

**Glennville State College  
Board of Governors Meeting  
February 7, 2018  
Waco Center, Hall of Fame Room  
Glennville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson  
Mr. Tim Butcher, Vice Chair  
Dr. William Deel  
Mr. Mike Forbes  
Mr. Stephen Gandee, via teleconference  
Mr. Richard Heffelfinger  
Mr. Ralph Holder  
Ms. Sue Morris, via teleconference  
Mr. Larry Baker, Faculty Representative  
Mr. Dustin Crutchfield, Staff Representative  
Mr. J. Cameron Woods, Student Representative

Members Absent: Mr. Mike Rust

Staff Present: Dr. Tracy L. Pellett, President  
Mr. John Beckvold, Vice President for Business & Finance  
Mr. Marty Carver, Vice President for Enrollment  
Mr. David Hutchison, Vice President for Advancement  
Ms. Sheri Goff, Financial Aid Assistant & ACS Representative  
Dr. Gary Morris, Vice President for Academic Affairs  
Mr. Jason Phares, Information Technology Manager  
Ms. Krystal Smith, Chief Human Resources Officer  
Ms. Teresa Sterns, Executive Assistant to the President  
Mr. Rusty Vineyard, Vice President for Student Life & Athletics

Others Present: Mr. Les Harbour, Hayflich, PLLC

### **Call to Order**

Chairperson Greg Smith called the meeting to order at 12:53 pm.

A quorum was established.

### **Approval of Minutes**

RALPH HOLDER MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 29, 2017 MEETING AS PRESENTED. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Public Comment**

N/A

**Report on FY2017 Audit** – Mr. Les Harbour, Audit Manager for Hayflich, PLLC, presented a brief overview of the audit that included the following:

- The audit field work began in September 2017 and was completed October 2017.
- The College had an increase in cash from last year.
- The GSC Foundation was audited by another firm; however, its audit report was included in the Hayflich audit.
- Hayflich found no internal control deficiencies in the College's audit.

Mr. Harbour invited questions from the Board. After no questions were presented,

RICH HEFFELFINGER MOVED TO APPROVE THE FY2017 AUDIT PRESENTED BY LES HARBOUR, HAYFLICH, PLLC. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Executive Committee**

Greg Smith, Chair, reported that the Committee approved the agenda for the upcoming meeting and discussed the below items:

- Enrollment
- Distance education action item.
- Proposed HB2713 permitting the carrying of concealed weapons on the campus of a state institution of higher education.

### **Business and Finance Committee**

Rich Heffelfinger, Chair, reported that the Committee reviewed the audit report and asked Mr. Beckvold to provide an update on the financial procedures of the College.

Mr. Beckvold discussed:

- Quarterly financial statements.
- Aged accounts that the College owes one million dollars on should be paid by the end of March.
- The one million dollars owed to Aramark was eliminated once the new Aramark contract was approved.

Mr. Beckvold indicated Ms. Sterns has forwarded the audit report electronically to the Business and Finance Committee and will forward it to all members of the Board of Governors. He further stated that it will also be posted on the College's website.

### **Enrollment Management Committee**

Marty Carver, Vice President for Enrollment, reported that the Committee discussed the following:

- Importance of understanding recruitment and the focused recruitment on full-time students to live on campus.
- Admissions improved its delivery methods and face to face communication with prospective students which includes hosting Meet N' Greets.
- The Winter Open House was held last weekend with 244 guests attending.
- Another open house is scheduled for March 24, 2018.

Mr. Carver requested that Stacy Adkins, Director of the Academic Success Center, attend the next Board meeting to provide a report on retention.

### **Student and Academic Affairs Committee**

Ralph Holder, Chair, asked the Committee staff members and Vice President members to present a report.

Mr. Jason Phares announced the following:

- Computers have been replaced in all classrooms.
- RAM (Random Access Memory) has been upgraded in the Science Building.
- The new website will be easier to navigate and all departments will have the option to change information and pictures from within their area.
- Progress is being made with the online courses and Robin Cottrill has trained the professors.

Mr. Larry Baker disseminated an ACF flyer that was provided to every legislature regarding how the PEIA bill will effect faculty, staff, and students. He reported the following:

- Faculty Senate opposes the concealed weapons on campus bill.
- WV HEPC *Series 22 - GRADE POINT AVERAGE FOR ASSOCIATE AND BACCALAUREATE DEGREES* amendments passed, so Glenville State's Policy 27 will now have to be amended to match the language in Series 22.
- President Pellett met with the Senate and all were impressed that the College Address was postponed for two weeks.
- Faculty is in favor of moving the distance education action item forward, although it will require more work from faculty.

Mr. Rusty Vineyard reported the following:

- The College purchased a shuttle bus and plans to purchase one or two more.
- Secured an intern from Marshall University to assist Tim Underwood, Counselor, in offsetting the client load.
- 36 of all the athletes in fall sports, made the MEC honor role.
- The GSC Women's basketball team is currently ranked seventh nationally.
- Considering to improve the pool equipment in an effort to keep it open more.
- Improvements are continuing to be made in the Lilly Gymnasium.

Dr. Gary Morris discussed the following:

- The ASC (Academic Success Center) is the cornerstone of retention and is now fully staffed. 73 students have utilized the Center since January. The Center hosts weekly activities for the students that include study habits, how to dress for success, etc. A Career Expo will be held at the Waco Center in the near future. The ASC will potentially occupy the third floor of the library and will include a study area, career area, and computer bank for students. The first floor of the library will remain the same and the second floor will house books.

- There are currently five faculty searches taking place to fill positions in Fine Arts, Land Resources, Teacher Education, and Psychology.
- In reference to the WV HEPC Series 22 that was recently revised, HEPC appointed Ms. Ann Reed, Registrar, as a members of a task force to plan a state-wide implementation of the policy. GSC Policy 27 will need to be amended to reflect Series 22 changes. It is anticipated to be brought to the Board for approval of revisions in spring to ensure it is put into place by fall 2018.
- The Milestone Ceremony was held on January 17, 2018.
- The faculty members on the Prioritization and Planning Committee are diligently working on deciding programs the College needs to retain and eliminate.
- In reference to the offering of online courses, the College is currently working on the marketing and academics technology. In order to offer the online courses, the College must obtain approval from the Board of Governors and the Higher Learning Commission.

RALPH HOLDER MOVED TO APPROVE THAT GLENVILLE STATE COLLEGE OFFER ACADEMIC PROGRAMS VIA DISTANCE EDUCATION AS DEFINED BY HIGHER LEARNING COMMISSION (HLC). CAMERON WOODS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **President's Report**

President Pellett provided a handout that included a three year trend for enrollment and retention; budget to actual (6month); and the GSC Foundation bequests and contributions for FY17 and FY18. He further reported the following:

- The on-campus declining enrollment dropped slightly from 924 last year to 893 this year; however, there is a declining enrollment of students in West Virginia. The College must develop new markets and communication strategies with students that remain in the area and hope to change the trend line by fall.
- Retention has remained between 78 percent and 80 percent. The College should be seeing a return on ASC services including tutoring, career services, etc. by next year.
- After a six month period in FY2018, the College is at 54 percent of its payroll expense budget and 41 percent of its operational budget.
- Advancement raised \$1,390,000 in FY2018 from \$428,202 in FY2017.
- College policies will be changing to require more students to stay on campus and more housing will be needed.
- President Pellett will plan to take Board members on a tour to see all the renovations/improvements that have been made since July 2017 at an upcoming Board meeting.

### **Announcements**

Mr. Smith made the following announcements:

- Percussion Ensemble Performances @ Fine Arts Center – March 22-23, 2018
- The next Executive Committee meeting is scheduled for April 4, 2018.
- The next full Board meeting is scheduled for April 18, 2018.

Mr. Smith departed the meeting at 2:00 pm.

The following further announcements were made:

- Mr. David Hutchison – During the annual Winter Homecoming on February 3, 2018, President Pellett issued a proclamation to declare the first week in February as GSC Black Alumni History Week. He, along with former coach Tim Carney, presented a plaque commemorating the event to the family of Bob 'Skinny' Minnieweather, the first black student that attended GSC.

- President Pellett – Planning to add a Special Assistant to the President role to focus on inclusivity to encourage minority and gender diversity representations in leadership. The responsibilities will probably be an added feature to a current position.
- Mr. Rusty Vineyard – Student Life will be hosting an event in line with Black History Month, “Ain’t I A Woman,” performed by Chamber Music Theatre at 6:00 pm this evening at the Fine Arts Center. Admission is free.

Mr. Jason Phares distributed new electronic tablets to Board members.

President Pellett announced that Mr. Phares will hold a training orientation for all at the next Board meeting.

**Adjournment**

With no further business and hearing no objection, Vice Chairperson Butcher adjourned the meeting at 2:05 pm.

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Greg Smith  
Chairperson

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Tim Butcher  
Vice Chairperson

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Teresa Sterns  
Executive Assistant to the President