



GLENVILLE
STATE UNIVERSITY

AGENDA

Glenville State University
Board of Governors

August 10, 2022
1:00 p.m.

Waco Center
Rooms 227/228

**Glenville State University
Board of Governors Meeting
Schedule
2022-23**

All Board of Governors meetings will be held in the Mollohan Campus Community Center, Ballroom at 1:00 pm in person unless otherwise noted in the schedule.

Executive Committee of the Board

All Executive Committee meetings will be held via ZOOM at:

Join Zoom Meeting

<https://us06web.zoom.us/j/91229060765?pwd=MUI2RG9aVm4rTlI2dzR4K1NUZmNmdzO9>

Meeting ID: 912 2906 0765

Passcode: GSU

or

Dial by your location: + 1. 929.205.6099 US (New York)

Meeting ID: 912 2906 0765

Passcode: 481189

All Other Committees of the Board

All other committees will meet on the day of the Board meetings in the Mollohan Campus Community Center, Ballroom at the following specified times unless otherwise noted in the schedule.

Board Governance and HR 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

Thursday, July 7, 2022

Special Mtg. of Board of Governors @ 10:00 am

Meeting will be broadcast via Zoom - <https://us06web.zoom.us/j/85323246878?pwd=T0txQ2FvdVh5cTRaalVCTGhiYTkrQT09>

Meeting ID: 853 2324 6878 Passcode: GSU OR **By Phone** +1 929 205 6099 US (New York)

Meeting ID: 853 2324 6878 Passcode: 370372

Wednesday, July 27, 2022

Executive Committee

Wednesday, August 10, 2022

Board of Governors & Committee Meetings
@ Waco Center, Room A227/228

Wednesday, October 5, 2022

Executive Committee

~~Wednesday, October 19, 2022~~ Friday, October 14, 2022

Board of Governors & Committee Meetings
@ Waco Center, Room A227/228

Wednesday, November 16, 2022

Executive Committee

~~Wednesday, December 7, 2022~~ Friday, December 9, 2022

Board of Governors

Wednesday, February 1, 2023

Executive Committee

Wednesday, February 15, 2023

Board of Governors

Wednesday, April 19, 2023

Executive Committee

Wednesday, May 3, 2023

Board of Governors

Wednesday, May 31, 2023

Executive Committee

Wednesday, June 14, 2023

Board of Governors

Approved by the GSU Board of Governors June 15, 2022.
Updated June 27 & 28, 2022; July 20, 2022; July 27, 2022.



BOARD OF GOVERNORS
August 10, 2022
Waco Center, Rooms 227/228
1:00 PM

AGENDA

1. Call to Order
2. Swearing-In of New and Re-Appointed Board Members
3. Establishment of a quorum
4. Public Comment Period
5. Special Presentations
 - A. Nursing Program Update – *Denise Campbell, Nursing Consultant for MU/GSU Consortium*
6. Constituent Comments
 - A. Alumni Council - *Doug Patterson, President*
 - B. Faculty Senate – *Elizabeth Matory, President*
 - C. Staff Council - *Eric Marks, Chair*
 - D. Student Government Association – *Breanna Morgan, President*
7. **Consent Agenda (Action Item)**
 - A. Minutes of the June 15, June 27, and July 7, 2022 Meetings
 - B. Cash Flow Projection Statement
 - C. Accounts Receivable Report
8. Committee Reports
 - A. Executive Committee - *Mike Rust, Chair*
 - B. Board Governance and Human Resources Committee – *Alex Lay, Chair*
 - C. Enrollment and Student Life Committee – *Ann Green, Chair*
 - D. Academic Affairs Committee – *Kathy Butler, Chair*
 - E. Business and Finance Committee – *Doug Morris, Chair*
9. President’s Report
10. Actionable Items
 - A. **Revised Board of Governors Bylaws**
 - B. **Master of Science in Business Administration**
 - C. **Retention of Programs:**
 - **Bachelor of Science in Special Education**
 - **Bachelor of Arts//Bachelor of Science in Interdisciplinary Studies**
11. Announcements
12. Adjournment

**Glennville State University Board of Governors
Meeting of August 10, 2022**

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. Mark Manchin, 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 June 15, June 27, and July 7, 2022 Meetings
2. Cashflow Projection Statement
3. Accounts Receivable Report

**Glennville State College
Board of Governors Meeting
June 15, 2022
Via Zoom
Glennville, West Virginia**

Members Present: Mr. Mike Rust, Chairperson
Mr. Stephen Gandee, Vice Chair
Dr. Kathy Butler
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Mr. Robert Marshall
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative
Mr. Nic McVaney, Student Representative

Members Absent: Ms. Alexandria Lay
Mr. Doug Morris

Faculty & Staff Present: Ms. Rita Helmick, Vice President for Administration & General Counsel
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Dr. Mark Manchin, President
Mr. Eric Marks, Information Technology Specialist
Ms. Leslie Mason, Senior Director of Grants and Compliance
Ms. Elizabeth Matory, Asst. Professor of CJ and Faculty Senate President
Ms. Ashley Nicholas, Executive Secretary to Provost
Mr. Thomas Ratliff, Executive Director of Operations
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Call to Order

Chairperson Mike Rust called the meeting to order at 1:00 pm.

A quorum was established.

Public Comment – N/A

Constituent Comments

Alumni Council – David Hutchison announced the following:

- GSU's night at the Power Park was a success and ticket sales were more than they ever have been in the past.
- Curtis Elam Hall of Fame is scheduled for July 29, 2022.
- Homecoming is scheduled for October 15, 2022.

Faculty Senate – The new faculty senate president, Elizabeth Matory, reported:

- The four-week summer session concluded.
- Faculty are teaching in person classes at FCI-Gilmer this summer.
- A lot of faculty is performing research in different areas during the summer.
- Senate has been engaging in online forums during the summer.

Staff Council – Eric Marks reported:

- Council has been discussing offering annual staff trainings.
- Due to number of employees retiring or resigning, there are a lot of vacant staff positions that need filled.
- Many renovations have been taking place around campus including painting and upgrading technology among other projects.

Student Government Association (SGA) – Nic McVaney announced that he along with other SGA officers attended the Student Leadership Conference sponsored by WV HEPC. The new SGA president is working on a new agenda and putting a cabinet together.

Consent Agenda

KATHY BUTLER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Executive Committee/Chair Report - Mike Rust reported that the Committee met on May 25th via Zoom and discussed:

- Nursing program updates.
- Enrollment strategies for retention.
- Commercials, billboards and other media publications have increased to include marketing of the nursing program.
- The FY23 revised budget will be presented at this meeting.
- Ann Green will serve on the University's Active Shooter and Crisis Manual Committee to assist with the public relations portion of the manual.

President's Report - Dr. Manchin reported:

- Thirty-seven students have registered for the pre-nursing program. The goal is to register fifty.
- Nursing students will be housed in Pickens Hall. An additional \$200K has been secured from HEPC to upgrade Pickens Hall to accommodate approximately fifty students this year.
- Attended a dinner meeting with Marshall University's President, Provost, Dean of Health Professions and others on May 11, 2022.
- Visited and reviewed the unfinished space for nursing at the Waco Center today with an architect.
- The President's Office will be tracking students who meet the criteria for the state funding formula.
- GSU still has the lowest tuition for the best value of all other four-year colleges in West Virginia.

Actionable Items

Board Officer Nominations

Bob Marshall presented the 2022-23 slate of officers as:

- Steve Gandee, Chair
- Ann Green, Vice-Chair

BOB MARSHALL MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR 2022-23 AS PRESENTED. SKIP HACKWORTH SECONDED THE MOTION.

During discussion, Kevin Evans indicated that with the faculty fighting hard to get new members appointed at the end of their term, he could not vote for a member whose term ends in 2022. He further noted that Board of Governors terms should end when they end.

The Board officer nominations item was tabled for further discussion.

Elizabeth Matory recommended that the Board figure out a plan to address the issue from this point forward.

The Nominating Committee will reconvene and discuss the issue further. Another meeting will be scheduled to vote on the 2022-23 slate of officers.

Meeting Schedule

ANN GREEN MOVED TO APPROVE THE 2022-23 BOARD MEETING SCHEDULE AS PROPOSED BUT SUBJECT TO CHANGE. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

BOG's Scholarship

KATHY BUTLER MOVED TO APPROVE THAT THE GLENVILLE STATE UNIVERSITY BOARD OF GOVERNORS LAY MEMBERS AGREES TO FUND JOINTLY THE BOARD OF GOVERNORS AWARD, AN EQUIVALENT FULL TUITION AND FEE SCHOLARSHIP FOR THE FY23 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. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

FINAL Draft Revised Policy 23

ANN GREEN MOVED TO APPROVE THE PROPOSED REVISED FINAL DRAFT BOARD POLICY 23 FOR FILING WITH THE HIGHER EDUCATION POLICY COMMISSION. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Revised FY23 Budget

President Manchin announced that the pay raises funded through the additional legislative appropriation increase are included in the revised budget.

BOB MARSHALL MOVED TO APPROVE THE REVISED BUDGET FOR FY23 AS PROPOSED. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

- Jesse Skiles announced that a new acrobat & tumbling coach was hired. He further announced that athletes in 13 out of 17 athletic programs had a 3.0 GPA or greater.
- Cody Moore announced that staff council assembled a moment of silence ceremony for the victims of the Texas Uvalde Elementary School shooting.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 2:45 pm.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College
Board of Governors Special Meeting
June 27, 2022
10:00 am
Via Zoom
Glenville, West Virginia**

Members Present: Mr. Mike Rust, Chairperson
Mr. Steve Gandee, Vice Chair
Dr. Kathy Butler
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Ms. Alexandria Lay
Mr. Doug Morris
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative

Members Absent: Mr. Robert Marshall
Mr. Nic McVaney, Student Representative

Faculty & Staff Present: Ms. Rita Helmick, Vice President for Administration & General Counsel
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Dr. Mark Manchin, President
Ms. Elizabeth Matory, Asst. Professor of CJ and Faculty Senate President
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President

Call to Order

Chairperson Mike Rust called the meeting to order at 10:00 am.

A quorum was established.

Public Comment – N/A

Discussion/Actionable Items

Alex Lay presented the 2022-23 slate of officers as:

- Mike Rust, Chair
- Ann Green, Vice-Chair

ALEX LAY MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR 2022-23 AS PRESENTED. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Chair Rust thanked Steve Gandee for his service to the Board and invited him to attend the Board retreat in August to be recognized. He further announced that Ann Green sent a bio for Daniel Durbin to the Board Governance and Human Resources Committee to consider nominating him to the Governor as a new member.

Skip Hackworth requested the bio be sent to all Board members for review and schedule another special meeting to vote on it. He indicated his disagreement with discussing an item not on the agenda.

Ann Green requested that anyone wanting to submit other nominee recommendations to send the submissions to her by this Thursday or Friday.

Mr. Rust asked Ann Green to schedule a special Board meeting with Teresa for next week. He also referenced two letters received from HEPC regarding the recommendation to terminate the Bachelor of Science in Special Education and Bachelor of Arts/Bachelor of Science in Interdisciplinary Studies (IDS) programs due to not meeting the minimum benchmarks for student enrollment and graduation. Mr. Rust asked Dr. Manchin to send copies of the letters to all Board members.

Gary Morris noted that the special education program is an issue with coding due to it being chosen as a second major by students. The IDS program has been used but is not productive; however, it will not cost the University to keep it. He recommends to keep both programs. Both programs may be clarified by sending a letter to HEPC. He recommends not taking any action at this time and he will discuss it further at the August meeting.

Announcements

Mr. Rust announced the following:

- The October and December Board meetings dates will be changed due to Homecoming and Graduation.
- Mike and Ann will discuss committee appointments. If anyone is interested in serving on any particular committee, let Mike or Ann know.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 10:07 am.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

**Glenville State College
Board of Governors Special Meeting
July 7, 2022
10:00 am
Via Zoom
Glenville, West Virginia**

Members Present: Mr. Mike Rust, Chairperson
Dr. Kathy Butler
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Ms. Alexandria Lay
Mr. Robert Marshall
Mr. Doug Morris
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative

Members Absent: Ms. Breanna Morgan, Student Representative

Faculty & Staff Present: Dr. Mark Manchin, President
Ms. Teresa Sterns, Executive Assistant to the President

Call to Order

Chairperson Mike Rust called the meeting to order at 10:00 am.

A quorum was established.

Discussion/Actionable Items

ANN GREEN MOVED TO SUBMIT A NOMINATION RECOMMENDATION TO THE GOVERNOR FOR DANIEL DURBIN TO FILL THE VACANT BOARD SEAT. SKIP HACKWORTH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 10:07 am.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

Glenville State University

Cashflow Projection FY 2023

		<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>
	Oasis	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Beginning Cash	Fund #	\$ 4,664,540	\$ 7,023,405	\$ 6,076,386	\$ 6,860,169	\$ 7,717,116	\$ 6,379,878	\$ 4,800,074	\$ 4,979,035	\$ 3,177,708
Incoming:										
Appropriations (approx 50% of PR)	0363	1,587,562	-	-	1,437,556	-	-	1,692,134	-	-
Prior Year Appropriations (FY 2021)		-	-	-	-	-	-	-	-	-
Federal COVID-19 Funds		-	-	-	-	-	-	795,852	-	-
Current Cash deposits	4482	1,066,416	278,807	254,781	1,204,908	456,174	392,523	373,014	916,755	2,696,532
Education & General	4496	900,000	1,000,000	548,000	96,523	15,100	-	-	75,000	-
Auxillary	4497	-	500,000	500,000	-	134,732	-	-	-	-
Capital	4498	-	-	-	-	-	-	-	-	-
Gifts, Donations, WVHE grant	4499	47,718	186,691	-	84,397	500,000	779	8,251	-	50,000
Federal Grants	8770	-	-	1,883,750	247,728	38,422	-	-	490,000	60,000
PAC Funds from Foundation		-	-	-	-	-	-	-	100,000	-
Scholarship funds from Foundation		-	-	-	-	-	-	-	20,000	310,000
East Bonds Reimbursement		-	-	-	-	-	-	-	-	-
Insurance Claims		929,255	-	-	-	438,779	-	-	16,214	-
Loan from Foundation		-	-	-	-	-	-	-	-	-
DMAPS Rental Income - HC		-	-	-	-	-	-	-	-	-
Available Cash		\$ 9,195,491	\$ 8,988,903	\$ 9,262,917	\$ 9,931,281	\$ 9,300,323	\$ 6,773,180	\$ 7,669,325	\$ 6,597,004	\$ 6,294,240
Outgoing:										
Payroll costs total		967,432	-	-	-	1,122,520	1,102,468	1,064,089	1,002,000	962,000
Pcard Payments		-	1,016,265	1,106,458	1,117,497	-	-	-	384,020	175,000
Barnes & Noble Bookstore Services		-	-	-	-	-	-	340,416	-	325,000
Aramark Services		1,411	309,490	-	-	30,924	9,288	273,896	200,000	400,000
Utilities		158,878	245,012	424,235	106,673	62,998	100,048	113,242	125,154	125,000
Cash Disbursement/Operating expenses		130,031	105,116	103,633	167,256	297,371	440,157	429,294	136,500	136,500
4499 Transfers to FAC		-	430,105	439,810	437,163	1,000	-	-	-	-
Capital Projects & Insurance Claims		-	358,550	-	-	161,105	-	-	57,426	-
Debt service & Capital Assessments		228,899	-	-	155,141	228,899	-	407,983	407,982	253,991
Insurance Claim Payments		685,435	253,899	278,112	203,899	438,779	-	-	16,214	-
Repayment of Loan from Foundation		-	194,080	-	-	-	-	-	-	-
Energy Savings Loan Payments		-	-	-	-	-	-	8,050	250,000	100,000

Glenville State University

Cashflow Projection FY 2023

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>
Oasis	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
HEPC Ed Grant Payments	-	-	-	-	-	877	1,990	100,000	50,000
HEPC Nursing Federal Grant 8770 (\$1,705,837)	-	-	50,500	26,537	42,011	20,268	51,330	740,000	574,457
Aramark Grant Payments	-	-	-	-	534,838	300,000	-	-	-
	-	-	-	-	-	-	-	-	-
Cash used	<u>2,172,086</u>	<u>2,912,517</u>	<u>2,402,748</u>	<u>2,214,165</u>	<u>2,920,445</u>	<u>1,973,106</u>	<u>2,690,290</u>	<u>3,419,296</u>	<u>3,101,948</u>
Ending Cash	<u>\$ 7,023,405</u>	<u>\$ 6,076,386</u>	<u>\$ 6,860,169</u>	<u>\$ 7,717,116</u>	<u>\$ 6,379,878</u>	<u>\$ 4,800,074</u>	<u>\$ 4,979,035</u>	<u>\$ 3,177,708</u>	<u>\$ 3,192,292</u>
Remaining State Funds Included in Bal.	\$ 1,178,893	\$ 764,410	\$ 315,732	\$ 936,556	\$ 481,860	\$ -	\$ 1,002,391	\$ 542,391	\$ 82,391
Remaining Energy Savings Loan in Bal.	\$ 957,129	\$ 957,129	\$ 957,129	\$ 957,129	\$ 957,129	\$ 957,129	\$ 949,079	\$ 699,079	\$ 599,079
Remaining HEPC Ed Grant in Bal.	\$ 943,000	\$ 943,000	\$ 892,500	\$ 865,963	\$ 865,963	\$ 865,086	\$ 863,096	\$ 763,096	\$ 713,096
Remaining HEPC Nursing Grant in Bal.			\$ 1,705,837	\$ 1,705,837	\$ 1,663,826	\$ 1,643,558	\$ 1,314,457	\$ 574,457	\$ -
Remaining Aramark Grant Funds	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 965,162	\$ 665,162	\$ 464,162	\$ 464,162	\$ 464,162
Remaining Balance of unrestricted funds	<u>\$ 2,444,383</u>	<u>\$ 1,911,847</u>	<u>\$ 1,488,971</u>	<u>\$ 1,751,631</u>	<u>\$ 1,445,938</u>	<u>\$ 669,139</u>	<u>\$ 385,850</u>	<u>\$ 134,523</u>	<u>\$ 1,333,564</u>

Accounts Receivable Update

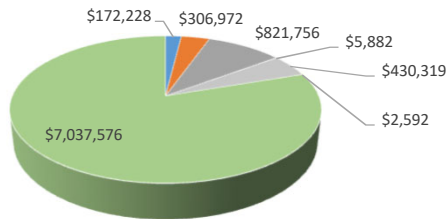
Student AR Balances - Point In Time, Trend Comparison

Semester Based Balances

As of Date	Fall, 2019	Spring, 2020	Summer, 2020	Fall, 2020	Spring, 2021	Summer, 2021	Fall, 2021	Spring, 2022	Summer, 2022	Fall, 2022
6/30/2020	\$ 260,466	\$ 216,081	\$ 180,774							
9/1/2020	\$ 242,196	\$ 171,846	\$ 90,804	\$ 4,786,668						
4/30/2021	\$ 222,443	\$ 131,276	\$ 12,041	\$ 550,812	\$ 306,942	\$ 80				
6/9/2021	\$ 218,041	\$ 128,038	\$ 12,007	\$ 508,837	\$ 240,845	\$ 423,928				
8/17/2021	\$ 215,810	\$ 124,081	\$ 10,564	\$ 471,272	\$ 177,476	\$ 93,331	\$ 7,987,033			
4/25/2022	\$ 210,148	\$ 122,125	\$ 5,985	\$ 407,757	\$ 98,215	\$ 8,412	\$ 169,533	\$ 222,628		
6/7/2022	\$ 209,636	\$ 120,244	\$ 5,925	\$ 407,147	\$ 96,597	\$ 8,509	\$ 160,061	\$ 165,248	\$ 547,540	
8/3/2022	\$ 208,936	\$ 116,722	\$ 5,925	\$ 406,624	\$ 97,732	\$ 8,184	\$ 164,328	\$ 143,832	\$ 129,842	\$ 8,777,325

Fall, 2022 AR Balance Composition

Category	Net Amount Due	Student Count	Percent of Total
Dual Enrollment (High School Students):	\$ 172,228	293	2.0%
2nd Chance Pell (Correctional Institutions):	\$ 306,972	166	3.5%
Financial Aid Pending:	\$ 821,756	96	9.4%
Withdrawn, Expunged, or Other Issues:	\$ 5,882	6	0.1%
Payment Plans:	\$ 430,319	54	4.9%
Balance Under \$500:	\$ 2,592	47	0.0%
Other:	\$ 7,037,576	779	80.2%
Total Fall, 2022 AR Balance as of 08/03:	\$ 8,777,325	1,441	



- Dual Enrollment (High School Students):
- 2nd Chance Pell (Correctional Institutions):
- Financial Aid Pending:
- Withdrawn, Expunged, or Other Issues:
- Payment Plans:
- Balance Under \$500:
- Other:

**Glennville State University Board of Governors
Meeting of August 10, 2022**

ACTION ITEM: Board Bylaws

COMMITTEE: Board Governance & HR Committee

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed revised Board bylaws.

STAFF MEMBER: Ms. Rita Helmick,
Vice President for Administration & General Counsel

BACKGROUND:

The GSU Board of Governors bylaws were last revised on August 18, 2021. Since that time, the Board Chair assigned an Athletic Committee. The bylaws are being revised to include the new committee and its responsibilities.

Glenville State ~~College~~University

BYLAWS OF THE BOARD OF GOVERNORS

~~August 18, 2021~~

1.0 Members of the Board of Governors

The Board of Governors of Glenville State ~~College~~University consists of nine members appointed by the Governor and three constituent representatives elected by the faculty, staff and students. The Board of Governors shall have the powers conferred upon them by the laws of the State of West Virginia as pursuant to WV Code § 18B-2A-1 *et seq.*

The President of the ~~College~~University shall serve as an ex-officio (non-voting) member of the Board.

Meetings shall be scheduled for at least six (6) times per year.

2.0 Officers of the Board of Governors and their Duties

- 2.1 At its last regular meeting in June of each year, the Board shall elect a chairperson and vice-chairperson. The chairperson may not serve more than four (4) consecutive years. The vice-chairperson shall serve for a term of one year or until their successor is elected.
- 2.2 The chairperson of the Board shall be a voting member of the Board, the Executive Committee, and may serve on ~~one~~two other committees. The chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The chairperson shall, on behalf and in the name of the ~~College~~University and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to the President of the ~~College~~University.
- 2.3 In the absence of the chairperson, the vice-chairperson shall be invested with the powers and discharge the duties of the chairperson. In the absence of the Chairperson and the Vice-Chairperson, the duties of Chairperson will be discharged by the Governors in the following order: Chairperson of the Business and Finance Committee, Chairperson of the Academic Affairs Committee, Chairperson of the Enrollment and Student Life Committee, ~~and~~ Chairperson of the Board Governance and Human Resources Committee, and Athletic Committee.

3.0 Secretary to the Board

There shall be a secretary to the Board designated by the CollegeUniversity President at the regular Board meeting in June of each year. The secretary will be a non-voting member of the Board. The secretary shall be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the chairperson or other authorized person on behalf and in the name of the CollegeUniversity and the Board.

The secretary shall attend all meetings of the Board and be responsible for accurate minutes of all Board meetings and assist the President in the training and orientation of new board members. In the absence of the secretary, the President can designate a person to discharge the duties of the secretary. Because of the record-keeping nature of the secretary's duties, he or she serves at the pleasure of the Board and may be appointed for consecutive terms.

4.0 Board of Governors Committees

Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly, or at any time a vacancy occurs, by the chairperson of the Board.

Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board.

Each committee shall consider and make recommendations for action by the Board on the various policy matters enumerated below, and as assigned by the Executive Committee.

4.1 Executive Committee, comprised of the Board chairperson (serving as chairperson), the Board Vice-chairperson, the Board's immediate past chair, and the chairpersons of the committees on Board Governance and Human Resources (HR), Enrollment and Student Life, Academic Affairs, ~~and Business and Finance,~~ and Athletic. In the event a committee chairperson cannot attend a meeting of the Executive Committee, the vice-chairperson may be designated to represent the committee chairperson.

4.1.1 Refer to the Board general CollegeUniversity policies and business not specifically assigned to another committee;

4.1.2 Maintain relations with local, state and federal legislation and administrative agencies;

4.1.3 Consult with the President on personnel appointments and separations;

4.1.4 Evaluate the performance of the President;

4.1.5 Recommend the compensation for the President; and

4.1.6 Act on behalf of the Board on policy matters needing immediate attention and report such actions to the Board.

4.1.6.1 To act on behalf of the Board, a quorum of the Executive Committee (four members) must be present.

4.1.6.2 Executive Committee actions taken on behalf of the Board shall be reported to and ratified by the Board and made a part of the

official record by including such action in the record of the next regularly scheduled Board meeting.

4.1.6.3 Any meeting of the Executive Committee at which binding action is taken shall adhere to all provisions of West Virginia Law.

4.2 Board Governance and Human Resources Committee

4.2.1 Salary, wage, and benefit policies;

4.2.2 Personnel policy matters, including without limitation, affirmative action, equal employment opportunity, and compliance with other state and federal laws;

4.2.3 Collect nominations for future Board members for submission to the Governor;

4.2.4 Review and make recommendations for Board bylaws revisions;

4.2.5 Review and provide recommendations for Orientation and Training of new and existing Board members;

4.2.6 Review and make recommendations for new, amendments, and repeal of Board policies;

4.3 Enrollment and Student Life Committee

4.3.1 Student affairs, including, but not limited to, admissions and enrollment, financial aid, intercollegiate athletics, student life, residential life, and student services.

4.4 Academic Affairs Committee

4.4.1 Academic policies and standards;

4.4.2 Approval of new degree programs;

4.4.3 Review of existing academic programs;

4.4.4 Promotion, tenure and annual evaluation procedures for faculty;

4.4.5 Promotion of alumni activities; and

4.4.6 Awards, honors, convocation, commencement, and other major [CollegeUniversity](#) events.

4.5 Business and Finance Committee

4.5.1 Review and recommend the [CollegeUniversity](#)'s budgets, schedule of student fees, financial operations including annual audits, business organization and practices, borrowing of funds, investment of funds, and submission of appropriation and capital requests;

4.5.2 Approval of agency grants and contracts that exceed \$250,000 or that commit the [CollegeUniversity](#) to continuing the grant activity beyond the grant period;

4.5.3 Naming, location, planning, construction, and maintenance of the [CollegeUniversity](#)'s plant and grounds, and the purchase and sale of lands and buildings.

4.6 Athletic Committee

4.6.1 Review and evaluate academic, competitive and other departmental data to ensure that the programs within the department reflect the University's mission, strategies and priorities;

4.6.2 Review the resources available to support initiatives for student-athlete growth and development;

4.6.3 Review the department's plans, goals and programs;

4.6.4 Ensure that the department's students are graduating and performing academically at a level that reflects the high standards of the University; and

4.6.5 Ensure that there is a regular review of the University's goals relating to increasing diversity, equity and inclusion as they pertain to the areas for which the Committee has oversight responsibilities, the progress that the University is making in achieving those goals, and actions the Board should consider taking to support the University's efforts.

4.6.4.7 Nominations Committee

4.6.14.7.1 Appoint a slate of officers in April or May and present to the full Board for approval at its last regular meeting in June.

4.6.24.7.2 In the event of vacancy of an elected office, the Committee shall convene at its earliest convenience to facilitate a nomination for the remainder of the term and present to the full Board for approval at its next meeting.

4.74.8 The President of the ~~College~~University shall be an ex-officio (non-voting) member of the Executive Committee. The Provost shall serve as the ex-officio for the Academic Affairs Committee, the Vice President for Enrollment and Student Life shall serve ex-officio (non-voting) on the Enrollment and Student Life Committee, the Chief Financial Officer shall serve ex-officio (non-voting) on the Business and Finance Committee, and the Human Resources Director shall serve as ex-officio (non-voting) on the Board Governance and HR Committee.

5.0 Meetings of the Board of Governors

5.1 The Board of Governors shall comply with all provisions of West Virginia's open meeting law as designated in WV Code § 6-9A-1 *et seq.*

5.2 Meetings

5.2.1 The annual organizational meeting of the Board is its meeting in June, at which a regular meeting schedule shall be set, including time and place.

5.2.2 Special meetings may be held upon the call of the chairperson, President, or upon written request to the chairperson by three Board members.

5.2.3 Notice of meetings: The chairperson shall notify all Board members and the President at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

5.2.4 Of the twelve (12) voting Board members, a quorum of seven (7) members is required to conduct business on matters requiring a vote from the Board. A majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the Board shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

5.2.5 The chairperson may poll or designate a poll to members of the Board when an issue(s) arises between regularly scheduled meetings that need the Board's immediate review and decision. In this situation, the

members may vote in-person, via e-mail, telephone, fax, or virtually. A record of these votes will be maintained for the official record. The issue will be formally presented to the Board at the next regularly scheduled meeting and the recorded votes will be re-confirmed.

- 5.2.6** The Board may vote on multiple matters contained within a consent agenda at one time. An item may be removed from the consent agenda and be voted on separately at the request of a Board member.
- 5.2.7** Proxy voting is not allowed; however, members may participate via video or teleconference. Pursuant to WV Code § 6-9A-8(b), a public agency may not vote by secret or written ballot.
- 5.2.8** A roll call vote shall be taken whenever directed by the chairperson or requested by two members of the Board.

5.3 Speakers

It is the policy of the Board to require persons other than Board members and persons invited to speak at Board meetings to limit their remarks to no more than five minutes, or for a length of time determined by the chairperson, and to speak at the appropriate time during the agenda. The Chairperson may also limit the number of speakers commenting on any one subject.

5.4 Parliamentary Rules

Meetings will be conducted according to Robert's Rules of Order, subject to the suspension of any rule by majority vote of the Board. The proceedings of the Board, when not otherwise provided for by its rules, shall be governed by the general usages of deliberative bodies. Every motion shall be reduced to writing upon the request of a member.

5.5 Recording Meetings

Members of the public and the news media may record public sessions of Board and Committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two. Anyone recording the sessions of Board and Committee meetings shall inform the Board that it is being recorded.

6.0 The President of the CollegeUniversity

Serving at the pleasure of the Board of Governors, the President as Chief Executive Officer is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the CollegeUniversity in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the CollegeUniversity to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the CollegeUniversity to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

- 6.1** Administer Board policies to achieve the CollegeUniversity's mission.

- 6.2 Direct strategic and short-range planning.
- 6.3 Develop, maintain and evaluate academic programs in furtherance of the [CollegeUniversity](#)'s mission.
- 6.4 Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the [CollegeUniversity](#)'s goals and mission.
- 6.5 Develop and maintain a system that will receive, screen and recommend for employment the most well qualified personnel required to carry out the mission of the [CollegeUniversity](#). In addition, this system must assign, supervise, evaluate, and promote all personnel employed by the [CollegeUniversity](#).
- 6.6 Plan and develop a process to secure and maintain the fiscal resources necessary to achieve the [CollegeUniversity](#)'s mission at the highest level of quality. This responsibility shall include the presentation of these needs before the Higher Education Policy Commission and the legislature.
- 6.7 Prepare and present to the Board of Governors for approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 6.8 Develop and maintain facilities and equipment required to support the mission of the [CollegeUniversity](#).
- 6.9 Communicate to the Board the current condition and potential problems facing the [CollegeUniversity](#).
- 6.10 Represent the [CollegeUniversity](#) before external public and private sector constituencies.
- 6.11 All other duties and responsibilities listed in the Delegation of Powers.

7.0 Evaluation of the President

- 7.1 The Board will conduct a formal and structured written performance evaluation of the President every year of his/her employment as pursuant to GSC Board Personnel Policy 23 - Guidelines for Employing and Evaluating the President at Glenville State [CollegeUniversity](#).
- 7.2 Evaluation criteria and obtainable goals must be put in writing and discussed with the President at the beginning of each year to make clear the expectations of the Board and the committee can add or delete criteria with the approval of the Board.

Serving at the pleasure of the Board, the President will terminate his/her association with the [CollegeUniversity](#) in a manner that does not discredit or damage the Board or [CollegeUniversity](#).

8.0 Adoption, Amendment, and Repeal of Bylaws and of [CollegeUniversity](#) Policy and Procedures

- 8.1 The foregoing bylaws are intended to provide a general framework for the administration, and operation of the [CollegeUniversity](#). Detailed policies and procedures for

the organization, administration, and operation of the ~~college~~University may be adopted,

amended, and repealed by the Board of Governors.

- 8.2** New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Governors at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

First approved by the Board of Advisors on September 21, 2000.

Revised by the Board of Advisors on June 5, 2001 and effective July 1, 2001.

Revised and Adopted by the Glenville State College Board of Governors effective July 16, 2003.

Revised and Adopted by the Glenville State College Board of Governors effective October 20, 2004.

Revised and Adopted by the Glenville State College Board of Governors effective April 19, 2006.

Revised and Adopted by the Glenville State College Board of Governors effective August 18, 2021.

**Glennville State University Board of Governors
Meeting of August 10, 2022**

ACTION ITEM: Master of Science in Business Administration

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors endorses and approves the University developing and implementing an MBA degree program at Glennville State University.

STAFF MEMBER: Gary Morris, Ph.D.
Provost and Vice President for Academic Affairs

BACKGROUND:

In accordance with WVHEPC Series 11, Submission of Proposals for Academic programs at Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission (WV HEPC), Glennville State University is submitting an intent to plan for one new graduate degree program – Master of Science in Business Administration.

This is the first step in seeking permission to develop and deliver this program. Once approved by the BOG, we will seek approval by the WVHEPC and HLC. As part of the application to both organizations, Glennville State University needs to provide a letter of support for the development and implementation of an MBA from the Board of Governors.

**Glennville State University Board of Governors
Meeting of August 10, 2022**

ACTION ITEM: WVHEPC BS in Special Education

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors remove this program from WVHEPC inventory.

STAFF MEMBER: Gary Morris, Ph.D.
Provost and Vice President for Academic Affairs

BACKGROUND:

On June 23, 2022 Glennville State University received a letter from the West Virginia Higher Education Policy Commission informing us that, per West Virginia Code §18B-1B-4 and a HEPC Series No.10, WVHEPC was recommending the termination of its Bachelor of Science in Special Education due to low productivity. Glennville State University does not have a standalone degree BS in Special education. It appears that this program was added to the inventory in 1978 and never cleaned up. We reviewed GSU/GSC catalogs going back to 2007 and found no reference to a BS in Special Education. What GSU offers is a BAED, for which we have multiple specializations/majors. One specialization/major we offer is in Elementary Education (K-6) which requires students to complete at least one additional teaching specialization/major, such as PreK, Multi-Categorical Special Education, or a Middle School endorsement. Hence students that obtain a Multi-Categorical Special Education major do so as a specialization or major requirement of the BAED, as a requirement for the Elementary Education (K-6) major. Given this information, it is this committee's recommendation that we ask HEPC to remove this program from their inventory.

**Glenville State University Board of Governors
Meeting of August 10, 2022**

ACTION ITEM: WVHEPC BS/BA Interdisciplinary Studies
Termination Recommendation

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors will not terminate the BS/BA Interdisciplinary Studies.

STAFF MEMBER: Gary Morris, Ph.D.
Provost and Vice President for Academic Affairs

BACKGROUND:

On June 23, 2022 Glenville State University received a letter from the West Virginia Higher Education Policy Commission informing us that, per West Virginia Code §18B-1B-4 and a HEPC Series No.10, WVHEPC was recommending the termination of its Bachelor of Science/Bachelor of Art in Interdisciplinary Studies due to low productivity. The Bachelors in Interdisciplinary Studies is a unique degree program that allows students and their advisors develop their own concentration area from courses already in the catalog. The concentration area consists of a combination of courses that have a clear central purpose and are aimed at a specific learning objective that is different from any objectives of the major fields of study already available at Glenville State University. Because there are no unique courses required for this program, and courses are not required to be offered specifically for this program, there are no unique resource requirements for this program. This is not in high demand program, but it is helpful to have in the catalog in the rare instance a student is interested in attending GSU for a unique degree not formally offered at the institution. Given the argument provided, it is this committee's recommendation that we do not terminate this program.

Board of Governors
Academic Affairs Committee
Waco Center, Room 227/228
11:00 am – 12:00 pm

Executive Summary concerning WVHEPC Bachelor of Science in Special Education

This summary is to address WVHEPC's recommendation, issued on June 23, 2022, that Glenville State University's *Bachelor of Science in Special Education* and *Bachelor of Arts/Bachelor of Science in Interdisciplinary Studies* be terminated due to low productivity, as outlined in Series 10. WVHEPC Series 10, Policy Regarding Program Review, requires a baccalaureate program five-year average productivity be:

For degrees awarded: 5
For major enrollment: 12.5

The bachelors in *interdisciplinary studies* is a unique degree program that allows students and their advisors develop their own concentration area from courses already in the catalog. The concentration area consists of a combination of courses having a clear central purpose and aimed at a specific learning objective that is different from objectives of the major fields of study already available at Glenville State University. Because there are no unique courses required for this program, and courses are not required to be offered specifically for this program, there are no unique resource requirements for this program. Some examples of programs that can be pursued with an IDS at GSU, as listed in the undergraduate catalog, include:

Broadcast Media
Business Communications
Child Development
Computational Science
Educational Psychology
Environmental Studies
Fine Arts
Recreation and Leisure

This is not in high demand program, but it is helpful to have in the catalog in the rare instance a student is interested in attending GSU for a unique degree not formally offered at the institution. I recommend we keep this program.

The recommendation that the *BS in Special Education* be terminated raised some concerns on our end because we do not have a *BS in Special education*. We reviewed college catalogs going back to 2007 and found no reference to a *BS in Special Education*. What GSU offers is a BAED, for which we have multiple specializations/majors. One specialization/major we offer is in Elementary Education (K-6) which requires students to complete at least one additional teaching specialization/major, such as PreK, MultiCategorical Special Education, or a Middle School endorsement. Hence students that obtain a Multi-Categorical Special Education major do so as a specialization or major requirement of the BAED, as a requirement for the Elementary Education (K-6) major. The CIP (classification of instructional programs) code for Special Education is for Special Education and Teaching, General listed for GSU on WVHEPC's degree inventory is 13.1001, which was approved on 04/1978, but is not what we offer now.

These discrepancies led to a discussion with WVHEPC about GSU's degree program inventory at WVHEPC. Several things we learned from this this discussion. First, WVHEPC does not track enrollment/graduation numbers in majors under degree programs, just for the degree program. Thus, we only need to report numbers for the BAED to WVHEPC, which will include enrollment and graduation rates from each of the majors/specializations under the BAED. Second, after I requested a copy of the WVHEPC degree inventory for GSU, it was apparent that the inventory has not been updated in a while (see table below).

Degree Level	Institutional Program Name	Degree	CIP Code
Undergraduate Certificate	TECHNICAL STUDIES	CAS	41.9999
Associate Degree	BUSINESS	AS	52.0101
	CRIMINAL JUSTICE	AS	43.0102
	FOREST TECHNOLOGY	AS	03.0511
	GENERAL STUDIES	AA/AS	24.0101
	LAND SURVEYING	AS	15.1102
Baccalaureate Degree	ART	BA	50.0701
	BACHELOR OF APPLIED SCIENCE	BAS	24.0199
	BEHAVIORAL SCIENCE	BS	45.9999
	BIOLOGY	BS	26.0101
	BUSINESS ADMINISTRATION	BSBA	52.0201
	CHEMISTRY	BA	40.0501
	CRIMINAL JUSTICE	BS	43.0402
	EDUCATION, EARLY CHILDHOOD	BA	13.1209
	EDUCATION, ELEMENTARY	BA	13.1202
	EDUCATION, SECONDARY	BA	13.1205
	ENGLISH	BA	23.0101
	HEALTH AND HUMAN PERFORMANCE	BS	31.0501
	HISTORY AND POLITICAL SCIENCE	BA	30.4601
	INTERDISCIPLINARY STUDIES	BA/BS	30.9999
	MUSIC	BA	50.0903
	NATURAL RESOURCE MANAGEMENT	BS	03.0299
	NURSING	BSN	51.3801
	REGENTS BACHELOR OF ARTS	BA	24.0102
	SPECIAL EDUCATION	BA	13.1001

Based on this information the action recommended to the BOG for the *BS in Special education* is that GSU work with WVHEPC to make sure their degree inventory is cleaned up to match ours by requesting that they remove from their inventory the programs highlighted in yellow in the table above. Furthermore, I recommend that we add a new CIP to our inventory:

CIP Code 13.0101, Education, General, which is for any education program that focuses on the general theory and practice of learning and teaching, the basic principles of educational psychology, the art of teaching, the planning and administration of

educational activities, school safety and health issues, and the social foundations of education. (from the National Center for Education Statistics)

We can use this code on any report, like the one for WVHEPC's, that only cares about enrollment in the program, but not the majors under the program. This will not impact anything else on our inventory.