



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

April 21, 2021
1:00 p.m.

Mollohan Campus Community Center
Ballroom

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

All Executive Committee meetings will be held at 11:00 am in the Mollohan Campus Community Center, Ballroom ~~Room 319 President's Conference Room in the Harry B. Heflin Administration Building~~. All Board of Governors meetings will be held in the Mollohan Campus Community Center, Ballroom ~~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 Mollohan Campus Community Center, Ballroom ~~the Waco Center, Hall of Fame Room~~ at the following specified times unless otherwise noted in the schedule.

All Other Committees

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

Schedule

Wednesday, July 22, 2020	Executive Committee
Tuesday, July 21, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Room 319</i>
Wednesday, August 5, 2020	Board of Governors & Committee Meetings <i>@ Mollohan Campus Community Center, Ballroom</i>
Wednesday, October 7, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Room 319</i>
Wednesday, October 21, 2020	Board of Governors
Tuesday, October 20, 2020 @ 10:00 am	Board of Governors & Committee Meetings <i>@ Stonewall Resort, Ballroom 2, 940 Resort Drive, Roanoke, WV 26447</i>
8:30 am - Board Governance Committee @ Ballroom 2	
8:30 am - Enrollment & Student Life Committee @ Oak Boardroom	
9:15 am - Academic Affairs Committee @ Ballroom 2	
9:15 am - Business & Finance Committee @ Oak Boardroom	
Wednesday, December 2, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Ballroom</i>
Wednesday, December 16, 2020	Board of Governors
Wednesday, January 20, 2021 @ 9:00 am	Board of Governors
8:45 am - Board Governance Committee @ MCCC, Ballroom	
No other committees will meet on January 20, 2021	
Wednesday, February 3, 2021	Executive Committee
Wednesday, February 17 24, 2021	Board of Governors
Thursday, March 4, 2021	Special Mtg. of Board of Governors @ 10:00 am
Meeting will be broadcast via Zoom	By Computer: Meeting ID: 859 0024 2970 Passcode: GSC By Phone: +1 929 205 6099 US (New York) Meeting ID: 859 0024 2970 Passcode: 470269
Wednesday, April 7, 2021	Executive Committee
Tuesday, April 20, 2021	Committees
1:00 pm – Enrollment & Student Life Committee Ballroom	
3:00 pm – Academic Affairs Committee Ballroom	
Wednesday, April 21, 2021	Board of Governors & Committees
8:00 am – Board Governance Committee @ Ballroom	
10:00 am – Business & Finance Committee @ Ballroom	
Wednesday, June 2, 2021	Executive Committee
Wednesday, June 16, 2021	Board of Governors

Approved by the GSC Board of Governors June 10, 2020

Updated June 15, 2020; June 25, 2020; October 5, 2020; October 8, 2020; November 3, 4, & 20; December 16, 2020; February 15 & 25, 2021.



BOARD OF GOVERNORS

April 21, 2021

MCCC, Ballroom

1:00 PM

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Special Presentations
 - A. Land Resources Update – Dr. Rico Gazal
5. Constituent Comments
 - A. Alumni Council
 - B. Faculty Senate
 - C. Staff Council
 - D. Student Government Association
6. **Consent Agenda (Action Item)**
 - A. Minutes of the February 24 and March 11, 2021 Meetings
 - B. Enrollment Comparison Reports – *Document(s) will be provided at the meeting.*
 - C. Cash Flow Projection Statement – *Document(s) will be provided at the meeting.*
 - D. YTD Budget Projection Report – *Document(s) will be provided at the meeting.*
 - E. Quarterly Financial Statement – *Document(s) will be provided at the meeting.*
7. Committee Reports
 - A. Executive Committee - Mike Rust, Chair
 - B. Board Governance and Human Resources Committee – Ann Green, Chair
 - C. Business and Finance Committee – Doug Morris, Chair
 - D. Enrollment and Student Life Committee – Steve Gandee, Chair
 - E. Academic Affairs Committee – Skip Hackworth, Chair
8. President and Staff Reports
9. Actionable Items
 - A. **Program Review Executive Summary for Forest Technology - (Action Item)**

10. Announcements

- A. Commencement is scheduled for May 8, 2021 at 10:00 am in the Waco Center
- B. The next Executive Committee meeting is scheduled for June 2, 2021
- C. The next full Board meeting will be held on June 16, 2021
- D. Staff Council and Faculty Senate will meet with the Board directly following today's meeting in accordance with WV Codes §18B-6-3(g) and §18B-6-6(g)

11. Adjournment

**Glenville State College
Board of Governors Meeting
February 24, 2021
MCCC, Ballroom
Glenville, West Virginia**

Members Present: Mr. Mike Rust, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green, Via Teleconference
Mr. Tilden "Skip" Hackworth
Mr. Robert Marshall
Mr. Doug Morris, Via Teleconference
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Jason Gum, Staff Representative
Ms. Jasmine Tarman, Student Representative

Members Absent: Mr. Greg Smith

Faculty & Staff Present: Ms. Rachel Adams, Academic Affairs Administrative Secretary
Mr. Jeremy Carter, ASC Counselor & Hidden Promise Scholars (HPS) On-Campus Coord.
Ms. Kristen Cosner, Communications Coordinator
Mr. Dustin Crutchfield, Director of Public Relations & Marketing
Ms. Maureen Gildein, Lecturer of Physical Education and Alumni Council President
Ms. Rita Helmick, Vice President for Administration
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Ms. Michele Lang, ASC Counselor
Dr. Mark Manchin, President
Mr. Eric Marks, Information Technology Specialist
Ms. Alecia Martin, Interim Director, Academic Success Center (ASC)
Dr. Jonathan Minton, Chair, Language and Literature
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Ms. Chelsea Stickelman, Director of Admissions & Staff Council Chair

Others Present: Mayor Dennis Fitzpatrick, City of Glenville
Mr. Tim Marks, GSC Retiree

Call to Order

Chairperson Mike Rust called the meeting to order at 1:22 pm.

A quorum was established.

Public Comment – N/A

Special Recognitions/Presentations

President Manchin presented Tim Marks, GSC Retiree, with a Board of Governors Certificate of Appreciation for the forty-three years of service he provided to Glenville State College.

Mayor of Glenville Dennis Fitzpatrick presented a brief history of his background and announced he has served as Mayor for ten years. Mayor Fitzpatrick assisted the College in the past by setting up meetings with service counties in West Virginia and he looks forward to continuing to collaborate with GSC.

Alecia Martin, Interim Director of the Academic Success Center (ASC), provided handouts to the Board and discussed the information that included the Center's current initiatives regarding the ASC and Hidden Promise Scholars (HPS) Program.

Dr. Jonathan Minton, Chair of the Language & Literature Department, presented an update and provided a copy of the 2020 Trillium to all. He announced the following:

- 2021 Trillium will be released in the near future.
- Art Show will be held on May 8, 2021.
- A new reading series in conjunction with the local library has been established. It continually hosts noted authors.
- A new Appalachian course will be offered.
- Theatre is planning a play production to perform in April.

Mr. David Hutchison reported on the Day of Giving and thanked everyone for support. He provided a handout that included a list of projects and amount of funding donated for each. Mr. Hutchison also presented a PowerPoint that included a report on new scholarships, status of grants, scholarship campaign, governmental affairs, and upcoming campus events.

Constituent Comments

Alumni Council - Maureen Gildein, Alumni Council President, reported the following:

- Next Alumni Council meeting is at 10:00 am on March 13, 2021 at the Waco Center.
- Alumni is pleased with the Alumni Center renovations.
- Invites nominations for Alumni officers and Alumni awards.
- Committees are working on miscellaneous projects.
- Women's Circle hosted a virtual cookie baking event in December.

Faculty Senate – Kevin Evans reported the following:

- Senate is drafting a new version of the Board policy regarding faculty overload to send to the Administration.
- Eliminating and revitalizing committees and bylaws.
- Shared information with faculty regarding meeting with Mike Rust about reducing the fifteen hours teaching requirement.
- Discussed consolidation of course fees and has concerns regarding fees not being allocated to courses.

Staff Council – Chelsea Stickelman reported:

- Council approved and finalized changes to its new constitution.
- Elections will be held for new representatives in April.
- Reviewing committee structure to appoint staff representation on committees.

Student Government Association (SGA) – Jasmine Tarman reported that there was recently a small COVID-19 outbreak and SGA is planning for homecoming.

Consent Agenda

KEVIN EVANS MOVED TO APPROVE THE MINUTES AS PRESENTED. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Mike Rust reported:

- Committee met on Feb. 3rd.
- President provided an update on the state legislative agenda.
- Marshall University President Gilbert and Provost Taylor visited campus to discuss possibilities for Marshall and GSC to collaborate and offer a nursing program at GSC.
- Bert Jedamski provided a report on the financial status of the College .
- Gary Morris discussed student scheduling.
- Set agenda for this meeting.

Board Governance& HR Committee - Ann Green, Chair, reported that the Committee:

- Recommends approval of Policy 9.
- Received an update from Tegan McEntire regarding human resources.
- Plans to work on a pamphlet that includes information for new Board members.
- Discussed nomination plan for future Board members.
- Requests updates on legal activities, strategic plan, facilities, and legislature at future Committee meetings.

Business and Finance Committee - Doug Morris, Chair, asked Bert Jedamski to present the information discussed in the Committee meeting.

Mr. Jedamski reported that the Committee discussed:

- Accounts receivable balances
- Cash flow projection
- Re-visited break even analysis
- CARES ACT Funds
- YTD Financial Statement
- FY2021 Budget Update

Enrollment and Student Life Committee – Steve Gandee reported that the Committee was presented a PowerPoint presentation on bundling tuition and fees and discussed:

- Dashboard on enrollment comparisons.
- Enrollment projections for fall semester.

- Virtual and in-person recruiting tours that admissions have been attending or planning to attend.
- Dorm occupancy rates.

Academic Affairs Committee – Skip Hackworth reported:

- Dr. Morris distributed academic calendars for years 2021-2022 and 2022-2023
- GSC graduate program application was submitted to HLC. Once HLC’s decision is received it will be shared with the Board.
- WV Senator Rucker visited campus.
- Tim Henline gave a presentation on enrollment and retention.
- Dr. Corley Dennison, Vice Chancellor for Academic Affairs at the WV HEPC, gave a presentation on nursing programs during the Board luncheon.
- Dr. Morris will complete student course schedules by March.

President’s Report

Dr. Manchin reported:

- He will be speaking to the WV Senate Education Committee tomorrow.
- The College is working on finalizing an MOU between Marshall University and GSC to offer a pre-pharmacy program to GSC students.
- Discussions continue with Marshall regarding offering a nursing program at GSC.

Actionable Items

ANN GREEN MOVED TO APPROVE THE PROPOSED REVISED BOARD DRAFT POLICY 9 FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Rust announced the following:

- President Manchin’s Inauguration events have been scheduled for the week of April 5th.

The Inaugural Ceremony will take place on April 9th at 2:00 pm at the Waco Center. A reception, dinner and gala is scheduled following the ceremony beginning at 6:00 pm in the Waco Center.

Homecoming is on April 10th with parade and football game.

- A special meeting of the Board will be held on March 4, 2021 to take action on tuition & fees bundling proposal.
- Next Executive Committee meeting is scheduled for April 7th and regular Board meeting is on April 21, 2021.

Executive Session

IT WAS MOVED BY JOE PARSONS 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. TIM BUTCHER SECONDED THE MOTION.

Rise from Executive Session

IT WAS MOVED BY KEVIN EVANS THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. STEVE GANDEE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 3:35 p.m.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College
Board of Governors Special Meeting
March 11, 2021 @ 11:00 am
President's Conference Room and Via Zoom
Glenville, West Virginia**

Members Present Via Zoom: Mr. Mike Rust, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Mr. Doug Morris
Mr. Joe Parsons
Mr. Greg Smith
Dr. Kevin Evans
Mr. Jason Gum
Ms. Jasmine Tarman

Members Absent: Mr. Robert Marshall

Faculty & Staff Present: Mr. Joshua Chambers, Web Developer – Via Zoom
Ms. Victoria Francis, ASC Counselor – Via Zoom
Ms. Sheri Goff, Financial Aid Counselor – Via Zoom
Ms. Stephany Harper, Director of Financial Aid
Ms. Rita Helmick, Vice President for Administration
Mr. David Hutchison, Vice President for Advancement – Via Zoom
Mr. Bert Jedamski, CFO
Ms. Michele Lang, ASC Counselor – Via Zoom
Dr. Mark Manchin, President
Ms. Alecia Martin, Interim Director, Academic Success Center (ASC) – Via Zoom
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Dr. Brian Perkins, Associate Professor of Forestry – Via Zoom
Ms. Ann Reed, Registrar
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President

Others Present: Ms. Katerina Pawlowski, Student

Call to Order

Chairperson Mike Rust called the meeting to order at 11:03 am.

A quorum was established.

Actionable Items

After a discussion of the items proposed for action,

TIM BUTCHER MOVED TO APPROVE TO ENDORSE AND APPROVE THE COLLEGE IMPLEMENTING BUNDLING FEES FOR ALL STUDENTS AT GLENVILLE STATE COLLEGE AS PRESENTED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

JOE PARSONS MOVED TO ENDORSE AND APPROVE THE COLLEGE TO INCREASE TUITION FOR STUDENTS IN ONLINE DEGREE PROGRAMS AT GLENVILLE STATE COLLEGE AS PRESENTED. SKIP HACKWORTH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

JASON GUM MOVED TO ENDORSE AND APPROVE THE COLLEGE TO CHANGE THE ROOM RATE FOR PIONEER VILLAGE, RIVERFRONT AND GOODWIN HALL AS PRESENTED. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 12:03 pm.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glennville State College Board of Governors
Special Meeting of April 21, 2021**

ACTION ITEM: Program Review

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Program Review for the following programs: Associate of Arts in Forestry.

STAFF MEMBER: Gary Z. Morris, Provost

BACKGROUND:

Per WV HEPC Policy Series 10, each institutional governing board has the responsibility to review at least every five years all programs offered at the institution of higher education under its jurisdiction. In the review, it is to address the viability, adequacy, necessity, and consistency with mission of the programs to the institutional master plan, the institutional compact, and the education and workforce needs of the responsibility district.

Executive Summary

Associate of Science
Forest Technology Program
Department of Land Resources
Glenville State College

Name and Degree Level of Program:

Forest Technology-Associate Degree

Synopsis of significant findings:

- a. The Associate of Science Forest Technology program in the Department of Land Resources of Glenville State College continues to fulfill its mission of providing West Virginia and the rest of the United States with highly competent graduates who are employed by the wood industries, consulting firms, and government agencies involved with the management of timberland, marketing of timber, wood products manufacturing and similar activities.

The Forest Technology program has been granted recognition by the Society of American Foresters (SAF) since 1971 and has been successfully accredited by SAF for a 10 year period (Jan 1, 2016 to December 31, 2025). The program has met all seven standards evaluated for accreditation including program objectives, curriculum, faculty, students, program, parent institution and physical resources and facilities. Glenville State College is one of the 24 SAF accredited and candidate programs in Forest Technology in the US and Canada.

- b. Faculty
The two full-time faculty members in the Forest Technology program have a combined 25 years of teaching experience at Glenville State College. They both have Ph.D. degrees in forestry and have earned tenure and promotion to Professor and Associate Professor. The program has one academic laboratory instructional assistant who assists in teaching laboratory courses. The faculty members and teaching assistant, whose main responsibility is teaching, are also active in professional development and service. The full-time secretary that supported the Land Resources Department now supports 2 additional departments and this has caused increased workload on faculty.
- c. Resources
Funding is provided by the state, tuition monies, laboratory fees, external grants and donations. However, in the past lab fees have been withheld and reduced based upon prerogatives of previous administrators. The program utilizes two outdated vehicles that haven't been replaced due to a lack of adequate financial support. The Department of Land Resources currently occupies a portion (18,000 ft²) of the Waco Center. The location, adjacent to the College Forest, is ideal for hands-on laboratory exercises. Aside from the 364-acre forest lands that the College owns, the department has also established

cooperative agreements with individuals, companies and state parks to expand its laboratory areas to perform forestry field practices.

Plans for Program Improvement

Improvement of the program primarily focuses on recruitment and retention, and funding. Results from assessment have been implemented to offer additional tutoring sessions, improve coursework and attainment of learning outcomes in the program. Service learning opportunities have also been incorporated in key courses that provide additional hands-on, real-world experience. The faculty in the Forest Technology program have remained stable since 2009 with both members having earned tenure and promotion to Professor and Associate Professor. This allows the program to have continuity in attaining its mission on educating high quality graduates relevant to the workforce needs of the industry.

The Department is closely working with the Admissions Office to recruit students. Efforts to reach potential students have also been made through direct participation of the faculty and staff in high school career fairs and other public events in the state. We have also conducted online career orientation seminars and created promotional and student testimonial videos which have been posted on various social media platforms. As a result of a recent grant received by Dr. Gazal, a program has also been instituted to recruit high school students through GSC's dual enrollment program. High school students enrolled in the program register for courses that earn them college credits. Retention activities are coordinated with the College with the implementation of DegreeWorks, Blackboard Learn, and tutorial lessons. The Department continues to explore new approaches to retention.

The Department continues to seek out external funding opportunities that can be used to upgrade and maintain forestry tools and equipment and is expanding contact and collaboration with program alumni and the industry to promote the program, recruit students, explore funding and improve the curriculum.

Identification of weaknesses or deficiencies from the previous review

No weakness or deficiencies were identified from the previous review.

Five-year trend data on graduates and majors enrolled

The average number of students enrolled in the program during the past five years is 37. Faculty and staff in the program along with college admissions counselors are working to increase enrollment. In an average year, 10 students have graduated from the program. This number is well matched with the number of job openings in this field in West Virginia.

Term	Enrollment	Academic Year	Degrees Granted
Fall 2015	45	2015/2016	6
Fall 2016	46	2016/2017	11
Fall 2017	37	2017/2018	11
Fall 2018	28	2018/2019	10
Fall 2019	31	2019/2020	10
Average	37.4	Average	9.6

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

Program assessment occurs throughout the curriculum. Assessment includes:

- 1) Evaluation of learning objectives in gateway, capstone and select courses;
- 2) Summer work experience employer evaluations;
- 3) Student exit surveys; and
- 4) An advisory committee

Learning objectives are evaluated in the gateway and capstone courses. Additional courses are also utilized as appropriate to assess students' performance in all learning outcomes. The gateway course evaluates students' skills learned from courses during their first semester in the program. The capstone course integrates all major courses in the curriculum and assesses learning outcomes in a forest management plan required to be completed at the end of the semester. Each course that is assessed in the program uses a standardized rubric to grade lab reports, harvesting and management plans, and examinations that allows comparisons of results over time. The employment evaluations of students in the summer internship are used to assess student's preparation and performance in the workplace. An exit survey is given to graduating students to provide them an opportunity to express their opinion on the quality of the courses, faculty, department and Glenville State College as a whole. The results of these evaluation tools are discussed by the faculty and presented to the Forest Technology Advisory Committee so that improvements in individual courses and the program can be made. The Advisory Committee is composed of members from the industry, government agencies and academia. The committee provides invaluable advice on the improvement of the course content and arrangement of courses and industry contacts. Their assessment of the graduates and curriculum have strengthened the program immensely. An action plan is developed, if needed, to improve student performance. Lastly, follow-up assessment determines whether the actions undertaken were sufficient to improve student learning or whether additional or different approaches are necessary.

Data on student placements

The job placement rate and average starting salary have been estimated based upon a survey of the Forest Technology program graduates from the last five years. The estimated job placement rate is 67% based on the responses from graduates that obtain a job in the forestry field. The starting salaries of 50% of graduates fall within the \$30,000 to \$40,000 range. Graduates are mostly employed by private industry (50%), state government (33%) or the federal government (17%).