

GLENNVILLE STATE COLLEGE

Board of Governors

AGENDA

February 18, 2004

1. Call to Order
2. Establishment of a quorum
3. Approval of the Minutes of December 3, 2003 (*see page 1*)
4. Public Comment Period
5. President's Report
 - a. Enrollment Update
 - FTE
 - Headcount
 - HEPC Newsletter (*see page 6*)
 - b. Quarterly Budget Information (*see pages 7-8*)
 - c. Report on Staff Activities
 - d. Report on Faculty Activities
 - e. Report on Student Activities
 - f. Legislative Activities
 - Senate Bill 263
 - g. Vice President's Evaluation
 - h. Budget Reduction Issues (*see pages 9-30*)
 - i. Recruitment
 - Vice President for Academic Affairs (*see page 31*)
 - Faculty (*see page 32*)
 - j. Construction Update
 - Robert F. Kidd Library
 - Heflin Student Center
 - k. Audit Report
 - l. Inauguration - March 19, 2004
6. Committee Reports
 - Business Committee
 - a. Faculty/Staff Retirement Incentive Plan (Action Item) (*see pages 33-43*)
 - Committee of the Whole
 - a. GSC Policies (Action Items) (*see pages 44-133*)
 1. Personnel Policy 18 – Academic Freedom, Professional Responsibility, Promotion & Tenure (*see page 44*)
 2. Personnel Policy 19 – Staff Development (*see page 59*)
 3. Personnel Policy 21 – Travel (*see page 63*)
 4. Personnel Policy 22 – Personnel Administration (*see page 74*)
 5. Personnel Policy 23 – Presidential Appointments, Responsibilities and Evaluation (*see page 85*)
 6. Academic Policy 26 – Program Review (*see page 89*)
 7. Academic Policy 27 – Grade Point Average for Associate & Baccalaureate Degrees (*see page 95*)
 8. Academic Policy 28 – Standards & Procedures for Undergraduate Admissions (*see page 99*)
 9. Student Policy 36 – Student Rights & Responsibilities (*see page 105*)
 10. Student Policy 37 – Student & Academic Rights (*see page 120*)
 11. Tuition and Fees Policy 43 – Assessment, Payment & Refund of Fees (*see page 126*)
 12. Tuition and Fees Policy 45a- Reduced Tuition & Fee Program for State Residents Who are At Least 65 Years of Age (*see page 131*)

7. Old Business
8. New Business
9. Adjournment

Members Present

Staff Present

Faculty Present

Guests Present

Glenville State College
Board of Governors Meeting
February 18, 2004
Heflin Student Union, Verona Mapel Room
Glenville, West Virginia

Members Present: Mrs. Marjorie Burke, Chair
Mr. Ronald Blankenship, Vice Chair
Mr. R. Terry Butcher
Mr. Joseph Peters
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Donald Southall
Mr. Gary Arbogast, Faculty Representative
Ms. Evie McPherson, Staff Representative
Ms. Jennifer Butler, Student Representative

Staff Present: Dr. Robert N. Freeman, President
Dr. Kathy Butler, Interim Vice President for Academic Affairs
Mr. Robert O. Hardman, II, Vice President for Business and Finance
Ms. Cheryl McKinney, Vice President for Student Life
Ms. Eleanor Nicholas, Temporary Secretary to the President
Ms. Teresa Sterns, Executive Assistant to the President

Faculty Present: Dr. Sharon Kraus, Professor of Reading; Assessment Coordinator
Ms. Terry Reale, Assistant Professor of Education; Director of Field Experiences
Mr. Harry Rich, Associate Professor of Music
Dr. Phillip Taylor, Chair, Division of Arts and Sciences

Guests Present: Ms. Sarah Rodriguez

Call to Order

Chairperson Marjorie Burke called the meeting to order at 12:30 p.m. Mrs. Burke said roll call had been taken and a quorum had been established.

Mrs. Burke announced that she had received Dr. Willis J. "Bill" Perry's resignation from the Board of Governors effective January 26, 2004.

IT WAS MOVED BY TERRY BUTCHER TO ACCEPT DR. PERRY'S RESIGNATION.
FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Radabaugh acknowledged that the Board appreciated Dr. Perry's service to the Board of Governors.

Approval of December 3, 2003, Minutes

IT WAS MOVED BY TERRY BUTCHER TO APPROVE THE MINUTES OF THE
DECEMBER 3, 2003, MEETING. DONALD SOUTHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

None

President's Report

- a. **Enrollment Update** – Dr. Freeman reported that, as of this morning, the enrollment was 1119 FTE and 1299 Head count. He noted that both numbers are encouraging. Dr. Freeman mentioned that there were positive comments about Glenville State College in the HEPC Newsletter, included in the Board book, regarding an increase in enrollment and FTE from fall 2002 to fall 2003. He also gave an admissions update and noted that we had received 364 applications from students last March and currently we have received 834 applications. Last years high school senior commitments to come to Glenville State College was 36 and this years current commitments are 91. Dr. Freeman commended the Admissions office for their recruitment efforts.
- b. **Quarterly Budget Information** – Dr. Freeman referred to the budget reports submitted in the book and noted that he will continue presenting this information on a quarterly basis. He made note of the comparison of expenses and how much had been budgeted and actually spent as of 12/31/2003.
- c. **Report on Staff Activities** – At Dr. Freeman's request, Ms. Evie McPherson gave a report on the staff activities. She noted that the State-Wide Advisory Board is watching bills in the legislature that will affect bumping rights of classified employees. There was nothing to report regarding Staff Council because they did not meet last month. Ms. McPherson reported that the Physical Plant employees were glad their jobs had been reinstated to full-time status.
- d. **Report on Faculty Activities** – At Dr. Freeman's request, Professor Gary Arbogast gave a report on the Faculty activities. He reported that Faculty Senate was mainly concerned with an issue regarding the

organizational structure. He noted some faculty want to return to the old system, some want to stay with the current structure, and others have their own ideas. The main concern was who would be appointed as Division Chairs if the structure changes. Professor Arbogast mentioned from his perspective, the long term plan for the College would be to emphasize budget money.

- e. **Report on Student Activities** – At the request of Dr. Freeman, Ms. Jennifer Butler reported that the main issue with the whole student body is parking. She also reported that the Student Government Association had been working with a recent grant in the amount of \$2000.00 that had been received from the Higher Education Policy Commission. Some of the things the grant has been used for is sexual assault prevention session, alcohol simulator, adopt a highway, and upgrading residents halls. Jennifer acknowledged that elections of new officers is underway and her role as President of the Student Government Association would end after elections.
- f. **College Calendar/Schedule of Classes** – Dr. Freeman presented the new college calendar and schedule of classes to the Board. He noted that Faculty Senate was asked to review the two this fall and that he had made a few revisions to their recommendations. He noted that this calendar will continue to be evaluated. Class schedules will now continue through Friday afternoons and time has been set aside on Tuesday and Thursday afternoons to allow for student discussion sessions. There was a question regarding the summer school calendar and Dr. Freeman reported that the summer schedule would basically be the same as last year's calendar.
- g. **Legislative Activities** – Dr. Freeman reported that Senate Bill 263, currently in the Education Committee of the Senate, will give Glenville State College the opportunity to offer Graduate programs if it is passed. The Community and Technical College bill contains language that may affect Glenville State College in the future. It states that two year programs that reside in four year schools will be taken away and given to the Community and Technical Colleges if the four year schools do not meet their benchmarks. Another issue within the bill that may affect the College is that if a four year school decides to offer a two year program that they do not already have in place, they will probably have to contract the program through the Community and Technical College. Dr. Freeman also acknowledged that Glenville State College's request to move lottery dollars to other areas may not be granted this year.
- h. **Vice Presidents Evaluations** – Dr. Freeman reported that evaluation forms have been sent to all employees under the umbrella of each Vice President. Dr. Freeman suggested that he would like the Board to conduct an evaluation on him each year rather than every four years as required by HEPC's Series 5 Title 133 policy.

Mrs. Burke intervened and asked that the minutes reflect that Professor Arbogast left the meeting at 1:00 p.m. due to an obligation and requested the minutes reflect the time of his return.

- i. **Budget Reduction Issues** – Dr. Freeman indicated that he had previously asked the Vice Presidents to get suggestions from their departments regarding budget reductions and submit them to him. He noted that those were included in the book for review.
- j. **Residence Hall Scholarships** – Dr. Freeman submitted a residence hall scholarship proposal as an information item to the Board. He reported that the scholarships would be established by auxiliary fees and would increase occupancy in the residence halls. The scholarships will be awarded in the amount of \$800 a semester per student and students must maintain a cumulative GPA of at least 2.0 and possess a judicial record which reflects no violations of the Student Conduct Code to be eligible for the scholarship. The College plans to issue 100 of these scholarships this fall.

Professor Arbogast returned to the meeting at 1:15 p.m.

- k. **Recruitment** – Dr. Freeman reported that he met with the Vice President for Academic Affairs Search Committee yesterday and they agreed to advertise the position in the Chronicle of Higher Education because only three candidates applied from the previous advertisement. Dr. Freeman indicated that there

were twelve faculty positions advertised in the Chronicle of Higher Education and that every program at the College has a faculty position available. He reported that an additional resignation had been received since the advertisement and a Professor that was supposed to be returning after leave will now not be returning, so that will leave 14 faculty positions available.

- l. **Construction Update** – Dr. Freeman met with McKinley & Associates from Wheeling regarding the Robert F. Kidd Library renovations. They will return in two weeks to present architectural designs for the library. Dr. Freeman provided books to the Board and posted plans from WTW architects regarding the renovation of the Heflin Student Union. He noted that five million dollars has been committed to the College for these renovations and the College will later request a third installment. Dr. Freeman indicated that Aramark has proposed to contribute \$650,000 toward renovations and Follett is expected to contribute \$75,000 according to their last contract. Dr. Freeman also reported that the renovation process of the third floor of Louis Bennett Hall is in the third stage and will be completed by summer or early fall.
- m. **Audit Report** – Dr. Freeman submitted audit reports to the Board from Deloitte & Touche and asked that the Board feel free to ask he or Mr. Hardman about any questions or concerns they may have regarding the audits. Mr. Hardman suggested that he could arrange for the auditors to come to the next meeting of the Board if necessary.
- n. **Inauguration** – Dr. Freeman invited all members of the Board to participate in the Inauguration event on March 19, 2004 at 2:00 p.m. He indicated that he asked the Inauguration committee to keep the budget as low as possible and that most of the celebration be focused on the College and community. He indicated that Aramark and the Glenville State College Foundation would be donating toward the event.

Committee Reports

Business and Finance Committee

Fred Radabaugh reported that the committee reviewed the Faculty/Staff Retirement Incentive Plan and recommended amendments.

After a discussion by the Board, the following amendments were agreed upon by the Board:

1. In *Section 2.1* add “at least 55 years of age” after Glenville State College at the end of the paragraph.
2. Empower the President to make any technical revisions since the proposal needs to be reviewed and approved by the Legislative Joint Committee on Pensions and Retirement.
3. In *Section 1-10* add “(7) day” preceding the phrase “Election Window” in the second line of the paragraph and add “(7) day” preceding the phrase “Election Window” located in the fourth line of the paragraph to make it consistent with the wording in Section 1-5.
4. In *Section 12-1* strike “on a yearly basis” in the first paragraph.

IT WAS MOVED BY FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE THE FACULTY/STAFF RETIRMENT INCENTIVE PLAN AS AMENDED. DONALD SOUTHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee of the Whole

The following Glenville State College 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:

1. Personnel Policy 18 – Acad. Freedom, Prof. Responsibility, Promotion & Tenure
2. Personnel Policy 19 – Staff Development
3. Personnel Policy 21 – Travel
4. Personnel Policy 22 – Personnel Administration
5. Personnel Policy 23 – Presidential Appointments, Responsibilities and Evaluation
6. Academic Policy 26 – Program Review
7. Academic Policy 27 – Grade Point Average for Associate & Baccalaureate Degrees
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President Freeman indicated that the policies were nearly identical to the original policies delegated by the Higher Education Policy Commission and that the only changes are to identify the policies to Glenville State College. He noted that Mr. Bruce Walker, Esquire, has reviewed these policies and approved each one; however, Mr. Walker suggested that the Board will need to later revise some of these policies to reflect individual rules and handbooks that will need to be implemented according to each policy.

IT WAS MOVED BY FRED RADABAUGH THAT THE BOARD ADOPT THE GLENVILLE STATE COLLEGE POLICIES INDICATED ABOVE PROPOSED IN THE INDIVIDUAL RESOLUTIONS PROVIDED TO THE BOARD. TERRY BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Old Business

None

New Business

IT WAS MOVED BY FRED RADABAUGH THAT THE BOARD PRESENT A RESOLUTION AS THEIR TOKEN OF APPRECIATION TO WILLIS "BILL" PERRY FOR HIS SERVICE TO THE BOARD OF ADVISORS AND BOARD OF GOVERNORS. TERRY BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Chairperson Burke presented the following resolution:

In Appreciation.....

Whereas Dr. Willis J. "Bill" Perry is a native of Glenville, Gilmer County, West Virginia; and,

Whereas Dr. Perry earned a Bachelors degree from Glenville State College in 1970; received a Masters degree in 1974 and a Doctorate degree in 1978 from West Virginia University; and,

Whereas Dr. Perry faithfully served as the Glenville State College Alumni Association President from 2001 -2003; and,

Whereas Dr. Perry has served as a member of the Glenville State College Foundation Board from 2000 -Present; and,

Whereas Dr. Perry has served as a public school teacher, an administrator at Glenville State College and West Virginia University, a Senior Researcher for the U.S. Department of Education and a West Virginia Deputy Chief State School Officer; and,

Whereas Dr. Perry has over twenty years of consulting experience with business and industry and is the founder of Perry Enterprises, a consulting and government relations organization representing a variety of private interests; and,

Whereas Dr. Perry served as a member on the inaugural Glenville State College Board of Advisors and on the Glenville State College Board of Governors from 2001 - 2004; and,

Whereas Dr. Perry has maintained his commitment to the *Renaissance of Shared Values*; and,

Now therefore be it resolved that the President of Glenville State College and the Board of Governors express our appreciation to Ms. Jennifer Butler for her commitment to Glenville State College and to her service on the Board of Governors.

Recorded this 18th day of February the year of our Lord, 2004.

Ms. McPherson indicated she had an item to discuss and voiced her concerns about the resignation of Dr. Perry, expired terms of board members, and those to expire in June. She asked if the Board had to wait on the Governor to re-appoint members to serve.

Chairperson Burke indicated that the Board does have to wait on appointments by the Governor and that the Board had been in correspondence with the Governor for over a year regarding this matter. She indicated that she and Dr. Freeman met with the Governor on January 23rd and he had reassured them that they are working on the reappointments. Mrs. Burke talked to the Governor's office again this morning and was informed that the appointments must be submitted to the Senate Committee for confirmation. She noted that the Board hopes to have a confirmation of the new appointees by mid-March.

Professor Arbogast indicated concerns regarding where the College stands in reference to long term planning.

Dr. Freeman reported that he has been in discussion phases with WVU professors and students to come to Glenville and do a long range plan in hopes of saving money by utilizing services of those individuals rather than hiring an outside firm. He plans to announce updates to the campus within the next two weeks.

Chairperson Burke acknowledged that she hopes to see everyone at Inauguration and announced that the next Board meeting will be held on Wednesday, April 21st.

Adjournment

With no further business and hearing no objection, Chairperson Burke adjourned the meeting at 1:55 p.m.



Teresa Sterns
Executive Assistant to the President