



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

February 7, 2018
12:30 p.m.

Waco Center
Hall of Fame Room

Glennville State College
Board of Governors Meeting
Schedule
2017-2018

All Executive Committee meetings will be held at 11:00 a.m. in the President's Conference Room in the Administration Building. All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, unless otherwise noted. The Enrollment Management Committee meetings will begin at 10:00 a.m. and all other Committee meetings will begin at 11:00 am. Board meetings will begin at 12:30 p.m., with a noon luncheon prior to the meeting, unless otherwise noted as well.

Wednesday, August 9, 2017	Executive Committee
Wednesday, August 23, 2017 <i>* The only committee meeting that will meet is the Business and Finance Committee at 3:00 pm at 2888 US Hwy. 33 East, Glennville, WV</i>	Board of Governors– 1:30 p.m. @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glennville, WV
Wednesday, September 27, 2017	Executive Committee
Wednesday, October 18, 2017	Board of Governors
Wednesday, November 15, 2017	Executive Committee
Wednesday, November 29, 2017	Board of Governors
Wednesday, January 24, 2018	Executive Committee
Wednesday, February 7, 2018	Board of Governors
Wednesday, April 4, 2018	Executive Committee
Wednesday, April 18, 2018	Board of Governors
Wednesday, May 30, 2018	Executive Committee
Wednesday, June 13, 2018	Board of Governors

**GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
FEBRUARY 7, 2018**

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Approval of Minutes for November 29, 2018 (*Action Item*) (*see page 3*)
4. Public Comment Period
5. Report on FY2017 Audit from Hayflich, PLLC – *Mr. Les Harbour*
6. Updates included in Board materials
7. Executive Committee
 - a. Report from Greg Smith, Chair
8. Business and Finance Committee
 - a. Report from Rich Heffelfinger, Chair
9. Enrollment Management Committee
 - a. Report from Steve Gandee, Chair
10. Student and Academic Affairs Committee
 - a. Report from Ralph Holder, Chair
 - b. Offer academic programs via distance education as defined by Higher Learning Commission (HLC) - (*Action Item*) (*see page 26*)**
11. President's Report
12. Announcements
 - a. Percussion Ensemble Performances @ Fine Arts Center – March 22-23, 2018
13. Adjournment

**Glenville State College
Board of Governors Meeting
November 29, 2017
Waco Center, Hall of Fame Room
Glenville, West Virginia**

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

Staff Present: Dr. Tracy L. Pellett, President
Mr. John Beckvold, Vice President for Business & Finance
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. Chelsea Stickelman, Admissions Counselor
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Rusty Vineyard, Vice President for Student Life & Athletics

Others Present: Mr. Reed Ratliff, GSC Student

Call to Order

Chairperson Greg Smith called the meeting to order at 12:58 pm.

A quorum was established.

Approval of Minutes

IT WAS MOVED BY MIKE RUST TO APPROVE THE MINUTES OF THE OCTOBER 18, 2017 MEETING AS PRESENTED. BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Updates

Mr. Smith thanked all who submitted updates for the Board book and invited members to offer comments and ask questions.

Mrs. Morris requested that administration extend the deadline by a week or two for the submission of updates to be included in the book to allow for more current information to be included.

Executive Committee

Greg Smith, Chair, reported that the Committee set the agenda for the upcoming meeting and discussed hiring a media consultant to provide guidance and direction. Delegate Hanshaw has invited President Pellett to the Capitol during the December interim session to recognize the College and its programs.

Business and Finance Committee

Rich Heffelfinger, Chair, referenced pages 33 – 35 of the Board packet and reported that the Committee discussed the three proposed action items and endorse all items.

There was a lot of discussion by the Board regarding the instructional support fee action item. The main concern was that by charging students for each credit above 17 hours, it would penalize those seeking to double up on courses to graduate early and those who may have not taken enough hours at the beginning of their program. It was also noted that no other colleges in West Virginia has a fee like this. It was further noted that the average number of students who take eighteen hours or more at GSC is 134 and most of those students are taking courses over.

President Pellett indicated that students pay a flat rate regardless of how many hours they take. Once they take beyond fifteen hours, there is not enough revenue to support faculty overload pay. Students should be advised to take a maximum of fifteen hours as they may still finish their program on time. The instructional support fee will cover faculty overload pay, allow for hiring additional faculty, and help to recoup lost finances. The State’s rule specifies that an institution is only permitted to charge for twelve hours; however, faculty receive additional compensation for anything over twelve. The instructional fee will be listed as a user fee. The fee will assist the College in offering classes needed to graduate and also reduce faculty overload pay.

TIM BUTCHER MOVED THAT THE BOARD OF GOVERNORS APPROVES TO DECREASE THE COST OF TUITION FOR SUMMER 2018 BY TWENTY-FIVE PERCENT. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

MIKE RUST MOVED THAT THE BOARD OF GOVERNORS APPROVES TO DECREASE TUITION FOR FY2019 BY TWO PERCENT DEPENDENT ON STATE ALLOCATIONS REMAINING STABLE. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

RICH HEFFELFINGER MOVED THAT THE BOARD OF GOVERNORS APPROVES THE *INSTRUCTIONAL SUPPORT FEE* (ISF) BE APPLIED TO STUDENTS TAKING 18 CREDIT HOURS OR MORE AT A RATE OF \$300/PER CREDIT HOUR EFFECTIVE FALL 2018. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED WITH FOUR VOTES IN OPPOSITION (RALPH HOLDER, SUE MORRIS, CAMERON WOODS, AND STEVE GANDEE).

Enrollment Management Committee

Steve Gandee, Chair, thanked President Pellett for participating in the earlier committee meeting. Mr. Gandee reported that the actual number of students on campus has increased; however, the overall number is lower. Chelsea Stickelman, Admissions Counselor, will be leading future visits to school districts that the College gets most of its enrollment. Retention is looking better than last semester, at this time.

Mr. Smith inquired if the College could invite the ten schools that Ms. Stickelman will be visiting to sports games without breaking NCAA rules. Mr. Vineyard replied as long as someone invites the students other than a coach and no coaches may have any one on one conversations with the students while they are visiting.

Student and Academic Affairs Committee

Ralph Holder, Chair, asked Dr. Gary Morris to provide the Committee report.

Dr. Morris referenced the new academic calendar and noted a "J" term was being proposed to be held for ten days between fall/spring semester. He further discussed updates within the Academic Success Center and Off Campus Programming. The Online task force hopes to launch four on-line programs in 2018.

Larry Baker reported that Faculty Senate has been discussing terminal degrees and the difference between tenure track and lecturer positions.

Rusty Vineyard discussed updates/changes within student affairs that included plans to bring back outdoor activities and post a director position for Outdoor Adventure.

Jason Phares provided an update on the website contract and anticipates it being finalized by end of the week.

President's Report

President Pellett reported the following:

- All decisions made on behalf of the College are very strategic, enhance sustainability, and improves structure.
- Retention was sixty-seven percent last year and the goal is to get to eighty percent this next upcoming year.
- Fundraising must come mainly from donors to provide more assistance for students and faculty/staff development.
- Renegotiating the contract with Minnie Hamilton Health Systems to accommodate students, but also GSC employees and their families.
- Working to redesign the website to better market the College.
- GSC has been invited to the Capitol to do a press conference on December 5, 2017 and President Pellett along with other administrators will be attending.

Announcements

The following announcements were made:

- Annual Day of Giving was held yesterday and GSC raised over \$46,000.
- FCI-Gilmer Commencement will be held on December 4, 2017.
- GSC Commencement is scheduled for December 9, 2017. *(Two ceremonies will be held at 11:00 am and 2:00 pm)*
- GSC will host the IOGA Tournament at the Waco Center on December 11-16, 2017. Twelve boys and girls basketball teams will participate.
- The next Executive Committee meeting is scheduled for January 24, 2018.
- The next full Board meeting is scheduled for February 7, 2018.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 2:40 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

Submitted by: *Gary Z. Morris, Interim Vice President for Academic Affairs*

Highlights

1. Academic Success Center (ASC) Updates – the ASC is housed in Clark Hall, open 8 am – 6 pm, but looking to extend closing time to 7 pm. The number of students served by ASC is broad, and can be broken down as follows:
 - a. Number of veteran advisees: 40
 - b. Number of students with disabilities advised: 58
 - c. Number of Hidden Promise students advised: 151
 - d. Number of high school students Hidden Promise works with: 2366 (562 are high school seniors)
 - e. Number of undecided advisees: 60
 - f. Number of RBA advisees: 16
 - g. Number of student athletes served through ASC study hall this semester: 73
 - h. Number of student mentors being trained for peer-mentoring: 26
2. Information Commons Update – The Robert F. Kidd building will eventually house Student Support Services, the Academic Success Center, and the Library. The Cabinet is currently working with an architect exploring different options for the locations of each of these departments.
3. Faculty and Staff Searches for Academic Affairs – There are currently six positions being advertised for: full time faculty for Education, Criminal Justice, Fine Arts, and Land Resources; full time staff for Off-campus assistant coordinator; and Grants coordinator. One math faculty member has submitted a letter of resignation, and Dr. Pellett has approved for the position to be filled.

Series 22 update – This policy has the language for the number of times a course can be repeated by a student. Previously students could repeat any course they failed as long as it was within their first 60 hours (sophomore) of their degree. Now students will only be able to repeat a total of 21 credit hours by their senior year. Of these 21, eight can be in upper level courses where they earned a C. The language in series 22 will affect BOG policy 27, which is the College's course repeat policy and will need to be amended.
4. Milestone Ceremony Update – Glenville State College held its second milestone ceremony on Wednesday, January 17 at 6 pm in the MCCC ballroom. There were 59 students awarded the AA of General Studies and 16 participated in the ceremony of the 59. The milestone is an initiative to automatically award students an Associate of Arts in General Studies when they complete the requirements on their way toward earning their baccalaureate degree.
5. Planning and prioritization of programs update – Phase I of the planning and prioritization has been completed. In this phase academic programs were placed into Low Need, No Need, and High Need categories based on the need for resources. This was based on several factors including the number of students that declare the major and graduate. Ten programs were classified as low need, and four of those were recommended for suspension. 19 programs were

classified as no need and nine areas of high need were identified. Phase II will work on prioritizing these programs.

Attachments/Enclosures:

1. Academic Success Center calendar of events for spring 2018
2. List of services provided by each of the counselors in the Academic Success Center
3. Copy of Series 22 that includes tracking changes, approved by the State, goes into effect statewide on January 21. It will be implemented for the fall 2018 semester at Glenville State College

Academic Success Center 2018 Spring Events

Mon., -Fri., Jan. 8-12	Academic Success Center Advising/Support Meetings – ASC Offices
Thurs., Jan. 11	Hidden Promise Scholars (HPS) Welcome Back Meeting – President’s Auditorium 12:15 p.m. - 1:00 p.m.
Fri., Jan. 12	Veterans Welcome Back Meeting – MCCC, 315A 12:15 p.m. - 1:00 p.m.
Wed., Jan. 17	Success Seminar: Proactivity & Knowing Your Learning Style – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Mon., Jan. 22	Disability Informative Seminar – MCCC 315A, 11:00 a.m. - 12:00 p.m.
Wed., Jan. 24	Success Seminar: Academic Goals & Objectives Time Management – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Mon., Jan. 29	Financial Aid: Responsibilities, Expectations, Consequences – President’s Auditorium, 12:00 p.m. - 1:00 p.m.
Wed., Jan. 31	Success Seminar: Critical Reading & Notetaking– MCCC 315A, 3:00 p.m. - 4:00 p.m.
Thurs., Feb. 1	Veteran Student Faculty Staff Meet and Greet – MCCC Ballroom B, 12:00 p.m. - 2:00 p.m.
Sat., Feb. 3	HPS Community Service Opportunity – Location/Time TBD
Tues., Feb. 6	Division of Rehabilitation Services Info. Session w/Fin. Aid – MCCC 315A, 1:00 p.m. - 2:00 p.m.
Wed., Feb. 7	Success Seminar: Study Skills and Test-Taking Strategies– MCCC 315A, 3:00 p.m. - 4:00 p.m.
Wed., Feb. 14	Success Seminar: Dishonesty, Plagiarism, and the Syllabus – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Wed., Feb. 21	Student Governance and Chains of Communication for Students (SGA) – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Wed., Feb. 28	Success Seminar: Creative vs. Critical Inquiry – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Thurs., Mar. 1	FAFSA Workshop – ASC Offices, All Day
Mon., -Fri., Mar. 5-9	Spring Break
Mon., Mar. 12	HPS Community Service Opportunity – Location/Time TBD
Wed., Mar. 14	Success Seminar: How to Apply to Graduate School (Various) – MCCC 315A, 3:00 p.m. - 4:00 p.m.
Tues., Mar. 13	Veterans Benefit Fair – MCCC Ballroom B, 1:00 p.m. - 4:00 p.m.
Mar. 19-29	GSC Academic Advising – ASC Offices, 8:00 a.m. - 4:00 p.m.
Mon., Mar. 19	Success Seminar: Resume Writing & Building – Pres. Auditorium, 12:00 p.m.-1:00 p.m. and 3:00 p.m. - 4:00 p.m.
Mon., Mar. 19	Veterans Resume Workshop – MCCC 315A, 12:00 p.m.-1:00 p.m. and 3:00 p.m. - 4:00 p.m.
Fri., Mar. 23	Success Seminar: Cover Letter Writing – President’s Auditorium, 12:00 p.m.-1:00 p.m. and 3:00 p.m. - 4:00 p.m.
Mon., -Fri., Apr. 2-6	Priority Registration Week for Summer and Fall 2018
Wed., Apr. 4	Success Seminar: Dressing for Success/Interviewing Tips – President’s Auditorium, 12:00 p.m. - 1:00 p.m.
Thurs., Apr. 5	HPS Community Service – Little Kanawha River 2:00 p.m. - 5:00 p.m.
Thurs., Apr. 5	Success Seminar: Community Service and Service Learning – President’s Auditorium, 5:00 p.m. - 6:00 p.m.
Tue., Apr. 10	HPS Community Service Opportunity (Blood Drive) – MCCC Ballroom A & B, 12:00 p.m. - 5:30 p.m.
Wed., Apr. 11	Mock Interviews – ASC Offices, by Appointment
Wed., Apr. 18	HPS Community Service Opportunity (Career Expo Set-Up) – WACO, 12:00 p.m. - 3:00 p.m.
Thurs., Apr. 19	HPS Community Service Opportunity (Expo Volunteers) – WACO, 10:00 a.m. - 2:00 p.m.
Thurs., Apr. 19	ASC Spring Career and Education Expo – WACO, 10:00 a.m. - 2:00 p.m.
Tue., Apr. 24	HPS Graduation Ceremony – Ballroom, 4:00 p.m. - 6:00 p.m.
Thurs., Apr. 26	Certification: WV Welcome – Clark Hall Classroom TBA, 2:00 p.m. - 4:00 p.m.
Fri., Apr. 27	FAFSA Workshop – ASC Offices, All Day
Fri., May 4	Submission Final Time Sheets for VA Work Study Program

All ASC Activities are tentative and subject to change.

Academic Success Center Services Tuesday, January 02, 2018

Academic Success Center (General)

- Academic Advising for all currently enrolled, incoming, and transfer students.
- Detailed course of study plans for every degree for all currently enrolled, incoming, and transfer students.
- Success Seminars about the following academic soft skills: learning styles, proactivity, establishing goals and objectives, time management, reading and notetaking best practices, study skills and test-taking strategies, academic honesty, creative and critical inquiry, student lines of communication, service learning, and preparation for graduate school.
- Success Seminars about the following career-preparation subjects: resume building and writing, cover letter writing, and interview etiquette.
- Mock interviews.
- Career & Graduate Expo (Fall & Spring)
- ACT Residual Testing
- Program Advising (RBA/IDS)
- Institutional withdraws as necessary
- Liaison for students (understanding and assisting students with services such as financial aid, faculty communications, etc.)

Academic Success Center Mentoring Program

- One-on-one mentorship by qualified/trained GSC sophomores/juniors/seniors for all first-semester, first-time GSC students.
- Introduction to campus life for first-semester, first-time GSC students through the GSC 100 class.
- Small-group (fewer than 10 people) mentoring.
- Social events/entertainment for all mentors and mentees (in future/dependent on funding).
- Mentor-mentee meet-and-greet during orientation.
- Semester-long training class for all mentors.

Academic Success Center Tutoring Program

- Schedulable one-on-one tutoring for students in most necessary subjects.
- Schedulable one-on-one tutoring in all subjects (in future).
- Drop-in one-on-one tutoring for writing and math.
- Training orientation for all tutors (in future).
- Computer lab for student study halls.
- Homework assistance for study hall students.
- Study hall hours for various campus athletic teams.
- 24-hour tutoring in all subjects available via NetTutor.

Academic Success Center Disability Services

- Test proctoring (Reader for exams, scribe for tests, or isolated exams).
- Extended times for tests/assignments.
- Alternative Textbook Formats.
- Preferential Seating Options.
- Equipment (Digital recorders, Echo pens, etc.).
- Liaison with Faculty and Staff regarding disability specifics.
- Understanding and addressing ADA accessibility across campus.
- Assisting students with time management skills, test taking skills, and study skills based on their specific disability.
- Case management for disability students to ensure success.
- Outreach and identification of students in need of disability services through campus education seminars and campus news/website/flyers.
- Connect student to services related to their disabilities both on and off campus.

Academic Success Center Veterans Support

- Educating and connecting veterans with appropriate services and support.
- Assistance in benefit applications.
- Certification of veterans' enrollment.
- Coordination of veterans' work study opportunities.
- Veteran Mentor Program (future)
- Meet and greet for veterans who are students, faculty, and staff at GSC.
- Veterans Benefit Fair

Academic Success Center Hidden Promise Scholars Support

- Individual supportive counseling.
- Individualize Academic Advising & Study Plans.
- Linking scholars to various services available.
- Development of a Peer to Peer Mentor Program (future).
- Academic Monitoring
- Understanding & addressing the needs of first generation, low income students.
- Liaison between Glenville State College and high school scholars.
- Educate students and families with information regarding Glenville State College as well as SAT/ACT, Admissions, Financial Aid, etc.
- Build strong rapport with high school students through communication via phone, e-mail, social media, school visits regarding higher education.
- Notify scholars monthly of program events, activities, and benefits of the Hidden Promise program.
- Visit students in all county schools once per year.
- Invite students to experience the campus culture and become familiar by attending GSC Campus Events.

**TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 22
GRADE POINT AVERAGE for ASSOCIATE and BACCALAUREATE DEGREES**

§133-22-1. General.

1.1. Scope - Rule regarding grade-point average required for associate and baccalaureate degrees.

1.2. Authority - West Virginia Code §18B-1-1A; 18B-1-4.

1.3. Filing Date - ~~July 2, 2002~~

1.4. Effective Date - ~~August 1, 2002~~

1.5. Repeal of Former Rule ~~-Revises~~ Repeals and replaces Title ~~128~~ 133, Series ~~202~~, ~~and Title 131, Series 20~~, dated ~~March 30, 1986~~ August 1, 2002.

§133-22-2. Grade-Point Average Required For Graduation.

2.1. Quality points are based on the following point values for each semester hour of credit: "A" - 4, "B" - 3; "C" - 2; "D" - 1 and "F" - 0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

2.1.4a. Courses with grades of "W" and "WP".

2.1.2b. Courses in remedial and/or developmental education.

2.1.3c. Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.

2.1.4d. Courses taken on an audit basis.

2.1.5e. Courses which have been repeated under the "D/F Repeat Provisions" of this policy.

2.1.6f. Courses which are covered under the "Discretionary Academic Forgiveness Provisions" of this policy.

§133-22-3. D and F Repeat Provisions.

3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on any a course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, and if that student repeats this course prior to the receipt of the baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her the grade point average. The original grade shall not be deleted from the student's record. In upper division courses, a student may formally repeat up to eight credit hours, of a

grade of “C”, with the written permission of the appropriate head of the academic unit where the student’s major is housed. The privilege of the “D” and “F” repeat is capped at 21 credit hours including any request for a “C” repeat in an upper division course.

§133-22-4. Discretionary Academic Forgiveness Provisions.

4.1. For purposes of grade-point average required for graduation, public colleges and universities shall have discretionary authority to establish academic forgiveness in addition to the "D/F" repeat provisions. However, institutionally established provisions must be consistent with this rule. If institutions elect to disregard prior "D" and/or failing grades, such action must accommodate the following minimal conditions:

4.1.4a. Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.

4.1.2b. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade-point average computation.

4.1.3c. In cases where grades may be disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.

4.1.4d. In instances where students request and gain academic forgiveness from one college or university and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade-point average computation.

4.2. The provisions included herein shall be considered as minimum standards for extending academic forgiveness provisions. Consistent with institutional policies and mission, individual colleges and universities may impose more stringent provisions in the area of disregarding prior grades for grade-point average computation for graduation.

4.3. Institutional policies regarding academic forgiveness for grade-point average computation shall be stated in the institutional catalog. In addition to providing information on the manner in which such provisions may be applied at that institution, the catalog and/or such other publications as are appropriate shall inform students that academic forgiveness extended by one institution may or may not be recognized by other institutions in which the student may transfer.

§133-22-5. Application Only to Graduation Requirements.

5.1. Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Submitted by: *Marty Carver, Vice President of Enrollment Management*

Highlights/Challenges

Highlights

1. **AutoProcess:** The revised AutoProcess (automated recruitment process) was launched on January 11 and we should start seeing results from it toward the end of the month.
2. **Gilmer County Pioneer Meet & Greet:** The second Pioneer Meet & Greet event was held for Gilmer County on January 22 in the Mollohan Campus Community Center, Ballroom. Fourteen students and seventeen guests attended the event.
3. **Future Pioneer Meet & Greets:** Additional Pioneer Meet & Greet events will be scheduled this spring for Roane, Lewis, Upshur, Calhoun, Ritchie, and Doddridge Counties.
4. **Mongoose Texting for Higher Education Institutions:** Mongoose Texting is now 100% operational. Mongoose is an additional tool to assist in reaching out to students, parents, and high school counselors.
5. **Staffing:** The Office of Admissions filled two positions in January, Logan Harrison was hired as an admissions counselor and Elizabeth Perrin was hired as the new Program Assistant I. Elizabeth has been with the admissions office for a year and a half in a different role and Logan is new to the college.
6. **New Initiatives- Community College Recruitment:** GSC has not proactively recruited the community colleges within WV in the past, so Admissions is in the process of launching a new community college recruitment initiative. We are currently doing research and plan to book visits this spring. We will attempt at least one visit to all nine community colleges in the state of WV and multiple visits to those within our Primary VIP, Primary, and Secondary Markets.
7. **New Initiatives- Online Program Recruitment:** We are working on strategies and details to recruit for the proposed online degree programs that will hopefully be launched in fall 2018 upon Board and HLC approval.
8. **Quick Admits:** Last summer, upon the arrival of Dr. Pellett, a new Quick Admit process was initiated on a trial basis. 22 of 53 students who were Quick Admits for fall 2017, completed the process and 17 attended. Since the program proved to be successful, it is being carried over to fall 2018. To date, there are 565 Quick Admit students. Quick Admit simply means Admitted Provisional or Admitted Lacking. These students have applied and we know their high school GPA or test score, but they have not submitted one or more of these documents for final review. Once these students complete their file they are moved to Admitted or Accepted Full.

9. The 2017-2018 Admission Event schedule (as of 1/15/2018)

January 22, 2018 (Saturday)	Gilmer County Meet & Greet
February 3, 2018 (Saturday)	Winter Open House (Winter Preview) *Tailgate
*February 19, 2018 (Monday)	Doddridge County Meet & Greet
February 26, 2018 (Monday)	Lewis County Meet & Greet
*March 2018 (Monday)	Calhoun County Meet & Greet
*March 2018 (Monday)	Roane County Meet & Greet
March 17, 2018 (Saturday)	Blue & White Visit Day
*April 2018 (Monday)	Upshur Meet & Greet
*April 2018 (Monday)	Ritchie Meet & Greet
April 7, 2018 (Saturday)	Early Registration Week (Day 1)
April 9-13, 2018 (Monday-Friday)	Early Registration Week (Days 2-6)
April 28, 2018 (Saturday)	Spring Open House (Spring Preview)
May 19, 2018 (Saturday)	Blue & White Visit Day
*June 2018	Summer Open House
June 16, 2018 (Saturday)	Blue & White Visit Day (Summer Registration Day)
June 26, 2018 (Tuesday)	Transfer Tuesday (Visit Day)
July 18, 2018 (Wednesday)	PEEP Orientation
July 27, 2018 (Friday)	Fall 2018 Documentation Deadline
Daily Visits (Monday-Friday)	10:00 AM & 2:00 PM

*Tentative

Challenges

1. **Mail Volume:** It has been discovered that the on-campus post office may not be able to handle the volume of mail that we are producing since the launch of the auto process.
Initiative: Working to find a solution either by modifying the way we work with the GSC Post Office or by identifying an off-campus mail house.
2. **Meet & Greet Scheduling:** It is a tough task to find dates to hold Meet & Greet events that work for the high schools, students, GSC faculty, the host facility, and our office.
Initiative: Chelsea Stickelman is working hard to find creative solutions like combining counties/high schools and hosting more Meet & Greets on our campus.

Attachments/Enclosures:

1. Enrollment Activity Comparisons- spring 2018
2. Enrollment Activity Comparisons- spring 2018 (Part/Full Time)

Glenville State College
Enrollment Activity Comparisons
Spring 2015 to Spring 2018
January 25, 2018

	Spring 2018	Spring 2017	Spring 2016	Spring 2015
Total Enrollment	1293	1363	1325	1343
Main	897	924	958	955
In-State	716	733	735	743
(New First-Time, Transfer, Readmit)	43	35	NA	NA
(Continuing)	673	698	NA	NA
Out-of-State	181	191	223	212
(New First-Time, Transfer, Readmit)	8	7	NA	NA
(Continuing)	173	184	NA	NA
Regular Out-of-State Fee	147	147	166	159
Metro Out-of-State Fee	32	44	53	49
SREB Out-of-State Fee	2	0	4	4
Off-Campus Programming	396	439	367	388
HS	226	145	152	137
Degree Seeking PELL Pilot	226	126	NA	NA
Non-Degree Seeking Non-PELL	0	19	NA	NA
FCI	53	88	107	88
Degree Seeking PELL Pilot	53	88	NA	NA
Non-Degree Seeking Non-PELL	0	0	NA	NA
Huttonsville	101	78	NA	NA
Degree Seeking PELL Pilot	101	78	NA	NA
DMAPS	16	128	108	163
Degree Seeking	16	31	30	114
Degree Seeking 2 year	6	7	NA	NA
Degree Seeking 4 Year	10	24	NA	NA
Non-Degree Seeking	0	97	78	49

Glenville State College
Enrollment Activity Comparisons
Spring 2018
January 25, 2018

	Spring 2018	Part Time	Full Time
Total Enrollment	1293	403	890

Main	897	62	835
In-State	716	54	662
(New First-Time, Transfer, Readmit)	43	7	36
(Continuing)	673	47	626
Out-of-State	181	8	173
(New First-Time, Transfer, Readmit)	8	2	6
(Continuing)	173	6	167
Regular Out-of-State Fee	147	7	140
Metro Out-of-State Fee	32	1	31
SREB Out-of-State Fee	2	0	2
Off-Campus Programming	396	341	55
HS	226	226	0
Degree Seeking PELL Pilot	226	226	0
Non-Degree Seeking Non-PELL	0	0	0
FCI	53	42	11
Degree Seeking PELL Pilot	53	42	11
Non-Degree Seeking Non-PELL	0	0	0
Huttonsville	101	60	41
Degree Seeking PELL Pilot	101	60	41
DMAPS	16	13	3
Degree Seeking	16	13	3
Degree Seeking 2 year	6	5	1
Degree Seeking 4 Year	10	8	2
Non-Degree Seeking	0	0	0

Submitted by: *John B. Beckvold, Vice President of Business and Finance*

Highlight/Challenges

Highlights

1. Submitted all information required under Bond compliance agreements on-time.
2. Reviewed non-payroll expenses, YTD by department compared to budget, with President and cabinet. Working on payroll expense YTD, budget to actual, with the goal of providing a forecast of operating results for FY2018.
3. Carefully monitoring cash flow on a weekly basis. Old vendor accounts payable substantially paid down. Cash flow solid through this semester.
4. Evaluating possible investment alternatives with United Bank for \$2.4M Bond Reserve Fund to improve on low yield from United.
5. Final stages of evaluation of possibly replacing traditional bookstore with on-line, integrated alternative.
6. Upgrading shuttle vehicles. Purchased handicapped accessible van and evaluating another, with cargo vans as back-ups.
7. Active engagement with plans to refurbish Conrad into student residences. Hope to have a contract in place by March, with at least rooms for 40 students ready for fall 2018.
8. Submitted first request for draw down of \$2M of excess Bond proceeds. Work continues on selected projects designated for use of bond proceeds. Draw down of remainder should be complete before summer 2018.
9. Continued careful use of county inmates as work crew to refurbish Pickens. Work to be completed in March. Next class of correctional officers should be housed there (and out of LBH by late spring.
10. "Tobacco Free Zone" messaging deployed around campus and smoking receptacles moved away from high traffic areas. Visible presence of smokers has significantly decreased.

Challenges

1. Navigate the complexity of the WV state accounting system in order to provide meaningful, timely financial reporting for management and the Board.
2. Completing a bottom-up budgeting process for FY2019 beginning in February 2019.
3. Providing student residence facilities for fall 2018 in response to actual enrollment.
4. Successful completion of several renovation/construction projects around campus.

Submitted by: *David Hutchison, Interim Vice President for Advancement Executive Director Foundation*

College Advancement

Office Updates

- Hired Jesse Skiles as Director for Athletic Fundraising & Alumni Relations.
- Evaluating staffing needs for the Advancement Team before hiring any new positions.

Current Initiatives:

Annual Fund

- Call Star Program raised over \$25,000 and will surpass last year's annual fund total.
- Annual Day of Giving doubled its initial goal of \$25,000, passing \$50,000.
- Peer to Peer Program – a new program we will focus on during tax season.
- Private Donations – \$5000 to date, will do much better with President's Circle.

Silver Coin Project – with Mark Downey's \$35,000 Donation

- In the process of ordering the first 500 coins.
- \$35,000 donation to buy Silver Coins with goal to sell for \$100 a piece (\$150,000+)

IOGA Basketball Classic

- The Independent Oil and Gas Association donated \$20,000 to fund 10 scholarships and be the premier sponsor for the basketball classic.
- The event was a very successful team effort that allowed us to host a wonderful basketball tournament and show off Glenville State College.
- We need to reach out to some other organization to do this same concept for other sports. With our facilities, we should try to host as many high school & middle school events as possible.

New Endowments / Scholarships in progress

- Mike Ross – Addition to his book scholarship, starting another scholarship.
- Dr. Jim Hern – Science Scholarship, wants to get together this spring.
- Wes Bergeloh – Education in Wife's honor, wants to get together late March.
- Dave Freshwater – To help Spencer kids, wants to get together in February.
- Mary J. Griffith – Meeting set for February.
- Carl Shaw – Wants to add two of his life insurance policies to his MOU to make it an endowed scholarship.

Donated Estates in progress

- The Darrell Woofert Estate Scholarship Fund – in progress with Butcher and Butcher.
- The Bill Bennett Estate – in progress with Butcher and Butcher.
- Paul Graves Darnall, Brother of Dr. Joe Barton Darnall and former professor at GSC. In conversations with representatives handling the estate.

Match Programs

- State Farm – GSC Grads (15) goal of \$15,000 – currently at \$5,000 pledged.

New Programs

- President's Circle – any donor that gives \$1000 to annual fund for unrestricted purposes. Plan to launch in spring 2018.
- President's Ambassador's – friends willing to be mentors and partners to educate our students. Plan to launch summer 2018.

Alumni Relations

- Winter Homecoming on February 3rd – planning a campus wide event to celebrate the history of Glenville State College while honoring the Black Students of the 60’s and 70’s.
- Working to organize the spring banquet to be a weekend celebration while honoring our Annual Alumni Award Winners.

Pioneer Athletic Club

- Evaluating current fundraising plans and goals of all sports.
- Working on creating a true PAC Committee and implementing a strategic plan for athletic support both promotionally and financially.
- Focus on raising money for athletic scholarships and to support their budgets.
- Working on an event calendar to utilize our wonderful facilities.

The tables below recap the activities for the period 09/12/2017 through 10/5/2017:

	Fiscal Year Through 10/5/2017		Fiscal Year Through 1/19/2018	
Donor Level	# Deposits	Total \$	# Deposits	Total \$
< \$100	159	\$5,966.49	327	\$10,781.35
\$100 – 499	223	\$33,419.20	471	\$50,654.03
\$500 – 999	22	\$12,561.91	92	\$28,301.91
\$1,000 – 2,499	23	\$33,598.03	62	\$48,897.72
\$2,500 – 4,999	11	\$37,099.27	26	\$39,664.25
\$5,000 – 9999	9	\$52,618.76	42	\$88,436.86
\$10,000 – 24,999	2	\$21,408.42	33	\$119,177.42
\$25,000 – 99,999	4	\$243,899.70	343	\$223,018.42
100,000 – 999,999	1	\$778,416.00	57	\$1,186,612.52
1,000,000 +				
Totals	454	\$1,218,987.78	1453	\$1,795,544.48

The following table denotes deposits by category for the fiscal year:

	Deposits	Total Amount
Annual Fund	404	\$71,522.37
Athletics	586	\$627,223.72
For the good of the College	314	\$716,977.44
Royalties	38	\$115,129.88
Scholarships	100	94,861.49
MHHS	7	\$113,066.64
Other	4	\$56,762.94
	1453	\$1,795,544.48

	# Deposits	Total \$
Repeat at same level	102	\$61,406.21
Increased giving	137	\$1,570,548.19
New donors	234	\$43,902.25
Recovered > 2 years	241	\$99,011.83
Decreased	46	\$20,676.00
Totals	760	\$1,795,544.48

Submitted by: *Larry R. Baker, Faculty Representative on January 19, 2017*

Highlights/Challenges

Highlights ACF - Advisory Council of Faculty

The Advisory Council of Faculty (ACF) met on Friday, November 17, 2017 in Charleston, WV, following the HEPC meeting, which took place earlier the same day. Below are the highlights of the meeting.

1. Marybeth Beller, ACF's Vice Chair, reported on the HEPC meeting:

- Enrollment is slightly down across the board in all West Virginia institutions. West Virginia Tech and West Virginia State University stand out as anomalies with modest increases in enrollment, largely due to dual enrollment and 2+2 enrollment programs.
- The replacement of HERA funds, as advocated by HEPC and ACF, now has the Governor's support.
- In an effort to ease the financial burden on students, the HEPC is encouraging West Virginia public institutions to transition from conventional expensive print textbooks to OER (Open Educational Resources), which are open-source, copyright-free textbooks and reading materials available online for free access and download. The HEPC has charged ACF members to share this information with fellow faculty members in their respective institutions so they can start using OER whenever feasible and as soon as reasonably possible. **(Dr. Gary Morris sent this concern out to faculty along with ULR's listing sites GSC professors could review)**
- A vote was taken on the matter at the ACF meeting and all the faculty representatives but one voted against allowing guns on campus. Formal resolutions opposing HB 2559 would help the ACF lobby the state legislature to ensure that campuses remain gun-free.
- ACF supported Series 22. This policy is being changed to allow students to repeat any course once, up to a maximum of 21 credits, anytime during their undergraduate tenure. The new policy gives students the opportunity to improve their GPA in their junior and senior years by retaking the courses they failed or passed with a "D." Also any classes up to 8 hours within the 21 max credits could be taken to replace a "B" or a "C" **(This passed last week and was announced at January's Presidents Advisory Team (PAT) meeting)**

2. Utilizing input from various ACF members, Mike Ditchen of Bridge Valley Community and Technical College has produced a draft flyer that was discussed at the meeting. The new ACF flyer will be printed before the beginning of the upcoming legislative session.

3. Dr. Corley Dennison joined the ACF meeting later in the afternoon to give some updates and answer questions. He reported the following:

- The state is trying every possible means to get the U.S. Department of Education to repeal the sanctions it recently imposed on West Virginia for noncompliance with reporting requirements. Various state agencies are working hard to meet all the federal mandates and deadlines this academic year.
- Two committees will be put together to work on revising Series 17 (Transferability of Credits) and Series 21 (Placement Standards) of HEPC Rules and Policies. Two ACF representatives have volunteered to serve on the committees.

4. Patricia Humphreys, the HEPC's Vice Chancellor for Human Resources, joined the ACF meeting toward the end. She stressed the importance of assigning a beneficiary to all financial assets and keeping the beneficiary information up to date. This includes the basic \$10,000 life insurance policy provided by the employer, additional life insurance coverage purchased by the employee, the TIAA CREF retirement account, and any other policy that pays in the event of death. Employees who pass away without

designating a beneficiary may pay a higher percentage of estate taxes on their gross estate. Those who fail to update their beneficiary information may unintentionally leave assets to their former spouse if they divorced and remarried. **(I informed GSC Faculty Senate of this information and most faculty contacted GSC HR to confirm beneficiaries)**

5. The December meeting has been canceled. The next ACF meeting will be held on January 23, 2018 in Charleston.

Challenges ACF

1. Gun control on campuses
2. 1% raises for state employees? – who is sending our institutions the money to cover this cost? Was Higher Ed. left out of this funding source again?
3. New funding formula considerations
4. Meeting with Legislators in Charleston morning of January 23rd

Highlights Faculty Senate (Mtgs: Nov 14, *Nov 28, and Jan 9- Cancelled)

1. President Pellett addressed the faculty senate and answered questions.
 - Moving cap of extra cost to start at 18 credits?
 - Health of the college concerning finance – Bond repayment schedule
 - Recruitment and retention admission/program revisions
 - Plans for Conrad
 - New staff announced
 - Provost search committee discussed
 - Lecture vs Tenure track reviewed – No one will be moved backwards
 - Reduction of faculty overloads
 - J-Term/Summer Term
 - Lack of faculty funds and overloads to obtain scholarly work – move from 15K to 30K when funding is available.
2. *Faculty approved 18 hours to start with credit charge per survey results
3. *Professional Development structure/distribution of funds
4. *J term is outside of contract period and outside of teaching load and not required
5. *J term may or may not be a good idea but faculty has no objections to try
6. *J term residents hall will be open

Challenges- Faculty Senate

1. Overloads and inadequate funding for scholarship activities/research
2. Planning courses for Summer and J-Term with current overload
3. HLC, CAEP, and other committee/reporting demands
4. Assessments for HLC along with program reviews
5. College Governance needs reviewed/updated

Submitted by: *Dustin Crutchfield*

Highlights

1. Classified Staff Council held a meeting on November 28, 2017. Some topics discussed included:
 - a. Observing how other institutions are moving their staff to all non-classified (regardless of exempt/non-exempt or salaried/hourly status); if this happens at GSC the Classified Staff Council constitution will need to be amended.
 - b. Concern over the makeup of the WV Advisory Council of Classified Employees (ACCE) and how it will function to advocate for GSC staff and staff throughout the state if institutions move all of their staff to non-classified status.
2. Another Classified Staff Council meeting was held on December 19, 2017. Several items were discussed during the meeting including:
 - a. Information about the GSC personnel policy that is being drafted by Human Resources; open meetings will be held early in the spring semester to review the draft.
 - b. Discussion about a new version of the WV Higher Education Policy Commission legislative rule Series 55 that guides human resources administration and will govern HB 2542; including questions about why the document contains a five-year sunset clause.
 - c. Concerns were also raised about the timeline institutions have to implement full funding of salaries from the Mercer study; the proviso “with available funds” could allow schools to space the increases out over two years which, by the time their increase would take place, could put some employees at risk of being in the same position they were before.
 - d. Staff recognition tactics.
 - e. Appointments were made to vacant representative positions.

Challenges

1. Lack of updated guidelines for campus staff in the form of a Staff Handbook.
2. Continued uncertainty over the implementation of HB 2542 and how it will affect staff members on campus.

Attachments/Enclosures: None submitted.

Submitted by: *J. Cameron Woods; President, Student Government Association*

Highlights

1. Spring 2018 Semester
 - a. SGA is excited and eager to start planning events for students on campus during the freshly started semester.
2. Upcoming Spring Dance
 - a. The SGA sponsored Spring Dance is fast approaching. SGA has already started planning and coordinating with the Office of Student Life for the event.

Challenges

1. Membership
 - a. With the beginning of the new semester, SGA has lost several key senate members due to graduation that will need to be filled.

Submitted by: *Rusty Vineyard, Vice President of Student Life & Athletics*

Highlights/Challenges

Highlights:

1. Purchased a used shuttle bus to replace one of the ageing shuttle vans. We have seen an increase in reliability and consistency from this addition.
2. 30 pieces of NEW fitness equipment was installed the week of January 1. We hosted a Grand re-opening of the fitness center on January 16th in which 50+ students showed up and received a tour, orientation, and shaker bottle for participating.
3. Secured an intern, Britany Carter, from Marshall University to assist with our Counseling Center on Tuesdays and Thursdays for a total of 8 hours a week.
4. 11 athletes made the All-MEC Academic Team (3.70 – 4.00 GPA)
5. 25 Athletes made the Commissioner’s Academic Honor Roll (3.25 – 3.69 GPA)
6. The Women’s Basketball team leads NCAA DII in scoring per game (100.07) and is Ranked #11 nationally.

Challenges:

1. Between Student Life and Athletics, we currently have 5 openings that are in various stages of the search process. In Student life, we need to fill the following positions: Residence Hall Associate, Administrative Assistant, and Director of Outdoor Adventure and Activities. In Athletics, we are searching for a Head Volleyball Coach and a Head Strength and Conditioning coach.
2. Activating spaces on campus. We have several spaces on campus that are underutilized. Student Life is working on a plan to activate such spaces at the Pool and “Lilly” gymnasium. The current challenge here is personnel (student and non-student).

Submitted by: *Jason M. Phares Information Systems Manager*

Highlights

1. During winter break, the last thirty-four of the one hundred machines purchased in August have been deployed to be professor stations in our classrooms. The two computer labs in the Science Hall have been upgraded from 2GB of RAM to 8GB. We are currently evaluating replaced machines to upgrade faculty and staff with the most need for replacement computers.
2. Additionally, during winter break, IT assisted Physical Plant in pulling and terminating network lines to connect all the fire alarm panels. A vendor has been contracted to install the network cards and reprogram the panels to communicate with the FireWorks server purchased with Goodwin Hall.
3. ImageX (website redesign vendor) contract has been signed and kickoff meeting has occurred. We are excited to have a more dynamic and user-friendly website.
4. Progress is being made to have select degrees fully online. This has been in the IT Strategic Plan for a few years now. We are very thankful to the current Administration for their support and making this item a reality. Their support has also been monetary allowing us to purchase necessary equipment to make these courses worthwhile for our professors and students.
5. We are planning to replace the core switch, firewall, and internet shaper (slows down Facebook and speeds up administrative internet needs). The current equipment is end of life/support. The end user should see better speeds to shared drives, Office 365 applications, and the internet in general.

Challenges

1. We encountered some compatibility issues connecting the new fiber switch with our DNS server. We have acquired a stand-alone machine to test DNS within a test network. Once this is rectified, we will be able to replace the core switch and internet shaper/firewall.
2. The amount of internet bandwidth for students is becoming saturated. As we have deployed more wireless coverage, we are seeing more devices attached and slowing of the students' internet.

**Glennville State College Board of Governors
Meeting of February 7, 2018**

ACTION ITEM: Substantive Change Application (Distance Education) to the Higher Learning Commission

COMMITTEE: Student and Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves Glennville State College to offer academic programs via distance education as defined by Higher Learning Commission (HLC).

STAFF MEMBER: Gary Z. Morris, Ph.D.

BACKGROUND:

The Higher Learning Commission (HLC) policies and procedures for substantive changes indicate that HLC approval is required for an institution to offer distance education. HLC defines distance education as 50% or more of the courses or credits in one or more academic programs being provided through the alternative delivery (on-line in the case of Glennville State College). HLC requires that permission to offer distance education first be granted by the institution's Board of Governor before applying for approval by HLC. Beginning fall 2018 Glennville State College will begin delivering courses on-line for four academic programs: the AS Business, BS Business Administration Management, the BS Criminal Justice, and the BA Bluegrass Music. Glennville State College has HLC approval to offer on-line courses, but needs the approval for a substantive change for these programs to be accredited when delivered on-line.