

**Glenville State College
Board of Governors**

May 14, 2003

Agenda

1. Call to Order
2. Establishment of a quorum
3. Resignation of Mr. Terry Bean
4. Approval of the Minutes of April 22, 2003
5. Executive Session: Purpose - Interviewing a candidate for appointment as the Interim President of Glenville State College.
6. Lunch break
7. Public Comment Period
8. Committee Reports
 - a. Committee of the Whole
 1. Appointment of an Interim President
 2. Extension of the Presidential Search
 3. Discussion on officers for the 2003-2004 year
 4. GSC Policies
 - a. Administrative Policy 1 – Change in the Organization of Colleges, Schools, Divisions, Departments or other Administrative Units
 - b. Administrative Policy 2 – Naming of Buildings
 - c. Administrative Policy 4 – Ethics
 - d. Administrative Policy 5 – Policies on Use of Institutional Facilities
 - e. Administrative Policy 6 – Social Justice
 - f. Personnel Policy 13 – Sexual Harassment Policy
 - g. Personnel Policy 14 – Sabbatical Leave
 - h. Personnel Policy 15 – Holidays
 - i. Personnel Policy 16 – Classified Employees
 - j. Personnel Policy 17 – Annual Leave, Military Leave and Other Leaves
 - k. Personnel Policy 20 – Faculty Development
 - l. Tuition/Fees Policy 44 – Awarding of Undergraduate Fee Waivers
 - m. Tuition/Fees Policy 45 – Assignment of Academic Credit and Financing Noncredit Instruction
 5. Procedure 19
 6. Bachelor of Science Degree in Business/Forestry (2+2)
 7. Bachelor of Science Degree in Biology/Forestry (2+2)
 8. Bachelor of Science Degree in Natural Resources Management

9. Bylaws of various committees (information only)
 - a. Academic Appeals Committee
 - b. Accreditation Committee
 - c. Assessment Committee
 - d. Athletic Committee
 - e. College Leadership Council
 - f. Commencement and Convocation Committee
 - g. Educational Personnel Preparation Advisory Committee
 - h. Faculty Development Committee
 - i. Faculty/Student Awards Committee
 - j. Financial Aid Appeals Committee
 - k. General Education Committee
 - l. Library Advisory Committee
 - m. Promotion and Tenure Committee
 - n. Recruitment and Retention Committee
 - o. Scholarship Committee
 - p. Student Life Committee
10. Academic Affairs Information Items
 - a. Portfolio Guide for Assessment of Student Learning – Baccalaureate Programs
 - b. Program for Informing/Involving Students in Assessment of Student Learning Process
 - c. Update on Biology courses and curriculum
 - d. Timeline for the Annual Review Process for Faculty
 - e. Award for Faculty Excellence
 - f. Student Leadership Award
 - g. Academic Standing and Grade Point Average – Baccalaureate Degree Programs
 - h. Portfolio Guide – Associate Degree Programs
 - i. Proposed Policy on Class Attendance
 - j. New Course – Nursing 110
 - k. Emeritus Faculty (Foxworthy, Peterson, Verma)

9. Old business

10. New Business

11. President's Report

- a. NCA accreditation report
- b. Student Union renovations
- c. Commencement, 2003
- d. Implementation of the budget reductions
- e. Transition update regarding New River Community College
- f. Follow-up on tuition and fee increases
- g. FY 2002 audit and management letter

12. Next meeting is scheduled for June 11, 2003.

13. Adjournment

Glennville State College
Board of Governors Meeting
May 14, 2003
Heflin Student Union, Verona Mapel Room
Glennville, West Virginia

Members Present: Mr. R. Terry Butcher, Chair
Mr. Ronald Blankenship
Mrs. Marjorie Burke
Dr. Willis J. Perry
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Donald Southall
Dr. James Hilgenberg, Faculty Representative
Ms. Evie McPherson, Staff Representative
Ms. Jennifer Butler, Student Representative

Members Excused: Mr. Joseph Peters

Staff Present: Dr. Thomas H. Powell, President
Dr. Marty Armentrout, Vice President for Enrollment Services
Mr. Greg Bamberger, Director of Intercollegiate Athletics
Dr. Kathy Butler, Associate Vice President for Academic Affairs
Ms. Ronna Dittman, Executive Assistant to the President
Dr. Robert Freeman, Provost and Vice President for Academic Affairs
Mr. Ed Grafton, Professor of Forest Technology
Mr. Buddy Griffin, Director of Cultural Events
Ms. Ann Grogg, Administrative Secretary
Mr. Robert O. Hardman, II, Vice President for Business and Finance
Mr. Steve Harold, Assistant Professor of Physical Education
Ms. Nicole McDonald, Public Relations
Ms. Cheryl McKinney, Vice President for Student Life
Mr. John McKinney, Associate Professor of Music
Ms. Donna Shaffner, Director of Admissions and Marketing
Dr. Debra Simon, Dean of Teacher Education
Ms. Rosemary Thomas, Vice President for College Advancement

Guests: Mr. D. W. Beamer, community
Mr. Larry Chapman, community
Mr. Jim Fealy, community
Mr. Mike Ford, community
Mr. Charles Harold, community
Ms. Renee Harold, community
Ms. Reta Kight, community
Ms. Kristy McWhirter, community
Mrs. Sue Morris, community
Mr. John Nicolais, student
Ms. Sandy Pettit, community

(Guests continued)

- Mrs. Irene Q. Powell
- Mr. Philip Reale, community
- Mr. Philip Reale II, community
- Mr. Bernard Richards, parent of student
- Ms. Chrissy Richards, student
- Mr. Greg Smith, community
- Mr. Craig Worl, community

Executive Session

The Board of Governors met in executive session for the purpose of discussing personnel matters.

Call to Order

Following the call to order, the meeting adjourned at 1:00 p.m.

Due to the nature of the meeting, the Board of Governors is not holding a public hearing on this matter. Search and seizure of records is not applicable.

Public Comment

- The Board of Governors will accept the following:
- 1. Resolution of the Board of Governors regarding the...
- 2. Motion regarding the...

Call to Order

Chairman R. Terry Butcher called the meeting to order at 10:00 a.m. Mr. Butcher stated a roll call had been taken and a quorum had been established.

Chairman Butcher shared that a letter of resignation from the Glenville State College Board of Governors had been received and acknowledged by the Board Chair. In addition, copies of both letters were forwarded to Governor Wise.

Approval of April 22, 2003 Minutes

IT WAS MOVED BY MRS. MARJORIE BURKE TO APPROVE THE MINUTES OF THE APRIL 22, 2003, MEETING. MS. JENNIFER BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY MR. DONALD SOUTHALL TO ADJOURN THE REGULAR SESSION OF THE BOARD AND ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSES OF INTERVIEWING A CANDIDATE FOR THE POSITION OF INTERIM PRESIDENT. MRS. MARJORIE BURKE SECONDED THE MOTION.

MOTION CARRIED WITH MRS. EVIE MCPHERSON AND DR. JAMES HILGENBERG VOTING IN THE NEGATIVE.

Executive Session

The Board of Governors entered Executive Session at 10:30 a.m. with all visitors and staff excused, with the indication that Dr. Robert N. Freeman would be invited to the session for purposes of his interview.

Call to Order

Following the close of Executive Session, Chairman called the regular meeting to order at 1:00 p.m.

Due to the large number of guests present for public comment, Chairman Butcher, hearing no objection from the Board, deferred action on the Executive Session, the Presidential Search and Candidate Interview for Interim President until after the public comment period.

Public Comment Period

- The following individuals registered for public comment:
1. Mr. Greg Smith regarding program expansion, news releases, community support and new leadership and West Virginia politics. (1:01:00 – 1:07:50 p.m.)
 2. Mr. Steve Harold regarding the athletic user fee and related issues. (1:08:00 – 1:24:30 p.m.)

3. Mr. Bernard Richards regarding athletic user fee. (1:24:45 – 1:31:25 p.m.)
4. Mr. Mike Ford regarding presidential search and athletic user fee.
(1:31:30 – 1:35:25)
5. Mr. Jeremy Wolfe (absent during comment period)
6. Mr. Jim Fealy regarding presidential search and community relations.
(1:35:40 – 1:37:10 p.m.)
7. Mr. Philip Reale regarding athletic user fee and community relations.
(1:37:15 – 1:41:15 p.m.)

As a modification to the agenda, Mr. John McKinney, Associate Professor of Music, and Mr. Buddy Griffin, Director of Cultural Events, presented on the *Mountain Air* radio program.

Committee Reports

With no Committee Reports from individual committees, the Board considered the following issues as a Committee of the Whole.

IT WAS MOVED BY MR. RONALD BLANKENSHIP TO APPOINT DR. ROBERT N. FREEMAN AS THE INTERIM PRESIDENT AT GLENVILLE STATE COLLEGE UNTIL THE POSITION IS PERMANENTLY FILLED. MS. FRANCES SCHMETZER SECONDED THE MOTION.

MOTION CARRIED WITH DR. JAMES HILGENBERG, MRS. EVIE MCPHERSON AND DR. WILLIS J. PERRY VOTING IN THE NEGATIVE.

IT WAS MOVED BY DR. WILLIS J. PERRY TO IMMEDIATELY PROCEED WITH THE PRESIDENTIAL SEARCH WITH THE PRESIDENTIAL SEARCH COMMITTEE REMAINING INTACT. MRS. MARJORIE BURKE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Chairman Butcher indicated that new officers for the Glenville State College Board of Governors would be elected at the meeting scheduled for June 11, 2003. President Powell clarified for the Board the statutory term limit for Board of Governors chairs which limits the term to two consecutive one-year terms.

Chairman Butcher indicated that a Nominating Committee would be appointed by the Board Chair. Hearing no objection, Mr. Butcher indicated the Nominating Committee would consist of members of the Board of Governors Executive Committee and that a slate would be presented for consideration by the Board at the June 11, 2003 meeting.

The following policies, officially delegated by the Higher Education Policy Commission to the individual Board of Governors of the state colleges and universities, were considered by the Board:

- a. Administrative Policy 1 – Change in the Organization of Colleges, Schools, Divisions, Departments or other Administrative Units
- a. Administrative Policy 2 – Naming of Buildings
- b. Administrative Policy 4 – Ethics
- c. Administrative Policy 5 – Policies on Use of Institutional Facilities
- d. Administrative Policy 6 – Social Justice
- e. Personnel Policy 13 – Sexual Harassment Policy
- f. Personnel Policy 14 – Sabbatical Leave
- g. Personnel Policy 15 – Holidays
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- j. Personnel Policy 20 – Faculty Development
- k. Tuition/Fees Policy 44 – Awarding of Undergraduate Fee Waivers
- l. Tuition/Fees Policy 45 – Assignment of Academic Credit and Financing Noncredit Instruction

President Powell indicated that the policies were nearly identical to the original policies delegated by the Higher Education Policy Commission and that the only changes were to identify the policies to Glenville State College.

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD ADOPT POLICIES INDICATED ABOVE PROPOSED IN THE INDIVIDUAL RESOLUTIONS PROVIDED TO THE BOARD. DR. WILLIS J. PERRY SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President Powell shared that the Higher Education Policy Commission had recently approved the delegation of HEPC Procedure 19, relating to the Funding of Intercollegiate Athletics, to the Board of Governors. As a result, Procedure 19 was revised to identify the policy to Glenville State College as GSC Policy 46, falling under the category of “Other Policies.”

IT WAS MOVED BY MRS. MARJORIE BURKE TO DEFER ACTION ON GSC POLICY 46 UNTIL THE JUNE 11, 2003 MEETING OF THE BOARD. MR. FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY DR. WILLIS J. PERRY THAT THE BOARD APPROVE THE BACHELOR OF SCIENCE DEGREE IN BUSINESS/FORESTRY (2+2) AND THE BACHELOR OF SCIENCE DEGREE IN BIOLOGY/FORESTRY (2+2) AS PROPOSED. MR. FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY DR. WILLIS J. PERRY THAT THE BOARD APPROVE THE BACHELOR OF SCIENCE DEGREE IN NATURAL RESOURCES MANAGEMENT AS PROPOSED. MRS. MARJORIE BURKE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

As information, President Powell distributed to the Board the bylaws of various campus committees as indicated:

- a. Academic Appeals Committee
- b. Accreditation Committee
- c. Assessment Committee
- d. Athletic Committee
- e. College Leadership Council
- f. Commencement and Convocation Committee
- g. Educational Personnel Preparation Advisory Committee
- h. Faculty Development Committee
- i. Faculty/Student Awards Committee
- j. Financial Aid Appeals Committee
- k. General Education Committee
- l. Library Advisory Committee
- m. Promotion and Tenure Committee
- n. Recruitment and Retention Committee
- o. Scholarship Committee
- p. Student Life Committee

As information, President Powell distributed to the Board the following information as submitted by the Office of Academic Affairs:

- a. Portfolio Guide for Assessment of Student Learning – Baccalaureate Programs
- b. Program for Informing/Involving Students in Assessment of Student Learning Process
- c. Update on Biology courses and curriculum
- d. Timeline for the Annual Review Process for Faculty
- e. Award for Faculty Excellence
- f. Student Leadership Award
- g. Academic Standing and Grade Point Average – Baccalaureate Degree Programs
- h. Portfolio Guide – Associate Degree Programs
- i. Proposed Policy on Class Attendance
- j. New Course – Nursing 110
- k. Emeritus Faculty

Old Business

A discussion was held regarding the Athletic User Fee.

IT WAS MOVED BY MRS. MARJORIE BURKE THAT THE BOARD RECONSIDER THE ATHLEIC USER FEE AS APPROVED BY THE BOARD ON APRIL 22, 2003. DR. JAMES HILGENBERG SECONDED THE MOTION.

MOTION CARRIED WITH MRS. FRANCES SCHMETZER AND MR. DONALD SOUTHALL VOTING IN THE NEGATIVE.

By Board consensus, President Powell will present options to and including the Athletic User Fee at the June 11, 2003 meeting of the Board of Governors.

IT WAS MOVED BY MR. RONALD BLANKENSHIP THAT THE BOARD RECONSIDER THE FUNDING OF FINE ARTS, SPECIFICALLY AS IT RELATES TO MR. BUDDY GRIFFIN, IN CONSIDERATION OF THE MOUNTAIN AIR PROGRAM. DR. WILLIS J. PERRY SECONDED THE MOTION.

MOTION CARRIED WITH DR. JAMES HILGENBERG AND MRS. EVIE MCPHERSON VOTING IN THE NEGATIVE.

New Business

None.

President's Report

- a. Enrollment Report – President Powell reported that enrollment figures are up over last summer at this time.
- b. New Position – President Powell introduced Mrs. Donna Shaffner as the new Director of Admissions and Marketing.
- c. NCA accreditation report – President Powell indicated that the NCA Evaluation Team Chair, Dr. John Campbell, would be sending the NCA report electronically by 5:00 p.m. this day. President Powell advised that the report was still confidential, until the final report is released, and that the information may only be shared with the Board and Cabinet.
- d. Student Union renovations – President Powell shared that Mr. Robert O. Hardman, II, Vice President for Business and Finance, and Ms. Cheryl McKinney, Vice President for Student Life, were working on this project.
- e. Commencement, 2003 – President Powell reported on the success of the 2003 Commencement.
- f. FY 2002 audit and management letter – President Powell asked if the Board had any questions regarding the audit report and management letter distributed at the April 22, 2003 meeting. No questions were forthcoming.

The next meeting of the Glenville State College Board of Governors is scheduled for June 11, 2003.

With no other business and hearing no objection, Chairman Butcher adjourned the meeting at 3:54 p.m.



Ronna Dittman
Executive Assistant to the President