



GLENVILLE
STATE UNIVERSITY

AGENDA

Glenville State University
Board of Governors

June 15, 2022
1:00 p.m.

Mollohan Campus Community Center
Ballroom



BOARD OF GOVERNORS

June 15, 2022

Via ZOOM

1:00 PM

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Constituent Comments
 - A. Alumni Council - *Doug Patterson, President*
 - B. Faculty Senate - *Brian Perkins, President*
 - C. Staff Council - *Eric Marks, Chair*
 - D. Student Government Association - *Nic McVaney, President*
5. **Consent Agenda (Action Item)**
 - A. Minutes of the May 4, 2022 Meeting
 - B. Cashflow Projection Statement
 - C. Accounts Receivable Report
6. Executive Committee Report – *Mike Rust, Chair*
7. President’s Report
 - A. Nursing Program Update
 - B. Annual Board Retreat - *Proposed date, location, and agenda*
8. Discussion/Actionable Items
 - A. **FY23 Chair and Vice Chair Nomination Recommendations (Action Item)**
 - B. **FY23 Board of Governors’ Meeting Schedule (Action Item)**
 - C. **Board of Governors Scholarship (Action Item)**
 - D. **Final Draft Revised Policy 23 (Action Item)**
 - E. **Revised FY23 Budget (Action Item)**
9. Announcements
10. Adjournment

**Glenville State University Board of Governors
Meeting of June 15, 2022**

ACTION ITEM:	Consent Agenda
COMMITTEE:	Committee of the Whole
RECOMMENDED RESOLUTION:	Be it RESOLVED that the Board of Governors approves the Consent Agenda as proposed.
STAFF MEMBER:	Dr. Mark Manchin, President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the May 4, 2022 Meeting
2. Cashflow Projection Statement
3. Accounts Receivable Report

**Glenville State University
Board of Governors
Meeting May 4, 2022
MCCC, Ballroom
Glenville, West Virginia**

Members Present: Mr. Stephen Gandee, Vice Chair, via ZOOM
Dr. Kathy Butler
Ms. Ann Green
Mr. Tilden "Skip" Hackworth
Ms. Alexandria Lay
Mr. Robert Marshall
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative
Mr. Nic McVaney, Student Representative

Members Absent: Mr. Mike Rust, Chair
Mr. Doug Morris

Faculty & Staff Present: Ms. Denise Campbell, GSU/MU Nursing Program Consultant
Ms. Maureen Gildein, Lecturer of Physical Education
Ms. Rita Helmick, Vice President for Administration & General Counsel
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Dr. Kenneth Lang, Assoc. Professor of Criminal Justice (CJ) & Chair, Dept. of CJ
Ms. Michelle Lang, Academic Success Counselor
Dr. David Lewis, Professor of Music Education
Dr. Mark Manchin, President
Mr. Eric Marks, Information Technology Specialist & Staff Council Chair
Ms. Leslie Mason, Senior Director of Grants and Compliance
Dr. Elizabeth Matory, Asst. Professor of CJ and incoming Faculty Senate President
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Dr. Brian Perkins, Assoc. Professor of Forestry and Fac. Sen. Pres., (via teleconference)
Dr. Mark Sarver, Assoc. Professor of Business
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Ms. Breanna Morgan, incoming Student Government President

Call to Order

Ms. Ann Green called the meeting to order at 1:11 pm.

A quorum was established

Public Comment – N/A

Special Presentations

Ms. Denise Campbell provided an update on the GSU/MU Nursing Program that included the following:

- 24 students are pre-registered for fall 2022.
- Reviewing issue as to whether athletes that want to register for the nursing program may remain playing sports at Glenville State even though they will be a Marshall University student if accepted into the nursing program.
- Planning to renovate Pickens Hall to house nursing students.
- Denise would like to start a club for nursing.
- One of the GSU pre-registered nursing students and a nurse practitioner from Minnie Hamilton Health Systems will be featured in a new GSU marketing commercial for nursing.
- GSU has hosted several nursing pre-registration events.

Dr. Kenneth Lang presented a PowerPoint presentation regarding an update on the Dept. of Criminal Justice. Dr. Lang introduced the Criminal Justice Department faculty members: Dr. Elizabeth Matory, Dr. Donal Hardin, and Dr. Jeffrey Bryson. He announced that Dr. Bryson will be leaving the University at the end of the summer semester to pursue another opportunity. He shared a decommissioned taser with all and reported the following:

- Dr. Lang continues to appear on Law & Crime Trial Network.
- Enrollment shows a consistent increase in CJ Forensics.
- The ARC Grant provided equipment for the CJ department including a firearms simulator, courtroom/classroom furniture, and an upgrade to the OSIX (Open Source Information Exchange) lab.
- CJ conducted a mock cyber security investigation.
- The CJ Crime Scene House has been renovated.
- Updates have been completed at the Morris Criminal Justice Training Center that includes new smart boards and binocular scopes.
- Acquired new computers, server, and internet in the OSIX lab.
- The Department is working on curriculum to offer a Master of Science online degree.

Dr. Lang noted the following current issues/concerns with the CJ department:

- Each CJ faculty member has approximately 50 advisees.
- The Department would like to seek obtaining a software package to enable automatic advising.

Constituent Comments

Alumni Council – Mr. David Hutchison announced the following events:

- Dr. Manchin will be hosting 75 graduates for the senior send off on the evening of May 5th.
- 50 Year Grad Reception/Dinner will be held on Friday, May 6th at 5:00 pm – 20 members have signed up to attend. The Pioneer Derby will follow the dinner.
- Pioneer Night at Power Park is scheduled for June 11th.
- Homecoming is scheduled for October 15th.

Faculty Senate – Dr. Brian Perkins, President, reported the following:

- Dr. Elizabeth Matory has been elected as the new Faculty Senate President and Ms. Maureen Gildein is the new Vice President.
- Reviewed and updated the faculty handbook.
- Updated the Senate bylaws.
- Worked on the Board of Governors Overload Policy.
- Academic Policy Committee updated policies in the University catalog.
- Academic Appeal Committee updated its bylaws.
- Reviewed academic calendars for the next three years.
- Discussed and wrote a letter to the College Leadership Council requesting that a faculty librarian be hired.
- President Manchin and Mr. Trae Sprague met with the Senate and addressed the importance of tracking student attendance.

Staff Council – Mr. Eric Marks, Chair, reported the Council is:

- Appointing members to represent various committees.
- Updating the staff handbook.
- Accepting nominations for Staff of the Year award.

Student Government Association (SGA) –Mr. Nic McVaney, President, introduced Breanna Morgan as the new incoming SGA President and reported that SGA:

- Rewrote the constitution.
- Updated the bylaws.
- Held elections for FY23.
- Hosted a dance.

Mr. McVaney announced that the WV HEPC Student Leadership Conference will be held at Canaan Valley on May 16-18, 2022. The current and incoming SGA presidents will attend along with the Vice President.

Consent Agenda

KATHY BUTLER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Dr. Manchin reported the Committee met on April 20, 2022 via Zoom and set today's Board agenda. Dr. Manchin is working with Dr. Morris and department chairs on implementing additional Master's programs. He announced that a nursing update will be added to all future Board meeting agendas.

Board Governance and HR Committee - Ms. Ann Green, Chair, reported:

- Ms. Tegan McEntire provided a report on vacancies and new hires.
- Ms. Rita Helmick reported on facility renovations and refurbishing faculty and staff housing. GSU hosted the WV HEPC Facilities Management Conference in April. Tom Ratliff hosted the APPA meeting on campus and was selected as President.

- Mr. David Hutchison disseminated a report that included updates on grants, government affairs, WVU Medicine, scholarships awarded for FY22, and a review of Founders Day of Giving.
- The Committee recommends approval of action items listed below as presented.
 - President’s Evaluation and Compensation Process
 - Final Draft Revised Policy 23
 - Draft Revised Bylaws

Enrollment and Student Life Committee – Dr. Jason Yeager reported that the Committee discussed enrollment projections for fall 2022, strategies to update the paint and flooring in residential housing, and enrollment numbers for nursing and graduate programs. Jesse Skiles provided an athletics update.

Academic Affairs Committee – Mr. Skip Hackworth reported that Dr. Morris provided an update on the Strategic Plan, graduate programs, GSU 100, pre-nursing, and discussed the program reviews that are presented for action.

Business and Finance Committee - Mr. Bert Jedamski reported:

- Accounts receivable continues to trend positively.
- Cash flow projections look good through the end of the year, with the necessity to watch closely the subsequent cash flow in July and August.
- Reviewed the March 22nd operating report and discussed operational versus financial reporting.
- The budget presented in February may change. Mr. Jedamski will discuss it further at the June meeting.
- Discussed Aramark metrics and statistics for payroll and appropriations.

President’s Report

Dr. Manchin reported the following:

- Legislature approved a five percent pay increase for state employees; however, it does not equal five percent. The actual pay increase will be less than five percent. Dr. Manchin will bring a revised budget to the June meeting to reflect the pay raises.
- Physical Plant is keeping the campus looking beautiful with cut grass, painting, and flowers.
- Aramark will be spending 1.5 million dollars in dining services renovations on behalf of the University during the summer.
- Looking into moving the nursing and health sciences program to the free space in the Waco Center.

Discussion/Actionable Items

President’s Evaluation and Compensation Process

ALEXANDRIA LAY MOVED TO APPROVE THE PROPOSED PRESIDENTIAL EVALUATION & COMPENSATION PROCESS. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Final Draft Revised Policy 23

ALEXANDRIA LAY MOVED TO APPROVE THE PROPOSED BOARD DRAFT POLICY FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Draft Revised Bylaws

ALEXANDRIA LAY MOVED TO APPROVE THE PROPOSED REVISED BOARD BYLAWS.
KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Program Reviews

Dr. Gary Morris announced that the word “would” will be changed to “may” on page 37 of the Board packet under section 5.2.4., second paragraph, within the third sentence.

SKIP HACKWORTH MOVED TO APPROVE THE PROGRAM REVIEWS FOR THE FOLLOWING PROGRAMS: BACHELOR OF ARTS IN ART, BACHELOR OF ARTS IN CHEMISTRY, ASSOCIATE OF SCIENCE IN LAND SURVEYING, AND ASSOCIATE OF ARTS IN GENERAL STUDIES AS AMENDED. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements – Ms. Ann Green announced the following:

- Commencement is Saturday, May 7, 2022 @ 10:00 am in Waco Center
- Next Executive Committee meeting will be June 1, 2022 via Zoom and next BOG’s meeting will be June 15, 2022 via Zoom.
- The annual Board retreat is tentatively scheduled to begin the evening of August 10th till Noon on Friday, August 12, 2022.
- 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).

Adjournment

With no further business and hearing no objection, Ms. Green adjourned the meeting at 2:28 pm.

Ann Green
Chair, Board Governance and HR Committee

Teresa Sterns
Executive Assistant to the President

Glennville State University

Cashflow Projection 2022 - Q1, FY23

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Beginning Cash	\$ 4,664,540	\$ 7,023,405	\$ 6,076,386	\$ 6,860,169	\$ 7,717,116	\$ 6,379,878	\$ 4,466,922	\$ 4,408,534	\$ 3,254,326
Incoming:									
Appropriations (approx 50% of PR)	1,587,562	-	-	1,437,556	-	-	1,692,134	-	-
Prior Year Appropriations (FY 2021)	-	-	-	-	-	-	-	-	-
Federal COVID-19 Funds	-	-	-	-	-	850,000	-	-	-
Current Cash deposits	1,066,416	278,807	254,781	1,204,908	456,174	339,720	834,969	916,755	2,696,532
Education & General	900,000	1,000,000	548,000	96,523	15,100	115,000	-	-	-
Auxillary	-	500,000	500,000	-	134,732	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-
Gifts, Donations, WVHE grant	47,718	186,691	-	84,397	500,000	-	-	-	50,000
Federal Grants	-	-	1,883,750	247,728	38,422	136,294	120,000	60,000	60,000
PAC Funds from Foundation	-	-	-	-	-	100,000	-	-	-
Scholarship funds from Foundation	-	-	-	-	-	10,000	10,000	10,000	310,000
East Bonds Reimbursement	-	-	-	-	-	-	-	-	-
Insurance Claims	929,255	-	-	-	438,779	27,214	-	-	-
Loan from Foundation	-	-	-	-	-	-	-	-	-
DMAPS Rental Income - HC	-	-	-	-	-	-	-	-	-
Available Cash	\$ 9,195,491	\$ 8,988,903	\$ 9,262,917	\$ 9,931,281	\$ 9,300,323	\$ 7,958,106	\$ 7,124,025	\$ 5,395,289	\$ 6,370,858
Outgoing:									
Payroll costs total	967,432	-	-	-	1,122,520	879,000	1,507,000	1,002,000	962,000
Pcard Payments	-	1,016,265	1,106,458	1,117,497	-	362,956	175,000	175,000	175,000
Barnes & Noble Bookstore Services	-	-	-	-	-	300,000	-	-	325,000
Aramark Services	1,411	309,490	-	-	30,924	195,272	-	200,000	400,000
Utilities	158,878	245,012	424,235	106,673	62,998	158,894	125,000	125,000	125,000
Cash Disbursement/Operating expenses	130,031	105,116	103,633	167,256	297,371	234,859	136,500	136,500	136,500

4499 Transfers to FAC	-	430,105	439,810	437,163	1,000	-	-	-	-
Capital Projects & Insurance Claims	-	358,550	-	-	161,105	57,426	-	-	-
Debt service & Capital Assessments	228,899	-	-	155,141	228,899	384,899	203,991	203,991	253,991
Insurance Claim Payments	685,435	253,899	278,112	203,899	438,779	16,214	-	-	-
Repayment of Loan from Foundation	-	194,080	-	-	-	-	-	-	-
Energy Savings Loan Payments	-	-	-	-	-	150,000	100,000	100,000	100,000
HEPC Ed Grant Payments	-	-	-	-	-	100,000	-	-	50,000
HEPC Nursing Federal Grant 8770 (\$1,70	-	-	50,500	26,537	42,011	351,664	468,000	198,472	645,690
Aramark Grant Payments	-	-	-	-	534,838	300,000	-	-	-
	-	-	-	-	-	-	-	-	-
Cash used	<u>2,172,086</u>	<u>2,912,517</u>	<u>2,402,748</u>	<u>2,214,165</u>	<u>2,920,445</u>	<u>3,491,184</u>	<u>2,715,491</u>	<u>2,140,963</u>	<u>3,173,181</u>
Ending Cash	<u>\$ 7,023,405</u>	<u>\$ 6,076,386</u>	<u>\$ 6,860,169</u>	<u>\$ 7,717,116</u>	<u>\$ 6,379,878</u>	<u>\$ 4,466,922</u>	<u>\$ 4,408,534</u>	<u>\$ 3,254,326</u>	<u>\$ 3,197,677</u>
Remaining State Funds Included in Bal.	\$ 1,178,893	\$ 764,410	\$ 315,732	\$ 936,556	\$ 481,860	\$ -	\$ 934,134	\$ 478,134	\$ 18,134
Remaining Energy Savings Loan in Bal.	\$ 957,129	\$ 957,129	\$ 957,129	\$ 957,129	\$ 957,129	\$ 807,129	\$ 707,129	\$ 607,129	\$ 507,129
Remaining HEPC Ed Grant in Bal.	\$ 943,000	\$ 943,000	\$ 892,500	\$ 865,963	\$ 865,963	\$ 765,963	\$ 765,963	\$ 765,963	\$ 715,963
Remaining HEPC Nursing Grant in Bal.			\$ 1,705,837	\$ 1,705,837	\$ 1,663,826	\$ 1,312,162	\$ 844,162	\$ 645,690	\$ -
Remaining Aramark Grant Funds	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 965,162	\$ 665,162	\$ 665,162	\$ 665,162	\$ 665,162
Remaining Balance of unrestricted funds	<u>\$ 2,444,383</u>	<u>\$ 1,911,847</u>	<u>\$ 1,488,971</u>	<u>\$ 1,751,631</u>	<u>\$ 1,445,938</u>	<u>\$ 916,506</u>	<u>\$ 491,984</u>	<u>\$ 92,248</u>	<u>\$ 1,291,289</u>

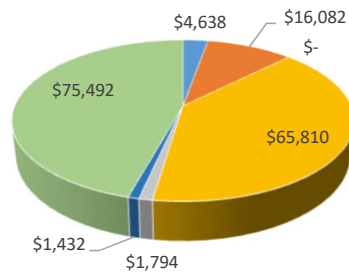
Accounts Receivable Update

Student AR Balances - Point In Time, Trend Comparison

Semester Based Balances									
As of Date	Fall, 2019	Spring, 2020	Summer, 2020	Fall, 2020	Spring, 2021	Summer, 2021	Fall, 2021	Spring, 2022	Summer, 2022
6/30/2020	\$ 260,466	\$ 216,081	\$ 180,774						
2/11/2021	\$ 225,376	\$ 147,801	\$ 22,976	\$ 756,791	\$ 1,402,651				
4/30/2021	\$ 222,443	\$ 131,276	\$ 12,041	\$ 550,812	\$ 306,942	\$ 80			
6/9/2021	\$ 218,041	\$ 128,038	\$ 12,007	\$ 508,837	\$ 240,845	\$ 423,928			
2/9/2022	\$ 210,723	\$ 122,175	\$ 6,082	\$ 412,992	\$ 103,575	\$ 9,007	\$ 190,834	\$ 1,100,879	
4/25/2022	\$ 210,148	\$ 122,125	\$ 5,985	\$ 407,757	\$ 98,215	\$ 8,412	\$ 169,533	\$ 222,628	
6/7/2022	\$ 209,636	\$ 120,244	\$ 5,925	\$ 407,147	\$ 96,597	\$ 8,509	\$ 160,061	\$ 165,248	\$ 547,540

Spring, 2022 AR Balance Composition

Category	Net Amount Due	Student Count	Percent of Total
Dual Enrollment (High School Students):	\$ 4,638	38	2.8%
2nd Chance Pell (Correctional Institutions):	\$ 16,082	6	9.7%
Financial Aid Pending:	\$ -	0	0.0%
Withdrawn, Expunged, or Other Issues:	\$ 65,810	23	39.8%
Payment Plans:	\$ 1,794	4	1.1%
Balance Under \$500:	\$ 1,432	38	0.9%
Other:	\$ 75,492	28	45.7%
Total Spring, 2022 AR Balance as of 06/07:	\$ 165,248	137	



- Dual Enrollment (High School Students):
- 2nd Chance Pell (Correctional Institutions):
- Financial Aid Pending:
- Withdrawn, Expunged, or Other Issues:
- Payment Plans:
- Balance Under \$500:
- Other:

Glenville State University

Pre-Nursing Report

Dr. Denise L. Campbell DNP, MSN, RN, LNHA

1. Working with Admissions Department. Following up with email blast by contacting potential students via email and telephone. Approximately 35 students registered.
2. Communicating with new advisees for Fall 2022 via email & telephone.
3. Several freshmen from GSU are wanting to transfer from their previous major to pre-nursing for their sophomore year. Provided information, required classes and dates to apply for application to MU school of nursing for potential admission.
4. Met with registrar to finalize the coding of pre-nursing students.
5. On-going communication with executive director of WV Board of Nursing & HEPC.
6. Visited Roane General Hospital and met with CEO & DON 4/26/2022. Positive meeting. Excited to have clinical rotations and students at their facility.
7. Chair of School of Nursing at MU (Dr. Denise Landry) is retiring August 2022, will be meeting new Chair of Nursing in the very near future.
8. Working on applications with MU SON Chair to be submitted for approval of GSU/MU nursing program to be located on the Glenville campus Fall 2023 to WV Board of Nursing & ACEN.
9. Planning event for pre-nursing students during move-in weekend (Skills Lab demonstration, Refreshments & introductions of 1st pre-nursing class students to each other).
10. Working on Skills lab. Room 108 preparation for equipment and room set up with Rita & Tom.
11. A few supplies have arrived. Beds and head medical boards due to arrive any day.
12. One Simulator expected to be arriving in the next few weeks.
13. Weekly Nursing meeting with President. Provost, CFO, Vice-Presidents, Staff and Faculty.
14. Planning to visit with MU- Point Pleasant Nursing Coordinator next month.
15. Working with Dr. Morris & Dr. Manchin related to Health Science program expansion
16. Attended HEPC meeting with Dr Manchin & Dr. Morris.
17. Met with President of MU, MU Chair of Nursing, & Health Science department chair May 2022.

Respectfully,

Dr. Denise L. Campbell DNP, MSN, RN, LNHA



April 20, 2022

The Nominating Committee recommends the following slate of officers for the Glenville State University Board of Governors 2022–2023 is:

Chairperson: Steve Gandee

Vice Chairperson: Ann Green

Committees for 2022-2023 will be appointed by the FY23 Chairperson.

Nominating Committee

Alexandria Lay, Chair

Bob Marshall

Joe Parsons



**BOARD OF GOVERNORS
RETREAT SCHEDULE
CAMPUS
AUGUST 10 - 12, 2022**

MCCC – Mollohan Campus Community Center LBH – Louis Bennett Hall FAC – Fine Arts Center
MCJTC – Morris Criminal Justice Training Center SSS – Student Support Services ASC – Academic Success Center

<u>AUGUST 10, 2022 (WEDNESDAY)</u>	<u>DESCRIPTION/EVENT</u>	<u>LOCATION</u>
2:00 PM	BOG'S MEETING @ 2:00 PM (<i>No Committee Meetings</i>)	MCCC, Ballroom
3:00 PM – 5:00 PM	Faculty & Staff Welcome Back Cookout	President's Lawn

<u>AUGUST 11, 2022 (THURSDAY)</u>	<u>DESCRIPTION/EVENT</u>	<u>LOCATION</u>
8:30 AM – 9:00 AM	CONTINENTAL BREAKFAST	MCCC, Ballroom
9:00 AM – NOON	CAMPUS TOURS* *Firearms Simulator *SSS (Student Support Services) *ASC (Academic Success Center) *Starbucks and Barnes & Noble *Dining Services Renovation *Conservation Center	MCJTC SSS Office RFK Library LBH MCCC HAB
NOON	Lunch with the new students OR Dinner Cookout w/Bluegrass Entertainment	Waco Center Sue Morris Complex
1:30 PM – 3:00 PM	Board Training - MEMBER SUGGESTIONS/REQUESTS	MCCC, Ballroom
3:00 PM – 3:15 PM	Break	
3:15 PM – 4:45 PM	Board Training - MEMBER SUGGESTIONS/REQUESTS	MCCC, Ballroom
5:00 PM – 6:00 PM	Legislative Reception	Waco Center, Atrium
6:30 PM	Dinner	MCCC, Ballroom
7:30 PM	Fine Arts Entertainment	Fine Arts Center

<u>AUGUST 12, 2022 (FRIDAY)</u>	<u>DESCRIPTION/EVENT</u>	<u>LOCATION</u>
9:00 AM	CONTINENTAL BREAKFAST	MCCC, Ballroom
9:30 AM – 11:30 AM	HLC (Higher Learning Commission) Visit Preparation <i>Presenter - Dr. Gary Morris</i>	MCCC, Ballroom
11:30 AM	Lunch	MCCC, Ballroom
NOON	DEPART	

**Glennville State University Board of Governors
Meeting of June 15, 2022**

ACTION ITEM: FY23 Board of Governor’s Meeting Schedule

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the FY23 Board of Governor’s meeting schedule as proposed and may be changed as needed.

STAFF MEMBER: Dr. Mark A. Manchin, President

BACKGROUND:

A regular Board meeting schedule shall be set in June for the upcoming year in compliance with Section 5.2.1 of the Board by-laws.

**Glennville State University
Board of Governors Meeting
Schedule
2022-23**

All Board of Governors meetings will be held in the Mollohan Campus Community Center, Ballroom at 1:00 pm in person unless otherwise noted in the schedule.

Executive Committee of the Board

All Executive Committee meetings will be held via ZOOM at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81024366626?pwd=eURTTWdhL2g2d2hxUUZFZNWo4SE9CQT09>

Meeting ID: 810 2436 6626

Passcode: GSC

or

Dial by your location: 1 301 715 8592

Meeting ID: 810 2436 6626

Passcode: 484303

All Other Committees of the Board

All other committees will meet on the day of the Board meetings in the Mollohan Campus Community Center, Ballroom at the following specified times unless otherwise noted in the schedule.

Board Governance and HR Committee at 8:00 am

Enrollment and Student Life Committee at 9:00 am

Academic Affairs Committee at 10:00 am

Business and Finance Committee at 11:00 am

Schedule

Wednesday, July 27, 2022

Executive Committee

Wednesday, August 10, 2022

Board of Governors (No Committee Meetings)
@ 2:00 PM

Wednesday, October 5, 2022

Executive Committee

Wednesday, October 19, 2022

Board of Governors

Wednesday, November 16, 2022

Executive Committee

Wednesday, December 7, 2022

Board of Governors

Wednesday, February 1, 2023

Executive Committee

Wednesday, February 15, 2023

Board of Governors

Wednesday, April 19, 2023

Executive Committee

Wednesday, May 3, 2023

Board of Governors

Wednesday, May 31, 2023

Executive Committee

Wednesday, June 14, 2023

Board of Governors

**Glenville State University Board of Governors
Meeting of June 15, 2022**

ACTION ITEM: Approval of a Glenville State University Board of Governors Scholarship.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Glenville State University Board of Governors agrees to fund jointly the Board of Governors Award, an equivalent full tuition and fee scholarship for the FY23 academic year. The need-based scholarship will be awarded to a West Virginia resident(s) who meets the requirements of the West Virginia PROMISE scholarship criteria.

STAFF MEMBER: Mr. David Hutchison,
Vice President for Advancement

BACKGROUND:

The chairperson of the Higher Education Policy Commission challenged the institutional Boards of Governors to fund an annual need based scholarship. The full tuition scholarship will be funded by the lay members of the Board at \$1,000 each. The need based scholarship will be awarded to a West Virginia resident(s) who meets the requirements of the West Virginia PROMISE scholarship criteria. Each member may submit their portion of the FY23 Tuition and Fees for one year to the GSC Foundation to be disbursed to the student.

**Glenville State University Board of Governors
Meeting of June 15, 2022**

ACTION ITEM: Revised Final Draft Board Policy 23

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the proposed revised Board final draft policy 23 for final filing with the Higher Education Policy Commission.

STAFF MEMBER: Dr. Mark Manchin, President

BACKGROUND:

Higher Education Policy Commission Series 4 requires that Glenville State College Board of Governors follow a series of steps for the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect.

In compliance with Series 4, the Board must approve final draft policies/rules and submit these for comment for a period of thirty (30) days. If approved, the current draft policies will be submitted as final draft policies for the thirty (30) day public comment period and brought back to the Board with any revisions made after public comment for final approval within ten days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

The attached final draft policy was submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions for the official thirty (30) day comment period and was posted on the University's website per GSC Policy 10. Administrative changes were made during the thirty-day period. The policy reflects suggested changes from HEPC's general counsel along with miscellaneous grammatical changes. The revised final draft policy was sent to the Board for review on June 7, 2022. The revised policy is attached.

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 23

GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE UNIVERSITY

23.1. General

1.1. Scope – This rule establishes guidelines for the Glenville State University Board of Governors to use in employing and evaluating presidents ~~or other administrative heads of the institution.~~

1.2. Authority - W. Va. Code §§ 18B-1-6, ~~18B-1B-4, 18B-2A-4 and 18B-1B-6, and 18B-1B-7~~

1.3. Effective Date – ~~April 21, 2020~~

1.4. Revision of Former Policy - Repeals and replaces Series 59 of Title 131 Legislative Rule of the Board of Directors of the State University System of West Virginia effective May 17, 1993, Glenville State University Policy 23 – Guidelines for Employing and Evaluating the President at Glenville State University[2004] [2016] ~~[2020]~~.

23.2. Development of a Search Process and Search Committee

2.1. Upon the occurrence of a vacancy in the position of President at Glenville State University, the Board of Governors will undertake a search for a new president. The Board is responsible for the search, both procedurally and financially. The Board shall adopt procedures governing the search and shall designate an individual to chair the search committee. The procedure shall be approved by the Higher Education Policy Commission prior to being implemented and shall require, at the least, that:

2.1.1. A search committee will be appointed by the Chair and approved by the Board. The committee will include, at a minimum, two Board members other than University constituent representatives, a member of the faculty, a member of staff, a student representative, and two additional citizen members. The Board secretary will serve as the administrative assistant for the search committee.

2.1.2. A statement of characteristics and qualities which the President should possess will be developed by the search committee and used by the Board in soliciting and evaluating candidates.

2.1.3. A position announcement shall be prepared detailing the characteristics and qualities sought in a new President and transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.

Commented [TGS1]: Change made during 30 day comment - This policy addresses the president of the institution only.

Commented [TGS2]: Change made during 30 day comment – The deleted code governs HEPC and the new code governs institutional governing boards.

2.1.4. Interviews with the finalists will be conducted on campus and ~~that~~ during the campus visits, students, staff, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments solicited and evaluated by the Board. Interviews with semi-finalists, at the option of the search committee, may or may not be conducted on campus.

Commented [TGS3]: Change made during 30 day comment period.

2.1.5. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees, past employment, criminal and credit checks.

2.2. Candidates may be considered through their own application or by nomination.

2.3. Members of the Board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates, without the candidate's consent, to anyone not a member of the Board, search committee, or authorized agents or staff as designated in the search procedures approved by the Commission until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit.

2.4. At the request of the Board of Governors, the Higher Education Policy Commission may provide the Board with staff assistance to manage the search process, or the Board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search in whatever manner the board may choose.

~~2.5. The Board shall confer with the Chancellor and agree to a method and process for Policy Commission members to attend interviews of the finalists, or schedule their own. A presidential appointment must be confirmed by the Commission.~~
2.5.

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2.6. Terms of compensation and contract discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Policy Commission and any compensation agreed to must be approved by the Policy Commission prior to its implementation.

Commented [TGS4]: Change made during 30 day comment period - This requirement was eliminated by the Legislature in 2020.

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~~2.7. Interim presidents appointed by the Board, until a permanent president is employed, must be approved by the Policy Commission. An individual, with approval of the Policy Commission, may be pre-designated as an interim president to fill an unforeseen vacancy in the presidency.~~

Commented [TGS5]: Change made during 30 day comment period.

Commented [TGS6]: Change made during 30 day comment period – The Commission is no longer required to approve presidential or interim presidential appointments but still must approve the compensation package/contract.

23.3. Presidential Evaluation

3.1. The Board will conduct a formal and structured written performance evaluation of the President every year of his/her employment under the guidance and leadership of the Board Governance and Human Resources Committee. The President's performance shall be evaluated in relation to the duties and responsibilities assigned the President by the Board, the success of the institution in meeting ~~each requirement~~ the goals of its ~~institutional compact~~ strategic plan, and any other criteria previously established by the Board.

3.2. The Board Governance and Human Resources Committee will appoint an evaluation committee of its own members and members of, faculty, staff, students, and alumni ~~a visiting team, or any combination thereof, and utilize institutional personnel, including faculty, staff, students, and persons~~ who are knowledgeable in higher education matters to assist in its evaluation of the President in a way deemed most appropriate by the Board.

3.3. ~~In compliance with WV Higher Education Policy Commission Series 5, Section 5.5, every third year of the President's employment The Board~~ The Board will conduct a formal and structured written performance evaluation of the President under the guidance and leadership of the Board Governance and Human Resources Committee. An evaluation committee will be appointed to include the constituent groups listed in section 3.2. along with additional members chosen from other on and off campus constituencies. The evaluation committee, visiting team, or other body chosen by the Board, shall visit the campus to receive the views of the President, board members, administrators, faculty, staff, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus shall be arranged.

3.4. The Board will use the report of its Board Governance and Human Resources ~~Committee, visiting team, or other body chosen and the appointed evaluation committee~~ to assist in its own written evaluation of the President. The Board's evaluation shall be reported to the President, Chancellor, and Chair of the Higher Education Policy Commission.

3.5. The Board may request from the Chancellor evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of University presidents, ~~and provide any other assistance in performing the evaluations.~~

3.6 After reviewing the evaluations, the Board of Governors shall make a determination by majority vote of its members on continuing employment and the compensation level for the President in accordance with ~~subsection (a) of W. Va. Code §18B-1B-6(a).~~

23.4. Presidential Compensation

4.1. The Board will determine the total compensation package and terms of employment of the President. All must be consistent with ~~commission~~ Commission guidelines and

Commented [TGS7]: Change made during 30 day comment period – In the event the section of the rule changes, the section citation may be incorrect.

Commented [TGS8]: Change made during 30 day comment.

Commented [TGS9]: Change made during 30 day comment period – This is not clear as to whether the Board will provide other assistance or if the Board may request the Chancellor to provide other assistance.

Commented [TGS10]: Change made during 30 day comment.

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~~confirmed-approved~~ by the

Commented [TGS11]: Change made during 30 day comment period – The Commission is required to approve the presidential compensation package.

DRAFT

**Glenville State University Board of
Governors Meeting of June 15, 2022**

ACTION ITEM: Revised GSC Budget for FY23

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the revised Budget for FY23 as proposed.

STAFF MEMBER: Mr. Bert Jedamski

BACKGROUND:

The University is required to submit an operating budget to the Glenville State University Board of Governors for their approval on an annual basis in compliance with section 6.7 of the Board by-laws. The Board approved the FY23 budget at its February 16, 2022 meeting. That budget has been revised to reflect actual compensation increases and other adjustments, in addition to various revenue and operating expense line items based upon changes that have occurred since that earlier approval date.

Glenville State University
Revised FY 2023 Budget
Submitted for BOG re-approval - 6/15/2022

	FY 2022 Budget		FY 2023 Budget Approved 2/16/22		FY 2023 Revised Budget - Submitted 6/15/22		Comments Regarding Changes or other Noteworthy Information
	Income Statement	Cash Flow	Income Statement	Cash Flow	Income Statement	Cash Flow	
Beginning of FY Cash Balance (Projected):		\$ 2,382,000		\$ 5,514,000		\$ 4,467,000	Includes ~\$3.5M in restricted funds
Revenues:							
State Appropriation	6,446,900	6,446,900	6,768,535	6,768,535	6,768,535	6,768,535	Appropriation increased \$322K to fund pay raises. FY24 expected to stay flat during "baseline year" for funding formula. (\$130K-\$170K inflationary increases anticipated annually thereafter.)
On-campus ProgramTuition	7,656,400	7,656,400	8,243,300	8,243,300	8,243,300	8,243,300	Grad Program exceeding target: +~\$170K; Summer enrollment: ~\$75K over prior Summer/up \$370K over Budget; Nursing at 70% of target.
Room revenue	3,705,100	3,705,100	3,612,700	3,612,700	3,612,700	3,612,700	FY23 Budget 32 students > FY22 actual and 51 students < FY22 Budget
Board revenue	2,660,000	2,660,000	2,684,100	2,684,100	2,684,100	2,684,100	6% rate increase from Aramark.
Textbooks revenue	706,400	706,400	647,400	647,400	647,400	647,400	Barnes & Noble fee structure staying stable.
Student & Course Fees	821,300	821,300	861,300	861,300	861,300	861,300	
Less: Institutional Discounts	(2,314,800)	(2,314,800)	(1,443,500)	(1,434,800)	(1,593,500)	(1,593,500)	Athletics increased \$150K; ~\$1.1M in funded "Discounts".
Net on-campus student revenue	13,234,400	13,234,400	14,605,300	14,614,000	14,455,300	14,455,300	
Off-campus program revenue, net	1,314,100	1,314,100	960,600	960,600	960,600	960,600	Dual Enrollment Reduction in Tuition
Other revenue	3,005,000	2,705,000	2,533,314	2,533,314	2,533,314	2,533,314	\$1.5M Aramark grant plus ~\$200K in other Aramark incentives; Various Commissions; \$725K Housing Corp revenues.
Payments Received on Prior Period AR		400,000		400,000		400,000	
Grants	1,738,000	3,038,000	1,081,598	1,081,598	1,592,000	1,592,000	+~\$510K Nursing grant; Anticipate ~\$1-\$3M in surplus funds for "capital improvements" (timing and amount uncertain, thus not budgeted); ~\$900K SIP, ARC, & TRIO grants
Subtotal Revenue-Other College activities	6,057,100	7,457,100	4,575,512	4,975,512	5,085,914	5,485,914	

	FY 2022 Budget		FY 2023 Budget Approved 2/16/22		FY 2023 Revised Budget - Submitted 6/15/22		Comments Regarding Changes or other Noteworthy Information
	Income Statement	Cash Flow	Income Statement	Cash Flow	Income Statement	Cash Flow	
Total Revenue, incl. State approp	\$ 25,738,400	27,138,400	\$ 25,949,347	26,358,047	\$ 26,309,749	26,709,749	
Total Net Cash Available Before Costs:		\$ 29,520,400		\$ 31,872,047		\$ 31,176,749	
EXPENSES							
Payroll and benefits	13,579,800	13,579,800	14,464,410	14,377,369	14,784,000	14,696,959	+\$170K incremental raises; +\$120K New faculty. FY23 raises implemented = Minimum \$1,500 or 2.5% across the board raise (whichever is greater).
Less: Payroll Reimbursed by Foundation	(119,400)	(119,400)	(122,283)	(122,283)	(139,000)	(139,000)	
Total Payroll	13,460,400	13,460,400	14,342,127	14,255,086	14,645,000	14,557,959	
Non-payroll	3,600,900	3,600,900	3,781,000	3,681,000	3,881,000	3,781,000	Various individual adjustments, upward or downward, netting to a sum increase of \$100K
Food service Cost	1,926,100	1,926,100	1,999,800	1,999,800	1,999,800	1,999,800	6% cost increase
Book Store Cost	866,000	866,000	647,400	647,400	647,400	647,400	
Utilities	1,370,000	1,370,000	1,450,000	1,450,000	1,500,000	1,500,000	
Accrued Accounts Receivable at Year End		400,000		400,000	-	400,000	
Net Current Year vs Prior Year Accrued Expenses		(44,300)		(100,000)	-	(100,000)	
Total Operating Costs	7,763,000	8,118,700	7,878,200	8,078,200	8,028,200	8,228,200	
Capital Projects		2,603,800		3,819,300		3,607,300	+\$450K Food service build out (total \$1.7M est'd cost); -\$105K Nursing capital spent in FY22; +\$35K add'l Clark Hall; -\$592K capital spending not assured until add'l State Appropriations Received. ~\$265K other Grant funded capital
Interest on debt-(Bonds and PNC)	1,761,300	1,761,300	1,730,700	1,730,700	1,730,700	1,730,700	
Principal on debt-(Bonds, PNC, Other)		1,149,400		1,131,100		1,131,100	
Total Debt Service Costs	1,761,300	2,910,700	1,730,700	2,861,800	1,730,700	2,861,800	
Depreciation	2,500,000		2,600,000		2,600,000		
Net expenses / costs:	25,484,700	27,093,600	26,551,027	29,014,386	27,003,900	29,255,259	
Net Revenue / (Loss)	\$ 253,700		\$ (601,680)		\$ (694,151)		
Net Ending Cash Balance		\$ 2,426,800		\$ 2,857,661		\$ 1,921,490	