



**GLENVILLE**  
**STATE UNIVERSITY**

## AGENDA

Glenville State University  
Board of Governors

August 16, 2023  
9:00 a.m.

Waco Center  
Room A227/228

**Glenville State University  
Board of Governors  
Meetings Schedule  
2023-24**

**Board of Governors Meetings**

All Board of Governors meetings will be held in the Waco Center, Rooms A227/228 at 9:00 am in person unless noted otherwise in the schedule.

**All Other Committees of the Board**

All other committees will meet at the time indicated below via Zoom unless noted otherwise in the schedule.

*Board Governance and HR Committee at 9:00 am    Enrollment and Student Life Committee at 10:00 am*  
*Academic Affairs Committee at 11:00 am        Business and Finance Committee at 1:00 pm*  
*Athletics Committee at 2:00 pm                 Executive Committee 3:00 pm*

Join Zoom Meeting

<https://us06web.zoom.us/j/3896758045?pwd=d29TWjNkZmx1S0FYenhzciJ1MzJCQT09>

Meeting ID: 389 675 8045  
Passcode: GSU  
or  
Dial by your location: +1-929-205-6099 US (New York)  
Meeting ID: 389 675 8045  
Passcode: 551330

**Schedule**

Wednesday, August 2, 2023	All Committees of the Board
Wednesday, August 16, 2023	Board of Governors
Wednesday, October 4, 2023	All Committees of the Board
Wednesday, October 18, 2023	Board of Governors
Wednesday, November 15, 2023	All Committees of the Board
Friday, December 8, 2023	Board of Governors
Wednesday, February 7, 2024	All Committees of the Board
Wednesday, February 21, 2024	Board of Governors
Wednesday, April 17, 2024	All Committees of the Board
Wednesday, May 1, 2024	Board of Governors
Wednesday, May 29, 2024	All Committees of the Board
Wednesday, June 12, 2024	Board of Governors

Approved by the GSU Board of Governors June 14, 2023.



**BOARD OF GOVERNORS**  
**August 16, 2023**  
**Waco Center, Rooms 227/228**  
**9:00 AM**

**AGENDA**

1. Call to Order
2. Swearing-In of New and Re-Appointed Board Members
3. Establishment of a quorum
4. Public Comment Period
5. Special Presentations
  - A. Fine Arts Department Update – *Jason Barr, Chair*
  - B. MBA Program Update – *Dwight Heaster, Chair*
6. Constituent Comments
  - A. Alumni Council - *Doug Patterson, President*
  - B. Faculty Senate – *Maureen Gildein, Vice President*
  - C. Staff Council - *Eric Marks, Chair*
  - D. Student Government Association – *Jahzeiah Wade, President*
7. **Consent Agenda (Action Item)**
  - A. Minutes of the June 14, 2023 Meeting
  - B. Cash Flow Projection Statement
  - C. Accounts Receivable Report
8. Committee Reports
  - A. Executive Committee - *Ann Green, Chair*
  - B. Board Governance and Human Resources Committee – *Alex Lay, Chair*
  - C. Enrollment and Student Life Committee – *Skip Hackworth, Chair*
  - D. Academic Affairs Committee – *Kathy Butler, Chair*
  - E. Business and Finance Committee – *Doug Morris, Chair*
  - F. Athletics Committee – *Bob Marshall, Chair*
9. President’s Report
10. Discussion/Actionable Items
  - A. **Final Draft Policies (Action Item)**
    - GSU Personnel Policy 24 – Faculty Salaries
    - GSU Academic Policy 27 – Grade Point Average for Associate and Baccalaureate Degrees
    - GSU Academic Policy 31 – Transfer of Credits and Grades
    - GSU Academic Policy 33 – University Credit for Prior Learning
    - GSU Tuition and Fees Policy 45A – Reduced Tuition and Fee Program for State

Residents Who Are at Least Sixty-Five Years of Age

11. President's Evaluation
12. Announcements
  - A. October 4, 2023 – All Committee Meetings via Zoom beginning at 9:00 am
  - B. October 14, 2023 – GSU Homecoming
  - C. October 18, 2023 – Board Meeting @ 9:00 am in Waco Center
13. Adjournment

**Glennville State University Board of Governors  
Meeting of August 16, 2023**

**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 June 14, 2023 Meeting
2. Cashflow Projection Statement
3. Accounts Receivable Report

**Glenville State University**  
**Board of Governors Meeting**  
**June 14, 2023**  
**Via ZOOM**

Members Present: Mr. Mike Rust, Chairperson  
Ms. Ann Green, Vice Chair  
Dr. Kathy Butler  
Mr. Daniel Durbin  
Mr. Tilden "Skip" Hackworth  
Mr. Robert Marshall  
Mr. Doug Morris  
Mr. Duane Chapman, Faculty Representative  
Mr. Cody Moore, Staff Representative  
Ms. Breanna Morgan, Student Representative

Members Absent: Ms. Alexandria Lay  
Mr. Joe Parsons

Faculty & Staff Present: Ms. Bridget Carr, Assoc. Director of International Student Services  
Dr. Mari Clements, Interim Provost and Vice President for Academic Affairs  
Dr. Kevin Evans, Dean of Health Sciences  
Ms. Erin Fultineer, Director of Student Support Services  
Ms. Maureen Gildein, Lecturer of Physical Education and Faculty Senate Vice President  
Ms. Sheri Goff, Financial Aid Counselor  
Mr. Jason Gum, Library Director  
Ms. Rita Helmick, Vice President for Administration and General Counsel  
Mr. Tim Henline, CFO  
Mr. David Hutchison, Vice President for Advancement  
Ms. Tegan McEntire, Director of Human Resources  
Dr. Mark Manchin, President  
Ms. Leslie Mason, Senior Director of Grants and Compliance  
Mr. Drew Metheney, Controller  
Ms. Elizabeth Matory, Assistant Professor of Criminal Justice  
Ms. Susan Petties, Academic Success Center Advisor  
Mr. Tom Ratliff, Executive Director of Operations  
Mr. Jesse Skiles, Director of Athletics  
Ms. Casey Smola, Program Assistant I  
Mr. Trae Sprague, Dean of Student Success and Retention  
Ms. Teresa Sterns, Executive Assistant to the President  
Ms. Chelsea Stickelman, Director of Academic Success Center  
Mr. Charles Yakubow, Academic Success Center Advisor  
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Mr. Jahzeiah Wade, Incoming SGA President

### **Call to Order**

Chairman Mike Rust called the meeting to order at 9:01 am.

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

Mr. Rust administered the Oath of Office to Duane Chapman, new faculty representative.

A quorum was established.

### **Public Comment** – N/A

### **Special Presentation** –

**Retention, Academic Success Center (ASC), and Student Support Services (SSS) Update** – Trae Sprague, Dean of Student Success and Retention, ASC Team, SSS Team, and Library Director presented a PowerPoint presentation and reported the following:

- 173 student responses were received regarding why they are not returning to GSU. The two main reasons were financial and academic standing issues. Other reasons included students losing WV grants and athletes entering the transfer portal.
- The retention rate is currently 64%.
- The average percent of first-time full-time freshmen retention at WV institutions is 71.3%.
- Some of the initiatives that ASC is doing to address student academic issues are: extended counselor hours, hired student workers to tutor, collaborated with faculty, communicated with parents/guardian, and set up help desks.
- ASC raised money for new laptops and updated furniture.
- ASC counselors are receiving training in mental health, motivation, and cross-training in internal services.
- Counselors are needed. Four counselors tended to 900 students.
- Students must meet certain requirements to participate in the SSS program. It is funded through the TRIO grant and may serve 165 active students.
- SSS program purchased new software to assist students with academics, held data and needs based workshops, and provided many cultural activities that included trips to museums, symphony, and other schools.
- The overall library percentage usage by students increased for Academic Year 21-22.

### **Constituent Comments**

**Alumni Council** – David Hutchison reported the following:

- 100 Alums attended the baseball game at the Go-Mart Park in Charleston.
- Working to revitalize Alumni Council.
- Pioneer updates are being submitted on a monthly basis.
- Homecoming is scheduled for October 14, 2023.

**Faculty Senate** – Maureen Gildein, Vice President, reported:

- Faculty do not meet in summer.
- 78 percent of faculty voted in the Faculty Senate election.
- Faculty Senate congratulates Duane Chapman as the new faculty Board of Governors representative.

**Staff Council** – Cody Marks reported:

- Staff are cleaning and preparing for Folk Festival.

- Staff Council held an election and Leslie Mason was elected as the new staff Board of Governors representative.

**Student Government Association (SGA)** –Breanna Morgan, President, reported:

- Students are off on summer break.
- Jahzeiah Wade was elected as the new SGA president.

**Consent Agenda**

BOB MARSHALL MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.  
ANN GREEN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Committee Reports**

**Executive Committee/Chair Report** di

Mike Rust reported the Committee met on April 19, 2023 via Zoom and reported:

- The draft deferred maintenance grant blanket resolution was reviewed and the final is being presented to the Board at this meeting. A priority list of projects and the estimated cost of each is also being provided to the Board.
- Dr. Kevin Evans was hired as the new Dean for College and Health Sciences.
- HLC tentatively approved the University's MBA program.
- Committee chairs announced items discussed at committee meetings.
- Mari Clements and Jason Yeager will be presenting an action plan to address the number of students the Institution needs to be enrolled for fall.
- Set today's Board Agenda.

**Board Governance and HR Committee**

Rita Helmick referenced the update provided in the Board packet regarding legal, facilities, technology, Housing Corporation, Public Safety, and crisis management and announced there are no new updates to report.

Tegan McEntire referred to the Human Resources update provided in the Board packet and noted that an Employee Appreciation luncheon was held for faculty and staff. Awards were presented to the award recipients listed in the update.

**Enrollment and Student Life Committee** – Jason Yeager reported:

- Spring enrollment was 1465.
- Summer enrollment is at 400.
- Projected enrollment for fall is 1638.
- Dual Enrollment numbers are solid.
- Twelve international students have committed to enroll.
- The original enrollment goal for the MBA program was eight; however, it is expected that the actual number will exceed that.
- There are currently six less students enrolled in the nursing program than last year.
- Dorm upgrades are near completion.
- HSTA and CJ camps will be held on campus this summer.
- Student Orientation planning is underway.



Mari Clements announced that there were 262 students enrolled in the Second Chance Pell program this year.

Dr. Manchin announced that Mari Clements is the new GSU Provost.

Tim Henline announced that he spoke with the Slate Team regarding GSU's contract and it will be in operation by July.

**Academic Affairs Committee** – Kathy Butler, Vice Chair, referenced the Strategic Plan update in the Board packet and discussed the summary of progress. She further reported:

- Numerous faculty positions have been filled.
- The MBA program was approved by HLC and WV HEPC is scheduled to take action for approval at its June 16, 2023 meeting.
- Committee recommends approval of the policies included in the Board packet.

**Business and Finance Committee** – Tim Henline referred to and discussed the PowerPoint slides included in the Board packet that included:

- FY24 Personnel Changes.
- Accounts Receivable.
- Working on a plan to address the negative cash flow by December.
- FY24 Budget (need approximately 200 new students).
- Working on tuition discounting and course load report.
- Addressing many processes/procedures and plan to have real time accurate data to provide to Board in the future.

Mike Rust requested that Teresa Sterns send the tuition discounting policy to the Board.

**Athletics Committee** – Jesse Skiles announced the following new hires:

- Bob Bolen, Head Men's Basketball Coach
- Brett Morris, Assistant Men's Basketball Coach
- Emily Stoller, Head Women's Basketball Coach
- Kiara Perkins, Head Volleyball Coach

Jesse noted that athletic trainer positions still need to be filled. He further reported that there are currently 428 athletes enrolled and 288 of those are returning. The goal is to enroll 458 athletes with approximately 80 of those living on campus. Over 60 GSU athletes entered the transfer portal. Baseball was the biggest revenue sport this year.

Mike Rust requested that Jesse send the fall sports schedule to the Board and to invite the new coaches to the August meeting for introductions.

### **President's Report**

Dr. Manchin introduced Kevin Evans as the new Dean of College of Health Sciences and asked Kevin to provide an update on the process of creating the College of Health Sciences.

Kevin Evans reported that his hope is to stabilize faculty in health sciences. He plans to review the current programs, retention in the programs, and the graduation data. Kevin would like to change the health

promotions degree to wellness management. He is working to increase the nursing program enrollment and would like to work with Pierpont Community and Technical College to offer 2+2 programs. Kevin hopes to implement five new programs in the next two to five years. The Health Sciences Task Force Committee will continue to meet to review new programs. He announced that the health sciences facilities need upgrades.

**Discussion/Actionable Items**

**FY24 Chair and Vice Chair Nomination Recommendations**

Chair Rust presented the 2023-2024 slate of officers as:

- Ann Green, Chair
- Alex Lay, Vice Chair

MIKE RUST MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR FY24 AS PRESENTED. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**FY24 Board of Governors' Meeting Schedule**

ANN GREEN MOVED TO APPROVE THE FY24 BOARD MEETING SCHEDULE OPTION ONE AS PROPOSED BUT SUBJECT TO CHANGE. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Board of Governors Scholarship**

ANN GREEN MOVED TO APPROVE THAT THE GLENNVILLE STATE UNIVERSITY BOARD OF GOVERNORS LAY MEMBERS AGREES TO FUND JOINTLY THE BOARD OF GOVERNORS AWARD, AN EQUIVALENT FULL TUITION AND FEE SCHOLARSHIP FOR THE FY24 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. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Program Reviews**

- Bachelor of Arts in Music
- Bachelor of Science in Business Administration
- Bachelor of Science in Behavioral Science/Psychology
- Bachelor of Arts in History/Political Science
- Regents Bachelor of Arts

KATHY BUTLER MOVED THAT THE BOARD OF GOVERNORS APPROVES THE PROGRAM REVIEWS FOR THE FOLLOWING PROGRAMS: BACHELOR OF ARTS IN MUSIC, BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCE/PSYCHOLOGY, BACHELOR OF ARTS IN HISTORY/POLITICAL SCIENCE, AND REGENTS BACHELOR OF ARTS. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Deferred Maintenance Grant Blanket Resolution Application**

Dr. Manchin announced that the University will be submitting a number of deferred maintenance Projects to HEPC and expect to start the projects this summer. One of the requirements of HEPC is Board approval of the deferred maintenance projects. Leslie Mason is preparing the necessary paperwork to submit to HEPC.

Leslie Mason indicated that HEPC requested a resolution be presented with each project. A blanket resolution is being presented for approval.

Rita Helmick reported that she and Tom Ratliff discussed the projects with Noel Knille, Director of Facilities and Sustainability at HEPC. Noel recommended a blanket resolution be prepared to expedite the process. The Institution is working with Energy Savings Group to implement another savings plan. Rita pointed out that the priority project list with estimated costs of each that was sent to the Board and included in the Board packet are projections.

Tom Ratliff discussed the project list and noted the list is in order of priority. Some numbers may be amended if needed in the future. An allowance for a two to five percent contingency and eight to ten percent architects design fee has been included in the estimated costs.

BOB MARSHALL MOVED TO APPROVE A BLANKET RESOLUTION APPLICATION FOR FY24 DEFERRED MAINTENANCE PROJECTS THAT WILL BE FUNDED BY THE STATE'S SURPLUS FUNDS GRANT AS PROPOSED. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Final Draft Policies**

- GSU Personnel Policy 24 – Faculty Salaries
- GSU Academic Policy 27 – Grade Point Average for Associate and Baccalaureate Degrees
- GSU Academic Policy 28 – Standards and Procedures for Undergraduate Admissions
- GSU Academic Policy 31 – Transfer of Credits and Grades
- GSU Academic Policy 32 – Online Courses
- GSU Academic Policy 33 – University Credit for Prior Learning
- GSU Tuition and Fees Policy 45A – Reduced Tuition and Fee Program for State Residents Who Are at Least Sixty-Five Years of Age

Mari Clements requested to remove Policy 28 from the list of policies to approve due to discussions regarding testing processes. The policy will be brought back to the Board once the language has been cleaned up.

KATHY BUTLER MOVED TO APPROVE THE PROPOSED FINAL DRAFT BOARD POLICIES 24, 27, 31, 32, 33, AND 45A FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED IN THE THIRTY-DAY FORMAL COMMENT PERIOD. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Announcements**

Mike Rust invited all to present announcements.

Dr. Manchin suggested holding a Board retreat on campus in August.

The consensus of the Board was to hold the retreat to coincide with the August Board meeting.

**Adjournment**

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 11:24 am.

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Mike Rust  
Chairperson

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Teresa Sterns, Executive Assistant to the President

# Update Accounts Receivable

## Accounts Receivable Update 8/8/2023

	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Totals
Current	\$ 5,737	\$ 382,718	\$ 93,541	\$ 6,338	\$ 146,058	\$ 145,581	\$ 13,141	\$ 188,596	\$ 139,233	\$ 1,120,943
Prior Report 6/14	\$ 5,923	\$ 385,697	\$ 93,541	\$ 6,338	\$ 146,999	\$ 146,172	\$ 13,316	\$ 219,500	\$ 183,735	\$ 1,201,221
Reduced by	\$ (186)	\$ (2,979)	\$ -	\$ -	\$ (941)	\$ (591)	\$ (175)	\$ (30,904)	\$ (44,503)	\$ (80,278)
<b>Total Reduction in AR Prior Semesters</b>										<b>\$ (80,278)</b>

Summer 2023				
	Billed	Paid	Pending	Balance
Current Report	\$ 712,316	\$ (638,183)	\$ -	\$ 74,132
Prior Report 6/14	\$ 707,807	\$ (294,538)	\$ (94,716)	\$ 318,553
<b>Difference From Last Report</b>	<b>\$ 4,509</b>	<b>\$ (343,645)</b>	<b>\$ 94,716</b>	<b>\$ (244,421)</b>

*\$62,250 is non 2nd chance pell*

*Total Billed and Total Paid and Total Pending*

*Total Billed and Total Paid and Total Pending*

Total AR Including Summer 23	
<b>Total Balance Due</b>	<b>\$ 1,195,074.93</b>
<b>Total Reduction (6/14)</b>	<b>\$ (334,538.00)</b>
<b>Total Reduction Current Report</b>	<b>\$ (324,512.81)</b>
<b>Total With Last Report</b>	<b>\$ (659,050.81)</b>

*Summer 2020 through Summer 2023*

*Ongoing Reduction Balance from prior report, (includes pending aid)*

*Since last report*

*Current Total Reduction Balance Prior and Current report.*

Fall 2023				
	Billed	Paid	Pending	Balance
Current Report	\$ 9,001,629	\$ (656,211)	\$ (4,158,178)	\$ 4,187,240
Prior Report (None)	\$ -	\$ -	\$ -	\$ -
<b>Difference Since Last Report</b>	<b>\$ 9,001,629</b>	<b>\$ (656,211)</b>	<b>\$ (4,158,178)</b>	<b>\$ 4,187,240</b>

# Update Cashflow Forecast

As of 8/8/2023

Glenville State University  
Cashflow Projection FY 2023

		Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
	Oasis	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Beginning Cash	Fund #	\$ 3,764,699	\$ 2,776,055	\$ 2,051,356	\$ 4,339,448	\$ 2,606,715	\$ 1,296,774	\$ 2,160,770	\$ 3,441,073	\$ 4,076,020	\$ 5,656,922	\$ 3,871,395
		-	-	-	-	-	-	-	-	-	-	-
Cash used		2,319,035	2,623,039	2,134,308	1,969,949	2,648,738	2,255,481	2,738,958	2,922,458	2,303,958	2,303,958	2,840,865
							0	-	-	-	-	-
Ending Cash		<u>\$ 2,776,055</u>	<u>\$ 2,051,356</u>	<u>\$ 4,339,448</u>	<u>\$ 2,606,715</u>	<u>\$ 1,296,774</u>	<u>\$ 2,160,770</u>	<u>\$ 3,441,073</u>	<u>\$ 4,076,020</u>	<u>\$ 5,656,922</u>	<u>\$ 3,871,395</u>	<u>\$ 1,482,895</u>
Remaining State Funds Included in Bal.		\$ 807,618	\$ (48,594)	\$ 1,172,068	\$ 629,351	\$ 5,055	\$ 1,179,896	\$ 814,896	\$ 324,896	\$ 1,602,842	\$ 1,112,842	\$ 377,842
Remaining Energy Savings Loan in Bal.		\$ 204,624	\$ 130,015	\$ 130,015	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216
Remaining HEPC Ed Grant in Bal.		\$ 754,373	\$ 754,373	\$ 754,373	\$ 753,437	\$ 752,087	\$ 751,683	\$ 751,683	\$ 676,683	\$ 676,683	\$ 676,683	\$ 676,683
Remaining HEPC Nursing Grant in Bal.		\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)
Remaining Aramark Grant Funds		\$ 962,074	\$ 962,074	\$ 964,162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining Balance of unrestricted funds		<u>\$ 61,511</u>	<u>\$ 267,633</u>	<u>\$ 1,332,975</u>	<u>\$ 1,062,856</u>	<u>\$ 378,561</u>	<u>\$ 68,119</u>	<u>\$ 1,713,422</u>	<u>\$ 2,913,369</u>	<u>\$ 3,216,325</u>	<u>\$ 1,920,798</u>	<u>\$ 267,298</u>

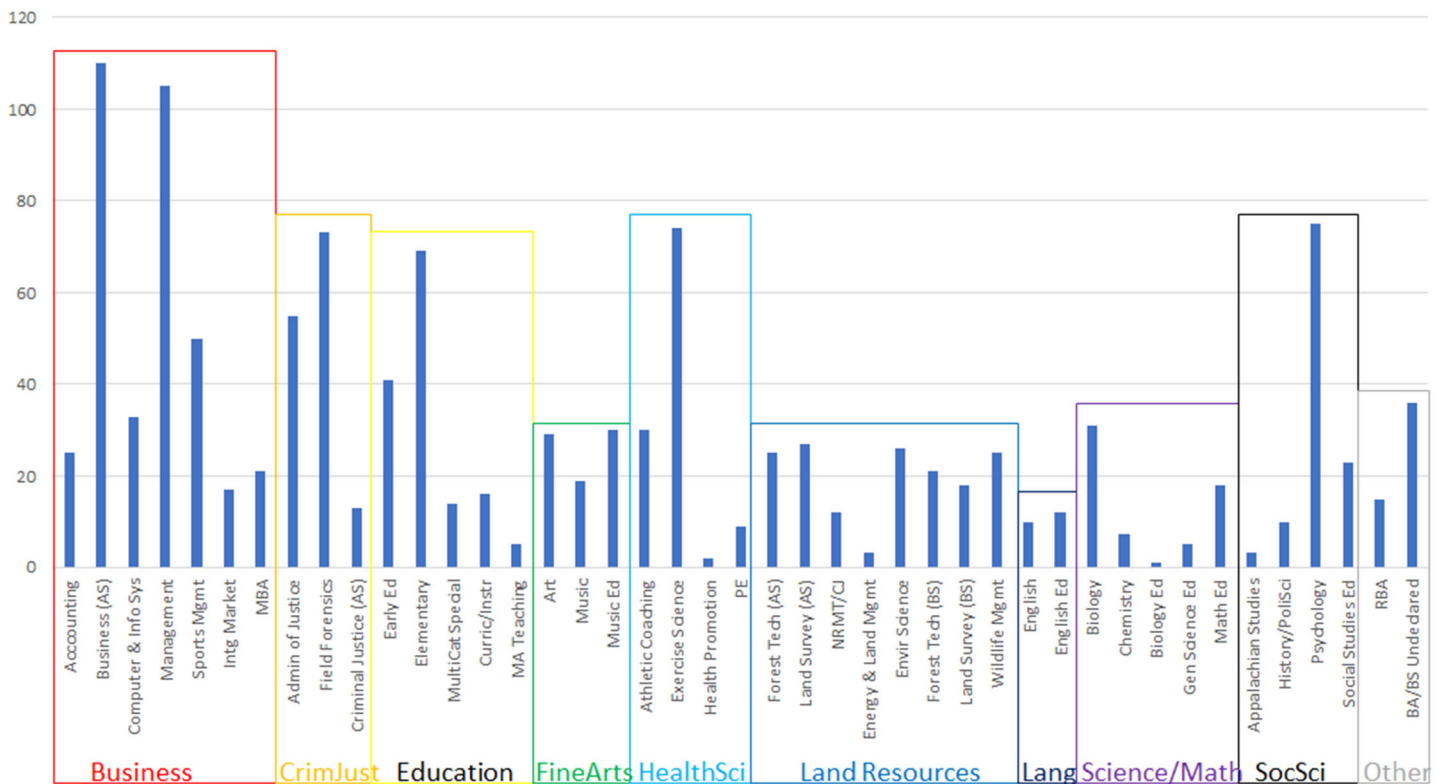
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Submitted by: *Mari L. Clements, Provost*

### **Report for Board of Governors**

- New hires.
  - Previously announced
    - J.D. Carpenter, Ed.D. Business
    - Tracy Chenoweth, Ed.S., Education
    - Youba Ouldoulayeelardi, D.B.A., Business
    - Will Vann, Ed.D., Education
  - New
    - Scott Beatty, Ph.D., Criminal Justice
    - Mike Boehke, Ed.D., Exercise Science
    - Peter Hart, Ph.D., Exercise Science
- New students.
  - Shared with Marshall nursing students.
    - Negotiating challenges created by transfer/dual enrollment/dual credit (average of 20.1 credits for first cohort).
    - Cleaning up plan of study.
    - Enrolling student-athletes past the first year.
  - Coming from Alderson Broaddus
    - Determining transfer credit.
    - Generous course substitutions, as befitting a teach out.
    - Allowances for fewer than 30 hours at GSU, as befitting a teach out.
- New programs and plans.
  - The MBA program has 21 enrolled students in its first semester, eclipsing our target of 8.
  - The MACI has a total of 16 students in the first and second years of the program and the MAT has 5.
  - The hires of Professors Boehke and Hart are expected to accelerate our Health Sciences program development, as they have built programs in Athletic Training and Health promotion, respectively. We anticipate the BS/MS in Athletic Training to be ready for submission to HLC and WV HEPC by spring. We will also be seeking professional accreditation for these degrees.
  - We are also pursuing a BAS 2+2 with Pierpont CTC in Medical Lab Technology. Recent changes in regulations and credentialing may make this program attractive to students, and it will cost GSU nothing to launch.

- The masters in Counseling (both psychological and school) is re-energized as faculty are taking ownership of this program. A joint program in Social Work with Marshall University may also be pursued.
- The masters in Criminal Justice is on hold pending additional hires in Criminal Justice (needed to staff the undergraduate program).
- New numbers.
  - Below are the numbers of majors in each program in the university (as of August 8, 2023).
  - In addition, there are 291 non-degree seeking students enrolled (largely dual enrollment/dual credit) and 230 AA general studies (includes nursing and dual enrollment/dual credit degree seekers).
    - Note that several high schools register when students return in the fall, and that has not happened yet.
  - This information is not presented for overall enrollment purposes (which is clearly the area of my colleague, Dr. Yeager), but rather for the board to have information about the spread of enrollment, which should inform our planning and resource allocation. Of course, the number of majors is not the whole story: Language & Literature and Science & Math, for instance, contribute tremendously to General Education. However, it is an important part of the story.





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Submitted by: *Rita Hedrick-Helmick, Vice President for Administration and General Counsel*

### Legal

- The lawsuit that was filed against GSU was dismissed by the Circuit Court of Gilmer County. The appeal time runs til August 17 and I have no notice of appeal.
- BRIM, on behalf of GSU, hired Pullin, Fowler, Flanagan, Brown & Poe to file a cause of action against Panhandle Restoration. I will explain more later in this report.
- We have 2 grievances filed by one prior employee.

### Public Safety

- We hired a new security guard on a 6 month probationary basis.

### Facilities

- Deferred maintenance—Noel Knille at HEPC submitted all of our projects in their entirety (\$26,850,000) to the Governor's office. Noel hopes money begins to flow mid-August. The Governor's office can accept all projects; reject all projects; or fund in part. We anticipate the timeline to spend the money will be extended.
- Tom, Tim Henline, and I called four of the companies who expressed interest in the projects on campus. All are still interested and have been given notice of the intent to award each a contract. The contracts are currently being negotiated and we anticipate having each on board shortly.
- The roof on the Clark Hall is currently being replaced and is nearing completion. The cupola is no longer usable—\$38,000 estimated upcharge to replace it with a copper top.
- The pool has been broken all summer—the contractor finished the \$50,000 repair and the pool is holding water.
- The folks in facilities are working to transform the PE building into Health Sciences for the 2023-24 school year.
- Serv Pro could not return to finish dry wall in the 2 previously flooded suites at Pioneer Village so Tom found a company to complete dry wall. Steve Jeurgen will replace flooring and install the fixtures.
- Facilities did not have the people power along with the storms that came through the area to complete landscaping on campus before school starts so the President allowed us to hire a contracting company to help and campus is looking good.
- Facilities have been readying the rooms for college students after all the summer camps were completed and all rooms should be ready by this weekend with the exception of the previously flooded 8 rooms at Pioneer Village and those should be online August 12.
- The contractor is on campus to repair approximately 25 showers that were damaged during the last school year.
- The bill with Panhandle for the 2 floods in Goodwin is still not settled. BRIM is certain that overcharges and upcharges have been submitted by Panhandle. Eventually BRIM hired Sedgwick, a TPA, to figure out what is owed; Sedgwick assigned our claim to Sherri-Jane Gaither. Tom and I had a Zoom call with Panhandle, Shelley Brightwell at BRIM, and Sherri. Sherri is very good; she

understands Exactimate and how it works; she has been a contractor and knows what cleanup and restoration procedures are required for this type of disaster. The bill has been divided between repair and mitigation for flood #1 and flood #2. BRIM also hired Omar Ahmad and Steve Fowler with Pullin, Fowler, Flanagan, Brown & Poe to defend the claim in court. Mr. Ahmad filed the claim June 28; Panhandle recently filed their notice of appearance and has 30 days to file a response in the Circuit Court of Gilmer County. The repair portion of the first claim is settled and paid. We will continue to work with BRIM and Sedgwick to get the remainder of the charges figured out.

- Serv Pro completed clean-up for the Science Hall flood that happened on Christmas Eve. We have no issues with the bill and payment was received last week.

#### IT

- President Manchin recently communicated that Senator Joe Manchin has an appropriation of \$2,120,000 for security on campus. Jason Phares and Tom met with Electronic Specialty Company, whose main office is located in Charleston, and Alpha, headquartered in Dunbar, to discuss replacing security locks and installation of cameras on campus which will tie our life safety equipment (fire alarm system) to our parking lot lights and exterior doors—if state deferred maintenance funds for security flow. The federal fiscal year begins in October so federal money could flow in December or January.
- Alpha will complete IT networking. We have a lot of unused fiber between main campus and Waco. We will have plenty of wifi if we have enough access points and broadband. IT had new fiber installed from main campus to the Academy and Riverfront.

#### DMAPS

- The addendum is complete; it includes a price increase for meals.

#### BUSES

- Two new-to-us buses have been acquired and are being prepped for use.

#### Housing Corp and Crises Management Plan

- These committees have not met since the last Board meeting so I have nothing new to report. Housing Corp hopes to replace some roofs and hire a painter this fall.

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

**Government Affairs Update:**

- Awarded Year 2 Nursing monies (\$1,500,000)
- Submitted priority list for – Higher Education Deferred Maintenance Surplus
  - College of Health Sciences Asset Preservation - \$5,100,000
  - Partial Demolition of Two Buildings (Pickens & LBH) - \$2,500,000
  - Roads and Paths (Amphitheater) - \$2,350,000
  - Campus Repairs - \$2,000,000
  - Campus Technology Infrastructure Upgrades - \$3,540,000
  - Loan Forgiveness - \$1,000,000
  - HVAC and Energy Projects - \$5,360,000
  - Athletics Maintenance - \$5,000,000
  - Monies to be available Mid-August, projects need to be shovel ready
- BOG Retreat – Legislative Reception, August 15

**Alumni Update:**

- Dustin Crutchfield is the new Director of Alumni Relations
- Fall 2023 issue of *Pioneer Progress* is in the works
- Reestablished the *Pioneer Update* newsletter; now shared with alumni and friends on a monthly basis
- 100+ members of the 1973 and 1993 national runner-up football teams are being invited to return as the Homecoming Honorees in October
- Alumni Center (Arbuckle House) is open M-F for alumni visits and is available for overnight stays
- Work to update the Alumni Center is ongoing
- Alumni Council held first meeting since September 2022
- Plans in place for the Alumni Center to be ‘home base’ for refreshments, hospitality for parents and families during new student move in at Goodwin Hall

**Scholarships Awarded FY 23**

- 343 Students Awarded Scholarships
- 574 Foundation Scholarships Awarded
- \$737, 006.42 Foundation Scholarships Awarded
- \$2,148 avg. per student

**Tuition Discounts Offset:**

- 211 Students Awarded
- \$394,636 Offset
- Morris Foundation – additional \$1.2million tuition discount offset

**New Scholarships in FY 23**

- C. Vic Moyers P.S. Memorial Scholarship
- International Scholarship Fund
- William E. Matory, Sr M.D. Memorial Scholarship
- Sylvia C. Turner Captain Choice Scholarship
- Ferris K. Brady and Evelyn P. Brady Scholarship
- Graduate Studies Scholarship
- Sandy Moyers Pettit Scholarship
- John & Virginia Skidmore Scholarship Fund
- Minnie Hamilton & Mon Health Nursing Scholarships
- Shaver Family Scholarship
- John & Pat Westfall Scholarship
- Cody Mullins Memorial Scholarship
- Wanda Reed GSU Teacher Scholarship

- Barbara Astorg Scholarship
- 2 Department of Education – SIP Scholarships

#### **Women’s Leadership 22-23 Year:**

- 2022-2023 Highlights:
  - 27 Members
  - Two \$500 Scholarships Awarded
  - \$8,209.82 Raised from Membership, Donations, Events, and Christmas Ornament
- 2023-2024 Planned Events:
  - Self-Defense Class, Paint and Sip, Lunch and Learn, and more
- Ready to join with \$100 Membership Donation?  
Call Vada Woodford 304.462.6382, email: [Vada.Woodford@glenville.edu](mailto:Vada.Woodford@glenville.edu)

#### **President’s Circle:**

- 2022-2023 Highlights: 36 President Circle Members - \$80,632
- Projects supported in FY23
  - Fix the Clock Tower
  - Pioneer Fund
  - Band & Cheerleaders to WBB Final Four
  - Pioneer Progress
  - Pioneer Pantry

#### **Federal Grant Updates:**

- Current Federal Updates:
  - \$1,111,307 SSS Grant – Year 3 of 5, Erin Fultineer
  - \$2,090,065 SIP Grant – Year 2 of 5, Trae Sprague
  - \$1,123,656 ARC Cyber Security Grant – Year 2 of 3, Peggy Runyan
  - \$349,127 ARC #2 – Year 2 of 3, Gabby Hedges
  - \$865,000 FY 2023 Congressionally Directed Spending – Land Resources
- FY 2024 Congressionally Directed Spending Award: Enhancing Campus Security - \$2,120,000
- Grants Submitted:
  - \$548,447 for 4 years, a total of \$2,193,786 Department of Education (Hidden Promise)
  - \$509,603 USDA – Distance Learning and Telemedicine Grant – Technology

Submitted by: *Jesse Skiles – Director of Athletics*

**Report for Board of Governors**

**\*Strong Recruiting Efforts with a focus on Net Revenue and Retention.**

**\*A strong focus on Academic Achievement and celebrating the success of teams and individuals with high GPA's.**

\*Working with the Athletic Department as a whole for enhanced campus and community engagement.

\*Fundraising at a high level, and utilizing these efforts for program improvement and scholarship easement.

\*Continuing to develop the Graduate Assistant program, taking full advantage of our new MBA major. This will provide the institution with a wealth of low-cost labor.

\*Work as a unit to recruit and employ more Athletic Trainers to serve our growing student-athlete population.

\*Formulate a comprehensive plan to address the growing issue of mental health in today's student-athlete population.

- **Attachments/Enclosures:**

Attachments may also be included; however, each attachment should also include a short narrative. Under each respective heading/sub=heading, please note any attachments/enclosures. The attachments should be a summary, survey, etc. of what your findings are in reference to your listed highlights/challenges.

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Submitted by: *Tim Henline*

### **Report for Board of Governors Business and Finance Committee**

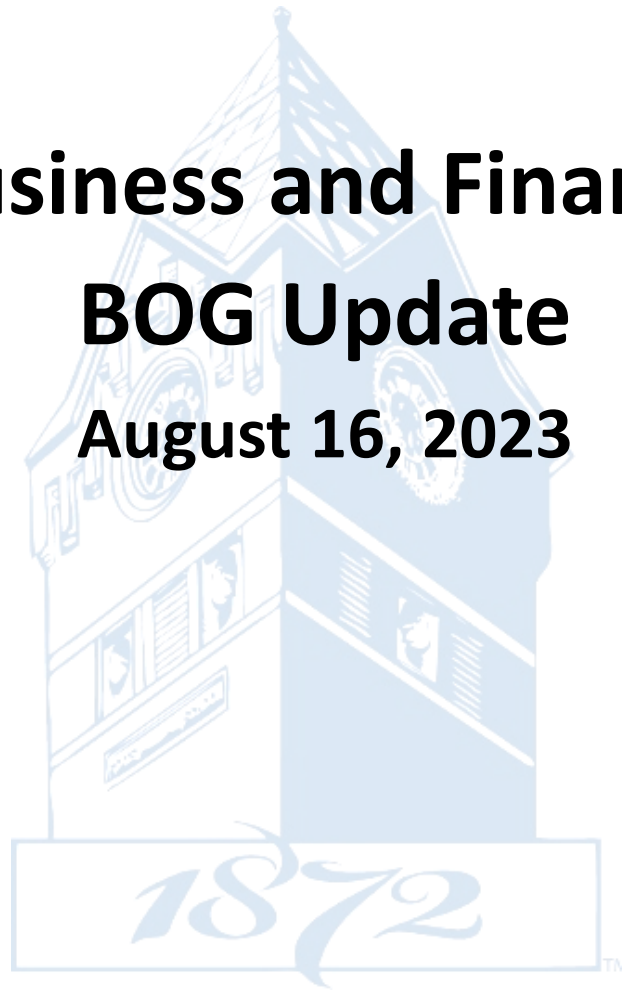
- **Personnel Updates**
  - **Accountant Senior**
    - Announcement of new Accountant Senior. (Working title Senior Accountant and Capital Projects Manager)
- **FY23 Audit**
  - CLA (CliftonLarsonAllen, LLP) engaged.
    - Audit currently underway.
  - New GASB 96 Requirements (Subscription-Based Information Technology Arrangements)
    - Suttle & Stalnaker engaged at suggestion of HEPC.
  - Single Audit with Ernst & Young (GSU does not have to participate in HERRF audit)
- **GSU Budget for FY24 & FY25**
  - **FY24 & FY 25 Budget updates**
    - Improved income statement. (FY24 & FY25)
    - Improved cash flow. (FY24 & FY25)
  - **State Appropriation**
    - FY25 expected to increase by a minimum of 2.5% - \$7,249,000.
  - **Payroll**
    - Positions not filled account for \$49,888 per bi-weekly pay (Includes estimated benefits)
    - Positions budgeted but not spent in the first two pay periods of FY24 account for \$95,776, includes estimated benefits)
  - **PEIA**
    - The \$216K annual increase in employee premiums paid by GSU, was accurate.
  - **Food Service**
    - Utilization is expected to be similar to that of last Fall.
  - **Utilities**
    - Showing some stability.
  - **Capital**
    - Deferred Maintenance Funds scheduled to be distributed in mid-August. (Now possibly late August).
      - Application process completed.
      - Awaiting announcement.
      - Plans in place to undertake multiple deferred maintenance projects.
  - **Accounts Receivable**
    - Collections and Loan Default Monitor position search is underway.
    - Net Amount due Summer 2023 (as of August 8): \$74,132.

- Summer net amount due expected to decline significantly as we enter the Fall Semester.
      - Summer semester balance has declined (as of August 8) \$638,183.
      - Prior semester balances have declined \$80,278 since 6/14 report.
      - Total reduction (Summer 23 and prior semesters) since 6/14 report, (as of August 8) \$689,050.81.
      - (Reminder) Total reduction (Summer 23 and prior semesters June 14 report, \$201,496.33.
  - **Cash Flow Forecast**
    - Improved cashflow through December.
  - **Other Revenue**
    - Deferred maintenance funds to become available starting in mid-August to late August.
    - All deferred maintenance awards will be primarily revenue only in the year of award.
  - **Tuition Discounting**
    - Working with athletics on tuition discounting impacts.
    - Worked with athletics to put a plan in place to increase revenue side of athletics.
  - **Housing**
    - Potential upside for housing occupancy in FY24.
    - Improvements in processes required for billing purposes.
  - **Enrollment**
    - Need 3 (as of 8/8/2023) additional regular students to meet FY24 budget projections on number of students. (Assumes dual-enrollment and corrections are similar to last year).
- **Other**
  - **Grants**
    - Nursing Grant: Year two approved. Award \$1,577,418
  - **Low Enrollment Analysis**
    - Needs continued analysis and an “all departments” resolution strategy.
  - **Academics**
    - Analysis of faculty and overload/adjunct pay rates continuing.
  - **Processes**
    - Identification of process efficiencies.
      - Requisition and Accounts Payable (P2P Process)
      - Reporting
- Attachments/Enclosures:

Under separate cover

# Glenville State University

## **Business and Finance BOG Update August 16, 2023**





## **Clay Chesser has taken on the role of Accountant Senior**

- Combined two open positions, Senior Accountant and Accountant, that failed to fill, one of those positions was open for more than a year.
- Created new position in light of future capital projects.
- Created new position in light of transition to new P2P process.
- Mr. Chesser worked in the Business office for seven years.
- Mr. Chesser then became a professor of accounting at GSU for three years.
- Most recently as the Treasurer of the Gilmer County Board of Education for five years.

# FY 23 Audit Update

1. Audit – CLA (Clifton Larson Allen, LLP)
  - Well underway
  - Ahead of schedule on many items
  - 119 requests for documentation. Many involve sub documentation.
  - GASB 96 (New this year, (Subscription-Based Information Technology Arrangements)
2. Single Audit (Ernst & Young)
  - GSU not required to participate in HERRF audit.
3. Beginning in June
  - CFO/CPO Conference bi-weekly meetings.
  - E&Y Single Audit weekly meetings.
  - CLA audit weekly meetings.
4. Beginning in August
  - E&Y Single Audit Testing starts
5. Beginning in October
  - E&Y Single Audit Complete

# FY 24 Capital Projects Update

1. Eight Projects Submitted to HEPC
  - Priority Based
  - Moved to the Governor's Office by HEPC
  - Expected approval and disbursement of funds in early to mid August.
2. RFEOI Engineering and Architectural Firms
  - Eleven firms submitted expressions of interest.
  - Committee met, addendums completed, four firms selected.
    - McKinley Architecture and Engineering, Inc.
    - Omni Associates Architects, Inc.
    - The Thrasher Group, Inc.
    - VanNostrand Architects PLLC
3. Next Steps
  - Waiting on notification from the Governor's Office.
  - Contract Negotiations.
  - Intent to Award.

# Update Accounts Receivable

## Accounts Receivable Update 8/8/2023

	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Totals
Current	\$ 5,737	\$ 382,718	\$ 93,541	\$ 6,338	\$ 146,058	\$ 145,581	\$ 13,141	\$ 188,596	\$ 139,233	\$ 1,120,943
Prior Report 6/14	\$ 5,923	\$ 385,697	\$ 93,541	\$ 6,338	\$ 146,999	\$ 146,172	\$ 13,316	\$ 219,500	\$ 183,735	\$ 1,201,221
Reduced by	\$ (186)	\$ (2,979)	\$ -	\$ -	\$ (941)	\$ (591)	\$ (175)	\$ (30,904)	\$ (44,503)	\$ (80,278)
<b>Total Reduction in AR Prior Semesters</b>										<b>\$ (80,278)</b>

Summer 2023				
	Billed	Paid	Pending	Balance
Current Report	\$ 712,316	\$ (638,183)	\$ -	\$ 74,132
Prior Report 6/14	\$ 707,807	\$ (294,538)	\$ (94,716)	\$ 318,553
<b>Difference From Last Report</b>	<b>\$ 4,509</b>	<b>\$ (343,645)</b>	<b>\$ 94,716</b>	<b>\$ (244,421)</b>

*\$62,250 is non 2nd chance pell*

*Total Billed and Total Paid and Total Pending*

*Total Billed and Total Paid and Total Pending*

Total AR Including Summer 23	
<b>Total Balance Due</b>	<b>\$ 1,195,074.93</b>
<b>Total Reduction (6/14)</b>	<b>\$ (334,538.00)</b>
<b>Total Reduction Current Report</b>	<b>\$ (324,512.81)</b>
<b>Total With Last Report</b>	<b>\$ (659,050.81)</b>

*Summer 2020 through Summer 2023*

*Ongoing Reduction Balance from prior report, (includes pending aid)*

*Since last report*

*Current Total Reduction Balance Prior and Current report.*

Fall 2023				
	Billed	Paid	Pending	Balance
Current Report	\$ 9,001,629	\$ (656,211)	\$ (4,158,178)	\$ 4,187,240
Prior Report (None)	\$ -	\$ -	\$ -	\$ -
<b>Difference Since Last Report</b>	<b>\$ 9,001,629</b>	<b>\$ (656,211)</b>	<b>\$ (4,158,178)</b>	<b>\$ 4,187,240</b>

# Update Cashflow Forecast

As of 8/8/2023

Glenville State University

Cashflow Projection FY 2023

		Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected
	Oasis	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Beginning Cash	Fund #	\$ 3,764,699	\$ 2,776,055	\$ 2,051,356	\$ 4,339,448	\$ 2,606,715	\$ 1,296,774	\$ 2,160,770	\$ 3,441,073	\$ 4,076,020	\$ 5,656,922	\$ 3,871,395
		-	-	-	-	-	-	-	-	-	-	-
Cash used		2,319,035	2,623,039	2,134,308	1,969,949	2,648,738	2,255,481	2,738,958	2,922,458	2,303,958	2,303,958	2,840,865
							0	-	-	-	-	-
Ending Cash		<u>\$ 2,776,055</u>	<u>\$ 2,051,356</u>	<u>\$ 4,339,448</u>	<u>\$ 2,606,715</u>	<u>\$ 1,296,774</u>	<u>\$ 2,160,770</u>	<u>\$ 3,441,073</u>	<u>\$ 4,076,020</u>	<u>\$ 5,656,922</u>	<u>\$ 3,871,395</u>	<u>\$ 1,482,895</u>
Remaining State Funds Included in Bal.		\$ 807,618	\$ (48,594)	\$ 1,172,068	\$ 629,351	\$ 5,055	\$ 1,179,896	\$ 814,896	\$ 324,896	\$ 1,602,842	\$ 1,112,842	\$ 377,842
Remaining Energy Savings Loan in Bal.		\$ 204,624	\$ 130,015	\$ 130,015	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216	\$ 175,216
Remaining HEPC Ed Grant in Bal.		\$ 754,373	\$ 754,373	\$ 754,373	\$ 753,437	\$ 752,087	\$ 751,683	\$ 751,683	\$ 676,683	\$ 676,683	\$ 676,683	\$ 676,683
Remaining HEPC Nursing Grant in Bal.		\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)	\$ (14,145)
Remaining Aramark Grant Funds		\$ 962,074	\$ 962,074	\$ 964,162	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Remaining Balance of unrestricted funds		<u>\$ 61,511</u>	<u>\$ 267,633</u>	<u>\$ 1,332,975</u>	<u>\$ 1,062,856</u>	<u>\$ 378,561</u>	<u>\$ 68,119</u>	<u>\$ 1,713,422</u>	<u>\$ 2,913,369</u>	<u>\$ 3,216,325</u>	<u>\$ 1,920,798</u>	<u>\$ 267,298</u>

# Update FY24 Budget

FY24 Running Budget/Tuition & Fees/Students		Budgeted	\$ 15,467,600.00	Students	1,679	
Fall 23	Housing billing reflects many students who have not filled out their housing forms.	Housing Adjustments Made Here			Housing Adjustments Made Here	Housing Adjustments Made Here
		6/28/2023	7/17/2023	7/19/2023	7/21/2023	7/24/2023
Amount	\$ 14,134,000.00	\$ 15,065,700.00	\$ 15,150,100.00	\$ 15,346,802.00	\$ 15,162,100.00	\$ 15,154,500.00
Difference	\$ 1,333,600.00	\$ 401,900.00	\$ 317,500.00	\$ 120,798.00	\$ 305,500.00	\$ 313,100.00
Difference from Prior Day	\$ 586,300.00	\$ 931,700.00	\$ 84,400.00	\$ 196,702.00	\$ (184,702.00)	\$ (7,600.00)
Students*	1520	1575	1588	1602	1606	1607
Difference from Predicted	159	104	91	77	73	72

FY24 Running Budget/Tuition & Fees/Students	
Fall 23	
	7/26/2023
Amount	\$ 15,199,200.00
Difference	\$ 268,400.00
Difference from Prior Day	\$ 44,700.00
Students*	1613
Difference from Predicted	66

Difference from Predicted Budget: Indicates that GSU as of 8/8/2023 has \$179,400 more revenue relative to student, tuition, room & board & fees than predicted in the approved FY24 Budget. Assumes Spring numbers are predicted correctly. Numbers are based upon current enrollment.



	7/26/2023	7/28/2023	7/31/2023	8/1/2023	8/3/2023	8/7/2023
Amount	\$ 15,199,200.00	\$ 15,239,800.00	\$ 15,243,500.00	\$ 15,313,500.00	\$ 15,404,300.00	\$ 15,647,000.00
Difference	\$ 268,400.00	\$ 227,800.00	\$ 224,100.00	\$ 154,100.00	\$ 63,300.00	\$ (179,400.00)
Difference from Prior Day	\$ 44,700.00	\$ 40,600.00	\$ 3,700.00	\$ 70,000.00	\$ 90,800.00	\$ 242,700.00
Students*	1613	1625	1629	1644	1659	1676
Difference from Predicted	66	54	50	35	20	3

\* Assumes DE and Corrections are the same



Difference from Predicted Students: Indicates that 3 more regular enrollment students are needed, as of 8/8/2023, to meet the predicted number of students as outlined in the approved FY24 Budget.

## Payroll & Benefits

Total Pay 1
\$ 388,034.11
\$ 424,777.50
\$ (36,743.38)
\$ (11,023.02)
\$ (47,766.40)

	<b>Total Pay 26</b>
	\$ 10,223,171.42
	\$ 11,044,214.96
	\$ (821,043.54)
	\$ (246,313.06)
	\$ (1,067,356.60)
<b>Total Glenville State College:</b>	\$ 10,223,171.42
<b>Less Position Funded by Ed Grant:</b>	\$ (47,500.00)
<b>Less Positions Requested, not approved:</b>	\$ -
<b>Subtotal Approved Positions:</b>	\$ 10,175,671.42
<b>Less amounts covered by Foundation:</b>	\$ (203,750.00)
<b>Benefits @ 30%:</b>	\$ 2,991,576.00
<b>Annual Increment:</b>	\$ 87,360.00
<b>Total w/Benefits &amp; Annual Increment:</b>	\$ 13,050,857.42
<b>Total w/Other Payroll Amounts:</b>	\$ 14,333,292.42
Difference from Budgeted	(1,128,650.04)

- The first month of payroll was \$93,754.40 less than projected, mostly from unfilled positions.
- Predicted cost to GSU as a result of PEIA increases was accurate - \$216k per year

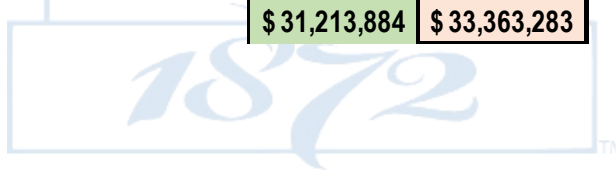
# Update FY24 Budget Cont.

	Prior Budget	Current Income Statement	Prior Cashflow Budget	Current Cash Flow
<b>Beginning of FY Cash Balance (Projected)</b>			\$ 1,759,000	\$ 2,507,599
<b>Revenues:</b>				
State Appropriation	7,071,784	7,071,784	7,071,784	7,071,784
On-campus Program Tuition	9,031,800	9,001,400	9,031,800	9,001,400
Room revenue	4,027,200	4,159,500	4,027,200	4,159,500
Board revenue	3,145,800	3,250,100	3,145,800	3,250,100
Textbooks revenue	733,800	730,600	733,800	730,600
Student & Course Fees	917,300	913,200	917,300	913,200
Less: Institutional Discounts	(2,388,300)	(2,407,800)	(2,388,300)	(2,407,800)
Net on-campus student revenue	15,467,600	15,647,000	15,467,600	15,647,000
Off-campus program revenue, net	950,700	950,700	950,700	950,700
Other revenue	1,272,200	1,272,200	1,172,200	1,172,200
Payments Received on Prior Period AR			400,000	400,000
Grants	4,392,600	5,614,000	4,392,600	5,614,000
Loans or other Debt Proceeds				
Subtotal Revenue-Other College activities	6,615,500	7,836,900	6,915,500	8,136,900
<b>Total Revenue, incl. State approp</b>	<b>\$ 29,154,884</b>	<b>\$ 30,555,684</b>	<b>29,454,844</b>	<b>30,855,684</b>
<b>Total Net Cash Available Before Costs:</b>			<b>\$ 31,213,884</b>	<b>\$ 33,363,283</b>

Current Income Statement and Cash Flow are based upon:

- Current Students as of 8/8/2023
- Realization of Grants
- Payroll if all positions open were filled after 8/8/2023
- Adjustment in Foundation payroll covered costs
- Projected income and expenses updated.

Data is updated daily





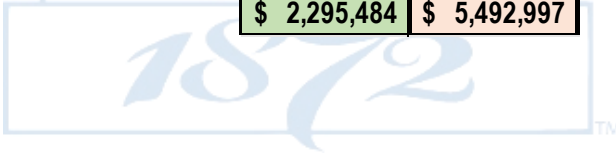
# Update FY24 Budget Cont.

EXPENSES	Prior Budget	Current Income Statement	Prior Cashflow Budget	Current Cash Flow
Payroll and benefits	15,457,300	15,232,685	15,457,300	14,283,886
Less: Payroll Reimbursed by Foundation	(159,700)	(230,750)	(159,700)	(230,750)
Total Payroll	15,297,600	15,001,935	15,297,600	14,053,136
Non-payroll	3,876,600	3,968,650	3,876,600	3,968,650
Food service Cost	2,555,800	2,660,100	2,555,800	2,660,100
Book Store Cost	677,000	674,000	677,000	677,000
Utilities	1,400,000	1,400,000	1,400,000	1,400,000
Allowance for Doubtful Accounts				
Accrued Accounts Receivable at Year End		-	400,000	400,000
Net Current Year vs Prior Year Accrued Expenses		-	(100,000)	(100,000)
Total Operating Costs	8,509,400	8,702,750	8,509,400	9,005,750
Capital Projects			2,000,000	2,000,000
Interest on debt-(Bonds and PNC)	1,693,400	1,693,400	1,693,400	1,693,400
Principal on debt-(Bonds, PNC, Other)			1,118,000	1,118,000
Total Debt Service Costs	1,693,400	1,693,400	2,811,400	2,811,400
Depreciation	2,650,000	2,650,000		
<b>Net expenses / costs:</b>	<b>28,150,400</b>	<b>28,048,085</b>	<b>29,918,400</b>	<b>27,870,286</b>
<b>Net Revenue / (Loss)</b>	<b>\$ 1,004,484</b>	<b>\$ 2,507,599</b>		
<b>Net Ending Cash Balance</b>			<b>\$ 2,295,484</b>	<b>\$ 5,492,997</b>

Current Income Statement and Cash Flow are based upon:

- Current Students as of 7/31/2023
- Realization of Grants
- Payroll if all positions open were filled after 7/31/2023
- Adjustment in Foundation payroll covered costs
- Projected income and expenses updated.

Data is updated daily



# Update FY25 Budget

	Income Statement Adjusted	Prior Budget	Income Statement Projected	Cash Flow Adjusted
<b>Beginning of FY Cash Balance (Projected)</b>				<b>\$ 5,492,997</b>
<b>Revenues:</b>				
State Appropriation	7,249,000	7,249,000	7,249,000	7,249,000
On-campus Program Tuition	9,614,000	9,448,000	9,549,200	9,614,000
Room revenue	4,235,600	4,187,300	4,201,300	4,235,600
Board revenue	3,323,000	3,284,700	3,295,700	3,323,000
Textbooks revenue	795,800	780,900	790,100	795,800
Student & Course Fees	975,900	961,800	969,400	975,900
Less: Institutional Discounts	(2,315,100)	(2,269,400)	(2,294,000)	(2,315,100)
Net on-campus student revenue	16,629,200	16,393,300	16,511,700	16,629,200
Off-campus program revenue, net	960,400	960,400	960,400	960,400
Other revenue	1,355,164	1,272,200	1,355,164	1,255,164
Payments Received on Prior Period AR				400,000
Grants	1,181,598	692,600	3,396,598	1,181,598
Loans or other Debt Proceeds				
Subtotal Revenue-Other College activities	3,497,162	2,925,200	5,712,162	3,797,162
<b>Total Revenue, incl. State approp</b>	<b>\$ 27,375,362</b>	<b>\$ 26,567,500</b>	<b>\$ 29,472,862</b>	<b>27,675,362</b>
<b>Total Net Cash Available Before Costs:</b>				<b>\$ 33,168,359</b>

- Current Income Statement and Cash Flow are based upon:
- Current Students as of 8/8/2023
  - Realization of Grants
  - Payroll adjustments.
  - Projected income and expenses updated.

Data is updated daily



# Update FY25 Budget Cont.

EXPENSES	Income Statement Adjusted	Prior Budget	Income Statement Projected	Cash Flow Adjusted
Payroll and benefits	15,537,339	15,766,446	15,537,339	15,537,339
Less: Payroll Reimbursed by Foundation	(230,750)	(162,900)	(230,750)	(230,750)
Total Payroll	15,306,589	15,603,546	15,306,589	15,306,589
Non-payroll	3,668,650	3,576,600	3,968,650	3,668,650
Food service Cost	2,727,000	2,680,000	2,647,000	2,727,000
Book Store Cost	735,000	721,000	729,000	735,000
Utilities	1,400,000	1,400,000	1,400,000	1,400,000
Allowance for Doubtful Accounts				
Accrued Accounts Receivable at Year End	-	-	-	400,000
Net Current Year vs Prior Year Accrued Expens	-	-	-	(100,000)
Total Operating Costs	8,530,650	8,317,600	8,744,650	8,830,650
Capital Projects				500,000
Interest on debt-(Bonds and PNC)	1,654,600	1,654,600	1,654,600	1,654,600
Principal on debt-(Bonds, PNC, Other)				1,155,000
Total Debt Service Costs	1,654,600	1,654,600	1,654,600	2,809,600
Depreciation	2,850,000	2,850,000	2,850,000	
<b>Net expenses / costs:</b>	<b>28,341,839</b>	<b>28,425,746</b>	<b>28,555,839</b>	<b>27,446,839</b>
<b>Net Revenue / (Loss)</b>	<b>\$ (966,477)</b>	<b>\$ (1,858,246)</b>	<b>\$ 917,023</b>	
<b>Net Ending Cash Balance</b>				<b>\$ 5,721,520</b>

Prior Budget Cashflow

**\$ 1,632,238**

Current Income Statement and Cash Flow are based upon:

- Current Students as of 8/8/2023
- Realization of Grants
- Payroll adjustments.
- Projected income and expenses updated.

Data is updated daily

# Internal Financial Processes & Procedures

## New P2P Systems

### New Purchase to Pay System

- Tracking for all Departments
  - Dashboard System
    - Financial Gains
  - Reduction in Costs
  - Efficiency Gains

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Submitted by: *Dr. Jason Yeager, Vice President for Enrollment & Student Life*

**Report for Board of Governors**

**Enrollment**

- Final Spring 2023 and Summer 2023 Enrollment
- Projections Fall 2023
- Projection Comparisons
  - a. Returning Students
  - b. MBA Program
  - c. Education
  - d. Nursing
- International Enrollment
- Customer Relationship Management – (SLATE)
- ASC – Updates and Initiatives for the Fall Semester
- Student Support Services
- Veterans Affairs

**Student Life**

- Housing – Summer
- Status of Dorm Upgrades, Renovations – RA Scholarship
- eSports
- Intramurals – Conner Ferguson
- Graduate Assistant Positions
  - a. High Adventure, Intramurals, Marketing, Res Life, eSports
  - b. Housing for grad assistants
- Orientation – Conner Ferguson
- Folk Festival
- HISTA & Criminal Justice camps

Submitted by: *Tegan N. McEntire*  
 Director of Human Resources

**Report for Board of Governors**

**Active Positions:**

Staff	Open Positions
Resident Hall Associate	1 Replacement - Bill Tate
Security Guard	1 Replacement - Amanda Stoddard (Moved to Cashier)
Assistant Athletic Trainer	1 New/1 Replacement - Ashley Thompson
Information Technology Consultant	1 Replacement- Timothy Withrow
Student Loan Officer	1 New
Title IX Coordinator	1 New
Director of Institutional Research & Effectiveness	1 Replacement-Timothy Henline
Project Manager	1 New
Faculty	Open Positions
Assistant Professor of Criminal Justice	2 Replacements - Ken Lang , Jeffery Bryson
Assistant Professor of Exercise Science	1 Replacement - George Panzak
Assistant Professor or Lecturer of Business	1 New
Assistant Professor or Lecturer of Health Sciences	1 New
Assistant Professor of Chemistry	1 Replacement- Kevin Evans
Assistant Professor or Lecturer of Business in Second Chance Pell Program	1 Replacement - Frank Carothers
Assistant Professor or Lecturer of Biology	1 New

**New Staff:**

- Kiara Perkins - Head Women's Volleyball Coach
- Samantha Conrad – SSS Teacher/Counselor
- Quentin Murphy - Director of Marketing
- Emily Turner - Academic Success Counselor
- Julia Hill - Content Specialist
- Warren "Clay" Chesser – Accountant Senior
- Jordan Thompson - Administrative Assistant
- Amanda Cottrill - Postal Worker
- Tom Marks - Security Guard
- Jagger Furr – Sports Information Director
- Ethan Burkhammer – Maintenance Worker

**Retirements:**

- Jeff Moss – Trades Specialist - Started in 2018
- Sam Lemon – Maintenance Worker - Started in 1995

**New Faculty :**

- Tracy Chenoweth - Assistant Professor of Education
- Dr. William "Will" Vann – Assistant Professor of Education
- Dr. Scott Beatty – Assistant Professor of Criminal Justice
- Dr. Youba Ouldoulayeelabi – Associate Professor of Business
- Dr. James "J.D." Carpenter - Assistant Professor of Business

**Faculty Promotions :**

Dr. Schuyler Chapman	ASSOCIATE PROFESSOR OF ENGLISH
Maureen Gildein	ASSISTANT PROFESSOR OF PHYSICAL EDUCATION
Dr. Donal Hardin	ASSOCIATE PROFESSOR OF CRIMINAL JUSTICE
Dr. Timothy Konhaus	ASSOCIATE PROFESSOR OF HISTORY
Dr. Gerda Kumpiene	ASSOCIATE PROFESSOR OF SPECIAL EDUCATION
Jacob Petry	ASSISTANT PROFESSOR OF LAND SURVEYING
Dr. Melody Wise	PROFESSOR OF ENGLISH
Dr. Craig Stamm	ASSISTANT PROFESSOR OF ENGLISH
Dr. James "J.D." Carpenter	ASSISTANT PROFESSOR OF BUSINESS
Jason Gum	Librarian/Assistant Professor

**Glennville State University Board of Governors  
Meeting of August 16, 2023**

**ACTION ITEM:**

Revised Final Draft Board Policies:

- GSU Personnel Policy 24 – Faculty Salaries
- GSU Academic Policy 27 – Grade Point Average for Associate and Baccalaureate Degrees
- GSU Academic Policy 31 – Transfer of Credits and Grades
- GSU Academic Policy 33 – University Credit for Prior Learning
- GSU Tuition and Fees Policy 45A – Reduced Tuition and Fee Program for State Residents Who Are at Least Sixty-Five Years of Age

**COMMITTEE:**

Committee of the Whole

**RECOMMENDED RESOLUTION:**

Be it RESOLVED that the Board of Governors approves the proposed revised Board final draft policies 24, 27, 31, 33, and 45A for final filing with the Higher Education Policy Commission.

**STAFF MEMBER:**

Dr. Mark Manchin, President

**BACKGROUND:**

Higher Education Policy Commission Series 4 requires that Glennville State University 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 draft policies are posted and 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 are forwarded to the Higher Education Policy Commission for final approval.

The attached final draft policies were 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 were posted on the University's website per GSC Policy 10. Comments were received during the thirty-day comment period and the suggested changes were made to the policies. The revised final draft policies were sent to the Board for review on July 18, 2023 and included the comments received and changes made. The comments and revised policies are attached.



**GLENVILLE STATE UNIVERSITY FINAL DRAFT POLICIES – Posted June 14, 2023 for comment**

Comments received during the formal thirty-day comment period and responses to comments.

**Comments submitted by: WV Higher Education Policy Commission**

**Policy 24, Section 24.3.3** – Change “believes” to “decides” in first sentence after the word “Governors.”

**Response:**

Suggested change was made to the policy.

**Policy 31, Section 3.3** - Change the word “in” to “as” in the first sentence after the word “transferred.”

**Response:**

Suggested change was made to the policy.

**Policy 31, Section 4.1** – Add the text “colleges and” in front of the word “universities” at the end of the last sentence after the word “previous.”

**Response:**

Suggested change was made to the policy.

**Policy 31, Section 4.7** - This committee has not existed for awhile. The University should establish its own committee for this review.

**Response:**

The following language was deleted from the policy:

“request an outside review by the Higher Education Policy Commission Joint Recommending Committee for Transfer and Articulation. The committee will review the” “and send a recommendation.”

**Policy 33, Section 2.4** – Change the word “awarding” to “award” in the first sentence after the word, “to.”

**Response:**

Suggested change was made to the policy.

**Comments submitted by: Leslie Ward**

**Policy 24, Section 3.1** - either capitalize associate professor or do not capitalize professor in the first sentence. They should be consistent.

**Response:**

Suggested change was made to the policy.

**Policy 27, Section 4.1** - has an unnecessary hyphen in section 27.4.1: “...on a course taken prior to...” (not “...on a course taken -prior to...”)

**Response:**

Suggested change was made to the policy.

**Policy 27, Section 5.1.1** - is missing a comma: "...and must complete, within two consecutive semesters, at least..."

**Response:**

Suggested change was made to the policy.

**Policy 45A, Section 3.1** - has some grammatical issues.

**45A.3. Eligibility and Participation**

3.1. A participant will be permitted to register for a course under either of the two options of this program: ~~provided~~Provided, that~~That~~ the participant is a resident of West Virginia and is at least sixty-five years of age. These two options include (1) attending courses without receiving University credit or a grade ~~and or~~ (2) attending courses and receiving University credit and a grade.

A participant will be permitted to register for a course under either of the two options of this program, provided that the participant... (comma instead of colon, no capitalization on Provided or That, no comma after provided. Also, do not mention University. It is an adjective here, not a proper noun.

**Response:**

Suggested changes were made to the policy.

# GLENVILLE STATE UNIVERSITY POLICIES

## PERSONNEL POLICY 24

### FACULTY SALARIES

#### 24.1. General

1.1. Scope – The purpose of the Glenville State University faculty salary policy is to establish a fair, equitable process for determining the initial and continuing salary for all faculty.

1.2 Authority – W.Va. Code § 18B-8-2(a)~~1-2~~.

1.3. Effective Date –~~February 5, 2020~~

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 24-Faculty Salaries [2006]~~[2020]~~.

#### 24.2. Initial Salaries

2.1. The salary offered to a faculty member at the time of hiring is based on several factors. These are:

2.1.1. Market factors as related to demand in similar disciplines at ~~peer institution~~ regional institutions of similar size and mission.

2.1.2. The rank at which the faculty member is employed.

2.1.3. The salary range of existing faculty with the same level of preparation and experience.

2.1.4. Other specialized factors as related to the particular situation.

2.2. The recommendation for the initial salary is prepared by the Vice President for Academic Affairs. This recommendation is forwarded to the President who tenders the offer to the prospective faculty member.

#### 24.3. Promotion in Academic Rank

3.1. To the extent that sufficient funds are available, a faculty member will receive a 10% salary increase for a promotion in rank from assistant to associate professor and a 10% salary increase for promotion from associate professor to the rank of ~~Professor~~professor. Personnel moving from a non-tenure track position to a tenure-track faculty position will be considered as an initial hire and will be subject to the provisions of this policy. The decision as to whether or not there are sufficient funds available to award salary increases for faculty promotions will be made by the Board of Governors as part of the annual budget development process.

3.2. To the extent that sufficient funds are available, a faculty member will receive a 15% salary increase for a promotion in rank from lecturer to senior lecturer. The decision as to whether or not there are sufficient funds available to award salary increases for faculty promotions will be made by the Board of Governors as part of the annual budget development process.

3.23. If ~~in the event~~, the Board of Governors ~~believes~~ decides that a ~~10%~~ salary increase due to promotion in academic rank is not financially feasible for that given fiscal year, the faculty member may choose to defer acceptance of the earned promotion until the level of salary increase for promotion in rank is acceptable to the faculty member.

3.34. When funds are available for salary increases for faculty, funds for promotion increase and equity adjustments – if any – would have the highest priority among the allocation of funds for salary increases.

## GLENVILLE STATE UNIVERSITY POLICIES

### ACADEMIC POLICY 27

#### GRADE POINT AVERAGE FOR ASSOCIATE AND BACCALAUREATE DEGREES

##### 27.1. General

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

1.2. Authority - W. Va. Code §§ 18B-2A-4, 18B-1-6, and the Higher Education Policy Commission's ~~Series 22, Section 4.3.~~ Procedural Rule entitled Grade Point Average for Associate and Baccalaureate Degrees, 133 C.S.R. 22.

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1.3. Effective Date – ~~February 5, 2020~~

1.4. Revision of Former Policy - Repeals and replaces Glenville State University Board of Governors Policy 27 - Grade Point Average for Associate and Baccalaureate Degrees [2006][2018][~~2020~~].

##### 27.2 Definitions

2.1 "Graduation Requirements" refers to all requirements for graduation as outlined in the catalog under General Requirements for Degrees.

2.2 "Registered" refers to ~~any institution~~ all courses at the undergraduate level attempted at any institution.

##### 27.3.2. Grade-Point Average Required for Graduation

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

32.1.1. Courses with grades of "W".

32.1.2. Courses in remedial and/or developmental education.

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

32.1.4. Courses taken on an audit basis.

~~32~~.1.5. Courses which have been repeated under the "~~D/F Repeat~~Course Repeat Provisions" of this policy.

~~32~~.1.6. Courses which are covered under the "Discretionary Academic Forgiveness Provisions" of this policy.

#### 27. ~~43~~. D and F Course Repeat Provisions

~~43~~.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on a course taken prior to the receipt of a baccalaureate degree, and if that student repeats the course prior to the receipt of the baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. In upper division courses, a student may formally repeat up to eight credit hours of a grade of "C" with the written permission of the appropriate head of the academic unit where the student's major is housed. ~~The privilege of the "D" and "F" repeat is capped at~~ A student may repeat no more than 21 credit hours including any request for a "C" repeat in an upper division course.

#### 27. ~~54~~. Discretionary Academic Forgiveness Provisions

~~54~~.1. Glenville State University will, under the following conditions, extend academic forgiveness to a student who so requests. Under academic forgiveness provisions certain "D," "F," and "FIW" grades will be disregarded for purposes of the grade-point average required for graduation. Such calculation does not apply to requirements for graduation with honors. A student who has completed an associate or baccalaureate degree is not eligible to receive academic forgiveness. Academic forgiveness will be granted only once for any student.

~~54~~.1.1. The student must submit a request for academic forgiveness to the Registrar within the first semester of re-enrollment and must complete 2 within two consecutive semesters, at least ~~twelve (12)~~ hours of required courses with no grade lower than "C" in order to qualify for academic forgiveness.

~~54~~.1.2. The student must not have enrolled as a full-time student in any ~~University college~~ or university during the four consecutive academic years immediately preceding the readmission semester.

~~54~~.1.3. Only "D," "F," and "FIW" grades for courses taken at least four years prior to the request may be disregarded for grade-point average computation.

~~54~~.1.4. In cases in which "D," "F," and "FIW" grades are disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.

~~54~~.1.5. Once a "D" is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.

54.1.6. The Registrar will notify the student of the decision regarding the request for academic forgiveness within four weeks following the end of the semester of request.

54.1.7. An action taken by another institution in academic forgiveness for a student who transfers to Glenville State University is not binding. The University maintains the right to accept or not accept such an action. Similarly, another institution may not recognize academic forgiveness that has been extended by Glenville State University.

54.1.8. Students in the Regents Bachelor of Arts Degree Program are covered by a different academic forgiveness policy. However, if otherwise eligible, a student in the Regents Bachelor of Arts Degree Program may elect to receive academic forgiveness under the terms of this policy or to have grades for some courses forgiven under the terms of this policy and forgiven for other courses under the rules of the Regents Bachelor of Arts Degree Program. A student entering the Regents Bachelor of Arts Degree Program should contact the Registrar's Office or the Regents Bachelor of Arts Degree Program Coordinator for additional information.

54.1.9 Grades disregarded under academic forgiveness are not ~~included in~~ applicable to the 21 credit hour cap provided in Section 4.1 above.

54.3. Institutional policies regarding academic forgiveness shall be stated in the institutional catalog.

#### **27.65. Application Only to Graduation Requirements**

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

# GLENVILLE STATE UNIVERSITY POLICIES

## ACADEMIC POLICY 31

### TRANSFER OF CREDITS AND GRADES

#### 31.1. General

1.1. Scope - This policy establishes the guidelines for the transfer of credits and grades at Glensville State University.

1.2. Authority – W.Va. Code § 18B-14-2 and WV Higher Education Policy Commission Series 17 effective December 24, 2015.

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

1.4. Revision of Former Policy –Repeals and replaces Glensville State University Policy 31 – Transfer of Credits and Grades [2006] [2020].

#### 31.2. Purpose

2.1. It is the intention of the Board of Governors at Glensville State University that the transfer of credits among Glensville State University and other institutions of higher education will be consistent with appropriate and legitimate academic program integrity.

#### 31.3. Guidelines

3.1. Students may transfer and apply toward the requirements for a degree a maximum of 72 credit hours earned at a n institution that is accredited by a regional, national, programmatic or other accredited body recognized by the U.S. Department of Education regionally accredited institution, with as few requirements to repeat courses or to take additional courses as is consistent with sound academic policy.

3.2. Glensville State University adheres to the Higher Education Policy Commission's ~~Core Coursework~~ General Studies and Course Equivalency Transfer Agreement. This agreement assures that students who transfer from one state University college or university to another will receive credit for specified general studies courses at the receiving institutions. Under the terms of the agreement, a student may transfer up to ~~32-35~~ credits of undergraduate coursework in the areas of English composition, communications, humanities and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. A list of courses contained in this agreement may be obtained from the Registrar's Office.

3.3. If ~~seventy~~70% percent of the learning objectives of the transfer course are in alignment with a comparable Glensville course, the course will be transferred ~~is~~ equivalent to the



comparable course and will be converted to Glenville State University department and course number.

### **31.4. Students Transferring to Glenville State University**

4.1. Applicants seeking admission to Glenville State University as transfer students with 24 or more earned credits must be eligible to return to the institution from which they intend to transfer. Students who meet this requirement may be admitted, without conditions, upon the submission of an application for admission and an official transcript from ALL previous colleges and Universities-universities attended.

4.2. Students who do not meet the requirement in section 4.1 may be admitted to Glenville State University upon the recommendation of the Academic Appeals Committee. If, in the opinion of the Committee, such applicants can successfully complete an academic program, the Academic Appeals Committee may forward a recommendation to the Vice President for Academic Affairs that the student be admitted on probation for one semester at Glenville State University.

4.3. Students seeking admission as transfer students who have earned fewer than 24 hours of University work must also submit a high school transcript and ACT/SAT scores, as well as an official transcript from ALL previous Universities-universities attended. If the student does not have at least one of the following criteria – (1) 2.0 average on their high school work, (2) ACT composite of ~~17-18~~ or above, (3) a combined verbal/math SAT score of at least 820 the student then must remediate all deficiencies before transferring into a Bachelor’s degree program.

4.4. Any individual who has at least one year of military service, regardless of academic standing when last registered in a Universitycollege or university, may be readmitted either in good standing or on academic probation, whichever was the standing status when last registered in a Universitycollege or university.

4.5. Students who transfer to Glenville State University from another uUniversity must have an overall GPA of at least 2.0 on all course work completed at Glenville State University as one of the criteria for graduation.

4.6. Credits for graduate coursework at the master’s level earned at an accredited institution are transferable to Glenville State University. Credits must meet the Department of Graduate Studies requirements and degree program requirements. Transferrable credit hours will be limited to a maximum of ~~twelve~~12 credit hours and cannot be more than seven years old.

4.7. A student may request a re-evaluation of their transfer credits by submitting the required form and documents to the Registrar’s Office. If a student is not satisfied with the outcome of the second evaluation, the student may appeal to the Academic Appeals Committee. If the student is not satisfied with the outcome of the appeal, the student may request an outside review by the Higher Education Policy Commission Joint Recommending Committee for Transfer and Articulation. The committee will review the ~~an~~ appeal and send a

recommendation to the President of Glenville State University. The president or designee will issue the final decision.

## GLENVILLE STATE UNIVERSITY POLICIES

### ACADEMIC POLICY 33

#### UNIVERSITY CREDIT FOR PRIOR LEARNING

##### 33.1. General

1.1. Scope - Policy establishing guidelines for the awarding of University credit for prior University level learning through prior learning assessment.

1.2. Authority - W. Va. Code §§ 18B-~~11~~1-1a, and 18B-~~11~~-6, and ~~WV the~~ Higher Education Policy Commission's procedural rule entitled *Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, and Nursing Career Pathways, 133 C.S.R. Series 59, — effective September 28, 2018*

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

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 33 – University Credit for Prior Learning [2016][2020].

##### 33.2. Purpose

2.1. Glenville State University recognizes that higher education should contribute to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Glenville State University regarding the awarding of ~~University~~Universitycollege-level learning gained outside the higher education academic environment.

2.2. Glenville State University recognizes that some students, particularly adults and non-traditional students, may have acquired prior ~~University~~Universitycollege-level learning through the development of skills or knowledge that closely parallel those outcomes taught in ~~University~~Universitycollege-level courses. It is important that Glenville State University has the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

2.3. The purpose of this rule is to outline the terms and conditions under which Glenville State University awards *and/or* transfers credits toward a degree or certificate based upon Prior Learning Assessment (PLA) and to provide consistent and accessible methods for students to earn these credits.

2.4. Each department chair and faculty member associated with ~~the an undergraduate~~the an undergraduate course ~~credit~~ will determine ~~the whether to award~~the whether to award ~~awarding of undergraduate academic PLA~~awarding of undergraduate academic PLA credit ~~for prior learning~~ through a variety of assessment methodologies that ~~will~~ ensure the academic credibility of such credit. Under these guidelines, in accordance with Glenville State University

policies and procedures, academic credit shall be awarded for prior learning that is equivalent to courses ~~work which satisfies the requirements for the degree program in which the student is enrolled~~ offered by the University.

2.5. The Regents Bachelor of Arts degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace those guidelines.

### 33.3. Definitions

3.1. Prior Learning Assessment (PLA) is defined as the assessment of ~~Universitycollege~~-level learning ~~for University credit gained that has occurred~~ outside the higher education academic environment ~~to determine whether Glenville State University will award credit for such experience~~. For example, individuals may acquire ~~Universitycollege~~-level knowledge or skills through work ~~experience~~, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated ~~Universitycollege~~-level learning will be awarded University credit.

3.2. In support of providing opportunities for students to earn ~~Universitycollege~~-level credit for ~~Universitycollege~~-level learning that has been acquired outside the higher education academic environment, the assessment of prior ~~Universitycollege~~-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:

3.2.1. Advanced Placement Exams

3.2.2. American Council on Education (ACE) Guides

3.2.3. ~~University-College~~ Level Examination Program (CLEP) Exams

3.2.4. ~~Defense Activity for Non-Traditional Education Support~~ (DANTES) Subject Standardized Test (DSST)

3.2.5. Excelsior ~~University-College~~ Examination Program (ECE)

3.2.6. Institutional Course Challenge Examination ~~Credit~~

3.2.7. International Baccalaureate Program (IB)

3.2.8. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.2.9. Portfolio Assessment/Review ~~Credit~~

3.2.10. Prior Military Training ~~Credit~~

~~3.2.11. Nursing Career Pathway~~

### 33.4. Principles

4.1. Glenville State University values the diversity of its students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of ~~Universitycollege~~-level learning. The acquisition of ~~Universitycollege~~-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. Glenville State University employs prior learning assessment aligned with its respective

mission, the principles of academic integrity, resources, and student educational attainment and success.

### **33.5. Institutional Policies Regarding Awarding Credit for Prior Learning**

5.1. Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Prior Learning Assessment (PLA) credit may also satisfy prerequisite requirements. University credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.

5.2. Credit for prior learning shall only be awarded to students who are admitted to the institution and have declared a major field of study.

5.3. Credit awarded through PLA shall not count toward institutional residency requirements of Glenville State University.

5.4. The evaluation of a portfolio must be completed by a minimum of two faculty members with appropriate professional credentials. Course-specific examinations must be designed by a faculty member, evaluated by at least two faculty members with appropriate professional credentials, and approved by the department chair. A recommendation for credit shall be made to the Registrar and approved by the Vice President for Academic Affairs.

5.5. Glenville State University will accept PLA credit up to 30 credits for bachelor's degrees, up to 15 credits for associate's degrees, and up to ~~6~~six credits for certificate programs.

5.5.1. Should a program at Glenville State University have an accrediting body that states a specific maximum for PLA credits, then that accrediting body's maximum will be honored by the program receiving PLA credit.

5.6. Credit awarded through PLA must be clearly identified as such on a student's official transcript. Such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit will be recorded as "Credit" only.

5.7. Student requests for awards of academic credit for prior learning will be submitted in accordance with the guidelines established by Glenville State University. Glenville State University will provide and communicate an appeal process for PLA decisions. Additionally, Glenville State University ensures the transparency of the award or denial of PLA credit.

5.8. PLA fees may vary based upon the type of assessment performed. PLA credit and ~~transcribing-transcription~~ fees to students will be clearly published and made available to the student in the most current Glenville State University catalog.

5.9. Glenville State University will regularly review its PLA policies to ensure that they are consistent with accreditation PLA guidelines and state, regional, and national practices.

5.10. Published crosswalks (e.g. for CLEP scores to course credit) are published in the University catalog which is available on the University's website.

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### 33.6. Transferability of Prior Learning Assessment Credits

6.1. Credits earned through PLA will be transferable in accordance with Series 17:W. Va. Code R. § 133-17-1, et seq., Transferability of Credits and Grades at West Virginia Universities- Colleges and Universities. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit coursework on a student's transcript.

6.2. Glenville State University will accept as transfer credit toward a degree PLA credit awarded at ~~one another~~ institution ~~which if the credit~~ meets the West Virginia Core Coursework Transfer Agreement or other applicable statewide articulation agreements, ~~will be accepted as transfer credit toward the degree~~ if the student transfers to another West Virginia public University-college or university in accordance with the guidelines of that particular policy or agreement.

### 33.7. Reporting the Awarding of Prior Learning Assessment Credits.

7.1. Glenville State University shall maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission ~~or the~~ Council for Community and Technical University College Education, as appropriate, on an annual basis.

### 33.8. Policy for Acceptance of Advanced Placement Credit.

8.1. Glenville State University shall accept ~~advanced-Advanced placement-Placement~~ credits according to the following guidelines:

8.1.1. High school students completing ~~advanced-Advanced placement-Placement~~ examinations of the University-College Board with a minimum score of 3 will receive credit at Glenville State University, as indicated in the list of ~~advanced-Advanced placement-Placement~~ exams offered by the University-College Board. Credit will be awarded solely on the basis of satisfactory performance of a score of 3 or higher on the ~~advanced-Advanced placement~~ Placement examinations.

8.1.2. When the examination is in the area of the student's major, Glenville State University will award credit toward the major or the core curriculum.

8.1.3. An academic department may, upon recommendation of the institutional faculty and with the approval of the Provost, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.4. Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to Glenville State University in accordance with this policy.

### **33.9. Policy for the ~~University~~College-Level Examination Program.**

9.1. Credit awarded by regionally or nationally accredited institutions of higher education in West Virginia will be transferable to Glenville State University in accordance with this policy. Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

9.2. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

9.3. Students must be enrolled in Glenville State University in order to receive credit. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

#### ~~9.4. Subject CLEP Examinations.~~

9.54. Students may be awarded credit for the successful completion of any or all of the ~~then current~~ CLEP Subject Examinations ~~presently offered or developed in the future~~. Student must achieve a score equal to or above the ~~required~~ score ~~of the Commission on Educational Credit and Credentials of recommended by~~ the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade will not be assigned, and the credit will not be included in the computation of the student's grade-point average. Glenville State University shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

### **33.10. General CLEP Examinations**



10.1. Students may be awarded credit for successful completion of any or all of the CLEP General Examinations within the limits of the most recent recommended CLEP scores posted by The University-College Board.

10.2. Credit earned through successful completion of a CLEP General Examination may not meet specific program requirements of Glenville State University or another institution to which the student may later transfer. The credit shall then be used as elective credit. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

10.3. Glenville State University may establish scores higher than specified above for Subject or General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at Glenville State University.

### 33.11. Nursing Career Pathways Policy

~~11.1. The pathway includes dual or advanced placement credit for high school students when admitted to a nursing program in a baccalaureate institution, seamless transition to a bachelor's completion degree in nursing, and employment opportunities as nursing assistants, licensed practical nurses and registered nurses along the pathway.~~

~~11.2. Student course credit earned through dual credit and/or early enrollment as part of the Nursing Pathway Program will be accepted with student consent as higher education credits counting towards credits specific to the major of nursing or nursing science. Completion of the nursing pathway shall be identified on the high school transcript. Students completing the nursing pathway shall also be in possession of the Therapeutic Services Certificate.~~

**Commented [AMR1]:** Not sure if we even want to add this since we do not have our own nursing program yet. This section was added to HEPC Series 59 in 2021.

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## GLENVILLE STATE UNIVERSITY POLICIES

### TUITION AND FEES POLICY 45A

#### REDUCED TUITION AND FEE PROGRAM FOR STATE RESIDENTS WHO ARE AT LEAST SIXTY-FIVE YEARS OF AGE

##### 45A.1. General

1.1. Scope - This policy establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age or older allowing them to take undergraduate and graduate courses ~~or classes~~ at Glensville State University on a space available basis.

1.2. Authority – W. Va. Code §18B-10-7a

1.3. Effective Date – ~~June 10, 2020~~

1.4. Revision of Former Policy – This policy repeals and replaces Glensville State University Policy 45A – Reduced Tuition and Fee Program for State Residents Who are at ~~Least~~ Least Sixty-five Years of Age [2006][2020].

##### 45A.2. Purpose

2.1. The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are at least sixty-five years of age or older allowing them to take undergraduate and graduate courses ~~or classes~~ on a space available basis. The program includes an option for those who attend classes on a no credit and no grade basis and an option for individuals who attend courses for credit and a grade.

##### 45A.3. Eligibility and Participation

3.1. A participant will be permitted to register for a course under either of the two options of this program, ~~provided provided that that~~ the participant is a resident of West Virginia and is at least sixty-five years of age. These two options include (1) attending courses without receiving University credit or a grade and or (2) attending courses and receiving ~~University~~ credit and a grade.

3.2. A participant may register for a course under either of the two options of this program ~~provided that so long as~~ classroom space is available. If space is limited, a list will be developed identifying date and time of attempted enrollment. If and when space becomes available, the participant will be notified of available space by the Registrar's Office.

3.3. A participant will be subject to Glensville State University programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and

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requirements, including course prerequisites, of Glenville State University and the Higher Education Policy Commission.

#### 3.4. Special Provisions

3.4.1. ~~Special fees-Fees~~ required of other students in a given course will be required of participants in the reduced tuition and fee program.

3.4.2. Participants in the reduced tuition and fee program will be issued a parking permit at no cost.

#### 45A.4. No Credit Option

4.1. The total tuition and fees charged for each course under the no credit option, excluding laboratory and course specific fees, will be \$10.00 per credit hour and may not exceed ~~fifty dollars~~ \$50.00 total.

4.2. A grade or credit may not be given under the no credit option.

#### 45A.5. Credit Option

5.1. The total tuition charged in the program under the for credit option shall not exceed fifty percent of the normal rates charged to state resident students by the University. The tuition and fee adjustment applies to classroom-based courses, ~~electronic and internet-based online~~ courses, and all other distance education delivery. Participants in this category will be responsible for any ~~laboratory or special~~ fees which may be a ~~part~~ of the course requirements.

#### 45A.6. Registration

6.1. Participants under both options will register through the Registrar's Office.

#### 45A.7. Reporting

7.1. Participation in this program will be reported to the Board of Governors ~~and to the Higher Education Policy Commission~~.

Commented [AMR1]: I cannot find any language in the WV Code which states reporting participation is required.

#### 45A.8. Institutional Guidelines

8.1. The guidelines for this program will be published in the Glenville State University Catalog which is available on the University's website.