



# GLENVILLE STATE COLLEGE

## AGENDA

Glenville State College  
Board of Governors

May 8, 2019  
1:00 p.m.

Waco Center  
Hall of Fame Room

**Glenville State College  
Board of Governors Meeting  
Schedule  
2018-19**

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~~ 1:00 p.m., with a noon luncheon prior to the meeting, unless otherwise noted as well.

Wednesday, August 1, 2018	Executive Committee
Tuesday, August 13, 2018 <b>SPECIAL MEETING</b>	Executive Committee – 11:30 a.m.
Wednesday, August 15, 2018 <i>* No committee meetings will be held.</i>	Board of Governors– 1:30 p.m. @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glenville, WV
Wednesday, September 26, 2018	Executive Committee
Wednesday, October 24, 2018 <i>A Joint Committee meeting will be held @ 9:00 am @ Waco Center, Hall of Fame Room The Enrollment Management Committee will be held @ 11:00 am</i>	Board of Governors
Wednesday, October 31, 2018 <b>SPECIAL MEETING</b> <i>* No committee meetings will be held.</i>	Board of Governors– 10:00 a.m. @ SLS Land & Development Office 12 Vanhorn Drive, Glenville, WV
Wednesday, November 7, 2018 <b>SPECIAL MEETING</b> <i>* No committee meetings will be held.</i>	Board of Governors– 10:00 a.m.
Monday, November 12, 2018	Enrollment Management Committee – 8:00 a.m. @ Mollohan Campus Community Center, Room 319
Wednesday, November 14, 2018	Executive Committee
Wednesday, November 28, 2018 <i>* No committee meetings will be held.</i>	Board of Governors – 2:00 p.m.
Wednesday, January 23, 2019	Executive Committee
Wednesday, January 23, 2019	Enrollment Management Committee – 9:00 a.m. @ Mollohan Campus Community Center, Room 319
Wednesday, February 6, 2019	Board of Governors
Thursday, February 21, 2019 <b>SPECIAL MEETING</b>	Executive Committee– 8:30 a.m. @ SLS Land & Development Office 12 Vanhorn Drive, Glenville, WV
Wednesday, March 20, 2019 <b>SPECIAL MEETING</b> <i>* No committee meetings will be held.</i>	Board of Governors– 11:00 a.m. @ Heflin Administration Bldg., President's Conference Room
Wednesday, April 3, 2019	Executive Committee
<del>Thursday</del> Wednesday, April 17-18 May 8, 2019 <b>All committee meetings will begin at 10:00 am</b>	Board of Governors
Wednesday, May 29, 2019	Executive Committee
Wednesday, June 12, 2019	Board of Governors

Approved by the GSC Board of Governors June 13, 2018  
Updated August 13, 2018; September 24, 2018;  
October 29, 2018; October 30, 2018; November 5, 2018;  
January 8, 2019; February 6, 2019; February 20, 2019;  
February 26, 2019; March 18, 2019; April 24, 2019

**GLENVILLE STATE COLLEGE  
BOARD OF GOVERNORS  
MAY 8, 2019  
WACO CENTER, HALL OF FAME ROOM  
1:00 PM**

**AGENDA**

1. Call to Order
2. Presentations of Citations
3. Swearing in of new Board member
4. Establishment of a quorum
5. **Approval of Minutes for February 6, 2019 (Action Item)**
6. **Approval of Minutes for March 20, 2019 (Action Item)**
7. Possible Executive Session Under the Authority of WV Codes §6-9A-4(b)(2)(A)(6) and §6-9A-4(b)(6) to discuss interim president selection process and current president's contract.
8. Public Comment Period
9. Report on Expansion of Criminal Justice Program - *Dr. Ken Lang, Assistant Professor of Criminal Justice*
10. Executive Committee
  - A. Report from Greg Smith, Chair
  - B. Update on Plans for Interim Leadership
11. Business and Finance Committee
  - A. Report from Mike Rust, Chair
  - B. Tuition & Fees Schedule for FY2020 – *(Information Item)*
  - C. Out-of-State Tuition Proposal – *(Information Item)*
12. Enrollment Management Committee
  - A. Report from Steve Gandee, Chair
13. Student and Academic Affairs Committee
  - A. Report from Bill Deel, Chair
  - B. Online Program Flat Fee for Online Students Only – *(Information Item)*
  - C. Online Program Discount for Veterans, Law Enforcement, and First Responders – *(Information Item)*
14. Committee of the Whole
  - A. Title 153 Procedural Rule Secretary of State, Series 41 Online Meeting Notices Change – *(Information Item)*

15. Nominating Committee

- A. Report from Rich Heffelfinger, Chair
- B. Update on submission of nominations to Governor

16. Report from Vice President for Business, Finance, and Operations – John Beckvold

17. Announcements

- A. Commencement is scheduled for May 18, 2019 at 10:00 am in the Waco Center
- B. HCC Commencement is scheduled for May 23, 2019 @ 1:00 pm at Huttonsville
- C. The next Executive Committee meeting is scheduled for May 29, 2019
- D. The next full Board meeting will be held on June 12, 2019
- E. Staff Council and Faculty Senate will meet with the Board directly following today's meeting in accordance with WV Codes §18B-6-3(g) and §18B-6-6(g)

18. Adjournment

**Glennville State College  
Board of Governors Meeting  
February 6, 2019  
Waco Center, Hall of Fame Room  
Glennville, West Virginia**

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

Faculty & Staff Present: Dr. Tracy L. Pellett, President  
Ms. Rachel Adams, Coordinator of Off Campus Programs  
Mr. John Beckvold, Vice President for Business & Finance  
Mr. Marty Carver, Vice President for Enrollment  
Ms. Sheri Goff, Financial Aid Assistant & Advisory Council for Classified Staff Rep.  
Mr. David Hutchison, Vice President for Advancement  
Dr. Brian Perkins, Associate Professor of Forestry  
Mr. Jason Phares, Information Technology Manager  
Mr. Jesse Skiles, Director of Athletics  
Ms. Krystal Smith, Chief Human Resources Officer  
Ms. Teresa Sterns, Executive Assistant to the President  
Mr. Ron Taylor, Associate Director of Public Safety  
Dr. Victor Vega, Provost & Vice President for Academic Affairs

Others Present: Dr. Joe Evans, Professor Emeritus

### **Call to Order**

Chairperson Greg Smith called the meeting to order at 1:00 pm.

### **Swearing in of new Board member**

Mr. Smith administered the Oath of Office to the newly appointed faculty representative member Kevin Evans.

A quorum was established.

### **Approval of Minutes**

MIKE RUST MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 28, 2018 MEETING AS PRESENTED.  
RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Public Comment**

Dr. Brian Perkins, Associate Professor of Forestry, presented concerns regarding the Land Resources Department as related to lab fees that are collected by the College.

Mr. Smith acknowledged Dr. Perkins and assured that the Board would find out information concerning the course fees. Mr. Smith further requested that the Land Resources Department provide a report to the Board at its next meeting that specifies where all of the graduates from the program are going or have gone.

### **Executive Committee**

Greg Smith, Chair, reported that the Committee discussed the following:

- Financial Outlook - Discussed the current financial status of the College and the FY2019 budget projection.
- Town Hall meetings will be scheduled to explain the budget data and invite ideas from faculty and staff of how to improve cash flow and reduce expenses to survive the College.
- Enrollment Comparisons were presented and there are 59 students less enrolled than this time last year.
- Discussed campus updates that included:
  - ~Evaluating the number of courses that are offered each semester and the amount of overloads being paid to faculty.
  - ~President will be putting a committee together to discuss recruitment and related strategies. Anyone that is interested in serving on the Committee, please let Teresa Sterns know.
- Discussed the Home Grown Initiative, Merit Scholarships, and set agenda for today's meeting.

### **Business and Finance Committee**

Mike Rust, Chair, reported the Committee is working on an action plan regarding financial stability of the College. He requested to move the two business and finance action items listed on the agenda to after the president's report.

Mr. Smith honored the request.

### **Enrollment Management Committee**

Steve Gandee, Chair, reported the following:

- Committee met on two occasions outside of the regularly scheduled Board meetings on November 12, 2018 and January 23, 2019.
- Craig Engle with Ruffalo Noel Levitz joined today's Committee meeting.
- Discussed how to structure committee meetings.
- Recruitment/retention was discussed at last two Committee meetings and minutes will be submitted to the Board in the future.

Mr. Rust requested that Hidden Promise event invitations be sent out well in advance.

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

Bill Deel, Chair, asked Dr. Vega to provide a summary of the Committee's discussion.

Dr. Vega referred and discussed information listed in the Academic Affairs update included in the Board packet.

### **President's Report**

President Pellett provided a list of activities he has been engaged in since the last meeting and reported the following:

- Invited issues of concern from faculty and staff to administration. No issues were brought forth.
- A Memorandum of Understanding signing with district superintendents is scheduled for tomorrow at the State's Capitol.
- A Memorandum of Understanding signing is scheduled for this Friday with Stonewall Jackson Memorial Hospital to develop a nursing program and promote health and wellness in the community.

Mr. Smith presented the two business and finance action items to the Board.

A request was made by Dr. Kevin Evans to add the chemistry education program to the Home Grown Initiative.

MIKE RUST MOVED TO APPROVE THE ADDITION OF CHEMISTRY EDUCATION TO THE "HOME GROWN" TEACHER SHORTAGE SOLUTION SCHOLARSHIP INITIATIVE. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

MIKE RUST MOVED TO APPROVE THE MERIT BASED & HOME GROWN-TEACHER EDUCATION TUITION SCHOLARSHIP/ DISCOUNT FOR FY2019 AS PRESENTED WITH THE ADDITION OF CHEMISTRY EDUCATION TO THE HOME GROWN-TEACHER EDUCATION TUITION SCHOLARSHIP. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED WITH JUSTIN WOODS OPPOSING.

Mike Rust presented an amended resolution for the FY2020 tuition on behalf of the Business and Finance Committee for approval.

MIKE RUST MOVED TO APPROVE TUITION FOR FY2020 TO REMAIN THE SAME AS FY2019 DEPENDENT ON STATE ALLOCATIONS REMAINING STABLE. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Smith requested that Dr. Kevin Evans convey to the department chairs that the Board would like to receive a report from them recognizing graduates from all areas that are employed and where internships may be developed.

**Announcements**

The following announcements were made:

- Imposed five honorary doctorate degrees at the Country Music Hall of Fame in Nashville on February 1, 2019
- Murder Mystery will be held this Friday
- Budget Town Hall Meetings at Heflin Administration Building, Presidents' Auditorium – February 12<sup>th</sup> @ Noon and February 13<sup>th</sup> at 3:30 pm
- GSC Founder's Day and the Annual Day of Giving will be held on February 19, 2019
- Winter Homecoming – March 2, 2019
- MEC Tournaments will be held March 6-10, 2019 in Wheeling, WV
- Percussion Ensemble – April 4 - 5, 2019
- Woodwind & Brass Ensemble Concert – April 11, 2019
- Next Executive Committee Meeting – April 3, 2019
- Next Board Meeting has been changed to Thursday, April 18, 2019

MIKE RUST MOVED TO APPROVE THE BOARD OF GOVERNORS PRESENT A CERTIFICATE OF RECOGNITION AWARD TO DR. MEGAN DARBY AT THE NEXT BOARD MEETING FOR HER WORK ON THE BLUEGRASS HOODING CEREMONY IN NASHVILLE, TN. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Adjournment**

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 2:16 pm.

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Greg Smith  
Chairperson

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Teresa Sterns  
Executive Assistant to the President



**Glenville State College  
Board of Governors Special Emergency Meeting  
March 20, 2019  
Heflin Administration Building, President's Conference Room  
Glenville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson  
Mr. Tim Butcher, Vice Chair  
Dr. William Deel  
Mr. Stephen Gandee, via teleconference  
Mr. Richard Heffelfinger, via teleconference  
Mr. Ralph Holder  
Mr. Mike Rust, via teleconference  
Dr. Kevin Evans, Faculty Representative  
Mr. Dustin Crutchfield, Staff Representative  
Mr. Justin Woods, Student Representative

Staff Present: Ms. Teresa Sterns, Executive Assistant to the President

**Call to Order**

Chairperson Greg Smith called the meeting to order at 11:06 am.

A quorum was established.

**Executive Session**

IT WAS MOVED BY JUSTIN WOODS THAT THE BOARD OF GOVERNORS GO INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF WV CODE §6-9A-4(b)(6) TO DISCUSS MATERIAL THAT WOULD CONSTITUTE AN UNWARRANTED INVASION OF AN INDIVIDUAL’S PRIVACY IF DISCLOSED. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Rise from Executive Session**

IT WAS MOVED BY MIKE RUST THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Actions Emanating from Executive Session**

After discussions in executive session, the Board took the following action:

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS APPROVE FOR THE BOARD CHAIR AND VICE CHAIR TO NEGOTIATE THE FUTURE EMPLOYMENT STATUS OF THE PRESIDENT. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS APPROVE FOR THE BOARD CHAIR AND VICE CHAIR TO NEGOTIATE THE FUTURE EMPLOYMENT STATUS OF JOHN BECKVOLD, CHIEF FINANCIAL OFFICER AND VICE PRESIDENT FOR BUSINESS AND FINANCE. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS RESOLVE TO CONCURRENTLY REASSUME ALL POWERS AND DUTIES PREVIOUSLY DELEGATED BY THE BOARD. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Adjournment**

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 12:09 pm.

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Greg Smith  
Chairperson

\_\_\_\_\_  
Teresa Sterns  
Executive Assistant to the President

**March 14, 2019**

**Report for Board of Governors Chair Greg Smith in reference to his inquiry below:**

*What is the College doing to recruit students who attended GSC in the past and only needs a few credits to obtain a degree?*

The Registrar's Office and Academic Success Center work collaboratively generating and reviewing student records to evaluate those that withdrew but are close to having enough hours to graduate. Students with close to or more than 120 hours are also reviewed for admittance into the Regents Bachelor of Arts program. The last report listing past students who had not graduated over a 10 year period only generated a few prospects.

For the past 3-4 years, a report has been generated each semester identifying students that appear to be close to graduation but have not applied to graduate. Those students were entered as applicants for graduation and notified of the action by the Certification Analyst. The Academic Success Center (ASC) contacted a list of students close to receiving their 2-year and 4-year degrees during Dr. Pellett's first semester to discuss returning IF they were eligible to return. The Office of Admissions received a list last spring generated from the Office of Institutional Reporting indicating the students that still needed to complete their degree. Admissions contacted approximately 60 of those students and 1 enrolled and attended. The same strategy will be continued in fall 2019.

*Information provided by:*

Marty Carver, Vice President for Enrollment

Ann Reed, Registrar

Denise Ellyson, Certification Analyst

Stacy Adkins, Director of the ASC

Submitted by: *Victor M. Vega, Provost and Vice President for Academic Affairs*

## Highlights

### Updates

- Congratulations to Dr. Jason Barr for his new publication that will be published in an upcoming edition of *Teaching Music* magazine, published by the National Association for Music Education.
- A 3+2 Master in Athletic Training Agreement between Glenville State and Marshall University has been signed and we are ready to start this coming fall 2019. Dustin Crutchfield is preparing a press release.
- Mrs. Rachel Adams was named the Volunteer of the year at FCI-Gilmer during the volunteer appreciation luncheon. Selected by the staff of FCI-Gilmer out of more than a hundred volunteers.
- Dr. Schuyler Chapman has been named director of the new and totally redesigned Honors Program at GSC.
- Dr. James Bradley has a new role as the Director of Institutional Research.
- Mrs. Stacy Adkins, her team at ASC, and the Office of Academic Affairs applied and received a \$5,000 grant from HEPC to continue developing the *Momentum Year* initiatives with retention and graduation.
- Dr. Victor Vega and Dr. Alona C. Linatoc from the Universiti Tun Hussein Onn Malaysia signed an MOU between the two institutions to collaborate in research and near future student exchange and study abroad opportunities.
- Dr. Gary Morris and Dr. Victor Vega attended the Annual HLC conference in Chicago. One of the highlights was the meeting with GSC Accreditation Liaison, as well as learning about the new requirements for accreditation.

### Events

- Tuesday, April 23 at 11:00 am, the Department of Land Resources presented Dr. Alona C. Linatoc from the Universiti Tun Hussein Onn Malaysia on “Carbon Absorption Capacity and Biomass Accumulation of Tropical Plants” at the WACO Center.
- Tuesday, April 23 at 4:30 pm, The Department of Science and Math presented Dr. Jeremy Keene on “China from Guilin to Anhui-A Tour of Food and Gesneriads” in Science Hall 107.
- Wednesday, April 24 at 12:00 pm, the Department of Land Resources presented Dr. Alona C. Linatoc from the Universiti Tun Hussein Onn Malaysia on “Sustaining biodiversity and conservation in the era of the 4<sup>th</sup> industrial revolution” at the WACO Center.
- Wednesday, April 24 was the release of the *Trillium* literary and art publication and the annual *Trillium* reading and open mic at the Pioneer Stage.
- The GSC Theater presented the production *Dracula*, April 25, 26, and 27 at 7 PM in the Presidents’ Auditorium.
- Mr. Walt Turner (GSC class of 69) and retired CEO of Koppers, Inc. gave a presentation about his journey from GSC Student to becoming a CEO of a Fortune 500 company on April 29<sup>th</sup> in the HAB, Presidents’ Auditorium.
- The Department of Fine Arts is presenting *A Creative Exhibition* by Dravin Gibson at the GSC Fine Arts Center Gallery from April 29<sup>th</sup> to May 3<sup>rd</sup>. Opening reception April 29<sup>th</sup> at 7:00 pm.

### Important Dates

- Hidden Promise Scholars Graduation Ceremony and Banquet Thursday, May 9<sup>th</sup>. Ceremony will be at 5:00 pm in the Fine Arts Center and dinner at 6:15 pm in the MCCC, Ballroom. Dr. Peter Barr will be the Keynote Speaker.
- Faculty and Staff Appreciation Luncheon, Thursday, May 9 at 11:30 am in MCCC, Ballroom.
- Honors Program Dinner will be on Wednesday, May 15 at 5:30 pm in the MCCC, Ballroom

- Honor Graduates' Reception, Thursday, May 17 at 4:00 pm in MCCC Ballroom.
- **Spring 2019 Commencement, Saturday, May 18 at 10:00 am Waco Center.**

### **Challenges**

- Progressing towards the report for the upcoming HLC Focused Visit. Still waiting to obtain enrollment and financial projections. We will have to hire Mr. Tim Henline to gather the information and prepare the projections as we have no more time to wait.

### **Attachments/Enclosures:**

None

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Submitted by: *Marty Carver, Vice President of Enrollment & Student Life*

## Highlights/Challenges

### Highlights

1. **EAB Update:** EAB is in its final campaign for this contract year. EAB estimated that we would receive between 1,000 and 1,200 applications for Fall 2019. To date, we have received 876 applications – 475 have been accepted. 643 of 876 EAB Applications were new to our system. Our EAB contact believes our campaigns performed average to above average for a first-year contract and a college our size.
2. **Fall 2019 Admissions Recruitment (the #'s):** *\*Keep in mind that comparison reports often do not line up year to year so there are often major shifts from week to week.* New student enrollment numbers are holding strong at this point for traditional recruitment. We are up 26.2% in Total Inquiries, 33.5% in Total Applicants, 31% in Total Accepted, down 44% in Total Registered and up 25.8% in Total Housing Applications/Deposits compared to Fall 2018. Our Fall 2019 Application and Accepted goals are for Regular Applications (non-EAB) and Regular Accepted (non-Quick Admit) to keep pace with the same period last year and the 3-year average without relying on assistance from EAB and/or QuickAdmits. As of today, Fall 2019 Regular Applications are 10.2% higher than Fall 2018 and 14.4% above the 3-year average. Regular Accepted are 3.7% higher than Fall 2018 and 20.5% above the 3-year average. Registrations are 44% lower than Fall 2018 and 20% lower than the 3-year average. Housing Applications are 25.8% higher than Fall 2018 and up 56.1% over the 3-year average.
3. **Recruitment Focus:** We are currently focusing on "closing the deal" on all non-registered accepted and/or quick admitted students. In addition, we are attempting to attend all high school award assemblies where we award scholarship certificates to all students that have applied, been accepted, or who have visited GSC. Additional certificates are awarded for students involved in Hidden Promise, Education Home Grown, and the GSC Honors Program.
4. **Cars:** We recently worked with Ike and Sandy at Waco Oil and Gas to negotiate a lease deal to provide 4 new recruitment vehicles (Toyota Rav4) for the admissions office. Annually, we spend almost \$20,000 on rental vehicles – this new deal will not only save us money but it will allow us to not lose valuable office time running back and forth to Flatwoods to pick up/drop off vehicles. Thank you to Ike and Sandy!

### Challenges

1. Cost to out of state students
2. No eSports program for students with an interest
3. No Nursing program for students with an interest
4. Connecting with students by phone, email, text, social media, and face to face

### Attachments/Enclosures:

1. Admissions Summary Fall 2019

**NEW STUDENTS**

Fall...	Total APPs	(+/- %)	Regular APPs	(+/- %)	EAB 1st APPs	Total ACCs	Regular (+/- %)	ACCs (+/- %)	Quick ACCs	Total REGs	(+/- %)	Total *DEPs	(+/- %)
2019	2,482		1,839		643	1,815		1,301	514	168		155	
2018	1,651	33.5%	1,651	10.2%		1,253	31.0%	1,253	3.7%	242	-44.0%	115	25.8%
2017	1,710	31.1%	1,710	7.0%		939	48.3%	939	27.8%	163	3.0%	89	42.6%
2016	1,362	45.1%	1,362	25.9%		911	49.8%	911	30.0%	204	-21.4%	68	56.1%
3 YR AVG	1,574	36.6%	1,574	14.4%		1,034	43.0%	1,034	20.5%	203	-20.8%	68	56.1%

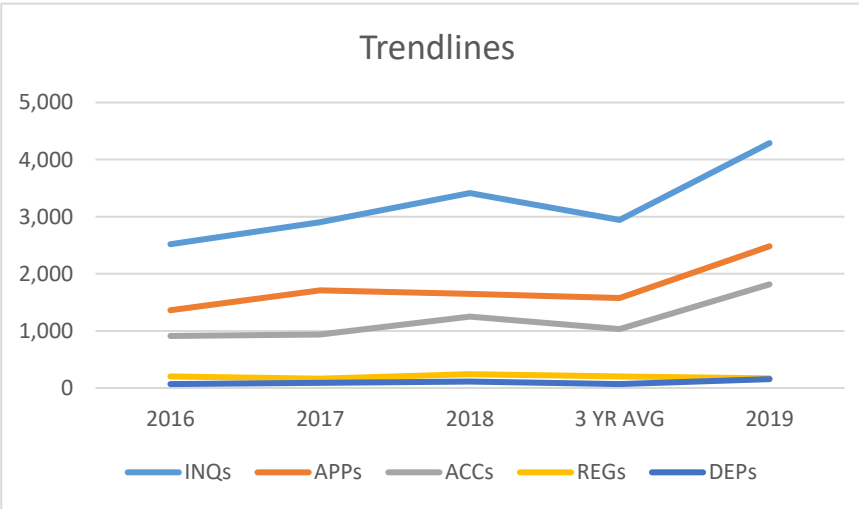
**CONVERSION RATIOS**

	2019	2018	2017	2016	3 YR AVG
INQ:	4,290	3,414	2,905	2,518	2,946
APP:	2,482	1,651	1,710	1,362	2,067
ACC:	1,301	1,253	939	911	1,277
REG:	168	242	163	204	205
INQ-APP%:	57.9%	48.4%	58.9%	54.1%	70.2%
APP-ACC%:	52.4%	75.9%	54.9%	66.9%	61.8%
ACC-REG%:	12.9%	19.3%	17.4%	22.4%	16.1%

**PROJECTIONS**

	2019			This Week	Last Week
1st-time FR:	293.1				
Transfer/RA:	70.6				
TOTAL	363.7			363.7	381.0

\*Housing Application/Deposits



\*Census

**Notes:**

- APPs / ACCs are unofficial pending new report from CSchmidt
- 0 EAB Applications Pending Data Entry (876 Total EAB Applications Entered)
- 101 Online APPs | 47 Online ACCs | 7 Registrered
- 155 Total Housing Applications | 107 Paid Housing Applications

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

### Staff Update: New Foundation Directors

- Greg Cunningham '87
- Karen Lay '79
- Gary Ray '71

### New Scholarships established since last meeting

- Freshwater Family Scholarship – for Roane & Calhoun County students
- J. Lee Foundation Chemistry Scholarship – for Sophomore, Junior & Senior Science Majors
- Michael T. Rust Business Scholarship – for WV students majoring in Accounting or Management
- Janet Hall Gainer Memorial Scholarship – Braxton County students majoring in English, Speech
- Margaret Glenn Scholarship – for teachers in West Virginia

### Founders Day of Giving on February 19<sup>th</sup>, 2019

- Over \$110,000 RAISED, with nearly 400 DONORS and over 550 donations
- 25 gifts of \$1000 or more
- \$12558.19 from 157 UNIQUE online Donors, Avg. ONLINE gift \$80... national average is \$70.
- \$97,000 offline with an average of \$271 per gift
- Over 100 students bought \$5 cups (that is 1/8 of campus)
- 209 people have watched day of giving live video
- 11 projects fully funded
- Will do a follow up day the week of graduation for one more push to fund projects

### 2018/2019 Endowed Scholarships

- New Scholarship Donations:  
FY 18/19: - \$1,295,522, 58 Funds, 118 Donors and 174 Gifts (*\*April 15<sup>th</sup>*)  
FY 17/18: - \$237,665, 52 Funds, 100 Donors and 180 Gifts
- Foundation Scholarships Awarded:  
FY 18/19: 200 students, \$352,495  
FY 17/18: 173 students, \$361,789
- Underwater Fund comparison:  
FY 18/19: 40% of funds underwater, 8 funds below -20%  
FY 17/18: 48% of funds underwater, 12 funds below -20%

### New Initiatives:

#### A. *Crescendo Marketing and Website Services for Gift Planning*

The Crescendo GiftLegacy System offers multichannel marketing and closing software for a successful planned giving program. Included with the system is a customized branded website with fresh weekly articles, interactive features and inspiring donor stories. Service to your website visitors is an integral part of the resourceful website creating donor leads for your organization. The branded eNewsletters are a proven stewardship feature to generate website activity and secure donor leads. Also included with the system is an online library of royalty-free literature for customization and donor engagement. The secure online CresManager gives you added features such as analytics, eNewsletter management, social media posting options, leadership education videos, a planned giving seminar library and much more. The Crescendo Software for personalized donor gift



illustrations is the culminating resource for closing planned gifts. Crescendo staff's ongoing support, committed to your organization's planned giving successes, is an invaluable resource. We look to launch by July 1<sup>st</sup>, 2019.

### **B. *Women's Leadership Circle***

The women's leadership circle was approved during the April 16 Foundation board meeting, with Karen Lay voted in as committee chair. Women who wish to join GSC's Women Leadership Circle make an annual charitable contribution of \$500. All gifts received during the calendar year are placed into a grant fund, which is then divided into two pools. One pool will provide an award for Glenville State College campus-centered academic, athletic, cultural or community service learning programs. The other pool will grow the scholarship endowment which will provide an academic award to a Glenville State College female student who exemplifies excellence in both the classroom and community. Donations to this fund help cover costs for specific projects and initiatives that are decided upon annually by members.

In addition to aiding projects on campus, members will help create a culture of female empowerment on the GSC campus and surrounding community, helping women to prepare for their future careers and leadership positions. Memberships run from July 1- June 30, and each member will receive invitations to exclusive Glenville State College Women's Leadership Circle events, a quarterly newsletter, and commemorative scarf on their fifth anniversary to the WLC. Donors to the GSC Women's Leadership Circle can take pride in knowing they are making a difference while enjoying fellowship with likeminded females of the GSC family. Board member Tim Butcher also asked to include that in addition to annual events, the WLC would meet with the President and Board of Governors once per year.

We will focus on monthly, bi-monthly, or quarterly payments to attract more women. We will also use a recruiting method – in which members are encouraged to recruit 1-2 members per year to keep the WLC growing. In year 5, Shepherd raised \$125,000 – to put into perspective how successful this can be.

### **C. *Spring Annual Fund Mailings***

We sent a spring mailing solicitation for the annual fund to anyone who gave last year but not this (LYBUNT), anyone who had given a gift of \$25 or more in the past (SYBUNT) and never-givers with a projected likelihood to give an annual gift of \$500 or more. This totaled 1,120 mail pieces. We outsourced the mailing to Morgantown Printing and Binding to get the non-profit rate. In addition, we mailed overdue pledges in-house, which accounted for 60 pieces (from Call Stars in the fall). So far, we have received over \$3,000 from the mailing at \$275 in pledges. We followed up 10 days later with an email to SYBUNT and LYBUNT constituents with an electronic copy of the letter and a link to give (4/25) which accounted for 353 emails.

### **D. *PAC Fundraising***

Two athletic-targeted mailings were developed during the spring for special championship wins and tournament appearances. We sent a mailing to celebrate Women's Basketball. This mailing went to any Basketball PAC donor and we saw \$2,595 from 18 donors. We also sent a mailing recently for the Acrobatics and tumbling team making it to nationals – to 50 people. We are still waiting to calculate that return.

### **Alumni Relations**

- Winter Homecoming March 2<sup>nd</sup>
- Teays Valley Alumni Chapter Event April 13<sup>th</sup>
- Alumni Banquet April 27<sup>th</sup>
- 50 Year Graduation Celebration May 17<sup>th</sup> & 18<sup>th</sup>

	Fiscal Year Through 1/26/2019		Fiscal Year Through 4/28/2019	
Donor Level	# Deposits	Total \$	# Deposits	Total \$
< \$100	289	\$10,150.32	433	\$15,347.74
\$100 – 499	400	\$50,024.53	562	\$64,962.27
\$500 – 999	107	\$29,263.53	156	\$40,580.85
\$1,000 – 2,499	72	\$62,324.45	135	\$93,040.25
\$2,500 – 4,999	30	\$43,583.09	43	\$45,433.65
\$5,000 – 9999	12	\$39,821.03	30	\$79,739.02
\$10,000 – 24,999	100	\$169,060.79	152	\$181,663.08
\$25,000 – 99,999	178	\$276,436.10	216	\$326,936.79
100,000 – 999,999	19	\$1,157,734.06	77	\$1,270,164.98
1,000,000 +			15	\$1,192,344.47
<b>Totals</b>	1207	\$1,838,397.90	1819	\$3,310,213.10

*\*The tables above recap the activities for the period 1/26/2019 through 4/28/19:*

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

2018 -2019	# Donors	Total \$
<b>Repeat</b>	155	\$80,894.65
<b>Increased</b>	220	\$2,828,177.11
<b>New</b>	356	\$135,046.77
<b>Recovered</b>	180	\$232,524.04
<b>Decreased</b>	76	\$33,570.53
<b>Totals</b>	987	\$3,310,213.10

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Submitted by: *Jesse Skiles, Director of Athletics*

### Highlights

- Hiring of new head football coach Mike Kellar.
- Hiring of new head women's golf coach Mike McGarry.
- Hiring of new head cheer coach Charli Varner.
- Coach Kim Stephens decides to stay.
- Acrobatics and Tumbling competes at Nationals in Texas in five events, senior Jackie Deary makes Academic All-America.
- Glenville State College selected to host 2019 MEC Track & Field Championships.
- FAR Dwight Heaster spearheads efforts to re-establish the Chi Alpha Sigma – Athletic Honor Society – recognition celebration on May 2.
- Pioneer Derby – May 3.
- We have been working to establish an Athletic Committee featuring key individuals on campus, plus a handful of faculty members to be established for the 19-20 academic year. This was a primary recommendation of the NCAA Blueprint visit last semester.
- As of April 24, there were 147 new student athletes signed for the 19-20 recruiting cycle.

### Challenges

- Staffing in terms of assistants. We still have several teams with large roster expectations and no assistants. We are working on a G.A. initiative that would address this at a low cost.
- With the addition of sports, the practice time and facility scheduling is very tight.
- We are likely to still be 11<sup>th</sup> in the 18-19 MEC Commissioners Cup standings...while this is a step out of last, we need to make strides to reach the upper half.

### Summary

We feel that the 2019-20 academic year will be pivotal for the department on several fronts. We need a strong recruiting and retention year to do our part to help the institution. We also need steps to utilize the new academic merit model to improve the academic profile of the department, and take steps to getting into the upper half of the MEC in the Cup Standings.

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

**Highlight/Challenges****Highlights**

1. Operational deficit of \$1.9M presented at February Board meeting still reasonable projection for FY 2019.
2. On March 20 at the request of the BOG, assumed additional duties leading the cabinet after president's departure.
3. Added Athletic Director Jesse Skiles to Cabinet; re-hired Tom Ratliff as Special Assistant to CFO/COO.
4. Significant cash flow issue discussed with Executive Committee. Short-term borrowing from GSC Foundation approved.
5. Contract renewal discussions for improved DMAPS contract.

**Challenges (ongoing)**

1. Funding capital projects with funds beyond Bond Refinancing proceeds. (More fundraising money needed.)
2. Executing timely monthly and quarterly financial reporting to all levels of leadership on campus.
3. Navigation of the complexity of the WV state accounting system in order to provide meaningful, timely financial reporting for management and the Board.

**Challenges (new)**

1. Provide leadership to cabinet and College for remainder of semester and transition to new interim presidential leadership.
2. Develop a comprehensive plan for sustain operations, combining revenue improvements with cost reduction to improve performance by at least \$2.5M and improve cash flow.
3. Develop a budget for FY 2020 that reduces deficit to approximately \$1M (which will result in positive cash flow).

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Submitted by: *Kevin L. Evans, Faculty Representative to the Board of Governors*

### Highlights/Challenges – Faculty Senate

#### **Faculty Senate: 02/26/2019**

- Discussion of several bills relevant to higher education in the legislature. The Faculty Senate drafted and sent two resolutions to Charleston:
  - SB25 be voted down should it reach the floor: The Glenville State College Faculty Senate opposes any legislative action that reduces faculty prerogatives or dilutes academic freedom. Such legislation reduces the ability of institutions to attract and recruit high quality faculty for the good of West Virginia’s students. Therefore, we respectfully request that SB25 not be considered by the full Senate or House of Delegates, or be voted on should it reach the floor.
  - Support President’s objection to the campus carry bill: The Glenville State College Faculty Senate supports President Tracy Pellett’s position on HP2519, the “Campus Carry Bill.” The onus of purchase of equipment, and additional insurance concerns, constitute an unfunded mandate for campuses that have seen reductions in funding and increases in costs for many years.
- Developed a sub-committee to revise the Faculty Senate Constitution. Two areas of concerns noted were to include a procedure for Votes of Confidence and clarify the election process of other committees. This will be a slow process as we get input from across campus. Once the constitution is revised, it will be voted on by the entire full-time faculty.
- Course evaluation subcommittee reported that only minor feedback had been received on the new course evaluation form used last fall semester. Minor revisions were recommended and the amended form was approved for the current semester.

#### **Faculty Senate : 03/19/2019**

- Update from the Constitution sub-committee. Main topics discussed included whether we needed a treasurer, should we decrease the membership size, and should we include adjunct faculty representation.
- Update from Course evaluation subcommittee. The revised form has been shared with Robin Cottrill. It is anticipated that we can use Blackboard Learn for the evaluation which will modernize the process and become more efficient.
- Prior Learning Assessment and Portfolio Guidelines were revised based on recommendation from Registrar’s office based on comments from Academic Policy Committee. The revised policy now reflects both the Board policy and HEPC policy. Faculty Senate had no concerns with the recommended changes.

#### **Faculty Senate : 04/02/2019**

- Professor Tim Henline invited John Beckvold to speak to the Faculty Senate in regards to President Pellett’s resignation. Topics discussed included occupancy rates of residence hall

facilities, future renovations of Pioneer Village, poor communication of President's resignation, reduction in force committee. While faculty are more optimistic about the direction the college is going, we have concerns with the communication, or lack thereof, of President Pellett's resignation and the process of selecting an interim President. A major objection is that President Pellett has controlled the narrative of the media and received praise from the Board of Governors while the President criticized the college. Many faculty still have reservations if the Board of Governors supports and understand faculty concerns.

- Faculty Senate recommended Emeritus Status for Professor Paul Peck.

**Attachments/Enclosures:**

- None

Submitted by: *Dustin Crutchfield, Staff Council Representative to the Board*

Highlights/Challenges

- Highlights:

Staff Council is in the process of holding elections for open representative positions.

Voting is taking place for Outstanding Employee Awards and Staff Person of the Year.

Staff Council continues to discuss a way to properly honor and memorialize Senior Campus Police Officer Gary Smarr who passed away late last year. The Council will have to fundraise before the bench can be purchased.

Council members have formed an ad hoc handbook committee to review proposed updates to the Staff Handbook.

- Challenges:

Confusion lingers regarding the process for applying for and being awarded professional development funds.

*Discussed with Mr. Beckvold; awaiting further clarification.*

- Attachments/Enclosures:

None

No report submitted.



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Submitted by: *Marty Carver, Vice President of Enrollment & Student Life*

### Highlights/Challenges

#### Highlights

1. **Pioneer Village Renovation:** Buildings #1 and #2 have been fully renovated. Occupants of Building #6 were moved to Building #1, so construction could begin on #6. Building #6 will be finished prior to the beginning of the fall semester.
2. **Residential Life Housing Applications/Deposits:** Housing Applications are coming in at a faster pace than in previous years. Currently, we have 275 returning students with PAID applications and 82 returning students with unpaid applications. We have 105 new students with PAID applications and 149 with unpaid applications. In addition, 47 students have applied to live off-campus for Fall 2019.
3. **Student Activities:** It has been an exciting year for Student Activities and Adrian Duellley has provided valuable leadership in that area. We just completed a very successful and well attended GSC Week and are in the process of planning our End of the Year Bash (Foam Party) to be held in the Waco Center parking lot on Thursday, May 9 at 8:00 pm.
4. **Frisbee Golf:** The student activities office (Adrian) has also been busy renovating the college's frisbee golf course located near the Gilmer County swimming pool.
5. **Campus Mental Health:** It has been a good year from a student mental health perspective. This time last year we had admitted several students to the hospital for treatment – this year we have yet to admit a student for mental care. Our Counseling Center, headed by Tim Underwood, has been active and counsels an average of 35 students per week.

#### Challenges

1. Getting the students to engage in both weekly and weekend activities.
2. Getting students to pay Housing Application Deposits.

#### Attachments/Enclosures:

None

### **Highlights**

1. The EAB Navigate implementation technical processes are ahead of schedule per their timeline. They were able to use our database administrator's script to modify their processes to pull the correct data. EAB Navigate will assist students and the Academic Success Center plan their program of study in an effort to aid in retention.
2. We have submitted our annual technology services survey to students to assess services that we provide our students. We use these results to determine our effectiveness, strategic plan, and future implementations.
3. We are working to add Respondus Monitoring to online courses. This software remotely monitors online test takers and fulfills needs for a fully accredited online course.
4. We have met with vendors about possible summer projects for quoting purposes. These projects include Cable/Internet for Campus Housing, connectivity options to the Morris Criminal Justice Training Center, replacement of the projection system in Fine Arts Recital Hall, cell service options for the Waco Center, replacement to the current electronic locking system, and computer replacement for the oldest computer lab on campus.
5. All on Campus student evaluations will be through Blackboard this semester rather than paper. We are the only State institution in WV using this function in Blackboard for all classes, online, hybrid, and face to face.
6. Cody Moore has come on board to support the Office of Technology, replacing Landon Gumm who just recently took a position as a Threat Intake Investigator at the FBI Center in Clarksburg.

### **Challenges**

1. Providing adequate internet and Campus connectivity to the Morris Criminal Justice Training Center for the Criminal Justice department to occupy that area full time.
2. Setting up the network at the Pressbox for Track and Field events due to there being no power at that location. We were able to make this happen in time under generator power.

### **Attachments/Enclosures:**

None

**From:** AdLaw Support <[adlaw@wvsos.com](mailto:adlaw@wvsos.com)>  
**Sent:** Monday, December 10, 2018 9:36 AM  
**To:** Cindy Anderson <[Cindy.Anderson@wvhepc.edu](mailto:Cindy.Anderson@wvhepc.edu)>  
**Subject:** Changes to Online Meeting Notices Procedures



After a thorough review of the provisions of the Open Governmental Proceedings Act [W. Va. Code §6-9A et seq.](#), the Secretary of State's office is planning some changes to the procedures for submitting a meeting notice as well as the way they are displayed online.

There are 2 significant changes to bring to your attention:

1. Adding a field called "Governing Body" intended to be the name of the group having the meeting.
2. Another significant change would be in lieu of marking a meeting notice "compliant" or "not compliant", the date and time the meeting notice is accepted will be displayed allowing for easy calculation of the required five (5) business days.

In order to provide notice of these changes, we have proposed procedural rule, [153CSR41](#), explaining the details. This rule may become effective in 60 (sixty) days. The comment period is open to December 17th. We encourage all feedback.

**TITLE 153  
PROCEDURAL RULE  
SECRETARY OF STATE**

**SERIES 41  
ONLINE MEETING NOTICES**

**§153-41-1. General.**

1.1. Scope. -- This rule details procedures for filing online meeting notices with the Secretary of State's Office.

1.2. Authority. -- W. Va. Code §6-9A-3(e)(3)(g).

1.3. Filing Date. -- January 4, 2019.

1.4. Effective Date. -- February 4, 2019.

**§153-41-2. Definitions.**

2.1. "AdLaw" means the Administrative Law Division within the Secretary of State's Office.

2.2. "Agency" means a public agency that is an administrative or legislative unit of state, county or municipal government, including any department, division, bureau, office, commission, authority, board, public corporation, section, committee, subcommittee or any other agency or subunit of the foregoing, authorized by law to exercise some portion of executive or legislative power (see W. Va. Code §6-9A-2(7)).

2.3. "Decision" means any determination, action, vote or final disposition of a motion, proposal, resolution, order, ordinance or measure on which a vote of the governing body is required at any meeting at which a quorum is present.

2.4. "Emergency meeting" means any meeting called by a governing body for the purpose of addressing an unexpected event which requires immediate attention because it poses:

2.4.1. An imminent threat to public health or safety;

2.4.2. An imminent threat of damage to public or private property; or

2.4.3. An imminent material financial loss or other imminent substantial harm to a public agency, its employees or the members of the public which it serves.

2.5. "Filer" means the individual(s) who has been granted authority by the agency to file a meeting notice on its behalf.

2.6. "Governing body" means the members of any public agency having the authority to make decisions for or recommendations to a public agency on policy or administration, the membership of a governing body consists of two or more members. This should be the name of the group having the meeting.

2.7. "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action.

2.8. "Official action" means action which is taken by virtue of power granted by law, ordinance, policy, rule, or by virtue of the office held.

2.9. "Posted" means the meeting notice has been reviewed by SOS staff and is now viewable online.

2.10. "Provisions" means the provisions of the Open Governmental Meetings Act, W. Va. Code §6-9A *et seq.*

2.11. "Regular meeting" means a meeting of a governing body at which the regular business of the public is conducted.

2.12. "SOS" means Secretary of State.

2.13. "Special meeting" means a meeting of a governing body other than a regular meeting or an emergency meeting.

**§153-41-3. Procedure for filing an online meeting notice.**

3.1. Go to the WV Secretary of State's website ([sos.wv.gov](http://sos.wv.gov)).

3.2. Under the "Administrative Law" tab, click on "Add Meeting Notice".

3.3. The box indicating an understanding that the meeting information provided will be made public and acknowledgement that acceptance by SOS does not imply compliance with the Open Governmental Proceedings Act must be checked in order to continue. If statements are agreeable, click on the "I Agree and Want to Continue" tab.

3.4. Fill in the fields.

3.4.1. The E-mail provided is the address that all correspondences regarding the meeting notice will be sent.

3.4.2. The "Governing Body" field is for the name of the group having the meeting. This is the primary field for searching and displaying.

3.4.2.a. TNOTGB - The name of the Governing Body should not be listed as an acronym.

3.4.3. The "Agency" field is for the name of the larger, governing agency, if applicable. This is not a required field for the submission of the notice.

3.4.4. The "Division/Committee/Etc." can be used if applicable. This is not a required field for the submission of the notice.

3.4.5. The "Date of Meeting" field is the day the meeting will be held.

3.4.6. The "Time of Meeting" field is the time the meeting will take place.

3.4.7. The “Location” field is where the meeting will take place.

3.4.7.a. The location should include an address.

3.4.7.b. In the event of a teleconference meeting, the location should include the address of the origin of the call.

3.4.8. The “Purpose” field should be a brief overview of the main reasons for having the meeting. It may include action items.

3.4.8.a. Executive branch agencies may list the purpose as “regular meeting” or “special meeting”.

3.4.9. The “Emergency Meeting” box is auto set to “No”. It should be changed to “Yes” only when applicable.

3.4.9.a. The notice of an emergency meeting should include the facts and circumstances of the emergency.

3.5. Click on the “Submit” tab.

3.5.1. Upon clicking the Submit tab, a message will come up stating “Meeting Notice Saved”.

3.5.2. An email will be sent to the address provided indicating the meeting notice was submitted to SOS staff and is being reviewed.

3.6. The meeting information provided will be displayed as submitted. Things to consider include:

3.6.1. Removing “WV”, “Department of”, “Division of”, or “Board of”, etc. from the beginning of an agency name when not necessary. The identifying name is sufficient;

3.6.2. The spacing for the location of the meeting. It should be listed as though addressing an envelope; and

3.6.3. Removing extra spaces or lines. Spacing should be concise for easier viewing.

3.7. It is the responsibility of the filer to omit any confidential, inappropriate, or potentially harmful information.

3.8. It is a good practice to consider whether the notice will provide the public with reasonable notice of the name of the group having the meeting as well as the date, time, place and purpose of the meeting.

3.9. Meeting notices should not be filed more than 6 months in advance of the meeting date.

3.10. Meeting notices should not be submitted in all caps or bolded text.

3.11. Upon acceptance of the meeting notice for display on the Secretary of State’s website, a notification will be sent to the email address provided indicating the notice has been posted. This does not imply compliance with the Open Governmental Proceedings Act.

3.11.1. The online posting will include the date and time the notice was accepted by SOS staff.

3.11.2. If an email confirmation of the posting of a meeting notice is not received in a reasonable time after submission, check the online database for the meeting notice. If not found, contact the Administrative Law Division.

3.12. For amendments to a notice or cancellation of a meeting, please contact the Administrative Law Division. Do not submit a second notice for this purpose.

**§153-41-4. Meeting notice timelines.**

4.1. Each notice of a special meeting or a regular meeting must be filed to allow the notice to appear on the Secretary of State's website at least five business days prior to the date of the meeting (see W. Va. Code §6-9A-3(e)(2)).

4.2. When calculating the days, the day of the meeting, weekends, or State holidays cannot be counted.

4.2.1. If a meeting notice is filed anytime other than during the Secretary of State's regular business hours, the date of filing will be considered the next business day (see W. Va. Code §6-9A-3(e)(3)).

4.3. In the event of an emergency meeting, the agency shall file an online notice for an emergency meeting with the Secretary of State as soon as practicable prior to the meeting (see W. Va. Code §6-9A-3(h)(1)).

**§153-41-5. Meeting notice compliance.**

5.1. The circuit court in the county where the agency regularly meets has jurisdiction to enforce the Open Governmental Proceedings Act, W. Va. Code §6-9A *et seq.*, upon civil action commenced by any citizen of this state within 120 days after the action complained of was taken or the decision complained of was made (see W. Va. Code §6-9A-6).

5.2. It is the responsibility of any agency subject to the provisions, to understand and abide by the provisions.

5.3. Any agency, governing body, or member thereof subject to the provisions may seek advice and information from the executive director of the WV Ethics Commission or request in writing an advisory opinion from the West Virginia Ethics Commission Committee on Open Governmental Meetings (see W. Va. Code §6-9A-11).