will be maintained while the employee is on FMLA leave.

13.9 Supervisors^[KM9] are required to notify the Human Resources Office of any employee request for sick or annual leave that may qualify as a request for FMLA leave. Supervisors who fail to comply with this provision may be subject to disciplinary action up to and including termination of employment.

7.14 Leave Reporting and Calling-Off Procedures

14.1 All employees, including faculty, are required to follow all leave reporting and calling off procedures established by the College in accordance with Section 18 of this Policy. Failure to follow leave reporting and/or calling off procedures is considered gross misconduct and may

result in a denial and/or delay in the evaluation and approval any requested leave and/or disciplinary action up to and including termination of employment.

14.1 Job Abandonment. Job abandonment occurs when an employee fails to report to work for five (5) consecutive days and has not followed leave reporting and/or calling off from work procedures. The employee is considered to have voluntarily resigned employment and from the College as of the last date on which the employee worked and will be separated from employment as of that date.

17.15 Unauthorized Leave and Failure to Return to Work

15.1 When an employee is absent from work without authorization for sick or annual leave or other approved paid leave, the College shall dock the employee's pay for an equal amount of time paid during which no work was performed. The College shall notify the employee in writing that his or her pay is being docked and that the unauthorized leave is misconduct for which discipline may be imposed.

15.2 Employees absent from work without authorization for sick or annual leave or not otherwise approved for leave under this policy, are subject to disciplinary action up to and including termination of employment. Employees who fail to report to work for five (5) consecutive days and who have not followed leave reporting and/or calling off from work procedures are subject Section 15 of this procedure.

15.3 Failure of an employee to report to work promptly at the expiration of any approved leave without pay, except for satisfactory reasons submitted in advance and approved by the President or designee and/or in the absence of a request for a reasonable Americans with Disability Act accommodation is cause for dismissal.

17.16 Definitions

16.1 Day means 7.5 hours, which is the standard work day of all employees unless designated otherwise by the President or designee.

16.2 FTE means full-time equivalent.

16.3 Staff employee for the purpose of this policy means any employee not employed in a faculty position as defined by Glenville State College Board of Governors Policy 18.

16.4 All other defined terms for this Rule are contained within the Glenville State College Policy 16 unless the text clearly indicates a different meaning.

17.17 Medical Verification Submission and RecordKeeping

17.1 Any medical verification required by this Policy or any procedures implemented in accordance with Section 18 must be submitted to the Human Resources Office and should not be submitted to the employee's department or supervisors.

17.2 Medical records (medical questionnaires, benefit claims, doctor's notes, accommodation requests, medical leave records, workers' compensation claims) shall be kept in a confidential medical file.

17.18 Delegation

18.1 The Board of Governors delegates to the President or designee the authority to adopt additional administrative policies and/or procedures to effectuate the implementation of any part of or leave described in this Policy or in 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 this Rule and any applicable local, state or federal laws.

18.2 Employees are required to follow all administrative policies and procedures established in accordance with this section including but not limited to any leave reporting, medical verification, application and calling off work procedures. Failure to follow any of the procedures could result in a delay and/or denial of the requested leave, the employee being placed in an unauthorized leave status in accordance with Section 15 of this Policy, and/or may result in disciplinary action up to and including termination of employment.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 17

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

17.1. General.

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

1.2. Authority — W. Va. Code §18B-1-6

1.3. Effective Date — August 15, 2018

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

17.2. General Leave Coverage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~17.3. Annual Leave.~~

~~3.1. Full-time non-classified employees and faculty with twelve-month appointments shall be eligible for up to twenty-four (24) days leave per year calculated at the rate of 2.00 days per month from the date of employment. 3.2. Employees working at least 1,040 hours per twelve (12) consecutive months on a regular and continuing basis, but less than 1,950 hours shall accumulate annual leave on a pro-rata basis.~~

~~3.3. Accumulated annual leave for continuing employees may be extended beyond that earned during a period of one (1) year by written approval of the president or his/her designee, but in no case shall it exceed twice the amount earned in any twelve-month period.~~

~~3.4. An employee is entitled to accumulated leave at termination of service, but in no case may this exceed the limits set in 3.3. above.~~

~~17.4. Other Conditions for Annual Leave.~~

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

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

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

~~17.5. Sick and Emergency Leave.~~

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

~~5.2. Sick leave may be accumulated without limit.~~

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

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

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

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

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

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

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

~~5.10. Sick leave provisions are contingent upon continued employment. When the services of an employee have terminated, all sick leave credited to the employee shall be considered cancelled as of the last working day with the institution, and no reimbursement shall be~~

~~provided for unused sick leave except in the event of retirement, in which case sick leave may be converted to insurance coverage or for provisions lawfully provided for at that time. Employees who resign in good standing and are later reemployed may have their total accumulated sick leave reinstated, provided the date of termination is one (1) year or less from the date of reemployment. However, if the employee returns to work after more than one (1) year from the date of termination, no more than 30 days of accumulated sick leave may be reinstated.~~

~~17.6. Medical Leave of Absence Without Pay.~~

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

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

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

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

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

~~17.7. Parental Leave.~~

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

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

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

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

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

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

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

~~17.8. Catastrophic Leave.~~

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

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

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

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

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

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

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

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

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

17.9. Personal Leave of Absence Without Pay.

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

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

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

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

~~expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment.~~

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

~~17.10. Military Leave.~~

~~10.1. An employee who is a member of the National Guard or any reserve component of the armed forces of the United States shall be entitled to and shall receive a leave of absence without loss of pay, status, or efficiency rating, for all days in which engaged in drills or parades ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one (1) calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee may receive other compensation from federal sources during the same period. Furthermore, such leave of absence shall be considered as time worked in computing seniority, eligibility for salary increased, and experience with Glenville State College. An employee shall be required to submit an order or statement in writing from the appropriate military officer in support of the request for such military leave.~~

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

~~17.11. Special Emergency Leave With Pay.~~

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

~~17.12. Witness and Jury Leave.~~

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

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

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

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

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

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

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

~~13.2. Emergency Situations—In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close Glenville State College. Such a declaration will be transmitted to the chancellor of the Higher Education Policy Commission. The president, working with public safety officials, will determine when the emergency condition no longer exists. Should an employee be required to work by the president or his/her designee during a declared emergency, the time worked shall be compensated according to the provisions of WV HEPC Series 6238. Work time lost by any employee during a declared emergency will be considered regular work time for pay purposes and will not require that the time be charged to annual leave nor will there be a requirement that the time be made up.~~

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

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 21

TRAVEL

21.1. General

1.1. Scope:

1.1.1. This ~~rule-policy~~ implements the ~~rules and~~ regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the Glenville State College Board of Governors, hereinafter referred to as the "Governing Board," and other non-employees traveling on behalf of the Governing Board or the College.

1.1.2. Consultants and contractors are not required to use ~~these this rulepolicys~~ and regulations, at the ~~institution's~~ College's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

1.1.3. Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this ~~rulepolicy~~; otherwise, this ~~rule-policy~~ shall govern such reimbursement.

1.2. Authority: West Virginia Code §12-~~3-11~~

1.3. Effective Date: ~~December 15, 2004~~

1.4. According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this ~~rulepolicy~~.

1.5. ~~Repeat Revision of former Former rule-Policy~~ - Repeals and replaces Glenville State College's ~~Personnel Travel Policy #21 – Travel adopted by the Glenville State College Board of Governors on February 18, [02-18-2004] [12-15-2004]~~.

21.2. Provisions Applicable ~~Only~~ To The Glenville State College Board of Governors

2.1. The Governing Board may authorize payment for the traveling expenses incurred

by any person, and her or his spouse when appropriate, who is invited to visit the ~~campus of any institution~~College of higher education, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall be given by the president, and/or other administrative head of ~~an institution~~the College, or their duly authorized designee(s).

2.2. The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president and/or their duly authorized designee(s).

21.3. Delegation of Authority and Responsibilities

3.1. Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the ~~president~~President of the College, ~~hereinafter called the "Chief Executive Officer."~~ Such delegated authority may also be revoked by the Governing Board.

3.2. The ~~Chief Executive Officer~~President may also delegate authority to others within the College to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rulepolicy.

3.3. Travel may be authorized only for official business and only if the ~~institution~~College has the financial resources to reimburse the traveler for travel expenses.

3.4. The ~~Chief Executive Officer~~President or designee may also develop administrative policies and procedures for the College, consistent with this rulepolicy, to provide additional guidance to employees and others traveling on behalf of the College.

3.5. The responsibility to audit a traveler's expense account settlement lies with the ~~institution~~College. Approval of a traveler's expense account settlement by the ~~institution~~College means that the expense settlement meets all criteria established by this rulepolicy for reimbursement. The ~~institution~~College shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

21.4. Travel Regulations Applicable to All Employees, Board Members, and Non-Employees

4.1. Employees

4.1.1. Approval to travel shall be secured in advance by the employee in accordance with

this [rulepolicy](#) and, if applicable, the administrative policies and procedures of the [institutionCollege](#). ~~Under no circumstances should an employee travel without proper approval of the Chief Executive Officer or designee(s).~~

4.1.2. Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his [institutionCollege](#)

within a reasonable amount of time after the last day of the approved travel, ~~as defined by the institution~~ not to exceed 180 days, in order to qualify for reimbursement of expenses or for payment.

4.2. Members of the Governing Board

4.2.1. This [rulepolicy](#) shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board.

4.3. Non-Employees

4.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this [rulepolicy](#).

21.5. Transportation

5.1. Air Transportation

5.1.1. Commercial Airlines

5.1.1.1. Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as

frequent flyer programs, if it results in a higher airfare.

- 5.1.1.2. Travelers are expected to make advance bookings through a ~~contracted~~ travel service vendor or as otherwise approved by the ~~institution~~ College to secure the least expensive airfare possible.

Reimbursement

may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.

- 5.1.1.3. In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or certified copy from the commercial airline ticket. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account settlement. Refundable or unused airline tickets shall be returned immediately.

- 5.1.1.4. ~~Commercial airline tickets may be direct billed to the institution and paid in advance.~~

- 5.1.1.5. If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate ~~institution~~ College officer to change her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

- 5.1.1.6. Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.

- 5.1.2. Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.

- 5.1.2.1. For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the ~~rule~~ policies and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

5.1.2.2. If authorized by the ~~Chief Executive Officer~~ President or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate ~~institution~~ College officer. Direct

billing

may be used to pay for such service and aircraft use. A competitively bid charter service contract, if available, may be used, as appropriate.

5.2. Ground Transportation

5.2.1. The traveler may use a state owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official business of the ~~institution~~ College. ~~Receipts and documentation are not required unless~~
~~otherwise indicated below or required by the institution.~~

5.2.1.1. State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the ~~institution~~ College's policies and procedures.

5.2.1.2. Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on ~~institution~~ College business.

Reimbursement for mileage will be made ~~in accordance with the institution's policies~~
~~and procedures and shall not exceed~~ at the current the prevailing rate per mile established by the Internal Revenue Service.

5.2.1.3. Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on ~~institution~~ College business. Reimbursement will be

made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three (3) people are traveling together on ~~institution~~ College business, and for larger vehicles if a group of five (5) or

more

is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. Receipts/documentation are required for

reimbursement of car rental and mileage charges or fees.

~~Receipts/documentation are not required for fuel costs.~~

5.2.1.3.1. Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be taken. Collision damage waivers for rentals of more than seven (7) days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals the first seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

5.2.1.4. Rail Service: May be used for ground transportation ~~in accordance with the institution's policies and procedures~~ as approved by the appropriate College officer and will be determined on a case by case basis. Travelers are expected to make

the advanced bookings through a ~~contracted~~ travel service vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts/documentation are required for reimbursement.

5.2.1.5. Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed ~~in accordance with the institution's policies and procedures~~ for any logical, necessary, reasonable priced ground transportation at actual expense. Receipts/documentation are required for reimbursement.

5.2.2. The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.

5.2.3. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation to and from the airport.

5.2.4. Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by ~~an the institution~~ College officer authorized to approve travel expenses.

21.6. Lodging

- 6.1. Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging ~~shall~~ may be made ~~according to the institution's policies and procedures~~ by the traveler at the nearest least expensive and/or the most logical facility available. Lodging receipts are required for reimbursement.
- 6.2. Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

21.7. Meals

- 7.1. Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the Higher Education Policy Commission (HEPC). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." ~~Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.~~
- 7.2. When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced ~~by an appropriate amount in accordance with the institution's policies and procedures~~ as follows: Breakfast and Lunch 20% and Dinner 60%.
- 7.3. Meal expense reimbursement for single day travel (when there is not an overnight stay) will not be reimbursed.
- 7.4. Meal expense reimbursement for overnight stay will be reimbursed at actual expense for a maximum of \$35.00 per day in-state and \$50.00 per day out of state. Alcoholic beverages and entertainment expenses are excluded. Meal expense cannot be reimbursed if all meals were included in the registration fee. Meal expense not included in the registration fee will be reimbursed at the following rates:

Breakfast 20% of the maximum daily rate
Lunch 20% of the maximum daily rate
Dinner 60% of the maximum daily rate

7.5. The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.

7.5.1. Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an [institutionCollege](#) for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.

7.5.2. Board Members: For a single day travel (where there is not an overnight stay), ~~in conjunction with the performance of their official duties, Board members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.~~ will not be reimbursed for meal expense or extraordinary meal expense.

21.8. Registration Fees

8.1. Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the [institutionCollege](#) when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the [institutionCollege](#).

8.2. Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt/documentation is acceptable.

8.3. The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.

8.4. If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate [institutionCollege](#) officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

21.9. Other Expenses

9.1. Travelers may incur other business related expenses for which reimbursement may be made

if appropriate. Receipts are not required unless reimbursement is in excess of current Internal Revenue Service limits for miscellaneous expenses, or unless otherwise required by the [institutionCollege](#). Such expenses and reimbursement may include, but are not limited to:

9.1.1. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portering (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;

9.1.2. Baggage storage between appointments, and between hotels and meeting places;

9.1.3. Tolls, garage and parking fees, including gratuities;

9.1.4. Communication expenses such as:

9.1.4.1. Local calls which may include a surcharge;

9.1.4.2. Long distance calls which may include toll charges and surcharges;

9.1.4.3. Surcharges for long distance calls when the toll charges are direct billed;

9.1.4.4. Cellular telephone charges; and

9.1.4.5. Facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

9.1.5. Currency conversion;

9.1.6. Guides, interpreters, and visa fees; and

9.1.7. ~~Trips involving multiple days of travel, or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount established by the institution's policies and procedures, provided the call is not charged to the telecommunications card issued by the state or the institution.~~

9.2. Non-reimbursable travel related expenses include the cost of passports (not as a travel

expense, but may be considered as a direct charge to the ~~institution~~College), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the ~~Chief Executive Officer~~President or designee.

9.3. Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

21.10. Form of Payment for Business Travel

10.1. Corporate Charge Card or Credit Card: Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, ~~or a higher education corporate charge card if available.~~

~~10.2. Cash Advances from the State Auditor's Office: Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups. Glenville State College shall establish policies and procedures for requesting and settling cash advances with the Auditor.~~

~~10.3. Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Credit Card.~~

~~10.3.1. Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.~~

~~10.3.2. A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.~~

~~10.3.3. For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their cards, the cash advance procedure in 10.2~~

~~_____ applies.~~

~~10.3.4. Glenville State College shall adopt and actively pursue policies and procedures to
_____ manage and minimize credit losses by employees using the corporate charge
card.~~

10.4. Direct Billing: ~~Direct billing may be authorized by the appropriate institutional
_____ representative in accordance with the institution's policies and procedures of certain travel
expenses from some vendors may be established by the traveler.~~ The traveler is
responsible for attaching to her/his final expense account settlement copies of receipts,
invoices, documentation, etc. for any direct billed fee.

21.11. Reimbursement Forms

11.1. The form(s) used for reimbursement of travel expenses shall be those promulgated by
Glenville State College, which shall be consistent with the requirements of the State
Auditor's office and the West Virginia Higher Education Policy Commission.

21.12. Other Provisions

12.1. According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points
or other travel incentives resulting from official business travel may be used only for future
official travel.

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

STUDENT POLICY 37

STUDENT ACADEMIC RIGHTS

37.1. General

- 1.1. Scope - This policy regards academic rights and responsibilities of students.
- 1.2. Authority. -- W. Va. Code § ~~18-2A-4, HEPC Series 22, Section 4.3~~[18B-1-6](#)
- 1.3. Effective Date. – [June 7, 2006](#)
- 1.4. [Repeal/Revision](#) of former ~~rule~~[Policy](#) - Repeals and replaces Series 60 of Title 131 Procedural Rule of the Board of Directors of the State College System of West Virginia effective July 11, 1986-- ~~and This policy supersedes any or all previous GSC policies in reference to Glenville State College Policy 37 - student academic rights~~[Student Academic Rights \[2006\]](#).

37.2. Academic Rights and Responsibilities of Students

- 2.1. The institution shall define and publicize the academic requirements for admission to the institution; the criteria for maintenance of satisfactory academic progress; for the successful completion of the program; for the award of a degree or certification; for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression. All these requirements shall be available to students as published in the College Catalog.
- 2.2. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

37.3. Academic Rights

- 3.1. Concomitant with the academic standards and responsibilities established pursuant to Section 2.1 of this policy, each student shall have the following academic rights:
 - 3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic

standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.

3.1.2. Each student shall be subject to any academic penalty, as set out in Section 4.2 of this policy.

3.1.3. Each student shall have access to a copy of the college catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

3.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

37. 4. Application of Policy to Students

4.1. "Student" -- any person who has been admitted to Glenville State College 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 institution or the Glenville State College Board of Governors.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent academic units according to Section 2.1 of this policy. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

37.5. Academic Requirements and Consequences of Failure to Meet Requirements

5.1. The institution shall define and publicize the academic requirements, criteria and standards as set out in Section 2.1 of this policy. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent academic units according to Section 2.1 of this policy, may be subject to one or more of the following penalties:

5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2. Academic probation as determined and defined by the institution.

5.2.3. Academic suspension as determined and defined by the institution.

5.2.4. Academic dismissal, which is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.3. A student may appeal any penalty according to the procedures in Section 6 of this policy.

37.6. Appeals

6.1. The student may appeal or challenge any academic penalties imposed by a faculty member or by the institution, including those described in Section 5.2 of this policy.

6.2. Additional procedures may include but not be limited to:

6.2.1. Appeals of a grade penalty or exclusion from class;

6.2.2. Appeals of final course grades;

6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from the institution.

6.3. The following procedures shall apply for any student who elects to appeal academic penalties including final course grade, grade penalty, exclusion from class, and denial of admission to an academic program. (An appeal of denial of admission to an academic program begins with section 6.3.2).

6.3.1. In an effort to resolve the grievance the student must first consult with the instructor who assigned the academic penalty. This consultation must occur within ~~30~~seven (7) calendar days/workdays of the assignment of the academic penalty. In the event the instructor is absent from campus, a letter requesting a consultation must be sent within the ~~30~~seven (7)-day period. If the instructor is no longer an employee of Glenville State College, the student shall then consult with the ~~Chairperson of the Department in which the course is offered~~Registrar.

~~6.3.2. If, after consultation with the instructor, the grievance is not resolved the student may appeal to the Department Chairperson. The appeal must be in writing and filed within seven calendar days of the decision at the first level. The Department Chairperson should confer with the student and the instructor prior to making their recommendation to the student.~~

6.3.3. If the grievance is not resolved by the ~~Department Chairperson~~instructor, the student may then appeal to the Academic Appeals Committee, which shall exclude any person who has been previously involved in the appeal. The appeal must be in writing and filed within seven calendar days of the decision of the Department Chairperson.

6.3.4. The Academic Appeals Committee shall hear the grievance submitted by the student and make a recommendation to the Vice President for Academic Affairs. In the appeal the student may present evidence or information relevant to the appeal and may be accompanied by an advisor of the student's choice from the College. Such advisor may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless the advisor is given specific permission to do so by the Committee.

6.3.4.1. The Academic Appeals Committee shall be comprised of six faculty members, who will vote on matters that come before this committee and two additional faculty members, who will serve as

alternates and will not have voting privileges unless a quorum is not present of the initial six faculty members.

6.3.4.2. All committee members will be appointed by Faculty Senate and will serve a term of ~~one~~two academic years and may be reappointed.

6.3.4.3. The Registrar serves as administrative liaison to the committee, will gather and present documented requests and appeals by faculty or students for consideration by the committee. The liaison shall have full privileges of discussion on all issues which come before the committee. The liaison is a non-voting member of the committee unless there is a tie vote then the Liaison to the committee shall cast the deciding vote.

6.3.5. The Academic Appeals Committee shall ~~tape record and~~ keep a written summary of the proceedings.

6.3.6. If the student is not satisfied with the disposition of the grievance by the Vice President for Academic Affairs, he/she may appeal in writing the decision of the Vice President to the President of the College. This appeal must be filed within ~~30~~seven ~~calendar days~~workdays after the receipt of written notice of the decision of the Vice President for Academic Affairs.

6.3.7. The decision of the President of the College is final.

6.3.8. The student may withdraw the grievance at any point in these proceedings.

37.7. Appeals Procedures for Academic Dismissal

7.1. The appeal will be subject to the following conditions:

7.1.1. The appeal must be filed within seven (7) calendar days after written notice of the decision and will follow the Academic Grievance Process as outlined in section 6.3 of this policy. The appeal process for academic dismissal will begin with section 6.3.3 of this policy.

37.8 Appeals Procedures for Academic Dishonesty

8.1 The appeal will be subject to the following conditions:

8.1.1 The appeal must be filed within seven (7) calendar days after written notice of the decision and will follow the Academic Grievance Process as outlined in section 6.3 of this policy. The appeal process for academic dishonesty will begin with section 6.3.3 of this policy.

37.9. Publication

9.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 43

ASSESSMENT, PAYMENT, AND REFUND OF FEES

43.1. General

1.1. Scope - This policy governs the assessment, payment and refund of fees.

1.2. Authority - [West Virginia W. Va. Code § 18B-1-6, 18B-10-8, 18B-10-1, and WV Higher Education Policy Commission Series 32.](#)

1.3. Effective Date – [February 18, 2004](#)

1.4. [Repeal/Revision of former Former rule Policy](#) - Repeals and replaces Series 22 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective March 28, 1994 [and Glenville State College Policy 43 – Assessment, Payment, and Refund of Fees \[2004\]](#).

43. 2. General Rules

2.1. No financial credit of any type shall be extended to any individual, either student or other, except as authorized herein. The institution shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule. Fees are comprised of tuition, regular and special fees. Tuition includes tuition, registration, [HERF](#), and faculty improvement fees. Regular fees include institutional (operations and technology), activity, intercollegiate athletic, lab and other course related fees.

2.2. Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

2.3. Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.

2.4. Exceptions may be granted where a student has made arrangements to pay her or his account using a payment plan approved by the College.

43.3. Fee Charges, [for Undergraduate, “On-Campus” \(as defined\) students](#)

3.1. Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.

~~3.2. Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one twelfth of the full time rate per credit hour.~~

~~3.32. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated, based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 3.2 of this rule where appropriate.~~

~~3.43. Students enrolled in undergraduate courses offered at off-campus locations shall pay may be charged an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall may not pay the a fee which pertains to the campus. athletic fee and the student activity fee. The student union Certain fees for off-campus students may be waived as determined appropriate by the President. Off-campus location is defined as any location other than the main campus.~~

~~3.5. Whenever a bonding obligation exists as to the student union, the fee should be prorated based on the requirements of the bond covenant.~~

~~3.65. The institution shall collect certain additional special fees, as may be approved from time to time by the Board of Governors, for designated purposes separate from and above those identified in the regular fee schedule.~~

~~3.76. All regular and special fees charged by the college shall be identified separately and published so as to be readily available to all students.~~

~~3.87. All fees charged to students, both regular and special, must have approval by the Board of Governors prior to assessment and collection.~~

~~3.98. Fees shall be established and charged for all noncredit community service courses in an amount to insure ensure that the offering is self-supporting, including indirect cost.~~

43.4. Refund of Regular Fees

4.1. Continuing Students. Except for first-time enrollees, as specified in Section 4.2 of this rule, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the ~~following schedule~~ policy set forth annually in the College catalog.

~~4.1.1. Academic Year (Semester)~~

~~a. During the first and second weeks — 90% refund~~

- ~~_____ b. During the third and fourth weeks—70% refund~~
- ~~_____ c. During the fifth and sixth weeks—50% refund~~
- ~~_____ d. Beginning with the seventh week—No refund~~

~~4.1.2. Summer Terms and Nontraditional Periods. Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate _____ for the academic year and calculated using the following schedule:~~

- ~~_____ a. During the first 13% of the term—90% refund~~
- ~~_____ b. From 14% to 25% of the term—70% refund~~
- ~~_____ c. From 26% to 38% of the term—50% refund~~
- ~~_____ d. After 38% of term is completed—No refund~~

~~_____ Should the percentage calculation identify a partial day, the entire day _____ should be included in the higher refund period.~~

4.2. Refunded fees must be returned in accordance with the requirements of the federal Higher Education Act whenever Title IV funds are involved.

~~4.3. A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.~~

43.5. Refund of Room and Board

5.1. Room: Refund, if any, shall be based on the housing contract signed by the student.

5.2. Board: Refund, if any, shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period in accordance with the policy set forth annually in the College catalog.

43.6. Registration Period – Late Fee

6.1. A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this policy. In addition, a late registration period may be established. ~~A late fee as established by the Board of Governors shall be imposed on all late registrants. The President or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.~~

6.2. An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The President or a designee must approve the exception with the evidence documented and held on file supporting the decision.

~~6.3. The first two class meetings shall be considered the regular registration period for nontraditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee as set by the Board of Governors shall be imposed on all late registrants.~~

43.7. Installment Payment Plans

7.1. ~~Student fee d~~Deferred payment plans ~~will for student account balances may~~ be offered for fall and spring terms.

7.2. All available financial aid for the term must be ~~credited-applied (or pending)~~ to the student's account prior to determining the amount available for deferral.

7.3. After all financial aid is applied to the student's account, ~~sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.~~

~~7.4.~~The remaining balance, including interest ~~(if any)~~, must be paid prior to the end of the ~~sixth week of classes~~semester.

7.5~~4~~. Interest on the deferred amount may be charged at a rate of up to 10%.

7.6~~5~~. Room and board and other non-course related charges may be divided into installments.

43.8. Use of Credit Cards

8.1. The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under any alternate program approved by the Board of Governors.

8.2. To the extent allowed by law or policy of the credit card company, the institution ~~shall~~may impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee. The institution may contract with a third party to process credit cards at no cost to the institution.

43.9. Enrollment Above the Normal Full-Time Course Load

~~9.1. The institution shall assess penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.~~

43.10. Deferral of Fees During a Legal Work Stoppage

10.1. Any student adversely, financially affected by a legal work stoppage that commenced on or after ~~the first day of~~ January, ~~one thousand nine hundred ninety three (1993)~~ may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the President.

Approvals:

President Date

Chair of the Board Date

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45

ASSIGNMENT OF ACADEMIC CREDIT AND FINANCING NONCREDIT INSTRUCTION

45.1. General

1.1. Scope: ~~—~~ This policy governs assignment of academic credit and financing noncredit instruction.

1.2. Authority: ~~—~~ W. Va. Code §~~18-26~~[18B-1B-4](#)

1.3. Effective Date: ~~—~~ [April 19, 2006](#)

1.4. ~~Repeal~~[Revision](#) of Former ~~Rule~~[Policy](#) ~~Revises~~[Repeals](#) and replaces Title 131, Series 50 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 assignment of academic credit and financing noncredit instruction.](#) [Policy 45 – Assignment of Academic Credit and Financing Noncredit Instruction \[2006\].](#)

45.2. Policy

2.1. All courses and classes offered for academic credit must be acceptable toward a degree or certificate program(s) as approved by the Glenville State College Board of Governors and the West Virginia Higher Education Policy Commission and/or the College's general education program(s) as set forth in the catalog.

2.2. ~~Two~~[One](#) (~~2~~[1](#)) exceptions may be made to this general policy:

~~(1) Those courses offered for remedial purposes in the basic academic skills areas (foundation programs);~~

~~(2)~~ [\(1\)](#) Certain specialized courses designed to meet the continuing education needs of public and private school personnel.

2.3. Courses and classes not qualifying for academic credit may be assigned C.E.U. value.

2.4. Except as may be specifically so allocated or approved by the West Virginia Higher Education Policy Commission, no state appropriated funds may be utilized for the direct and identifiable costs of noncredit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct cost of noncredit courses or classes.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45A

REDUCED TUITION AND FEE PROGRAM FOR STATE RESIDENTS WHO ARE AT LEAST SIXTY-FIVE YEARS OF AGE

45A.1. General

1.1. Scope - This policy establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age or older allowing them to take courses or classes at Glenville State College on a space available basis.

1.2. Authority – West Virginia W. Va. Code §18B-10-7a

1.3. Effective Date – April 19, 2006

1.4. Repeal-Revision of Former Rule-Policy – This policy repeals and replaces supersedes any or all previous Glenville State College Policy 45A – Reduced Tuition and Fee Program for State Residents Who are at Least Sixty-five Years of Age [2006].
policies in reference to a reduced tuition and fee program for state residents who are at least
sixty five years of age.

45A.2. Purpose

2.1. The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age or older allowing them to take courses or classes on a space available basis. The program includes an option for those who attend classes on a no credit basis and an option for individuals who attend courses for credit.

45A.3. Eligibility and Participation

3.1. A participant will be permitted to register for a course under either of the two options of this program provided that the participant is a resident of West Virginia and is at least sixty-five years of age. These two options include (1) attending courses without receiving college credit and (2) attending courses and receiving college credit.

3.2. A participant may register for a course under either of the two options of this program provided that classroom space is available. If space is limited, a list will be developed identifying date and time of attempted enrollment. If and when space becomes available, the participant will be notified of available space by the Registrar's Office.

3.3. A participant will be subject to Glenville State College programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites, of Glenville State College and the Higher Education Policy Commission.

3.4. Special Provisions

3.4.1. Special fees required of other students in a given course will be required of participants in the reduced tuition and fee program.

3.4.2. Participants in the reduced tuition and fee program will be issued a ~~free~~-parking permit at no cost.

45A.4. No Credit Option

4.1. The total tuition and fees charged for each course under the no credit option, excluding laboratory and college-course specific fees, will be \$10.00 per credit hour and may not exceed fifty dollars.

4.2. A grade or credit may not be given under the no credit option.

45A.5. Credit Option

5.1. The total tuition ~~and fees~~ charged in the program under the for credit option shall not exceed fifty percent of the normal rates charged to state resident students by the College. The tuition and fee adjustment applies to classroom-based courses, electronic and internet –based courses, and all other distance education delivery. Participants in this category will be responsible for any laboratory or special fees which may be a prt of the course requirements.

45A.6. Registration

6.1. Participants ~~should~~ under both options will register through the Registrar’s Office.

45A.7. Reporting

7.1. Participation in this program will be reported to the Board of Governors and to the Higher Education Policy Commission.

45A.8. Institutional Guidelines

8.1. The guidelines for this program will be published in the Glenville State College Catalog.

Approvals:

President

Date

Chair of the Board

Date

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45B

STUDENT FINANCIAL AID

45B.1. General

1.1. Scope - This policy establishes the guidelines for student financial assistance at Glenville State College.

1.2. Authority – Higher Education Policy Commission Series 2, [Section 4.4](#)

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 student financial assistance at](#) [Repeals and replaces](#) Glenville State College [Policy 45B – Student Financial Aid](#).

45B.2. Application for Financial Assistance

2.1. Glenville State College utilizes a needs analysis form approved by the U.S. Department of Education, Free Application for Federal Student Aid (FAFSA), to determine student eligibility for federal financial aid. There is no separate institutional application.

2.2. Students ~~are encouraged~~ must to apply online at FAFSA.ED.GOV. They must use Glenville State College's Department of Education CODE NUMBER (003813) to complete the process.

2.3. The student will receive a Student Aid Report once the FAFSA has been received and reviewed. Glenville State College will receive the information electronically if listed on the FAFSA.

2.4. All students are encouraged to apply by March 1 for priority processing. [This is the PROMISE deadline for high school seniors. April 15 is the West Virginia Higher Education Grant deadline.](#)

45B.3. Eligibility Considerations

3.1. Factors involved in determining eligibility include income, size of family, number of family members in college, assets and other allowable expenses and indebtedness. [This information is used to determine the Expected Family Contribution \(EFC\) on the FAFSA.](#)

3.2. It is the student's responsibility to contact the Glenville State College Financial Aid Office if there are special circumstances that impact consideration for financial aid.

3.3. Glenville State College follows the dependency status definition of a student as set forth by the U.S. Department of Education. However, if there are very unusual circumstances, exceptions may be made.

3.4. Veteran's benefits and other outside resources can affect the student's eligibility.

3.5. In some instances, students who have completed the Free Application for Federal Student Aid may be required to have all information verified and to submit income documentation.

3.6. All students must be fully admitted to Glenville State College before any aid can be disbursed.

3.7. Summer school financial aid is treated as a part of the immediately preceding academic year.

3.7.1. To be eligible for consideration for financial aid during this time, the student must have remaining eligibility for Pell Grant or Direct Loan.

[3.7.1.1. To be eligible for summer Pell Grant and/or Direct Loans, a student must be enrolled on at least a half-time \(six credit hours\) basis.](#)

3.7.2. The student must have a completed FAFSA for the previous school year.

3.7.3. The student must submit an institutional summer school financial aid application to be considered.

3.8. The Financial Aid Office reserves the right to review, adjust or cancel an award at any time due to changes in the recipient's financial, academic or residency status. Awards could also be changed based on the availability of funds and/or changes in regulations and/or procedures mandated by College, state or federal authorities or computer error.

45B.4. Award and Distribution Procedures

4.1. Award ~~letters-notifications~~ are mailed to ~~first-time financial aid applicants-recipients and are e-mailed to all financial aid applicants~~ who have completed a Free Application for Federal Student Aid (FAFSA) and submitted all requested documents to the Financial Aid Office.

4.1.1. The student is offered federal aid based on residency, expected family contribution as reported on the FAFSA, date application was received at the processing center, the student's desire for work and/or loans as marked on the FAFSA and availability of funds.

4.1.2. Awards are made assuming full-time enrollment. Students who enroll at less than full-time level may have their awards pro-rated upon request.

4.1.3. Students may be considered for aid for study abroad programs.

4.1.4. The financial aid budget may be increased for documented child care expenses.

4.2. Funds will be disbursed to a student's account ~~on or after the first day the second week~~ of classes of a term provided all eligibility requirements are met. Generally, those requirements are a processed award letter and any necessary promissory notes, entrance counseling for Direct Loans, enrollment [and attendance](#) in classes, full admission in a degree-seeking program, [and](#) evidence of satisfactory academic progress, and ~~the return of a signed billing invoice to the Cashier's Office~~ [documentation of class attendance.](#)

4.2.1. If there is a credit balance after funds have been paid to the student's account, then the credit check [or direct deposit](#) will be available within ~~10 working~~ [seven business](#) days ~~at the cashier's office with proper identification.~~ If checks are not picked up, then checks will be mailed to the student's permanent address as listed in the school's computer system.

4.3. Students who receive financial aid and find it necessary to withdraw from all classes must notify the Financial Aid Office as part of the withdrawal process.

4.3.1. Students who receive financial aid while attending Glenville State College will not receive any cash refunds upon withdrawal from school until after all financial aid amounts which were disbursed for that enrollment period are repaid.

4.3.2. Students may be required to reimburse a percentage of funds received through federal funding, ~~and the~~ West Virginia Higher Education [Grant Program Policy Commission, and other programs.](#)

4.3.3. Title IV funds recipients are subject to the "Return of Title IV Funds" policy which is based on the percentage of the enrollment period completed and the amount of Title IV aid disbursed. This is a separate calculation from the institution's tuition and fees refund policy.

4.3.3.1. The percentage of time completed in the enrollment period is calculated by dividing the number of days completed by the total number of days in the enrollment period. After 60 percent of the semester is completed, there is no return of Title IV funds.

4.3.3.2. The withdrawal date is determined by the Registrar's Office [based on the last date of attendance reported by the faculty.](#)

4.3.3.3. The amount of earned aid is calculated by multiplying the amount of disbursed Title IV funds by the percentage of time completed.

4.3.3.4. The amount to be returned to the Department of Education is determined by taking the total amount of disbursed aid and subtracting ~~from it~~ the amount of earned aid.

4.3.3.5. The institution's share of the amount to be returned is calculated by multiplying institutional charges by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned.

4.3.3.6. Loans are repaid by the student according to the terms and conditions of the promissory note.

4.3.3.7. Any grant amount owed by the student is divided in half and must be repaid to the school within 45 days of notification of the repayment or will be turned over to the Department of Education for collection, and the student becomes ineligible for further federal financial aid.

4.3.3.8. The student will be billed for any amount of aid the school must return due to the student's ~~withdrawal~~ withdrawal that is not covered by the institutional refund policy.

4.4. All recipients of federally guaranteed loans (Federal Direct, PLUS) are required to ~~have an~~ complete exit counseling upon leaving Glenville State College, graduation or termination of enrollment. This may be completed at www.studentloans.gov studentaid.gov. Failure to do so will cause a "hold" to be placed on the student's records.

45B.5. Types of Financial Assistance

5.1. Grants - a type of financial aid that does not require repayment. Glenville State College participates in ~~four~~ five major grant programs.

5.1.1. Federal Pell Grant Program - The Federal Pell Grant Program provides federal grants to undergraduate students on the basis of financial need. Eligibility for the Federal Pell Grant is established by completing the Free Application for Federal Student Aid (FAFSA).

5.1.2. Federal Supplemental Educational Opportunity Grant (SEOG) - A limited amount of this grant is awarded annually to students with exceptional financial need.

[5.1.3. Teacher Education Assistance for College and Higher Education \(TEACH\) Grant – This program provides up to \\$4000 per year, minus an amount for sequestration as determined by the U.S. Department of Education, to students who intend to teach a "high need subject" in a public or private elementary or secondary school that serves students from low-income families. To apply, students must complete TEACH entrance counseling at \[studentaid.gov\]\(http://studentaid.gov\) and contact the Financial Aid Office. Upon approval of the](#)

Grant, an Agreement to Serve must be completed at studentaid.gov. This grant becomes a loan with interest accruing from the date of disbursement if students do not meet specific conditions.

5.1.34. West Virginia Higher Education Grant - The West Virginia Higher Education Grant is administered by the West Virginia Higher Education Policy Commission in Charleston, West Virginia. ~~This grant pays up to 75 percent of tuition and fees for a West Virginia resident. First year students must also apply online at www.wvapply.com.~~ The FAFSA is the application for the West Virginia Higher Education Grant and must be received by the processors before ~~March 1~~April 15 to be considered for this grant.

5.1.45. West Virginia Higher Education Adult Part-Time Student Grant (HEAPS) - The HEAPS Grant Program encourages and enables needy West Virginia students to continue their higher education on a part-time basis (3-11 credits). Recipients will be selected from applications received and are based on the applicant's eligibility and the availability of funds. HEAPS grants are available for renewal consideration. Requirements for a HEAPS grant include a completed Free Application for Federal Student Aid (FAFSA), West Virginia residential status for the past twelve months, enrollment or acceptance for enrollment in an associate or bachelor's degree program, ~~and~~ maintaining satisfactory academic progress, and a minimum 2.0 grade point average.

7

5.2. Loans – a type of financial aid which must be repaid after the student leaves school. Glenville State College participates in the William D. Ford Federal Direct Loan Program.

~~5.2.1. William D. Ford Federal Direct Loans~~Loan for Students and Parents – Glenville State College cooperates directly with the U.S. Department of Education in securing these loans (studentaid.gov~~www.studentloans.gov~~). The student borrower will begin repayment six months after graduation, dropping below half-time enrollment, or withdrawing from Glenville. The student must complete a FAFSA annually and have an award letter processed. The interest rate is fixed for the aid year, and the amount of loan can vary depending on the student's grade level and other aid awarded. First-time borrowers must complete entrance counseling and sign a master promissory note online at www.studentloans.gov. First-time freshmen must wait 30 days before funds are available. Parents may also apply on the student's behalf by completing a Parent PLUS Loan application. Parent PLUS loan repayments may be deferred as long as the student is enrolled at least half-time (six hours). Repayment begins six months after the student graduates, drops below half-time, or withdraws from school. The parent must contact his or her loan servicer for deferment arrangements.

~~5.2.1. William D. Ford Federal Direct Loan for Students and Parents – Glenville State College cooperates directly with the U.S. Department of Education in securing these loans (~~com~~).www.dlsonline.com). The student borrower will begin repayment six~~

~~months after graduation or withdrawal from Glenville. The student must complete the FAFSA and have an award letter processed. The interest is variable and the amount of loan can vary depending on the student's grade level and other aid awarded. First time borrowers must have entrance counseling, which can be completed online at www.dlssonline.com, and sign a promissory note which can be done online at <https://dlenote.ed.gov>. First year students must wait 30 days before funds are available.~~

5.3. Work Opportunities

5.3.1. Many campus job opportunities are available for students.

5.3.1.1. These jobs pay minimum wage and require a 2.0 grade point average.

5.3.1.2. Students may not work in excess of twenty hours per week during periods of enrollment.

5.3.1.3. Applications are available through [the Career and Outreach Services Human Resources Office](#), which also coordinates placements.

5.3.1.4. Upon employment, students must ~~submit a copy of their social security card and state-issued ID and complete W-4 and I-9 forms.~~ [submit a copy of their social security card and complete a W-4 form.](#)

5.3.1.5. ~~Students are paid once a month for hours worked, and this money is not available at registration.~~ [Students are paid bi-weekly for hours worked.](#)

5.3.2. Types of Student Work Opportunities

5.3.2.1. Federal Work Study Program - Student work study employment positions are available each year through various departments on campus. This program is administered by the Financial Aid Office in cooperation with the [Career-Human Resources and Outreach Services](#) Office. A FAFSA is required. Applications are ~~mailed to students with their award letters available online, and the acceptance of work study is not a guarantee of employment. If the offer of assistance includes federal work study, it must be understood that the amount listed is the student's eligibility and is not a guarantee of employment. Students must maintain a 2.0 overall GPA to be eligible for on-campus employment.~~

5.3.2.2. Student Employment Program - The student employment program is funded by the College and students do not have to demonstrate financial need to qualify for a position.

5.4. Scholarships

5.4.1. Application for Scholarships

5.4.1.1. New students are considered for scholarships based on their application for admission, transcripts, and ACT scores.

5.4.1.2. Currently enrolled students may be considered for a scholarship award by completing a scholarship application form.

5.4.1.3. Students already receiving scholarships will be reevaluated for eligibility at the end of each academic year for four years or until graduation requirements are met, whichever is earlier, if they meet the criteria established by the Scholarship Committee.

5.4.2. Types of Scholarships

5.4.2.1. Academic Tuition Assistance - Each academic year, Glenville State College awards tuition assistance to students who have demonstrated academic excellence. Some awards are available for students with extreme financial need. These awards are available to in-state and out-of-state students and are renewable.

5.4.2.2. Other Tuition Assistance - Each academic year, Glenville State College awards tuition assistance to students who have demonstrated excellence in music or athletics. These awards are available to in-state and out-of-state students. Students must apply directly to the appropriate departments.

5.4.2.3. Foundation Scholarships - There are a variety of scholarships, worth various amounts, available each academic year to in-state or out-of-state students. Most of these are renewable if minimum standards are met.

5.4.2.4. Pioneer Scholarship – Pioneer scholars need to successfully complete all admissions requirements. First-generation scholars must have a 2.5 high school or college transfer GPA to be awarded. All other students must have a 3.0 GPA. This scholarship is open to all new out-of-state and metro students. This is an out-of-state tuition waiver based on academic qualification and is coordinated with the financial aid package.

5.4.2.5. WV PROMISE Scholarship – The PROMISE Scholarship is administered by the West Virginia Higher Education Policy Commission in Charleston, West Virginia. The FAFSA must be submitted by March 1, and the PROMISE application must be submitted by March 1 via the College Foundation of West Virginia (CFWV) website. Specific criteria must be met to be eligible initially and for renewals.

45B.6. Financial Aid for Veterans

6.1. New students who wish to begin receiving their GI Bill benefits must contact the [Registrar's-Veteran's Certifying Official in the Academic Success Center Office](#).

6.2. Veterans must be in compliance with academic standards, enroll for courses required for their program of study, and submit an application for benefits before having their enrollment certification submitted to the Department of Veterans Affairs (VA).

6.3 Enrollment is monitored and if a course is dropped, or if the student withdraws from college, then a ~~1999-b form~~ [VA Form 22-1999b](#) is submitted to the VA to adjust the enrollment certification.

45B.7. Financial Aid Satisfactory Academic Progress

[7.1. All students who wish to receive federal financial aid while attending Glenville State College must meet all of the requirements of the Financial Aid Satisfactory Academic Progress Policy, which is based on the U.S. Department of Education regulations. Compliance with these standards will be measured each semester and includes transfer credits, including summer if applicable, on all enrolled students whether or not financial aid is received. Students will be notified and permitted one semester of financial aid warning. If the student is not meeting the standards of this policy at the end of the warning semester, then he/she will be placed on financial aid suspension. This policy is separate and distinct from the Academic Probation and Suspension Policy. The funds affected by the policy are Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Higher Education Grant, and HEAPS. Some outside agencies also award monies under these guidelines.](#)

~~7.1. All students who wish to receive federal financial aid while attending Glenville State College must comply with the Financial Aid Satisfactory Progress requirements. Compliance with these standards will be measured on all enrolled students at the end of the spring semester and will include transfer credits. The funds affected by the policy are include Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal College Work Study, Federal Direct Loan, West Virginia Higher Education Grant, and HEAPS.~~

7.2. Students must meet both qualitative standards and quantitative standards of this financial aid guideline to be eligible for further federal financial aid.

7.2.1. Qualitative Standards - All students must maintain a minimum cumulative grade point average. This is based upon the number of [cumulative overall](#) attempted hours as recorded in the Registrar's Office.

Hours Attempted

Overall Grade
Point Average

00- 42 <u>30</u> hours	1.50 GPA
343 <u>143</u> -60 hours	1.80 GPA
61 hours and above.....	2.00 GPA

7.2.2. Quantitative Standards

7.2.2.1. The ratio of total hours passed to total hours enrolled-attempted must be 2/3 or more. Total credits-hours passed will include courses for which a student received a grade of "A," "B," "C," "D," "S," ~~or "CR,"~~ or other passing grade. The total credits-enrolledhours attempted will include all courses in which a student began enrollment. ~~These will include all courses in which a student passed, failed, received an incomplete grade, withdrew, audited, repeated and non-credit remedial hours. This total may differ from the number of hours attempted as recorded by the Registrar's Office and will be calculated from the student's billing hours.~~ The total hours attempted will include all courses in which a student passed, failed, received an incomplete grade, withdrew, or repeated, and non-credit remedial hours.

7.2.2.2. Maximum hours - Total hours cannot exceed 1.5 times the maximum hours required for graduation. The total hours attempted for a student pursuing a bachelor degree shall not exceed 180 hours, which is 1.5 times 120 hours – the number of hours required to complete a baccalaureate degree. The total hours attempted for a student pursuing an associate degree shall not exceed 90 hours, which is 1.5 times 60 hours – the number of hours required to complete an associate degree program. A student may complete an associate degree program and then enroll in a bachelor degree program and total hours will include all hours from the associate degree program.
~~Maximum hours – The total credits attempted for a student pursuing a bachelor degree shall not exceed 192~~ 180 ~~hours. The total credits attempted for a student pursuing an associate degree shall not exceed 102~~ 90 ~~hours. Only one uncompleted major degree program will be used to determine the maximum number of credits permitted. However, a student may complete an associate degree program and then enroll in a bachelor degree program, and total hours enrolled will include all hours from the associate degree program.~~

7.3. Compliance and Notification Appeals

7.3.1. If students are not meeting these standards at the end of their warning semester, the Financial Aid Administrator shall notify them that they are on financial aid suspension and no longer eligible for federal financial aid, including loans.

7.3.2. To be removed from financial aid suspension, a student may attend GSC at his/her own expense, provided he/she is eligible academically, until the minimum grade point average or ratio of credit hours passed is reached or have an approved appeal. Simply

attending and paying for one's classes or being out of college one or more semesters does not automatically qualify students to receive financial aid again, but may be considered during an appeal if other extenuating circumstances exist. Students entering a second degree or who have changed majors will be evaluated under these standards.

7.4. Appeal Process

7.4.1. Students may appeal their financial aid suspension by submitting (1) an appeal letter explaining the specific circumstances that caused the student to not meet the policy and what has changed in the situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester of enrollment and (2) the Financial Aid Satisfactory Academic Progress Appeal Form which collects documentation that the student has consulted with an academic advisor and developed an academic plan that will allow the student to meet the standards along with (3) relevant documentation of the situation to the Scholarship and Financial Aid Appeals Committee c/o Financial Aid Office.

7.4.2. Appeals may be based on situations such as:

- a) The death of an immediate family member;
- b) A documented injury or illness of the student;
- c) Unusual circumstances beyond the student's control.

7.4.3. Appeals should be submitted as soon as possible and no later than two to three weeks prior to the term for which students are appealing, with the exception of summer. A written and electronic response will be provided within ten working days of the committee's decision. Students whose appeal requests are denied by the Committee may request a level two appeal within three calendar days of the notification of the committee's decision through the Director of Financial Aid who will forward the information to the next level of Administration for review. A reply to this appeal will be provided, when possible, within ten working days. Appeals that are not approved are eligible to be resubmitted to the Committee after one semester if changes in the situation have occurred.

7.4.4. Students with approved appeals will have their records evaluated again at the end of the next semester of enrollment to determine if the student has met the standards of this policy or the minimum semester academic progress requirements. Semester Academic Progress is defined as:

- a. Students on Financial Aid suspension because of grade point average (qualitative) standards must obtain 2.25 for the semester.
- b. Students on Financial Aid suspension because of not meeting pace (quantitative 2/3) standards must complete 75% of the attempted hours for the semester.
- c. Students on Financial Aid Suspension for both qualitative and quantitative standards, or above 150% of required hours, must meet both standards.

7.4.5. If neither has happened, the student will again be placed on financial aid suspension and not eligible for another appeal unless other extenuating circumstances have occurred, or until one semester showing academic progress toward a degree is completed without the assistance of financial aid.

~~7.3.1. The Director of Financial Aid shall notify a student who is found to be in noncompliance with these standards, and will notify the student that he/she is on financial aid suspension and is no longer eligible for federal financial aid, including loans.~~

~~7.3.2. While on financial aid suspension, a student may attend GSC at his/her own expense, provided he/she is eligible academically, until the minimum grade point average or ratio of credit hours passed is reached.~~

~~7.3.3. If a student attends fall or summer terms at another school, he/she may request the Director of Financial Aid to review his/her satisfactory academic progress status to determine if the requirements have been met.~~

~~7.3.4. Once all criteria are met, the student may be removed from financial aid suspension.~~

7.4. Appeal Process

~~7.4.1. Students may appeal their financial aid suspension by submitting a letter explaining their circumstances and providing as much documentation as possible to the Financial Aid Appeals Committee. Appeals may be based on:~~

- ~~a) The death of an immediate family member;~~
- ~~b) A documented injury or illness of the student;~~
- ~~c) Other special circumstances; or~~
- ~~d) The student has audit credits (unless the student switched from "credit" to "audit" or received an "audit not complete" report.)~~

~~7.4.2. Appeals should be submitted as soon as possible and no later than two weeks before the beginning of the next term for prompt consideration. the last day to add classes for the term being considered. A written response A written and electronic response will be provided within 20-10 working days of receipt of the appeal letter. the committee's decision. Decisions of the committee are final.~~

Approvals:

President

DRAFT

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45C

APPEALS PROCESS FOR RESIDENCY CLASSIFICATION

45C.1. General

1.1. Scope - This policy establishes the appeals process for residency classification at Glenville State College.

1.2. Authority – Higher Education Policy Commission Series 25, Section 9.1

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

1.4. ~~Repeal/Revision~~ of Former ~~Rule/Policy~~ – ~~Repeals and replaces This policy supersedes any or all previous GSC policies in reference to the appeals process for residency classification at Glenville State College~~ Policy 45C – Appeals Process for Residency Classification.

45C.2. Purpose

2.1. The decision of the Registrar with the determination of residency classification may be appealed in accordance with section 3 of this policy.

45C.3. Procedures

3.1. An institutional committee on residency appeals shall be established to receive and recommend on appeals of residency decisions made by Admissions or the Registrar.

3.2. The Residency Appeals Committee shall be comprised of members of the institutional community, including faculty and at least three, an any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representatives(s) shall be selected by Faculty Senate.

3.3. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes the meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting. The designated official in Admissions or the Registrar will be informed electronically or in writing that the decision has been appealed

and shall appear before the committee to explain the rationale behind the original residency ruling. 3.4. The decision of the residency appeals committee shall be provided to the student electronically or in writing and a copy is to be placed in the student’s education record. 3.5. If the student is not satisfied with the disposition of the appeal by the residency appeals committee, he/she may appeal in writing the decision of the committee to the President. This

appeal must be filed within ~~30~~seven (7) calendar days after the receipt of written notice of the decision of the residency appeals committee.

3.6. The President's decision on residency is final and not subject to appeal.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

TUITION AND FEES POLICY 45D

ASSIGNING CONTINUING EDUCATION CREDIT AND FINANCING NON-CREDIT INSTRUCTION

45D.1. General

1.1. Scope - This policy governs the assignment of continuing education credit and financing non-credit instruction at Glenville State College.

1.2. Authority – Higher Education Policy Commission Series 18, Sections 2.2, 2.3, 2.4.

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 the assignment of continuing education credit and financing of non-credit instruction at Glenville State College.

45D.2. Purpose

2.1. It is the intention of the Board of Governors at Glenville State College that the College serves the educational needs for continued education opportunities of its constituents, community, and public and private school personnel.

45D.3. Guidelines

3.1. Courses and classes not qualifying for academic credit may be assigned C.E.U. (Continuing Education Units) value when approved by the Registrar. The cost of these C.E.U. credits will be determined based upon agreement with partnering agency or course fee.

3.2. Except as may be specifically allocated or approved by the Board of Governors, no state appropriated funds may be utilized for the direct and identifiable costs of non-credit courses and classes. It is expected that course and class fees and/or contract or gift funds will cover all identifiable direct costs of non-credit courses and classes.

Approvals:

President

Chair of the Board

GLENVILLE STATE COLLEGE POLICIES

POLICY 51

CLERY ACT CAMPUS SECURITY REPORTING, THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT AND SEXUAL VIOLENCE PREVENTION

51.1. GENERAL

1.1. —Scope - This rule sets forth general Glenville State College Policy regarding Clery Act reporting, the Violence Against Women Act, campus security and sexual violence prevention.

1.2. —Authority: WV Code §18B-1-6, §18B-2A-4; ~~Authority—W. Va. Code §18B-1-6;~~ Discrimination and harassment of certain protected classes is prohibited by: (a) West Virginia Human Rights Act of 1967; (b) Title IX of the Civil Rights Act of 1972; (c) Equal Employment Opportunity Commission interpretative guidelines issued in March, 1980; (d) Titles VI and VII of the Civil Rights Act of 1964; (e) Vietnam Era Veterans Readjustment Act; (f) Sections 503 and 504 of the Rehabilitation Act; (g) Executive Order 11246; (h) Immigration Reform and Control Act of 1986; (i) Equal Pay Act; (j) Age Discrimination Act; (k) Americans with Disabilities Act; (l) Disabled Veterans Act; and (m) the Genetic Information Nondiscrimination Act of 2008; (n) Violence Against Women Reauthorization Act, Campus Sexual Violence Act (“SaVE Act”) provision, Section 304.

1.3. —Effective Date – ~~April 8, 2015~~

1.4. —~~Revision of Former Policy -Repeals and replaces Glenville State College Policy 51 – Clery Act Campus Security Reporting, the Violence against Women Reauthorization Act and Sexual Violence Prevention [2003] [2015]. This policy supersedes any or all Glenville State College policies in reference to Clery Act campus security reporting, the Violence Against Women Reauthorization Act and sexual violence prevention.~~

51.2.—POLICY

2.1.—The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) (“Clery Act”) is a federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions.

2.2. Pursuant to the Clery Act as amended, Glenville State College (“College”) is required to:

- 2.2.1. Collect, classify and count crimes that are reported and crime statistics.
- 2.2.2. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees;
- 2.2.3. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- 2.2.4. Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.
- 2.2.5. Submit crime statistics to United States Department of Education (ED).
- 2.2.6. Keep a daily crime log of alleged criminal incidents that is open to public inspection.
- 2.2.7. Disclose missing student notification procedures that pertain to students residing in College resident halls.
- 2.2.8. Disclose fire safety information related College resident halls.
- 2.2.9. Keep a fire log that is open to public inspection.
- 2.2.10. Publish an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility, including number of fires, cause, injuries, deaths and property damage. Schools also must inform prospective students and employees about the availability of the report.
- 2.2.11. The College's annual campus crime statistics report, timely warning procedure, Fire safety report and missing person procedure for students living in College housing are available in the Department of Public Safety Office and will be published online, in The Student Handbook, the Faculty Handbook and the Classified Staff Handbook. Online site addresses will be published in all of the aforementioned handbooks. The College's Clery Act log and fire log are available in the Department of Public Safety office.

2.3.—Under the Clery Act, a crime is “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should

document it as a crime report. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. Disclosure of statistics for alleged criminal incidents include, calls for service, complaints and investigations. The crime does not have to be investigated and no determination on guilt or innocence has to be made as long as the reported crime is a Clery Act crime occurring on the College’s Clery Act geography.

2.4.—Clery Act crime categories and reporting requirements:

2.4.1. Negligent manslaughter

2.4.2. Sex offenses— forcible (forcible rape; forcible sodomy, sexual assault with an object and forcible fondling)

2.4.3. Sex offenses— non-forcible (incest and statutory rape)

2.4.4. Robbery

2.4.5. Aggravated assault

2.4.6. Burglary

2.4.7. Motor vehicle theft

2.4.8. Arson

2.4.9. Destruction/damage/vandalism of property

2.4.10. Domestic violence

2.4.11. Dating violence

2.4.12. Stalking

2.4.13. Hate Crimes-A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Bias is a preformed negative opinion or attitude toward a group of persons based upon their race, gender, gender identity, national origin/ethnicity, disability, religion or sexual orientation. The following crimes if motivated by bias must be disclosed as hate crimes.

2.4.13.1. Murder and Non-negligent manslaughter

2.4.13.2. Forcible sex offenses

2.4.13.3. Non-forcible sex offenses

2.4.13.4. Robbery

2.4.13.5. Aggravated assault

2.4.13.6. Burglary

2.4.13.7. Motor vehicle theft

2.4.13.8. Arson

2.4.13.9. Larceny-theft

2.1.13.10. Simple assault

2.1.13.11. Intimidation

2.1.13.12. Destruction/damage/vandalism of property

2.4.14. Arrests and Referrals for Disciplinary Action. The referral may, but doesn't have to, originate with the police. If the process involves the following three criteria, it's a disciplinary action under Clery: (a) the official receiving the referral must initiate a disciplinary action; (b) record of the action must be kept; and (c) the action may, but does not have to, result in a sanction. Arrests and Referrals for Disciplinary action that meet the three criteria and fall into the following categories:

2.4.14.1. Weapons: Carrying, Possessing, Etc. (formerly Illegal Weapons Possession)

2.4.14.2. Drug Abuse Violations (formerly Drug Law Violations)

2.4.14.3. Liquor Law Violations

2.5.—Clery Act crimes are defined using the FBI's *Uniform Crime Reporting Handbook ("UCR")*, sex offenses are defined using the *NIBRS* edition of the *UCR* and hate crimes are defined using the *UCR Hate Crime Data Collection Guidelines*.

2.6.—Campus Security Authorities. The function of a campus security authority is to report to the Department of Public Safety those allegations of Clery Act crimes that he or she concludes were made in good faith. A campus security authority that is not a law enforcement officer is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority who is not a law enforcement officer should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It's also not the responsibility of a campus security

authority that is not a member of law enforcement to try and convince a victim to contact law enforcement if the victim chooses not to do so. Categories of individuals who are considered campus security authorities for the purposes of the Clery Act are:

2.6.1. Members of the Department of Public Safety.

2.6.2. Any individual with security responsibilities but who is not a member of the campus police or security department such as an individual who provides security at a campus event, monitors access to a campus building or escorts students around campus after dark.

2.6.3. Any individual or organization to whom the College directs students and employees to report crimes.

2.6.4. Any College official, whether paid or unpaid, who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Campus security authority examples include but are not limited to resident assistants, the ~~Dean of~~ [Vice President for Enrollment and Student Life](#), coaches and a faculty member who serves as the advisor of a student organization.

2.6.5. Exceptions-Pastoral and professional counselors acting in an official counseling capacity are not campus security authorities.

2.7. The Violence Against Women Reauthorization Act

2.7.1. The Violence Against Women Reauthorization Act (“VAWA”)¹ under its Campus Sexual Violence Act (“SaVE Act”) provision, Section 304 requires colleges and universities to:

2.7.1.1. Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;

2.7.1.2. Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and

¹ Information for sections 51.3 and 51.4 was taken from the American Council on Education’s *New Requirements Imposed by the Violence Against Women Reauthorization Act memorandum* prepared by the Washington, DC law firm Hogan Lovells US LLP.

2.7.1.3. Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

2.7.2. Reporting Requirements. VAWA's SaVE Act provision imposes the following reporting requirements:

2.7.2.1. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery.

2.7.2.1.1. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2.7.2.1.2. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

2.7.2.1.3. "Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

2.7.2.2. "National origin" and "gender identity" are included in the hate crime categories, involving intentional selection of a victim based on actual or perceived characteristics that must be reported under the Clery Act.

2.7.2.3. With respect to the "timely reports" the Clery Act mandates that, for crimes considered a threat to other students and employees, the victims' names be withheld.

2.7.3. VAWA Student Discipline Requirements

2.7.3.1. Current requirements in the Clery Act are that institutions inform students of procedures victims should follow, such as preservation of evidence and to whom offenses should be reported. VAWA adds that institutional policy must also include information on:

2.7.3.1.1. Victims' option to, or not to, notify and seek assistance from law enforcement and campus authorities.

2.7.3.1.2. Victims' rights and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

2.7.3.2. VAWA prescribes standards for investigation and conduct of student discipline proceedings in domestic violence, dating violence, sexual assault, and stalking cases.

2.7.3.2.1. Institutional policy must include a “statement of the standard of evidence” used.

2.7.3.2.2. Institutional officials who conduct the proceeding must be trained on how to investigate and conduct hearings in a manner that “protects the safety of victims” and “promotes accountability.”

2.7.3.2.3. Institutional policy must identify “sanctions or protective measures” the institution may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking.

2.7.3.2.4. “[T]he accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice....”

2.7.3.2.5. Accuser and accused must be notified “simultaneously” and “in writing” of: the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final. The OCR Guidance Letter, at page 13, merely “recommends” that the parties be provided the determination “concurrently.” [The OCR Guidance Letter may be accessed at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html)

2.7.3.2.6. Institutional policy must address how victims' confidentiality will be protected, including record-keeping that excludes personally-identifiable information on victims. OCR's Guidance Letter, at page 5, encourages institutions to be cognizant

of victims' confidentiality, but does not mandate that institutional policy address it.

2.7.3.2.7. Glenville State College's policies and complaint procedures are available in the Human Resources Office, in applicable student employee handbooks and online.

2.7.4. Requirements to Educate Students and Employees on Sexual Violence. Under VAWA, new students and new employees must be offered "primary prevention and awareness programs" that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The training programs must include:

2.7.4.1. A statement that the institution prohibits those offenses.

2.7.4.2. The definition of those offenses in the applicable jurisdiction.

2.7.4.3. The definition of consent, with reference to sexual offenses, in the applicable jurisdiction.

2.7.4.4. "Safe and positive" options for bystander intervention an individual may take to "prevent harm or intervene" in risky situations.

2.7.4.5. Recognition of signs of abusive behavior and how to avoid potential attacks.

2.7.4.6. Ongoing prevention and awareness campaigns for students and faculty on all of the above.

2.7.4.7. Glenville State College's Title IX Coordinator or the President's Designee is responsible for implementing the education requirements of the VAWA.

2.7.5. The College educates the student community about acts of sexual violence through mandatory freshman orientations each fall. The College educates employees through yearly training which may be conducted either online or in person. Literature on sexual violence including but not limited to acquaintance rape, risk reduction, and the College's response is available from the Title IX Coordinator's office and online. This policy will be published online in the Student Handbook, the Faculty Handbook, and the Classified Staff Handbook. Online addresses will be published in all of the aforementioned.

2.7.6. Victim Resources. If you are a victim of an act of sexual violence at this

institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College Department of Public Safety strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College officer and/or to a Resident Assistant. Filing a police report with a College Department of Public Safety officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will; (a) ensure that a victim of sexual assault receives the necessary medical treatment and tests; (b) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); (c) assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

51.3.—CAMPUS SECURITY SEXUAL VIOLENCE CONTACT PROCEDURE AND VICTIM RESOURCES

3.1.—When a sexual assault victim or victim of any other act of sexual violence contacts the College’s Department of Public Safety, campus law enforcement will: (a) contact the Campus Counseling Center’s licensed professional counselor [at the College’s Counseling Center](#) (see [name below section 3.4.1.1.1. of this policy](#)); (b) provide the complainant/victim with information about the criminal complaint; and (c) provide the complainant/victim with information about any College administrative complaint procedures.

3.2.—When contacted by campus law enforcement, the Campus Counseling Center’s licensed professional counselor will go to the Department of Public Safety office, identify himself or herself to the victim, and offer assistance. If the victim agrees to accept assistance, the licensed professional counselor will explain to the victim the various assistance options the College provides, such as counseling services and academic support, and will notify the victim of the College’s Title IX obligation to initiate an investigation whether or not the victim opts to file a complaint pursuant to College complaint procedures.

3.3.—The licensed professional counselor will contact the Title IX/Equal Employment/Affirmative Action Coordinator so that the alleged perpetrator may immediately be removed from the victim’s classes and housing, *as appropriate*, and to otherwise arrange for appropriate interim measures while the victim’s complaint is investigated.

3.4.

[Victims may file a criminal complaint with law enforcement agencies as well as may file an administrative complaint with the college in accordance with the procedures established pursuant to Glenville State College Board of Governors Policy 6A. Victims are not required to pursue a law enforcement investigation prior to filing an administrative complaint with the College.](#)

~~The victim may choose for the investigation to be pursued through the criminal justice system and College administrative complaint procedures established pursuant to Policy 13 or only the latter.~~

3.4.1. Victim Resources

3.4.1.1. The College offers the services of an on campus licensed professional counselor:

3.4.1.1.1. Counseling Center

Glennville State College

~~Physical Education Building 137 Mollohan Campus Community Center~~

200 High Street

Glennville, WV 26351

(304) 462-6432

3.4.1.2. Off campus counseling options and support are available twenty four hours a day through:

3.4.1.2.1. RAINN (Rape, Abuse and Incest National Network) National Sexual Assault Hotline

24 Hour Hotline: 1-800-656-HOPE (4673)

2000 L Street NW

Suite 406

Washington, DC, 20036

Telephone: (202) 544-3064

Fax: (202) 544-3556

Email: info@rainn.org

<http://www.rainn.org/>

3.4.1.2.2. HOPE, Inc., (A private non-profit agency which offers shelter and confidential support services to victims of sexual assault or domestic violence and their families)

24 Hour Hotline: (304) 367-1100

P.O. Box 626

Fairmont, WV, 26555

Telephone: (304) 367-1100 (Fairmont)

Telephone: (304) 462-5352 (Glennville)

Facsimile: (304) 367-0362

<http://www.fris.org/CrisisCenters/Pages-CrisisCenters/Center-Hope.html>

3.4.1.2.3. Emergency medical assistance may be obtained by dialing 9-1-1. During normal business hours (M-F 8:00 a.m. to 4:30 p.m.), medical assistance may also be obtained from Student Health Services, [140 Alan B. 137](#) Mollohan Campus Community Center.

3.4.1.2.4. Off campus medical assistance is also available from hospital emergency departments twenty four hours a day and at local area clinics during their regular business hours:

Stonewall Jackson Memorial Hospital
230 Hospital Plaza
Weston, West Virginia 26452
Telephone: (304) 269-8000

Minnie Hamilton Health System Hospital
186 Hospital Drive
Grantsville, WV 26147
Telephone: (304) 354-9244
[Main Fax: \(304\) 354-9323](#)

Braxton County Memorial Hospital
100 Hoylman Drive
Gassaway, WV 26624
(304) 364-5156

Minnie Hamilton Health System – Glenville Office
Waco Center
921 Mineral Road, Suite 101
Glenville, WV 26351
Clinic: (304) 462-7322
[Main Fax: \(304\) 462-4052](#)
Monday-Friday ~~7:30~~[8:00](#) a.m. to 6:00 p.m.
Saturday ~~7:30~~[8:00](#) a.m. to 4:~~30~~[00](#) p.m.

Little Kanawha Family Medicine
604 W Main St.
Glenville, WV 26351
(304) 462-7460
Call for an appointment

3.5.—For additional information about, what to do immediately following an act of sexual violence and the resources available at the College and in the local community, consult the Sexual Assault Victims Info website at:

https://www.glenville.edu/sites/default/files/2018-06/hr_assault_intervention.pdf

<http://www.glenville.edu/about/sj-victim-info2.php>

3.6.—Contact information for campus and local law enforcement:

Glenville State College Department of Public Safety

[Harry B. Heflin Administration Building 320 Mollohan Campus Community Center](#)

Telephone: (304) 462-4132 or (304) 904-2041

Nonemergency contact numbers for local law enforcement:

Glenville City Police

462-7411

Gilmer County Sheriff's Office

462-7441

West Virginia State Police

462-7101

51.4.—AUTHORITY OF THE PRESIDENT TO ESTABLISH PROCEDURES, DISCIPLINARY ACTION

4.1. —The President or President's designee (upon approval by the President) may establish administrative procedures to implement this policy.

4.2.—Violators of this policy may be subject to disciplinary action up to and including employment termination and/or expulsion.

4.3.—Portions of this policy were taken from The Handbook for Campus Safety and Security Reporting (~~2011~~) which can be found at:

<http://www2.ed.gov/admins/lead/safety/handbook-2.pdf>
<https://www2.ed.gov/admins/lead/safety/campus.html>

Approvals:

President Date

Chair of the Board Date

DRAFT

**Glenville State College Board of Governors
Meeting of June 10, 2020**

ACTION ITEM: GSC Budget for FY21

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Budget for FY21 as proposed.

STAFF MEMBER: Mr. John Beckvold,
Vice President for Finance and Operations

BACKGROUND:

The College is required to submit an operating budget to the Glenville State College Board of Governors for their approval on an annual basis.

Glennville State College

Budget FY 2021

Narrative to accompany budget

General background

The budget being presented to the Board of Governors at the meeting of June 10, 2020 has been the result of efforts by the cabinet and many others in key roles across campus. We have engaged all campus constituents (students, faculty & staff) through discussions at Meet and Confer sessions beginning in the fall and continuing monthly. The financial condition of the college has been discussed at every Finance Committee and full BOG meeting this year. We have presented drafts in accordance with guidance provided by BOG members at several times. The early versions reflected varying enrollment assumptions, which also included potential staffing and/or salary reductions. This final budget reflects our best collective thinking as of this date.

Revenue

The state appropriation has been budgeted at the same level as last year, according to discussions with legislative leaders and the HEPC. We may (but are not guaranteed to) receive additional state funds of over \$1M for our Education program; such funds are not reflected in the budget.

Tuition rate increases for both in and out-of-state students were approved by the Board of Governors at the April meeting. This decision follows 3 years of tuition being frozen.

The most significant factor in our budget is student enrollment, which is based on our best data as of June 1, 2020. This data was discussed at the cabinet level and extensively with the key individuals who have had the closest contact with returning students. 579 students, who were enrolled this spring have already enrolled to return to GSC in the fall, with another 60 wanting to register but working through some difficulties (financial, academic and/or personal). This is a major improvement in our historical spring-to-fall retention (nearly 10% better), resulting from better processes for follow up, a re-recruiting campaign, and better fall-to-spring retention in FY 20, which gave us a higher starting point. The budget presented is based on **565** returning students.

The incoming class of new students and transfers is projected at a level below any of the last 3 years, only because of the uncertainty over repercussions from COVID-19-based lock downs. Our internal projection is in excess of 425 new students, and we have 426 actually registered (or requesting to be registered) for classes. This budget is based on only **370** new students. Typically we experience a drop-off of 11% from the total number of registrants to the number that actually matriculate.

The Board rate increased to reflect the increase in price from Aramark. Housing rates did not increase. Housing applications are up by more than 5% compared to this time last year, indicating no significant impact of COVID-19 related health concerns. The budget reflects estimates for housing and board revenue based on flat residential enrollment.

Unfunded discounts are budgeted at approximately the same levels as last year, although the Teacher Education funding we hope to get from the State would reduce the budgeted amounts dramatically.

Revenues from off-campus programs are more difficult to project because they are dependent upon processes and rules promulgated by county high schools (dual enrollment) and prison officials at federal and state levels (Second Chance Pell). Revenues for both off-campus programs increased significantly from FY 2019 to FY 2020 and were it not for the lockdown issues, would be expected to increase further in FY 21. We have budgeted them as being flat.

Grant revenue is budgeted only on signed grants we have been awarded. There are several grants, amounting to well over \$1M, for which we have applied and which are likely to be awarded to the College or the Foundation. Proceeds from these potential grants are NOT included in the budget.

Expenses

Our largest expense is related to our investment in human resources. In conjunction with the reorganization of Academic Affairs administration, we have redeployed several faculty positions from lower-enrolled programs towards our strongest programs. This was accomplished by not hiring replacements for several departing faculty, and hiring new faculty with skills in disciplines where our review of the programs indicated the greatest needs. We also eliminated 5.5 FTE's as we underwent the restructuring. There was no overall salary increase during FY 2020 and none are budgeted for FY 21. The only salary increases during FY 20 were due to regulatory requirements, promotions of both faculty and staff, or reassignments adding additional duties to a position.

Non-payroll costs were subjected to a very thorough analysis involving each cabinet member and their appropriate staff as needed. Significant savings have been achieved through the reorganization of Academic Administration, consolidation of some services and reduced athletic schedules mandated by the NCAA. While there may be some additional costs associated with procedures required for bringing students back to campus (virus screening, testing, etc.), we don't know enough details to make an informed estimate at this time, and thus, there is no amount budgeted. Any significant requirement would likely be accompanied by government funding to some degree.

Interest, primarily on our long-term bonds, is fixed. Utility costs have decreased slightly over the past two years. We budgeted for a 4% increase in rates for FY 21.

Summary cash Flow

The budgeted loss from operations is approximately \$600,000. Adding back the non-cash expense of depreciation (\$2,400,000), results in cash derived from operations of approximately \$1,800,000. We need to use cash for two major non-operating purposes:

Principal repayments on our borrowed funds	\$800K
Major capital projects	\$800K
	\$1,600K

Assuming we do not finance any of the capital projects (there is some potential to lease vehicles rather than purchase), we would be using \$1,600,000 of the cash generated by operations, thus increasing cash by the end of the year by \$200K.

Conclusion

We have used more up-to-date and accurate enrollment data, both historical and current, to estimate student enrollment in the fall, and believe that the projections are attainable and may well be exceeded. In fact, our internal projection for student retention and new student enrollment are greater than those upon which the budget is based. We should be able to control payroll costs by not adding positions to those already reflected in the budget and by not granting salary increases in any broad based manner. We believe that off-campus program revenues and grant revenues have significant upside potential not reflected in the presented budget.

There are some risks regarding funding of our state appropriation in a time where overall state revenues are in decline. There also may be governmental directives to curtail certain revenue generating activities, which would cause enrollment to fall short of budget. If faced with such adversities, we are prepared to freeze positions and implement salary roll backs to offset revenue losses.

Our assessment of current market conditions leads us to believe that we will NOT experience any significant negative student reaction to the COVID-19 related government shutdowns of this spring. If the government does mandate a change from our ability to operate as an in-person college, we will experience a devastating financial disruption, without offsetting support.

Glenville State College
Results of Operations
Budget FY 2021

Budget

	FY 2020	FY 2021
Revenues:		
State Appropriation	6,446,942	6,446,942
On-campus Program Tuition	8,190,865	7,715,555
Room revenue	3,728,443	3,510,471
Board revenue	2,580,600	2,520,800
Student & Course Fees	570,805	591,745
Less: Institutional Discounts	(2,484,607)	(2,133,000)
Net on-campus student revenue	<u>12,586,106</u>	<u>12,205,570</u>
Off-campus program revenue, net	1,074,456	1,170,000
Other revenue	1,347,475	1,800,000
Grants	607,240	500,000
Net Revenue-College activities	<u>15,615,276</u>	<u>15,675,570</u>
Total net revenue, incl. State approp	<u>22,062,218</u>	<u>22,122,512</u>
EXPENSES		
Payroll and benefits	12,786,355	12,375,756
Non-payroll	3,744,500	3,196,000
Food service cost	1,965,835	1,915,716
Interest on debt-(Bonds and PNC)	1,826,500	1,801,000
Utilities	1,225,000	1,048,000
Depreciation	2,375,000	2,395,000
Net expenses	<u>23,923,190</u>	<u>22,731,472</u>
Net Surplus/(Loss)	<u>(1,860,971)</u>	<u>(608,960)</u>

Glenville State College
Results of Operations
Budget FY 2021

	FY 2020 Budget	Total FY 2020 Projected		FY 2021 Budget		Final	
		as of January 2020	as of March 2020	Draft at 5/26	Changes at 6/1		
Revenues:							
State Appropriation	6,446,942	6,446,942	6,446,942	6,446,942		6,446,942	Excludes additional state funding (not yet known)
On-campus ProgramTuition	8,190,865	7,014,487	7,108,284	7,254,305	461,250	7,715,555	Add'l students (22 returning, 20 new)
Room revenue	3,728,443	3,615,551	3,595,040	3,364,288	146,182	3,510,471	"
Board revenue	2,580,600	2,460,470	2,446,735	2,421,900	98,900	2,520,800	"
Student & Course Fees	570,805	501,669	459,387	591,745		591,745	
Less: Institutional Discounts	(2,484,607)	(2,230,806)	(2,605,659)	(2,233,000)	100,000	(2,133,000)	Foundation committed to funding \$100K of discounts
Net on-campus student revenue	12,586,106	11,361,370	11,003,787	11,399,239	806,332	12,205,570	
Off-campus program revenue, net	1,074,456	1,126,105	1,101,067	1,170,000		1,170,000	
Other revenue	1,347,475	1,459,361	1,836,524	1,800,000		1,800,000	
Grants	607,240	490,535	459,844	500,000		500,000	
Net Revenue-College activities	15,615,276	14,437,372	14,401,222	14,869,239	806,332	15,675,570	
Total net revenue, incl. State approp	22,062,218	20,884,314	20,848,164	21,316,181	806,332	22,122,512	
EXPENSES							
Payroll and benefits	12,786,355	12,647,930	11,709,191	12,375,756		12,375,756	
Non-payroll	3,744,500	3,300,992	3,377,799	3,196,000		3,196,000	
Food service cost	1,965,835	1,872,875	1,620,513	1,915,716		1,915,716	
Interest on debt-(Bonds and PNC)	1,826,500	1,826,500	1,826,500	1,826,500	(25,500)	1,801,000	More precise calculation
Utilities	1,225,000	1,120,560	1,149,592	1,048,000		1,048,000	
Depreciation	2,375,000	2,375,000	2,388,264	2,395,000		2,395,000	
Net expenses	23,923,190	23,143,857	22,071,859	22,756,972	(25,500)	22,731,472	
Net Surplus/(Loss)	(1,860,971)	(2,259,544)	(1,223,695)	(1,440,791)	831,832	(608,960)	

**Glenville State College
Enrollment Summary
FY 2021 Budget**

	Historical retention projection See "Historical"	Adjustments per ASC or depts	Projected retained students	New Students (FTF & Xfers) "Marty list"	Fall headcount 2019	Projected Fall 2020 Headcount	retention % Fall-to Spring	Spring Headcount	Summer FTE	Ave credit hours/ sem	Tuition rates per semester	Tuition Revenue			Total	
												Fall	Spring	Summer		
On campus Full time																
Residential, in-state	322	(35)	287	235	442	522	81%	422			3,943	2,057,985	1,663,538			3,721,523
Residential, out-of-state (15%)	52	(15)	37	50	154	87	81%	70			4,757	413,859	334,536			748,395
Commuter, in-state	145	48	193	80	263	273	79%	216	106		3,943	1,076,303	850,279	417,342		2,343,923
Commuter, out-of-state	24	24	48	5	30	53	79%	42			4,757	252,121	199,176			451,297
Total Full-time	543		565	370	889	935	80%	750	106							
Part-time students	14	35	49	5	20	54	80%	43		5	329	88,151	70,521			158,672
On-Line program students					31	35	60%	21	18		3,943	137,988	82,793	70,965		291,745
	557	35	614	TOTALS	940	1,024										
				Residential #		609										
																Total on-campus tuition
																777,155

**Glenville State College
Residential Occupancy
Budget FY 2021**

		Fall 2018				Fall 2019				Spring			Room revenue		
		rooms	beds	less RA's	Available	Actual Occupancy	% inc. RA's	Actual Occupancy	% inc. RA's	Fall projected	Semester Room Rates	retention net %	Fall	Spring	Total
Goodwin	doubles	145	290		290	261	90%	232		209	\$2,891	80%	604,219	483,375	1,087,594
	singles	192	192		192	187	97%	168		175	\$3,559	80%	622,825	498,260	1,121,085
Pioneer Village		156	152		152	145	94%	143		154	\$3,379	85%	520,366	442,311	962,677
Riverfront	doubles	40	80		80	32	36%	63		69	\$2,891	70%	199,479	139,635	339,114
	singles	2	2		2					2					
Total		535	716		714	625 ave	616	606		609 -1.1%			1,946,889	1,563,582	3,510,471

**Glennville State College Board of Governors
Meeting of June 10, 2020**

ACTION ITEM: Program Reviews

COMMITTEE: Student and Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Program Reviews for the following programs: Biology, Business, Criminal Justice, English, Health and Human Performance.

STAFF MEMBER: Dr. Gary Morris, Provost and
Vice President for Academic Affairs

BACKGROUND:

West Virginia Code §18B-1B-4 and a HEPC Series No.10, *Policy Regarding Program Review*, provide for a systematic review of all college and university academic programs. In compliance with this requirement, the Glennville State College Board of Governors adopted a program review policy on January 16, 2002 which calls for the review of all academic programs on a five-year cycle. In October 2008, HEPC Series No. 10, *Policy Regarding Program Review*, was revised to include the addition of a common reporting process and format for reporting program review findings and recommendations to the Higher Education Policy Commission. Glennville State College's academic program review procedures have since been modified per the revised guidelines.

The procedures followed during the 2019-2020 academic year for the review and evaluation of the academic programs stated above include the following.

- A self-study document was developed for each program scheduled for review. Each self-study document addresses program viability, adequacy, necessity, and consistency with mission.
- Each self-study document was reviewed by an external reviewer. The findings of the reviewers were incorporated into the program assessment process.
- The Provost and Vice President has reviewed the self-study documents including the findings of the external reviewers and the required executive summaries of the findings of the self-studies. Based on this review the Provost has recommended to the President approval of the self-studies by the Board of Governors.

With the approval of the President and Board of Governors, the executive summaries will be filled with the Higher Education Policy Commission in late September per extended deadline.

Glenville State College Criminal Justice
Executive Summary of HEPC 2015-2019 Five Year Program Review

HEPC Series 10 §133-10-5. Program Review Procedures and Levels of Review

5.2.1. Name and degree level of program

Bachelor of Science in Criminal Justice
Associate of Science in Criminal Justice

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

In the previous 5-Year Program Review, the reviewer identified three specific tasks to complete in their findings. These tasks included to continuously develop and implement a program review, add an addendum to current assessment to include a survey from employers willing to participate, and to implement the expansion of online course offerings.

The program review was conducted with a Strengths, Weaknesses, Opportunity, and Threats (SWOT) model and generated several positive and negative considerations for the program.

Regarding *strengths*, the reviewer noted the robust offering of criminal justice courses by experienced faculty, the inclusion and deployment of service-learning opportunities, a comprehensive assessment process with appropriate alignment, effective placement results, and reasonable tuition and associated costs.

The *weaknesses* identified centered on a lack of a detailed explanation about the necessary infrastructural support to deploy and sustain a seamless and academically effective online course delivery, lack of courses devoted to research, a lack to evaluate the current offering of the program in relationship to the narrow, restrictive employment pre-requisites involved in law enforcement, the absence of an advisory board, no explanation how the program fits within the conceptual framework of the college, no detailed explanation of cohesive and effective Instructional strategies, and no strategic plan to increase enrollment based upon present and/or previous efforts.

Opportunities were limited to the expansion of present post-graduation analysis through the incorporation of course and assignment-specific learning data and an opportunity to expand or include courses that focus on cultural competency, social science, human services, and counseling.

Finally, the review addressed threats in the reliance on Mission and Vision statements that contains language that is largely vocational, potential for pressure on the program and the college as many of the pre-requisites for employment simply cannot be taught, a dwindling pool of persons interested in law enforcement nationwide, a burgeoning online presence by scores of accredited colleges which expands the present list of cited competitors, and an absence of a plan to secure articulation agreements.

5.2.3. Plans for program improvement, including timeline

In receiving the reviewer's SWOT assessment of the program, the administration should know the current faculty for the Department of Criminal Justice are already working towards improving many of the identified *weaknesses* and *threats*. For the past year, faculty have worked intuitively to further enhance the academics and assessment of the program, while creating unique initiatives to advertise and recruit prospective students to the program. Plans for program improvement currently include:

- To better develop and deliver online courses, criminal justice faculty have completed Quality Matters courses and are infusing developed online courses with this rigorous criterion.
- The American Psychology Association (APA) writing deficiencies were addressed this past academic year by incorporating APA writing into all the criminal justice courses and making the APA Publication Manual 7th edition a required textbook for students.
- Faculty have identified the lack of a Research Methods course in the program and are currently communicating about incorporating SOCS 293 Research Methods (3 credits) into the core portion of the program as the institution considers revising the GenEd courses from 39 to 30 credits.
- By providing offerings to narrow employment requests, the Department of Criminal Justice, Provost, and GSC administration are currently working with several criminal justice entities in this endeavor. For instance, GSC will be sending a contingency to the FBI Clarksburg office in April 2020 to evaluate improving the curriculum to meet their specific needs for new employees.
- Concerning developing cohesive, effective instructional strategies, the criminal justice faculty have met over the past two academic years about this very issue, bringing more APA research writing assignments and critical thinking assignments into the curriculum.
- To increase the enrollment plan, criminal justice faculty have scheduled and hosted recruiting events outside the normal operations of the Admissions Office. For instance, faculty schedule and attend high school science classes to speak about forensics in crime investigations. Several such events have already occurred, and others are currently being scheduled.
- The reviewer identified a dwindling pool of interest in law enforcement professions. Faculty already advise criminal justice students in their academic needs, but also offer and promote their ability to advise students in their professional interests. For the past few year's faculty have counseled pending graduates in their professional interests and have written letters of recommendation and served as professional references. Background investigators frequently visit the campus with these tasks. We believe the success of this initiative is reflected in the placement data contained in this current review.
- In 2019, the "burgeoning" online criminal justice program was reviewed by the Higher Learning Commission who authorized the full development of the program. The last of the courses are currently being written, and the program should be fully online by FA2021. To promote the program, Glenville State College has secured a vendor's

booth at the October 2020 International Association of Chief's of Police, to promote the program and network with hundreds of police agencies.

- Though the review did not denote articulation agreements, an Articulation Agreement was developed with the Pierpont Community College 2-year criminal justice program, creating a pathway for students graduating with an ASCJ at Pierpont to seamlessly step into the BSCJ program at Glenville State. Furthermore, in January 2020, the department did connect with the Office of Off-Campus Programs and convey the previously mentioned FBI Clarksburg initiative and the need to revitalize the DMAPS articulation agreement. Finally, suggestions were forwarded to the Officer of Off-Campus Programs to develop relationships with law enforcement agencies and create an articulation agreement with their respective police academy, giving college credit for prescribed courses.

Where the above initiatives delineated the current and on-going actions from the department in addressing the *weaknesses* and *threats*, two enumerated tasks remain. For the remainder of the current academic year and the 2020-21AY, criminal justice faculty will 1) consider how the program fits within the college framework and 2) better define its mission and vision statements.

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

In receiving the reviewer's SWOT assessment of the program, the administration should know the current faculty for the Department of Criminal Justice are already working towards improving many of the identified *weaknesses* and *threats*. For the past year, faculty have worked intuitively to further enhance the academics and assessment of the program, while creating unique initiatives to advertise and recruit prospective students to the program. Plans for program improvement currently include:

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5.2.5. Five year trend data on graduates and majors enrolled

In 2015, the program implemented the newly designed areas of emphasis: Administration of Justice and Field Forensics. Because the Administration of Justice existed before the Field Forensics emphasis, the data reflected a diminishing number from the Administration of Justice as the Field Forensics emphasis increased.

Concerning the BSCJ program graduation rate, the number of graduates has steadily increased from the 2014-15 AY 16 graduates (2014-15AY) to 42 graduates (2017-18AY) and then recently decreased to 20 graduates (2018-19AY).

Enrollment in the programs has reflected dichotomous results. The BSCJ program has reflected a steady increase in the program while the ASCJ program as declined significantly. Two attributes are attributed to this trend. First, the popularity of the Field Forensics has attracted prospective students to the program. On the other hand, the significant decline of enrollment in the ASCJ program can be attributed to the administrative change in admitting DMAPS students into the program. Enrollment from DMAPS has dwindled to few students as the Department of Corrections, and Regional Jails have merged into the Department of Corrections and Rehabilitation, and their training reduced from an 8-week program to 6-weeks, causing the institution to begin renegotiating the Articulation Agreement.

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

In the previous version of the program assessment, a two-fold process was employed that measured the final grades of prescribed courses and conducted an in-house Senior Survey where seniors assessed their level of learning. In the 2016-17 AY, the Assessment Committee identified the flaws with this process and the department revamped the assessment model, narrowing the assessment to specific instances in classes to measure learning objectives and employing an external Major Field Test to compare levels of criminal justice knowledge between Glenville graduates and the national average.

However, an analysis of the Major Fields Test revealed deficiencies in that the content being tested did not fully correspond with the prescribed program learning objectives. The department constructed, piloted, and employed a new per- and post-test that measures the specific learning objectives affiliated with the criminal justice program. Consequently, the criminal justice assessment process has evolved into a comprehensive assessment model in which other programs and entities on-campus use to develop and enhance their assessment process.

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

Data on student placement was encouraging. In the prior review, the reporters identified student placement in the 50th percentile. In anticipation for this 5-year Review, the department worked with an honors student, who conducted a survey of recent alumni, which provided rich detail concerning placement. Since the last review, placement increased by approximately 20% from the 50th percentile to the 70th percentile. The review provides a rich and robust look at the data conducted from a recent study.

5.2.8. The Glenville State College Board of Governors has approved the review and recommended continuation of the program at the current level of activity without specific action.

GLENVILLE STATE COLLEGE
DEPARTMENT OF SCIENCE AND MATHEMATICS
BIOLOGY B.S. PROGRAM REVIEW
EXECUTIVE SUMMARY
2014-2019

5.2.1 Name and degree of program:

The **Bachelor of Science Degree with a major in Biology** is designed to give our students a comprehensive and solid foundation in biology in order for our graduates to succeed in professional and graduate programs or in careers that require knowledge and skills in Biology related fields.

Glenville State College's Bachelor of Science in Biology requires 63 credit hours beyond the 11 hours in science and mathematics required of all students under the College's General Education Program. The hours required for the biology major are split between a set of core required courses which encompasses the introductory biology, genetics, research classes, chemistry, math, and physics classes and the gateway and capstone courses. The remainder of the hours are split between four general subject areas: Ecology/Evolution, Cellular/Physiology, Ecology/Evolution, and Applied Biology. Structuring the biology major like this gives students a great deal of flexibility to tailor their degree to their career goals while still getting a well-rounded biology education.

5.2.2 Synopses of significant findings, including findings of external reviewers:

Since 2014, Glenville State College graduates with a BS in Biology have close to 100% admission rate into professional and graduate programs. This is a testament to the quality of the students graduating from the Biology Program at GSC. The biology faculty consist of a tenured faculty member, a tenure-track faculty member, and an instructor; all three have a strong commitment to quality teaching. The overall diversity of the course work, the required research component, and the capstone course requirements are strengths of the program. The renovated Science Hall continues to be an asset to the Biology program as the rooms and labs are well designed and equipped, which allows for Glenville State College students to use equipment that is usually used at larger institutions by graduate students. Overall, the program continues to be a student-centered program.

5.2.3 Plans for program improvement, including timeline:

One of the biggest challenges for the Biology faculty is teaching scientific argumentation and writing. This last fall (fall 2019) we added in a BIOL 193 scientific writing class to help with this. We also are working to deepen the critical thinking development in BIOL 120 and BIOL 121 to begin to strengthen students ability to develop scientific arguments. In the next year we will work on evaluating and potentially increasing or strengthening the writing and critical thinking components of upper level courses.

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

Weaknesses or deficiencies from the previous review included: limited support in the laboratories, especially in preparation, and the support to maintain and support the high-tech equipment in the department and the heavy teaching load for the faculty. In terms of limited support in the laboratories, a lab manager position was approved, and the position was filled in January 2020. Having a lab manager will enable the biology program to better maintain critical equipment and relieve some of the heavy teaching load by having help with laboratory preparation. Faculty still have a heavy teaching load and with the hiring of an instructor to replace a tenure-track position work with research students on their research projects has shifted to the two tenured/tenure-track faculty which has increased their workload. This issue was noted as a problem by the current external review.

5.2.5 Five year trend data on graduates and majors enrolled:

The number of graduates from Glenville State College's Biology Program has been variable, averaged 5 students over the past five years. In addition, over the past five years students graduating from Glenville State College with a BS in Biology have close to 100% admission into professional and graduate programs. This is a testament to the quality of the students graduating from the Biology Program at GSC. Enrollment in the biology program has varied, but actually increased in the last three years. Enrollment has varied between 35-52 students.

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

Students in the biology program are assessed on the following standards:

Core Knowledge

Students will demonstrate an understanding:

1. that evolution is the foundation and unifying principle of biology
2. of how the basic units of structure define function.
3. of the Central Dogma and its implications from the cellular to the ecosystem level.
4. of the pathways and transformation of energy and matter from the cellular to the ecosystem level.
5. of how living systems are interconnected and how they interact from the molecular to the ecosystem level.

Core Competencies

Students will develop the ability to:

6. Understand and apply the scientific method.
7. Use critical thinking skills through both critical analysis of the scientific literature and the writing of technical papers.
8. Apply basic quantitative skills to biological problems to evaluate data and models.

Assessment of knowledge and competencies begins in the first biology courses that students take and continues through the capstone course. Students are assessed using assignments, specific exam questions, and research reports and presentations. Assessment of course is done annually in an assessment report reviewed by the campus' assessment committee. Results from assessment are used to modify and improve courses and curriculum. The development of the BIOL 193 Scientific Writing course implemented in the Fall of 2019 was a result of assessment and the determination that students needed to be learning scientific writing beginning as freshman.

5.2.7 Data on student placement:

Of the 24 students that graduated with a BS in Biology from GSC since 2015, all but two are known to be either working in a career that involves their degree, or are pursuing higher education that involves their degree. Biology graduates are pursuing careers in medicine (2), physical therapy (2), physician assistant (1), pharmacy (1), are working as a teacher (1), with the DNR (3), as a lab technician or manager (4), or pursuing a master's degree (6) or Ph.D (1). Overall, the majority of the graduates of this program pursue careers in the health profession, attending graduate professional schools (Medical, Dental, Pharmacy schools, etc.) or pursue work in wildlife biology following their graduation from Glenville State College.

5.2.8 Final recommendations approved by the governing board:

GLENVILLE STATE COLLEGE
DEPARTMENT OF LANGUAGE AND LITERATURE
ENGLISH B.A. PROGRAM REVIEW
EXECUTIVE SUMMARY
2015-2019

5.2.1 Name and degree of program:

Bachelor of Arts in English

The English B.A. major comprises 45-46 semester hours beyond the 39 hours required of all students under the college's General Education Curriculum. As noted in the Curriculum Summary above, 27 of these 45-6 hours are prescribed from a range of general and specialized courses including Shakespeare, linguistics, survey courses in English and American literature, and seminars in special topics. The remaining 18-19 hours may be selected from a number of courses in areas such as the British and American novel, film, grammar, women's literature, and creative writing.

5.2.2 Synopsis of significant findings, including findings of external reviewers:

The Department of Language and Literature has an exceptionally well-qualified, student-centered faculty. The department must intervene to try to respond to falling enrollment, and it has developed a comprehensive plan to do so. The English B.A. Program Review Comprehensive Report was reviewed by Dr. Louis J. Slimak, Director of Academic Excellence and Assessment at West Virginia University. Dr. Slimak notes that department faculty are exemplary, and he identifies several action items for program improvement:

- review classes that had low enrollment during the entire review period and consider realigning course offerings around the learning objectives
- publish program learning outcomes on the website
- review and revise learning outcomes to make them more specific and measurable
- extend curriculum map to provide concentration within the major
- since the exit exam has been eliminated, develop a means to assess student learning at the end of the program
- work towards assessing each outcome at multiple points (courses and levels) within the program
- avoid using grades to assess student learning; work towards developing some alternative scoring method (like a rubric) that would parse student performance in ways that are more meaningful to assessing the outcome itself
- regularly and systematically capture student placement data

5.2.3 Plans for program improvement, including timeline:

We have already removed some prerequisites from some classes to try to boost enrollment. The Student Advisory Board will be constituted this semester (Spring 2020). The department will begin addressing the action items identified by the external reviewer immediately, and any curricular changes that result will be in place for inclusion in the AY 2021/2022 College Catalog. The department is in the process developing one-credit courses and revising the English Minor, and we plan to have all curricular changes submitted for inclusion in the AY 2021/2022 College Catalog. The department will have an exit survey and follow-up plan in place for collecting student placement information by the end of this semester (Spring 2020). Taking action on results from assessment of student learning is ongoing. Recruiting work through our office of Admissions is ongoing.

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

The department remains understaffed in certain areas that impact our ability to offer classes to English majors in a timely and effective way. We are limited in the number of elective courses we can offer, and we are forced to offer most upper-level courses on a three or four semester rotation. We have improved our assessment model, and we have been identifying action items based on our assessment of student learning.

5.2.5 Five year trend data on graduates and majors enrolled:

The average enrollment for all sophomore literature surveys and upper level classes for the current review period is 16, which represents a significant decline from the number reported for the previous review period (see Appendix II). Because we believe the previous figure to be incorrect, it is difficult to characterize the current average. We can say that this number is slightly lower than the average national student/teacher ratio, but not low enough to cause concern. Enrollment is well above the productivity standard of 12.5 established in HEPC Series 10.

The average number of majors during the review period is 15, which is above the 5-year average productivity standard of 12.5 established in HEPC Series 10. There are currently 9 students enrolled in the program. This is a significant decrease from the last review period's average of 20, and it is especially concerning to us that only 9 students are currently enrolled. Since May 2014, 16 students have graduated with the B.A. in English for an average of 3 students per year. That is two fewer than the productivity standard of 5 established in Series 10.

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

In addition to English proficiency requirements and the BA exit exam, the Department of Language and Literature has employed rigorous assessment procedures for each course using a variety of evaluation instruments to measure student learning and teaching effectiveness, and to ensure the quality of its programs. In anticipation of the 2019 HLC Focused Visit and in accordance with Glenville State College Student Assessment of Learning policy, the Department reviewed and strengthened current procedures, and we developed new instruments and practices to better assess student learning and teaching

effectiveness beginning in 2016-17. All objectives are met through required courses and assessed at specific points throughout the program according to the following matrix:

Learning Outcomes	ENGL	ENGL	ENGL	ENGL	ENGL	ENGL	ENGL	ENGL
	20X	293	307	308	390 [#]	395 [#]	401 [#]	493
Interpret through written analysis and research English and American literature in terms of the respective historical, social, and economic background of the various periods and movements	X	X					X	X
Develop an informed sense of literary history outside the English and American tradition.			X	X				X
Develop and implement interpretive strategies appropriate to the aims and standards of literary study.		X						X
Produce written and oral interpretation of literature that adheres to accepted principles of scholarly practice and integrity.	X	X	X	X	X		X	X
Evaluate and reflect on the literary expression of historically under-represented groups, particularly people of color, women, and native Americans.					X	X		
Develop an informed awareness of the composition process and a mastery of traditional rhetorical strategies for written and oral expression.	X	X	X	X	X	X	X	X
Evaluate and interpret the history of the English language while tracing the influence of other languages and cultures in the evolution from Old English to modern English.						X		

The Department produces and submits an annual B.A.-English Assessment Report to the College Assessment Committee, which then reviews and provides recommendations for program improvement based upon assessment results.

5.2.7 Data on student placement:

One of our recent graduates, Jaylin Johnson, entered law school at West Virginia University in Spring 2019. Madison Gargus, who graduated in Fall 2018, has been working for the college in the admissions office and as a coach since she graduated.

Because of several changes in leadership, there was a lapse in capturing data on student placement. Therefore, the evidence we have is only anecdotal. The department will immediately develop an exit survey and follow-up plan for collecting student placement information

5.2.8 Final recommendations approved by the governing board:

Glenville State College Health and Human Performance Program Executive Summary of HEPC 2015-2019 Five Year Program Review

HEPC Series 10 §133-10-5. Program Review Procedures and Levels of Review

5.2.1. Name and degree level of program:

Bachelor of Science, Health and Human Performance

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

Enrollment in the Health and Human performance program at Glenville State College has increased in the last five years, with minor changes (e.g., decrease of 1 student in the Athletic Conditioning and Coaching major in 2019; decrease of 1 student in 2018 and 2 students in 2019 in the Exercise Science major; and a decrease of 1 student in 2018 in the Health Promotion major). Financial hardship and not earning the requisite GPA to continue attending GSC are the two primary factors underlying decreases in enrollment. Several factors underlying the trend for increased enrollment include (a) better advertisement of the program; (b), attendance at recruiting events; (c) a new Exercise Science Lab and new equipment; (d), a new program in cooperation with Marshall University leading to a Master's Degree in Athletic Training—students complete a Bachelor of Science in Exercise Science from Glenville State College and then graduate Athletic Training degree from Marshall in a total of five years instead of the standard six years; and (e) improvements in academic advising. Moreover, faculty have spent considerable time rewriting course descriptions to better reflect the content of the courses offered, proposing major curriculum revisions to increase the rigor of the program, and rewriting course outlines to better reflect the content and learning outcomes of the courses offered.

5.2.3. Plans for program improvement, including timeline

Proposals for improving the program include updating promotional materials (to be completed no later than Summer 2010); increasing the budget for the program and/or applying for and securing grants (ongoing).

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

This is the first 5-year program review; thus, no weaknesses/deficiencies were addressed in this current report.

5.2.5. Five year trend data on graduates and majors enrolled

As noted above, enrollment has steadily increased over the past five years: in the Athletic Conditioning and Coaching major, enrollment increased from 15 to 34; in Exercise Science, enrollment increased from 38 to 56; and in Health Promotion, enrollment increased from 1 to 7.

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

The assessment model is in accordance with GSC's Assessment Committee's policies and procedures. Faculty use the Committee's required templates to complete the assessment reports for each academic year for each of the three majors in the Health and human Performance program. Each year's assessment report begins with actions taken on the previous year's assessment findings

and proposed action plan. Hence, each year's assessment report includes assessment findings from that academic year and an action plan for the future academic year

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).

Formal data has not been collected to date. Thus, a graduate survey has been designed and deployed this semester (Spring 2020) and faculty are awaiting responses. However, faculty report direct knowledge of at least 10 graduates being accepted into and attending graduate programs in the discipline and others employed in the discipline.

5.2.8. The Glenville State College Board of Governors

GLENVILLE STATE COLLEGE
DEPARTMENT OF BUSINESS
ASSOCIATE OF SCIENCE IN BUSINESS (AS-BUSN)
2014-2019
PROGRAM REVIEW
~EXECUTIVE SUMMARY~

5.2.1. Name and degree level of the program:

Associate of Science in Business (AS-BUSINESS)

5.2.2. Synopses of significant findings, including findings of external reviewers:

The Associate of Science in Business program at Glenville State College is recommended for continuation with additional resources, especially in the area of full-time faculty, by our external reviewer, *Deborah A. Williams, MPA, CPA; Chair, Department of Business and Economics; Former Interim Dean, College of Business and Social Sciences; West Virginia State University.* Her findings are summarized below:

- The AS-Business program is a strong addition to the programmatic offerings of Glenville State College and is also part of the Second Chance Pell Pilot program in Huttonsville Correctional Center along with the Federal Correctional Institution, Gilmer. The program is integrated with the BSBA (Bachelor of Science in Business Administration) program, making it possible for students to earn both degrees in a seamless fashion.
- Students continue to have a strong interest in the program, as evidenced by the number of majors and graduates over the five-year review period and data suggests the job market will remain strong for graduates of the program. Employers, through the feedback they provide for interns from the program, are very pleased with the high quality of students/graduates.
- Assessment is robust, continues to evolve, and is integrated throughout the individual program and as part of the overall assessment of academic programs at the institution. Continuous improvement in the quality of the AS-Business program is demonstrated in the ongoing work of the faculty.
- Additional noted strengths of the program include: collaboration with other academic departments regarding curriculum, installation of updated technology in faculty offices and classrooms, access of student database resources through the Robert F. Kidd Library, expansion of online and hybrid course offerings, and consultation with the Department of Business Advisory Board.
- Faculty, full-time, part-time, and prison faculty, are an asset of the program and have strong academic and professional credentials. The full-time faculty are a strength but a significant weakness is not being staffed at an appropriate level; there simply are not enough of them based on the amount of course overloads and adjunct faculty used, which has been ongoing by the lack of financial resources to remedy the problem. The benefits to the students of having full-time faculty as their professors may be reduced by the additional demands that

overloads place on the faculty and, in some instances, part time faculty are not as responsive as they should be to student issues. As the result of the long-term reliance on overloads for full-time faculty and the use of adjunct faculty, the College has recognized the need for additional full-time Business faculty resulting in plans to hire two new on-campus faculty members by fall 2020.

5.2.3. Plans for program improvement, including timeline:

At the end of the last Program Review cycle in 2014, changes to the General Education program had been finalized at GSC, and the Department of Business acted quickly to align our program with the Higher Education Policy Commission expectation of 60 credit hours.

Beginning in the fall of 2016, the AS-Business degree was introduced into Huttonsville (WV) Correctional Center (HCC), and the Federal Correctional Institution in Gilmer County (FCI-Gilmer) through the “Second Chance Pell Pilot Program,” which was instituted to reduce the recidivism rate for inmates. Enrollment is strong, contributing significantly to GSC’s overall enrollment figures, and expected to increase. In the fall of 2018, a fully online delivery rotation of the entire AS-Business degree was launched, further expanding the recruitment base of potential students.

In the spring of 2019, Department Faculty sought and gained approval to modify the degree curriculum effective for the 2019-2020 Academic Year in order to align the AS-Business program with modifications made in the BSBA—Management program that impacted the course offerings. As a result, a set of lower-division Restricted Business Electives will now be made available to students encouraging potential exploration of BSBA majors.

An increasing number of students are transitioning from the Associate of Science (AS) in Business degree to the BSBA (Bachelor of Science in Business Administration) degree also offered by the Department of Business, and the Department faculty plan to continue reviewing and evaluating the curriculum of both programs to further streamline the pathway from AS to BSBA. Glenville State College is in a strong and rather unique position being able to offer both Associate and Bachelor’s degrees. Since the separation of CTCs in West Virginia several years ago, many 2-year and 4-year institutions have been trying to establish pathways to accomplish what we still have in place.

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

The last Program Review of the Associate of Science in Business (AS-Business) program endorsed continuation of the program at the current level of activity.

It was recommended by the previous Reviewer that a more systematic program of assessment would help the AS-Business program. In response, the assessment program has been enriched by the addition of a Department Assessment Coordinator and her linkage to the campus wide Assessment Committee. Dialogue about “Assessment” is now part of almost every Department meeting and targeted Departmental Assessment Retreats continue to be part of the annual process, where Business faculty review selected artifacts and data, formulate action plans to

address weaknesses and gaps, and subsequently evaluate the results. Regular Business Department assessment documents must be submitted to the campus Assessment Committee for review which has strengthened our program assessment process. The Department of Business also continues to annually convene an external Advisory Board comprised of local and state-wide business leaders to provide input on curriculum, job trends and graduate preparedness.

It was also noted that the Department of Business Faculty found there is a continuing weakness among their AS-Business students in the area of critical writing. In response, Faculty agreed to make a concerted effort to evaluate writing skills beyond just content. Letter writing assignments were planned for BUSN 100, Introduction to Business, and in CSCI 101, Computing Concepts, in addition to increasing the emphasis in BUSN 193, Applied Business Communications.

5.2.5. Five-year trend data on graduates and majors enrolled:

During the 2014-2019 5-year review cycle, total graduates from the Associate of Science in Business program were 65 as compared with 72 for the previous 5-year cycle, a change of less than 10%, showing a fairly constant demand and completion rate for this degree. The annual number of AS-Business graduates has ranged from 2 to 30, averaging 13 per year. The total number of majors enrolled in the AS-Business program during the fall and spring semesters ranged from 106 to 162. Some students also work simultaneously towards completion of requirements for a bachelor's degree, usually the BSBA, Bachelor of Science in Business Administration degree, also offered by the Department of Business.

Beginning in the fall of 2016, the Associate of Science in Business degree, and the Bachelor of Science in Business Administration (BSBA) degree with a Management major were introduced into Huttonsville (WV) Correctional Center (HCC), and the Federal Correctional Institution in Gilmer County (FCI-Gilmer) through the "Second Chance Pell Pilot Program," which was instituted to reduce the recidivism rate for inmates. The Second Chance Pell is a federal pilot program via The Department of Education that allows eligible incarcerated Americans to receive Pell Grants and pursue postsecondary education with the goal of helping them get jobs and support their families when they are released. The addition of these students from HCC and FCI-Gilmer since the Fall of 2016 has helped boost the number of majors enrolled in this program and additional growth is expected. The future of the AS-Business Program at Huttonsville Correctional Center and FCI-Gilmer is promising as the first students have matriculated from this degree program, most continuing on in the BSBA program, and many more graduates are anticipated during the next 5-year review cycle.

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

Working collaboratively with the campus-wide Assessment Committee, the Department of Business has modified, aligned and strengthened its Assessment Plan for the AS-Business degree program during this 5-year review cycle. Dialogue about "Assessment" is now part of almost every Department meeting, and targeted Departmental Assessment Retreats continue to be part of the annual process, where Business faculty review selected artifacts and data, formulate action plans to address weaknesses and gaps, and subsequently evaluate the results. The Department of Business also annually convenes an external Advisory Board comprised of local and state-wide business leaders to provide input on curriculum, job trends and graduate preparedness.

The AS-Business Program Assessment Report currently includes the following components: Program Learning Outcomes; Gateway (BUSN 193, Applied Business Communications) and Capstone (BUSN 293, Capstone Business Experience) courses; Advisory Board Recommendations; Major Fields Test (MFT) given in BUSN 100, Introduction to Business.

Changes to the AS-Business and Departmental Assessment Plan over the last five years have included: Aligning our Assessment Reports with the campus Assessment Committee's required reporting template; Removing the Department's "Assessment Portals" from the formal Assessment Report per the recommendation of the Assessment Committee (they are still maintained in the Department for faculty reference); Updating the Mission and Vision statements for the Degree; Updating the Learning Outcomes for the Degree; Reviewing selected course outlines to improve alignment with Learning Outcomes and Course Objectives.

As a result of the ongoing Assessment process, curriculum changes have also been made to the AS-Business program over the past five years including the addition of a set of lower-division Restricted Business Electives (CSCI 220, ECON 202, MRKT 203, SMGT 130) that encourage potential exploration of specific BSBA majors.

The Assessment process continues to show that many students have challenges with Math and quantitative methods. In 2017, the Department of Business initiated a collegial dialogue with the Mathematics faculty to explore augmenting the pathway to MATH 115 (College Algebra) which is a requirement for all AS-Business majors. Our joint recommendation, approved by the Curriculum Committee, was to allow BUSN 230 (Quantitative Business Analysis I), also a required AS-Business course taught within the Department of Business, to serve as a direct portal to College Algebra, rather than another general Mathematics course. This has worked quite well since its implementation, permitting AS-Business students to learn the desired prerequisite quantitative and analytic skills through specific business applications, while reducing the number of overall required courses for many.

5.2.7. Data on student placement:

Sixty-five students graduated from the AS-Business program over the past five years (2014-2019). A survey was conducted during the Spring of 2020, but the COVID-19 pandemic impacted our ability to reach those graduates from the Pell Pilot Program in the HCC and FCI-Gilmer correctional facilities.

Data compiled from a survey of 2014-2019 "traditional" AS-Business graduates show that 100% of graduates responding found initial employment inside West Virginia within one year of graduation; 67% are currently employed in a business-related field. 33% reported completion of additional baccalaureate and/or graduate hours, but that number would likely be much higher with the inclusion of HCC/FCI graduates, most of whom have continued in the BSBA program. 67% felt their AS-Business degree prepared them to be competitive in their job performance, and rated the overall quality of advising, as well as their overall educational experience at Glenville State College as "Good" or "Excellent."

Uniquely, one graduate actually combined her AS-Business with a Bachelor's degree in Bluegrass Music at GSC, earned a Master's degree, and is currently the Grants Coordinator for *The Birthplace of Country Music* organization in Bristol, TN, also hosting her own radio show.

Employment projections through 2028 from the U.S. Bureau of Labor Statistics show over four times the anticipated job openings for workers with less than a Bachelor's degree. Both nationally and in West Virginia, projections show the outlook for certain Administration and Support Services jobs, such as Financial Clerks and Legal Assistants, for which our AS-Business graduates are qualified, growing as fast as, faster, or much faster than average. A report compiled by the Research Unit of the West Virginia Development Office states that nearly 60% of new jobs in the State through 2020 will require at least a two-year degree. The report further indicates that compensation for occupations typically requiring a minimum of a two-year degree is 85% of what is paid for positions requiring a Bachelor's degree, and suggests that an Associate Degree may offer the best return-on-investment.

5.2.8. Final recommendations approved by the governing board.

GLENNVILLE STATE COLLEGE RE-OPENING PLAN SUMMARY:

As of June 1, 2020

The following measures will be used by Glensville State College in conjunction with the CDC's Plan, Prepare, and Respond effort related to COVID-19 as students return to on-campus residency and instruction for fall 2020. Questions regarding this summary should be emailed to returntocampus@glensville.edu.

While we at GSC wish to provide a controlled and safe environment, we will also strive to retain the sense of community and belonging that the campus has always been known for. This is demonstrated in the summary plan below. Additional information regarding athletics and other campus events is forthcoming and under careful consideration as we continue to make plans to reunite the Pioneer family this fall.

ACADEMIC AFFAIRS

STUDENT & RESIDENT LIFE

OPERATIONS

ACADEMIC CALENDAR

- The fall semester will begin on Monday, August 17, 2020 with residential students arriving 5 and 7 days prior.
- Fall break will be canceled.
- Classes will be held on campus through Friday, November 20.
- Students will not return to campus following Thanksgiving Break. One week of online instruction will follow Thanksgiving Break (November 30 - December 4), with virtual final exams held December 7-11.
- The Spring 2021 calendar is currently under review with a forthcoming decision expected mid-July.

CLASSROOM

- All in-person courses will abide by social distancing guidelines.
- Courses that may exceed gathering capacity may be split to include overflow classrooms equipped with technology to support this approach.
- Lab-based courses will be adapted so lecture components go online with lab courses delivered in a safe face-to-face format.
- Students expected to wear masks while in class and in any group setting.
- Classroom entrances/exits will be modified for traffic flow.
- Selected labs will be held in person, while some will remain online.

TEACHING AND ADVISING

- To help meet classroom density guidelines, GSC will provide in-person, online, and hybrid-flex classes.
- Advising will be conducted remotely whenever possible.
- Study abroad has been canceled for fall with a decision for the spring semester pending.
- Academic Success Center and Student Support Services will be open with multiple formats to help meet the needs of students.

RESIDENCE LIFE

- Rooms will be assigned following traditional configurations (i.e., assigning two students to double rooms and one student per single room).
- Students will be assigned a move-in date/time allowing all students to safely move in over a 5 to 7 day period.
- Free COVID-19 Screenings will be required for in-state students upon arrival.
- Free COVID-19 Testing will be required for all out-of-state students upon arrival.
- Free COVID-19 Testing will be required for all athletes upon arrival.
- Masks will be available for students and must be worn in all common areas or areas where groups exceed 10 people.
- Cleaning supplies will be provided for students.
- Multiple on-campus health check-in stations will be established to help monitor campus health.
- Bi-weekly clean/disinfect room checks will be conducted.
- Common areas/elevators will be disinfected twice daily.
- NO unregistered and unscreened off-campus guests will be allowed on campus.
- NO overnight guests will be allowed.

HEALTH & WELLNESS

- Expanded Health Services will be available (MCCC-137).
- Expanded Mental Health Services will be available (Phy Ed—206).
- Fitness areas will operate with modified hours with restrictions on occupancy.

ACTIVITIES

- Programs and activities are in development that will allow students to come together virtually and in small groups to help create a sense of community.
- Student organizations and clubs will be provided guidelines for conducting meetings and activities.

OCCUPANCY

- Plans are being developed to manage occupancy and larger areas (i.e., common areas, dining halls, etc.)

CLEANING

- All high-touch areas will be wiped and disinfected using products approved by the CDC.
- Modifications to classrooms and other facilities may include plexiglass dividers and traffic flow indicators.

DINING SERVICES

- Dining operations will include social distancing for lines and seating with expanded offerings for "To Go" meals.
- Buffet offering will be suspended with more pre-packaged offerings.

TRANSPORTATION

- Campus shuttles will continue to operate but are under review.
- Social distancing guidelines for all transportation methods are in development.

FACILITIES

- Access to campus facilities may be affected by hours of operation and occupancy rates.
- Facilities may be available for outside use at the discretion of the college.

VISITING GUESTS

- No unscreened guests will be allowed on campus until further notice.
- No overnight guests will be allowed in residential facilities until further notice.

SPRING – 2020 – ACADEMIC REPORT

GLENVILLE STATE COLLEGE ATHLETICS

MEN- Team GPA + (# of roster athletes) – (Spring – 2019 for comparison)

Cross Country – 2.98 (8) (2.09)

Golf – 2.81 (9) (2.68)

Baseball – 2.70 (48) (2.76)

Track – 2.61 (46) (2.59)

Basketball – 2.24 (17) (2.19)

Football – 2.08 (92) (2.19)

WOMEN-

Cross Country – 3.32 (8) (3.23)

Soccer – 3.26 (28) (3.20)

Volleyball – 3.13 (18) (3.17)

Track – 2.98 (25) (2.59)

Basketball – 2.97 (18) (2.59)

Acrobatics & Tumbling – 2.96 (20) (3.12)

Softball – 2.95 (23) (2.87)

Golf – 2.68 (7) (NA)

Cheer – 1.18 (10) (NA)

CO-ED

Boxing – 2.18 (23) (2.16)

**10 of 14 programs showed improvement spring-to-spring

TOTALS

MEN- 2.41

WOMEN- 2.92

CO-ED – 2.18

TOTAL – 2.60

SPORT	4.00	DEAN'S (3.50)	PROBATION	0.00	COVID-19 WAIVER
FB	0	6	12	7	23
BASE	5	8	3	1	5
MTRK/CC	3	11	7	3	1
SOCC	3	11	1	0	0
WTRK/CC	5	11	1	0	2
SB	3	8	1	0	1
BOX	1	1	7	2	0
ACRO	4	7	2	2	0
VB	1	8	0	0	0
WBB	0	4	1	1	0
MBB	1	4	2	2	4
CHEER	0	0	5	4	0
WGOLF	0	2	0	0	1
MGOLF	3	4	0	0	2
TOTALS	29	85	42	22	39

**The 4.00 line is included in the Dean's List total

**The 0.00 line is included in the Probation total

**Sports are listed by roster size.

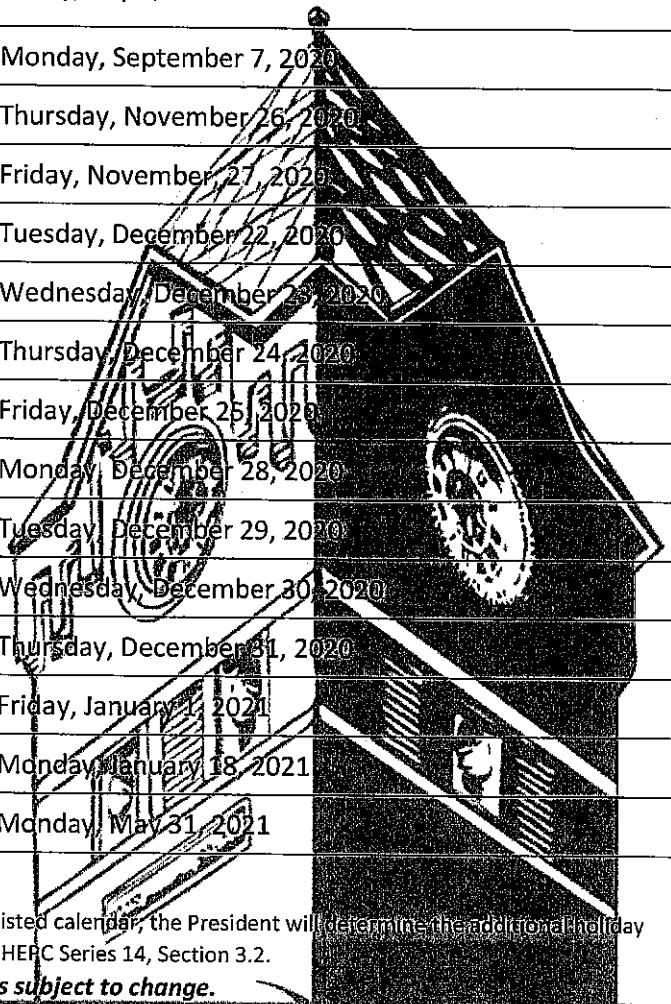
**A total of 26 GSC student-athletes made the MEC All-Academic Team

**An additional 35 GSC student-athletes made the MEC Commissioners Honor Roll

Glenville State College Holiday Schedule

FY 2020-2021

Holiday	Date of Observance
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Thanksgiving Break (Designation: Lincoln's Day)	Friday, November 27, 2020
Winter Break (Designation: Election Day)	Tuesday, December 22, 2020
Winter Break (Designation: Veteran's Day)	Wednesday, December 23, 2020
Christmas Eve: ½ Day Work Day, ½ Day Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Winter Break (Designation: Columbus Day)	Monday, December 28, 2020
Winter Break (Designation: President's Day)	Tuesday, December 29, 2020
Winter Break (Designation: West Virginia Day)	Wednesday, December 30, 2020
New Year's Eve: ½ Day Work Day, ½ Day New Year's Eve	Thursday, December 31, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021



Should the Governor declare any day(s) that would modify the above listed calendar, the President will determine the additional holiday observation in accordance with HEPC Series 14, Section 3.2.

This holiday schedule is subject to change.



Kathleen L. Nelson

Approved by: Dr. Kathleen L. Nelson,
Interim President

6-3-2020

Date