



**GLENVILLE**  
**STATE UNIVERSITY**

## AGENDA

Glenville State University

Board of Governors

December 8, 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.

<i>Board Governance and HR Committee at 9:00 am</i>	<i>Enrollment and Student Life Committee at 10:00 am</i>
<i>Academic Affairs Committee at 11:00 am</i>	<i>Business and Finance Committee at 1:00 pm</i>
<i>Athletics Committee at 2:00 pm</i>	<i>Executive Committee 2:30 pm</i>

Join Zoom Meeting (Committee and Board of Governors meetings)

<https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09>

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
Thursday, September 21, 2023	Special Board of Governors
Via ZOOM @ 11:00 am at <a href="https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09">https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09</a> 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	
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



**BOARD OF GOVERNORS  
December 8, 2023  
Waco Center, Rooms 227/228  
9:00 AM**

**AGENDA**

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Special Presentations
  - A. Energy Systems Group (ESG) Presentation – *Ms. Audra Blackwell*
5. Constituent Comments
  - A. Alumni Council - *Dustin Crutchfield, Director of Alumni Relations*
  - B. Faculty Senate – *Maureen Gildein, President*
  - C. Staff Council - *Eric Marks, Chair*
  - D. Student Government Association – *Jahzeiah Wade, President*
6. **Consent Agenda (Action Item)**
  - A. Minutes of the October 18, 2023 Meeting
  - B. Cash Flow Projection Statement
  - C. Accounts Receivable Report
7. 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*
8. President’s Report
9. Announcements
  - A. Updated FY24 Schedule for Committee Meetings
  - B. The Board will join the Faculty & Staff for a Holiday Luncheon directly following meeting in the MCCC, Ballroom
  - C. Master’s Degree Graduate Hooding Ceremony is at 6:00 pm in the Fine Arts Center
  - D. Commencement is tomorrow at 10:00 am in the Waco Center
  - E. February 7, 2024 – BOG’s Committees Meetings
  - F. February 12, 2024 – Legislative Reception in Charleston
  - G. February 13, 2024 – GSU Day at the Legislature
  - H. February 19, 2024 – Founders Day of Giving
  - I. February 21, 2024 – BOG’s Meeting
  - J. February 24, 2024 – Founders Day Gala @ the MCCC, Ballroom
10. Adjournment

**Glennville State University Board of Governors  
Meeting of December 8, 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 October 18, 2023 Meeting
2. Cashflow Projection Statement
3. Accounts Receivable Report

**Glenville State University  
Board of Governors Meeting  
October 18, 2023  
Waco Center, Rooms 227/228**

Members Present: Ms. Ann Green, Chairperson  
Ms. Alexandria Lay, Vice Chair, via Zoom  
Dr. Kathy Butler, via Zoom  
Mr. Robert Marshall  
Mr. Doug Morris  
Mr. Joe Parsons  
Mr. Duane Chapman, Faculty Representative  
Ms. Leslie Mason, Staff Representative  
Mr. Jahzeiah Wade, Student Representative

Members Absent: Mr. Daniel Durbin  
Mr. Tilden "Skip" Hackworth  
Mr. Mike Rust

Faculty & Staff Present: Dr. Mari Clements, Provost and Vice President for Academic Affairs, via Zoom  
Mr. Dustin Crutchfield, Director of Alumni Relations  
Dr. Kevin Evans, Dean of Health Sciences  
Ms. Maureen Gildein, Lecturer of Physical Education and Faculty Senate President  
Ms. Rita Helmick, Vice President for Administration and General Counsel, via Zoom  
Mr. Tim Henline, CFO  
Mr. David Hutchison, Vice President for Advancement  
Dr. Gerda Kumpiene, Assoc. Professor of Spec. Education and Graduate Programs Coord.  
Ms. Tegan McEntire, Human Resources Director  
Dr. Mark Manchin, President  
Mr. Eric Marks, Asst. Director of Information Technology & Staff Council Chair  
Mr. Drew Metheny, Controller, via Zoom  
Mr. Quentin Murphy, Director of Marketing  
Mr. Jason Phares, Director of Information Technology  
Mr. Tom Ratliff, Executive Director of Operations  
Dr. Mark Sarver, Associate Professor of Business  
Mr. Jesse Skiles, Director of Athletics  
Ms. Teresa Sterns, Executive Assistant to the President  
Ms. Chelsea Stickelman, Directory of Academic Success Center, via Zoom  
Ms. Connie Stout, Dean of Teacher Education  
Mr. Jason Yeager, Vice President for Enrollment & Student Life

### **Call to Order**

Chair Ann Green called the meeting to order at 9:05 am.

A quorum was established.

### **Public Comment** – N/A

### **Special Presentations**

**Teacher Education Update** – Connie Stout, Dean of Teacher Education, provided an information packet to all and reported:

- As of fall 2023, GSU had 150 students who declared Education as their major. 57 of the 150 students have been admitted to the Teacher Education program.
- GSU has two students in Residency I for fall 2023 and the students will move to Residency II in spring 2024.
- GSU has a total of 13 student teachers for fall 2023.
- GSU has signed “Grow Your Own Pathway to Teaching” MOU’s with 12 WV counties.
- GSU is in its fifth year of offering its own “Home Grown” scholarships. Since the first year, there have been a total of 46 scholars in the program. One graduated in fall 2022 and two graduated in spring 2023.
- Eight GSU students are participating in the Alternative Certification Pathway for fall 2023.

Gerda Kumpiene, Graduate Programs Coordinator, provided an update on Teacher Education graduate programs.

- This is the second year for offering two graduate programs, MACI and MAT. As of fall 2023, there are 27 graduate students.
- One MAT student and two MACI students are graduating in December 2023. A separate hooding ceremony will be held prior to the general Commencement.
- A Graduate Council was established and has accomplished revising and releasing the 2023 -24 Graduate Catalog and approving the Council Bylaws and Graduate Admission Procedures.
- GSU is currently working on offering an Autism Endorsement intended for professionals with a Multi-Categorical Special Education license.

**College of Health Sciences Update** – Kevin Evans, Dean of Health Sciences, provided an update on the College of Health Sciences that included the following:

- There are currently five faculty teaching in the College of Health Sciences. A Nursing instructor position will be posted today to work on retention and student success with pre-nursing students. This will be a grant funded position.
- There are three Health and Human Performance degrees being offered and 106 students are enrolled. The degree programs are: Athletic Conditioning and Coaching, Exercise Science, and Health Promotion. Nine students are enrolled in Health and Physical Education and 42 students are enrolled in Pre-nursing.
- Dean Evans plans to rebrand the Health Promotion program to Wellness Management in an effort to increase enrollment. The goal is to make it a fully online program by fall 2024.
- Other future degrees/majors being planned for are: Medical Laboratory Specialist, Athletic Training, Masters of Arts in Counseling, and Physician Assistant Program.
- Dean Evans, along with the Office of Admissions, attended the Mon Health High School Health Fair to recruit students for the College of Health Sciences on October 12. They have a schedule of other events they will be attending this academic year.

## **Constituent Comments**

**Alumni Council** – Dustin Crutchfield, Director of Alumni Relations, reported the following:

- The 1973 and 1993 national runner-up football teams were honored at Homecoming.
- Dustin Crutchfield is working with the Office of Admissions and Graduate Studies to recruit Alumni into graduate programs.
- Alumni Council met in September and is pleased with the direction that GSU is going.
- A celebration is being planned for the first Graduate Studies graduates.
- The Business Hall of Fame ceremony will be held this weekend.
- *Pioneer Progress* magazines were mailed.

**Faculty Senate** – Maureen Gildein, President, presented a PowerPoint and reported:

- Corley Dennison, Vice Chancellor for Academic Affairs at the WVHEPC, met with Faculty Senate and shared information regarding shared governance. He further encouraged faculty to be active with the WV Legislature.
- Maureen announced various faculty accomplishments for fall 2023.

**Staff Council** –Eric Marks, Chair, reported:

- Staff assisted with preparing and setting up for various events since August including Admissions Open House and Homecoming.
- Staff Professional Development applications are being redone.
- Council is working on elections for open Staff Council positions.

**Student Government Association (SGA)** –Jahzeiah Wade, President, reported:

- Jahzeiah dismissed some of the SGA representatives; however, new students are interested in joining.
- Homecoming went well and SGA hosted Casino Night.
- SGA will be doing a campus clean-up from 2:00 pm – 5:00 pm on Sunday.

## **Consent Agenda**

JOE PARSONS MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.  
BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

## **Committee Reports**

### **Executive Committee/Chair Report**

Ann Green reported the Committee met on October 4, 2023 via Zoom and set today's Board Agenda.

**Board Governance and HR Committee** – Alex Lay, Chair, reported:

- Tegan McEntire presented a Human Resources update.
- Jenny Boggs reported on PEIA updates.
- Rita Helmick provided updates on legal matters, facilities, GSU Housing Corporation, public safety, crisis management plan, and technology.
- David Hutchison shared a PowerPoint that included updates on governmental affairs, Alumni, GSU Foundation, scholarships, marketing and public relations, and grants.
- The Committee discussed the initiative to review and revise University policies.

- The President’s evaluation has been finalized and is on the agenda for approval.

Tom Ratliff reported that BRIM inspected all areas on campus and found twelve items that need fixed/repaired. He announced that the Clark Hall remodel is expected to be completed by the end of this semester.

**Enrollment and Student Life Committee** – Jason Yeager, Vice President for Enrollment and Student Affairs, reported:

- Office of Admissions hosted an open house on October 14.
- A Cheerleader recruiting event is scheduled for Saturday and thirty students are registered to attend.
- Student advising begins next week.
- Interviews begin today for the Director of Student Support Services open position.
- 105 Mountaineer Challenge Academy students will visit campus in December.
- Over 100 students are involved in intramurals.
- The new StarRez student housing software will assist with billing and scheduling dorm rooms.
- 139 students participated in the “Stop the Stigma Walk.”

**Academic Affairs Committee** – Kathy Butler, Chair, stated that the Committee met on October 4<sup>th</sup> and reported:

- Work continues on the Strategic Plan.
- There are 130 courses offered online.
- HLC approval is needed to offer 50% or more of the AA degree at multiple high school locations. Approval is being proposed for the Board today.
- The “Teachout” plan for former ABU students was approved by HLC.
- The HLC financial indicators report was submitted on time.
- HLC has approved the BA in Math and intent to plan for the MS in Criminal Justice. It is being proposed for Board approval today.

Mari Clements, Provost and Vice President for Academic Affairs, announced that a teaching assistant has been hired to assist international students in learning English.

President Manchin would like to explore offering an English Language Learners (ELL) Program for international students on campus.

Mark Sarver presented a PowerPoint on Faculty Development and referenced page 69 in the Board packet. He pointed out that Board Policy 20 states that the Faculty Development Committee is to review and make suggestions regarding funding faculty development. In 2022-23, the amount budgeted for faculty development was \$25K. The total cost for faculty development during that academic year was \$51,822.44. The University funded \$32,417.13 and the faculty had to cover \$19,405.31 out-of-pocket. The Committee recommends that each faculty member be provided \$1K funding a year from the University for faculty development. Additionally, faculty may share their funding with other faculty during the year if they do not use the entire amount.

**Business and Finance Committee** - Doug Morris, Chair, announced that the audit has been completed and asked Tim Henline to provide a report.

Tim Henline, CFO, reported that the FY23 audit found GSU ending the fiscal year \$1.5M cash positive. GSU typically ran in the negative in previous years. The auditors reported one finding which is a repeat of last year. It is a material management weakness due to being unable to pull the general ledger from OASIS. GSU currently does not have a complete general ledger. OASIS is not compatible with what GSU needs to do as an



institution to have a complete general ledger, so Excel spreadsheets have been used for keeping most accounting records. Due to not having a complete general ledger as a finding of the FY23 audit, GSU is moving to a complete general ledger software program that works universally across campus. The old and new systems will run parallel for at least several months to test the new system. The goal is to completely transform to the new system after a six-month period. The FY24 and FY25 budget projections are all good.

**Athletics Committee** – Bob Marshall, Chair, reported that GSU Athletics achievements are listed on the front cover of the *Pioneer Progress* magazine. He asked Jesse Skiles to provide an update on Athletics.

Jesse Skiles, Director of Athletics, announced that women’s golf captured their second consecutive MEC Championship and men’s golf placed fifth. He further reported:

- Soccer and Volleyball are on pace to make the MEC playoffs.
- Football is 3-3 with their most recent Homecoming win.
- MEC Cross Country championships are set for October 21<sup>st</sup>.
- Women’s Basketball Derby was successful.
- GSU will be hosting two basketball game days for elementary students.

**President’s Report**

Dr. Manchin reported that he, Leslie Mason, Ann Green, and Kathy Butler attended the HEPC Board Summit last week and learned about cyber security. He asked GSU’s Information Technology (IT) office to report on cyber security systems that the Institution currently has in place to protect against ransom ware.

Jason Phares, Director of IT, and Eric Marks, Asst. Director of IT, reported that GSU has three layers of filtering for all incoming emails due to the fact that most ransom ware comes from emails. IT keeps hard drives from all computers that are replaced with new ones for at least six months. All computers have either hard drives, OneDrive, Share Point, USB drives, or network shared drives to back up data. IT and Human Resources work together to provide end user training to employees. IT has cyber security and disaster recovery policies in place to protect all essential University data excluding end user personal data files.

**Discussion/Actionable Items**

**Revised Intent to Plan for the Master of Science in Criminal Justice**

BOB MARSHALL MOVED TO APPROVE THE MASTER OF SCIENCE IN CRIMINAL JUSTICE INTENT TO PLAN FOR SUBMISSION TO THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION (HEPC), WITH TARGET IMPLEMENTATION DATE OF FALL 2024. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Bachelor of Arts in Math**

DUANE CHAPMAN MOVED TO APPROVE THE BACHELOR OF ARTS IN MATH FOR IMPLEMENTATION FALL 2024. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**HLC Substantive Change Requests to approve six WV high school locations to offer more than 50% or more of the GSU Associate of Arts degree program**

KATHY BUTLER MOVED TO APPROVE THE BRAXTON COUNTY HIGH SCHOOL, CALHOUN COUNTY MIDDLE/HIGH SCHOOL, GILMER COUNTY HIGH SCHOOL, MIDLAND TRAIL HIGH SCHOOL, NICHOLAS COUNTY HIGH SCHOOL, AND WEBSTER COUNTY HIGH SCHOOL AS GLENVILLE STATE UNIVERSITY SITES OFFERING 50-99% OF THE ASSOCIATE'S DEGREE. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Executive Session**

IT WAS MOVED BY JOE PARSONS THAT THE BOARD OF GOVERNORS GO INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF WV CODE §6-9A-4(b)(2)(A) TO DISCUSS THE PRESIDENT'S ANNUAL EVALUATION. DUANE CHAPMAN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Rise from Executive Session**

IT WAS MOVED BY KATHY BUTLER THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Presidential Evaluation**

ALEX LAY MOVED TO APPROVE THE 2022-2023 PRESIDENTIAL EVALUATION FOR PRESIDENT MANCHIN AS PRESENTED. DUANE CHAPMAN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Announcements**

Ann Green announced the following:

- October 21<sup>st</sup> – Business Hall of Fame @ 5:30 pm in MCCC Ballroom. Tickets may be purchased at the GSU Foundation for \$50. Inductees are: Ann Green, Sandy Pettit, Kenny Kuhl, and Denzil Skinner.
- November 15<sup>th</sup> – All Committees to meet via ZOOM
- December 8, 2023 (Friday) – Board Meeting @ 9:00 am
- December 9, 2023 (Saturday) – Commencement @ 10:00 am @ the Waco Center
- GSU Women's Golf Team won the MEC Tournament for the second year in a row. The team will join the Board for lunch and be presented a Certificate of Recognition.

**Adjournment**

With no further business and hearing no objection, Chairperson Green adjourned the meeting at 12:05 pm.

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Ann Green  
Chairperson

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Teresa Sterns, Executive Assistant to the President

**Report for Board of Governors**

**Given the short time frame between our last full meeting on October 18, 2023, the items here are largely the same. Updated information in red.**

- Accreditation updates
  - New sites for approval (offering 50% or more of the AA degree at these locations; see attachments 1 and 2)
    - Braxton County High School, Calhoun County Middle/High School, Webster County High School
    - Gilmer County High School, Midland Trail High School, Nicholas County High School
    - Currently pending letter of support from HEPC
  - HLC Financial Indicators Report (linked in Academic Affairs agenda)
    - Submitted on time
    - Response received. They have accepted the report, and agreed with that report (putting it in the form of a formal recommendation) that watching fall to spring attrition is critical.
  - Working toward ABET accreditation of the AS in Land Surveying (and BS, see below)
  - Working toward ACBSP accreditation of BSBA (and later MBA)
  - Teachout plan for former Alderson Broaddus University students submitted (attachment 3)
    - Teachout has been signed by AB bankruptcy trustee and approved by HLC and HEPC.
- Degree updates
  - Master of Science in Criminal Justice: slated for fall 2024
    - HLC Approval already obtained
    - HEPC approval of intent to plan has been obtained. Full proposal due no later than April 2024, but can be submitted earlier.
  - Master's in Counseling Psychology: slated for fall 2025
    - In planning phase
  - Bachelor of Arts in Math: slated for fall 2024
    - Approved by HLC
    - HEPC did not require approval; only notification
  - Bachelor of Science in Land Surveying: slated for fall 2024, pending hiring an additional faculty person

- HLC will require screening form to be completed, but likely to approve without additional paperwork
    - HEPC will not require approval; only notification
  - Health Sciences revising current degrees and exploring graduate degrees
    - New Wellness Management major before curriculum committee; Health Promotions major to be eliminated (currently only two majors).
- New hires, planned to start January 2024
  - Dr. Minfeng Li, Associate Professor of Chemistry, H1B and VISA obtained
  - Dr. Robert Rice, Assistant Professor of Criminal Justice; already been instrumental in pending articulation agreement with WV State Police Academy
  - Elizabeth Matory, Assistant Professor of Business at FCI (lateral move from Criminal Justice)
  - Still searching for additional Criminal Justice and Business faculty persons
- Faculty Development
  - Faculty Development Funds: currently \$25,000 per year
    - A good deal of funds allocated to pursuit of doctorates and/or needed specialties/licensure
    - Relatively modest expenditures for conference travel and other scholarly work
    - To be added to 2024-25 institutional budget
  - Promotion and Tenure working group
  - Artificial Intelligence for Faculty working group
  - Social Media for Faculty working group

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

#### LEGAL

- We have one lawsuit appealed to the Supreme Court
- We had 2 grievances from a former employee; he has a different attorney who agreed the Grievance Board has no jurisdiction over the Wage and Payment Act so one was dismissed. We are awaiting a date from the Grievance Board for the Level 3 hearing for the 2d grievance.
- BRIM still disputes the increased bills submitted by Panhandle for the second flood in Goodwin; AIG hired an attorney to represent our insurer's interests. The attorney filed a lawsuit.

#### FACILITIES

- GSU received \$2,900,000 in deferred maintenance funds yesterday. We have 5 funded projects:
- Demo at Pickens and LBH
- Pioneer Way
- Multiple HVAC controls and upgrades throughout campus
- Safety and security upgrades
- Technology upgrades (wifi and another server)
- Clark Hall cupola has to be replaced and the cost estimate is \$38,000-\$40,000
- Facilities hired Jim Chapman, HVAC Operator, as a full time employee
- We signed off on boiler repairs for Goodwin and that will go to contract soon.

#### HOUSING CORPORATION

- The Housing Corporation met Monday. A subcommittee will walkthrough all staff/faculty housing; now that we have deferred maintenance money, the walkthrough will be scheduled soon. We received or will receive deferred maintenance money to replace roofs and paint exteriors. If we have more money, we will do repairs on the interiors. The Housing Corporation has been discussing a rental increase; a subcommittee recommended 5% increase and renters pay \$50 per pet fee per year; currently the pet fee is a one-time expense of \$50 per pet.

#### PUBLIC SAFETY

- With help from the foundation, public safety will hopefully soon have a brand new cruiser.
- Chief Wheeler, with encouragement from our Chairperson Ann, has priced ballistic shields. Each costs about \$6600.

#### CAMPUS CARRY

- The Campus Carry Committee met Thursday and discussed several salient points. The law becomes effective July 1, 2024. Chief Wheeler and others volunteered to research gun safes and bring back pictures and prices to the December meeting. We have a potential place in Goodwin chosen to house the safe—but all is still open for discussion.

## IT

- Jason Phares and IT have been working with vendors to get updated quotes for various grants. Below is a spreadsheet detailing the purchases that will be purchased from the grants:
  - First is deferred maintenance in the amount of \$2m. This money will be used to purchase a server; prepare a disaster recovery site; LBH fourth floor renovation network; reroute single mode fiber to the Waco Center; to purchase a core router/firewall; replace campus network switches; replace Goodwin Hall door locks; purchase poles and lights; and buy 45 outdoor cameras.
  - Second is congressional directed funds in the amount of \$2.1m. These funds will be used to purchase 700 interior and 100 exterior electronic locks and 145 cameras along with poles and lights.
  - The third is USDA Telemedicine in the amount of \$509,603. These funds will supply wireless access points; firewall; private consultation rooms; and laptop computers.
- The website is upgraded with new information on the student life page; the masters' programs information page; campus safety page now includes the new Behavioral Intervention Team or BIT form that is available to students and employees.
- 43 computers have been installed in the library and these were paid for with SIP grant funds.
- Updated the software on the computers in the OSIX computer lab.
- Updating faculty machines as they get reports of the worst ones.
- Technology in Science Hall 103 has been updated to provide better distance learning for nursing students.
- IT surveyed faculty about a new Brightspace template to use for spring semester.
- Kendra Pullen is the on-call counselor (as mandated by the Office of Civil Rights). IT provided Kendra and Tim Underwood with a dedicated phone (like the duty phone in public safety) for emergencies.
- Eric Marks has been promoted to Assistant Director of Technology.
- Tim Withrow passed away during the summer. IT hired Grace Wellings as Tim's replacement.

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

**Advancement Operational Plan  
2023-2024**

ADVANCEMENT AREA  Objective(s)	Actions	Results	Responsible Person(s)	Strategic Plan Goals
<b>Academic Support</b> <ul style="list-style-type: none"> <li>Collaborate with Academic Departments to raise minimum of \$1,000 for each department</li> <li>Compile a list of department needs/wants</li> </ul>	<ul style="list-style-type: none"> <li>Release a Day of Giving “ask” email to their Depts. Alumni</li> <li>Meeting with each Academic Dept./Chair to compile a list of needs (9 departments)</li> </ul>		Director of Fundraising Department Chairs	Deliver Quality Education: Goal 5
				Enhance Financial Position: Goal 4
<b>Alumni</b> <ul style="list-style-type: none"> <li>Promote programs and encourage word-of-mouth advertising</li> <li>Feature a variety of alumni in publication</li> <li>Foster partnerships that lead to support opportunities and scholarships</li> <li>Communicate with alumni</li> <li>Establish new opportunities for student internships and career paths</li> </ul>	<ul style="list-style-type: none"> <li>Utilize Alumni Council and outreach to alumni</li> <li>Create links on monthly update for alumni to nominate themselves for alumni spotlights and awards</li> <li>Work with alumni and friends of the institution through alumni and campus events</li> <li>Monthly email newsletter and annual <u>Pioneer Progress</u> magazine</li> <li>Connect with alumni and friends through, phone calls, email, Online Express, and alumni events</li> </ul>		Director of Alumni Relations Director of Fundraising	Deliver Quality Education: Goal 2
				Foster Equity: Goal 1
				Enhance Financial Position: Goal 3
				Enhance Community Engagement: Goal 2
				Enhance Community Engagement: Goal 4
<b>External Outreach and University Relations</b> <ul style="list-style-type: none"> <li>Improve relationship and communication with Legislature</li> </ul>	<ul style="list-style-type: none"> <li>Host Legislative event at GSU during fall semester inviting local and state elected officials</li> <li>GSU Day at Capitol</li> </ul>		President Vice-President of Advancement Director of Marketing and University Relations	Deliver Quality Education: Goal 4
				Enhance Financial Position: Goal 3
				Enhance Community Engagement: Goal 1



<ul style="list-style-type: none"> <li>Collaborate with surrounding counties and agencies to help secure funding for campus/community projects</li> <li>Implement a GSU Student Ambassador Program that tells a wider more diverse GSU story</li> </ul>	<ul style="list-style-type: none"> <li>Continual networking through phone calls, emails, and meetings</li> <li>Serve on local Economic Development Board</li> <li>Serve on Region 7 Planning and Development Council</li> <li>Pioneer Network</li> <li>Design a student ambassador program</li> <li>Interview 10 students to pilot the program for the 23-24 year</li> </ul>			Enhance Community Engagement: Goal 4
<p><b>Founders Day of Giving</b></p> <ul style="list-style-type: none"> <li>Increase online giving</li> <li>Increase the number of donors</li> <li>Have a champion fundraiser for each academic department</li> <li>Have a champion fundraiser for each athletic program</li> </ul>	<ul style="list-style-type: none"> <li>Increase online visibility through Peer to Peer Fundraising</li> <li>Provide training to athletic and academic departments to be champions and fundraisers in their department/program</li> <li>Incentives throughout Giving Day to recognize our donors</li> <li>“Thank you” gifts for different levels of giving during Day of Giving</li> </ul>		Director of Athletic Fundraising Director of Fundraising	Deliver Quality Education: Goal 2  Foster Equity: Goal 1  Enhance Financial Position: Goal 4  Enhance Community Engagement: Goal 1
<p><b>Grants &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Increase grant acquisition</li> <li>Enhance grant management</li> <li>Develop staff expertise</li> </ul>	<ul style="list-style-type: none"> <li>Invest in grant tracking software</li> <li>Establish Grants Advisory Board</li> <li>Develop and maintain a Grants Handbook</li> <li>Provide proposal writing workshops/one-on-one consultations for faculty</li> <li>Staff pursue certifications and credentials</li> </ul>		Senior Director of Grants and Compliance	Enhance Financial Position: Goal 2  Enhance Financial Position: Goal 3  Deliver Quality Education: Goal 1
<p><b>Internal Process</b></p> <ul style="list-style-type: none"> <li>Provide on-boarding for new Foundation hires</li> </ul>	<ul style="list-style-type: none"> <li>Create a packet containing GSU Foundation overview and information.</li> </ul>		Advancement Team	Deliver Quality Education: Goal 1

<p>and GSU Board members</p> <ul style="list-style-type: none"> <li>Up-to-date by-laws, policies, and procedures</li> <li>Fundraise strategically throughout the year</li> <li>Planned Giving Initiative</li> </ul>	<ul style="list-style-type: none"> <li>Review of by-laws, policies, and procedures by advancement staff through meetings</li> <li>Create a fundraising calendar</li> <li>Invest in a platform to assist with Planned Giving outreach and information</li> <li>Annual Audit</li> </ul>			<p>Enhance Financial Position: Goal 2</p>
<p><b>Investment Portfolio</b></p> <ul style="list-style-type: none"> <li>Closely monitor investment portfolio</li> <li>Stay competitive with market</li> </ul>	<ul style="list-style-type: none"> <li>2 annual investment committee meetings</li> <li>Review monthly reports</li> <li>Compare our investment return with market</li> </ul>		<p>Foundation Investment Committee</p>	<p>Enhance Financial Position: Goal 1</p>
<p><b>Marketing/Branding</b></p> <ul style="list-style-type: none"> <li>Educate staff/faculty about branding awareness</li> <li>Improve University's digital presence by 25%</li> <li>Invest in Marketing Team</li> </ul>	<ul style="list-style-type: none"> <li>Send out analytic reports</li> <li>PowerPoint information to staff/faculty</li> <li>Professional Development literature created</li> <li>Design social media plan</li> <li>Post Daily through Social Media</li> <li>Monthly analytic review</li> <li>Tell GSU story through students, staff, and faculty</li> <li>Offer community opportunities for partnerships to promote local and alumni businesses</li> <li>Professional Development in Higher Educ. Marketing</li> </ul>		<p>Director of Marketing and University Relations</p>	<p>Deliver Quality Education: Goal 1</p> <p>Deliver Quality Education: Goal 2</p> <p>Foster Equity: Goal 1</p> <p>Enhance Financial Position: Goal 1</p> <p>Enhance Community Engagement: Goal 1</p>
<p><b>Pioneer Athletic Club (PAC)</b></p> <ul style="list-style-type: none"> <li>\$30k+ per Sport</li> <li>Increase PAC Membership</li> <li>Increase PAC Sponsorship</li> </ul>	<ul style="list-style-type: none"> <li>PAC Letter Mailing</li> <li>Individual phone calls, emails, and outreach</li> <li>Advertising and Partnerships</li> <li>Increased DoG participation</li> </ul>		<p>Director of Athletic Fundraising Athletic Director Coaches</p>	<p>Enhance Financial Position: Goal 1</p> <p>Enhance Financial Position: Goal 3</p>

<ul style="list-style-type: none"> <li>Increase communication with alumni and friends</li> </ul>	<ul style="list-style-type: none"> <li>Develop Fundraising Events</li> <li>Develop Event Calendar</li> <li>Recurring Gift emphasis for younger alumni</li> </ul>			Enhance Community Engagement: Goal 1
<b>Pioneer Fund</b> <ul style="list-style-type: none"> <li>Raise \$100,000</li> </ul>	<ul style="list-style-type: none"> <li>Fall Mailing</li> <li>Spring Mailing</li> <li>1 Fundraising Event</li> <li>Compile a VIP call/follow-up list</li> <li>Solicit grants and corporations</li> </ul>		Director of Fundraising	Enhance Financial Position: Goal 1
				Enhance Financial Position: Goal 4
<b>President's Circle</b> <ul style="list-style-type: none"> <li>Increase membership</li> <li>Increase # projects supported</li> </ul>	<ul style="list-style-type: none"> <li>President's Circle Members will receive a handwritten note with a President's Circle Pin and additional gift</li> <li>Personal conversation with potential members regarding impact of President's Circle</li> <li>Offer exclusive events for President's Circle</li> </ul>		Vice-President of Advancement Director of Fundraising	Enhance Financial Position: Goal 1
				Enhance Financial Position: Goal 4
<b>Professional/Staff Development</b> <ul style="list-style-type: none"> <li>Staff will be in compliance with HR requirements</li> <li>Stay current on Blackbaud components currently utilized</li> <li>Network with Foundation employees from other Universities/Colleges</li> <li>Support campus staff and faculty</li> </ul>	<ul style="list-style-type: none"> <li>Complete required trainings through Vector LMS, Higher Education Edition</li> <li>Staff will complete 6 Blackbaud Training/Webinars a year.</li> <li>3 Advancement Team members will attend at least 1 professional development conference a year</li> <li>Secure funding for professional development opportunities through grants and fundraising</li> </ul>		Advancement Team	Deliver Quality Education: Goal 1
				Deliver Quality Education: Goal 4
				Enhance Financial Position: Goal 3
				Enhance Community Engagement: Goal 1
<b>Research Corporation</b> <ul style="list-style-type: none"> <li>Promote research and educational initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Establish a Grant Success Stories program</li> </ul>		Senior Director of Grants and Compliance	Enhance Community Engagement: Goal 1

<ul style="list-style-type: none"> <li>Strengthen community engagement</li> </ul>	<p>to showcase the impact of funded projects</p> <ul style="list-style-type: none"> <li>Host regular forums and events to facilitate community-university partnerships</li> <li>Monitor and Evaluate the impact of community-focuses grant projects</li> </ul>			Enhance Financial Position: Goal 3
<p><b>Scholarships</b></p> <ul style="list-style-type: none"> <li>Increase the number of new scholarships</li> <li>Increase the amount of scholarship money available to students</li> <li>Increase the amount of scholarships that will offset tuition discounts</li> <li>Streamline scholarship award system for efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Seek out and apply for scholarship grants from other foundations</li> <li>Make sure scholarships have up-to date MOUs</li> <li>Purchase software to improve scholarship awarding process</li> <li>Spotlight Scholarship of the month in Pioneer Update</li> </ul>		Director of Fundraising Scholarship Coordinator	Enhance Financial Position: Goal 1 Enhance Financial Position: Goal 2 Enhance Financial Position: Goal 3
<p><b>Stewardship</b></p> <ul style="list-style-type: none"> <li>Thank donors with an acknowledgement and/or gift receipt</li> <li>Recognize Day of Giving Donors</li> <li>Retain and Increase New Donors</li> <li>Recognize Scholarship Donors</li> </ul>	<ul style="list-style-type: none"> <li>Automated “Thank You” from online donations</li> <li>Tax deduction letter/receipt</li> <li>Individualized Phone Calls</li> <li>DoG donors will receive gifts for different levels of giving</li> <li>Categorize Donors into categories: New, Loyal, &amp; Major to individualize stewardship needs and future action steps</li> <li>Host 4 “Friendraising” events a year</li> <li>Host Scholarship Donor “Thank You” Reception</li> <li>Monthly “Happy Birthday” Email</li> <li>Monthly “Pioneer Update”</li> </ul>		Director of Fundraising Scholarship Coordinator Director of Alumni Relations	Enhance Community Engagement: Goal 1 Enhance Community Engagement: Goal 3 Enhance Community Engagement: Goal 5

	<ul style="list-style-type: none"> <li>Recognizing all gifts in the Annual <u>Pioneer Progress</u></li> </ul>			
<b>Women's Leadership Circle (WLC)</b> <ul style="list-style-type: none"> <li>Increase the number of WLC members from 27 to 35</li> <li>4 Events a year</li> <li>Raise over \$10,000 for WLC</li> <li>Provide one \$1,000 OR two \$500 scholarships</li> </ul>	<ul style="list-style-type: none"> <li>Membership Drive Letter</li> <li>Women's Self-Defense Class, 2 Paint N Sips, Spring Lunch and Learn</li> <li>Christmas Ornament Sales, Day of Giving (WLC Champion)</li> </ul>		Director of Fundraising WLC Committee	Foster Equity: Goal 1
				Enhance Community Engagement: Goal 3
				Enhance Financial Position: Goal 3

Submitted by: *Jesse Skiles – Director of Athletics*

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**\*\*Fall Sports Update**

Women's Golf captured their second consecutive MEC Championship...Men's Golf placed fifth...Soccer finished 8th and earned the program's first ever MEC Playoff appearance. Volleyball placed ninth in the league and just missed the playoffs. Both cross country teams also placed ninth. Football closed their season 6-4, with a big road victory over Frostburg in Week Nine.

**\*\*Enrollment and Roster Updates**

Post-Census date, the total number of Student-Athletes is at 465...390 of which are on campus. We are currently working on our Net Revenue Report for the Fall Semester. We will provide a Retention Report after the Spring Census Date.

**\*\*Personnel Updates**

We are still working to fill our vacant Athletic Training positions...the staff we have is doing a tremendous job of working through the challenges at hand. We have gotten a strong volume of production from our Graduate Assistants.

**\*\*Fundraising efforts**

**Several sports are active with individual fundraising projects, some isolated to their sport, and some in support of this year's Day of Giving. Each sport is charged with fundraising one full NCAA Equivalency for their area.**

**\*\*Winter Sports Update**

**Our Women's Basketball team is currently 4-2, and produced a pair of strong road wins at Charleston. Our Men's Basketball team opened 2-3, with a home win over 5-0 Malone as the highlight. Our GSU Wrestling team continues to be Nationally ranked, with several individuals ranked among the top wrestlers both regionally and nationally. Glenville's Pioneer Track teams opened their Indoor Season at Youngstown on December 1st, and we have several individuals already ranked in the MEC Honor Roll.**

Submitted by: *Tim Henline, CFO*

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

- **Accounts Receivable**
- **Cash Flow Forecast**
- **FY24 Payroll & Benefits**
- **FY24 Budget**
- **FY25 Budget**
- **FY23 CFO/CPO Conference**
- **FY23 Deferred Maintenance**
- **Fall 2023 Institutional Aid: Waiver/Scholarship Analysis**  
(See attachment)

# Glenville State University

## Business and Finance BOG Committee Update November 15, 2023





# Update Accounts Receivable

## Accounts Receivable Update 11/15/2023

	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Totals
Current	\$ 5,737	\$ 379,599	\$ 92,154	\$ 5,838	\$ 142,827	\$ 139,845	\$ 13,141	\$ 168,969	\$ 95,671	\$ 35,691	\$ 1,079,473
Prior Report 10/4	\$ 5,737	\$ 382,673	\$ 93,346	\$ 6,338	\$ 144,658	\$ 141,082	\$ 13,141	\$ 177,098	\$ 100,975	\$ 41,322	\$ 1,106,370
Prior Report 8/16	\$ 5,737	\$ 382,673	\$ 93,346	\$ 6,338	\$ 145,008	\$ 141,282	\$ 13,141	\$ 178,342	\$ 108,712	\$ 58,716	\$ 1,133,296
Prior Report 8/8	\$ 5,737	\$ 382,718	\$ 93,541	\$ 6,338	\$ 146,058	\$ 145,581	\$ 13,141	\$ 188,596	\$ 139,233	\$ 74,132	\$ 1,195,075
Prior Report 6/14	\$ 5,923	\$ 385,697	\$ 93,541	\$ 6,338	\$ 146,999	\$ 146,172	\$ 13,316	\$ 219,500	\$ 183,735	\$ 318,553	\$ 1,519,774
Reduced by (Current Report - Last Report)	\$ (0)	\$ (3,074)	\$ (1,192)	\$ (500)	\$ (1,831)	\$ (1,237)	\$ -	\$ (8,129)	\$ (5,304)	\$ (5,631)	\$ (26,897)
<b>Total Reduction in AR Prior Semesters (Since Last Report)</b>											<b>\$ (26,897)</b>

	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Totals
Total Reduction Since June 2023 Report	\$ (186)	\$ (6,097)	\$ (1,387)	\$ (500)	\$ (4,172)	\$ (6,327)	\$ (175)	\$ (50,531)	\$ (88,064)	\$ (282,862)	\$ (440,301)

<b>Total AR (Excluding Fall 2023)</b>	
<b>Total Balance Due</b>	<b>\$ 1,079,473.28</b>
<b>Total Reduction Current Report</b>	<b>\$ (26,897.08)</b>
<b>Total Since June Report</b>	<b>\$ (440,300.83)</b>

Summer 2020 through Summer 2023

Since last report

Current Total Reduction Balance Prior and Current reports.

As of 11/15 \$1,160,374

<b>Fall 2023</b>				
	<b>Billed</b>	<b>Paid</b>	<b>Pending</b>	<b>Balance</b>
Current Report	\$ 10,137,094	\$ (8,945,030)	\$ -	\$ 1,192,065
Prior Report (10/4)	\$ 10,053,708	\$ (7,582,042)	\$ (16,884)	\$ 2,454,782
Prior Report (8/16)	\$ 9,819,837	\$ (6,299,834)	\$ (279,054)	\$ 3,240,949
Prior Report (8/8)	\$ 9,001,629	\$ (656,211)	\$ (4,158,178)	\$ 4,187,240
<b>Difference Since Last Report</b>	<b>\$ 83,386</b>	<b>\$ (1,362,988)</b>	<b>\$ 16,884</b>	<b>\$ (1,262,717)</b>

# Update Cashflow Forecast

As of 11/14/2023

Glenville State University						
Cashflow Projection FY 2023						
	Oasis	Actual Oct-23	Projected Nov-23	Projected Dec-23	Projected Jan-24	Projected Feb-24
Beginning Cash	Fund #	\$ 3,928,148	\$ 4,983,959	\$ 3,864,703	\$ 1,932,710	\$ 2,915,668
Cash used		2,770,817	3,286,401	2,765,865	2,218,958	2,707,458
Ending Cash		<u>\$ 4,983,959</u>	<u>\$ 3,864,703</u>	<u>\$ 1,932,710</u>	<u>\$ 2,915,668</u>	<u>\$ 3,515,949</u>
Remaining State Funds Included in Bal.		\$ 1,238,671	\$ 708,671	\$ (86,329)	\$ 1,151,622	\$ 621,622
Remaining Energy Savings Loan in Bal.		\$ 94,235	\$ 94,235	\$ 94,235	\$ 94,235	\$ 94,235
Remaining HEPC Ed Grant in Bal.		\$ 748,386	\$ 555,943	\$ 555,943	\$ 555,943	\$ 405,943
Remaining FY 2024 Nursing Grant in Bal.		\$ 1,577,418	\$ 1,497,418	\$ 960,752	\$ 797,419	\$ 584,086
Remaining Balance of unrestricted funds		<u>\$ 1,325,249</u>	<u>\$ 1,008,436</u>	<u>\$ 408,109</u>	<u>\$ 316,449</u>	<u>\$ 1,810,063</u>

Glenville State University					
Cashflow Projection FY 2023					
	Oasis	Projected Mar-24	Projected Apr-24	Projected May-24	Projected Jun-24
Beginning Cash	Fund #	\$ 3,515,949	\$ 3,279,411	\$ 3,929,095	\$ 2,831,551
Cash used		2,193,958	2,128,958	2,478,958	1,895,732
Ending Cash		<u>\$ 3,279,411</u>	<u>\$ 3,929,095</u>	<u>\$ 2,831,551</u>	<u>\$ 1,686,747</u>
Remaining State Funds Included in Bal.		\$ 91,622	\$ 1,179,575	\$ 334,875	\$ (195,125)
Remaining Energy Savings Loan in Bal.		\$ 94,235	\$ 94,235	\$ 94,235	\$ 94,235
Remaining HEPC Ed Grant in Bal.		\$ 405,943	\$ 405,943	\$ 405,943	\$ 405,943
Remaining FY 2024 Nursing Grant in Bal.		\$ 420,753	\$ 297,420	\$ 174,087	\$ -
Remaining Balance of unrestricted funds		<u>\$ 2,266,858</u>	<u>\$ 1,951,922</u>	<u>\$ 1,822,411</u>	<u>\$ 1,381,694</u>

# FY24 Payroll & Benefits

## Payroll & Benefits

Total Glenville State College:	\$ 10,468,609.15
Less Position Funded by Ed Grant:	\$ (47,500.00)
Less Positions Requested, not approved:	\$ -
<b>Subtotal Approved Positions:</b>	<b>\$ 10,421,109.15</b>
Less amounts covered by Foundation:	\$ (258,250.00)
Benefits @ 30%:	\$ 3,048,858.00
Annual Increment:	\$ 87,360.00
<b>Total w/Benefits &amp; Annual Increment:</b>	<b>\$ 13,299,077.15</b>
<b>Total w/Other Payroll Amounts:</b>	<b>\$ 14,581,512.15</b>

<b>Difference from Budgeted (FY24)</b>	<b>(880,430.31)</b>
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- The first month of payroll was \$93,754.40 less than projected, mostly from unfilled positions.

# Update FY24 Budget

	Prior Budget	Current Income Statement	Prior Cashflow Budget	Current Cash Flow
<b>Beginning of FY Cash Balance (Projected)</b>			<b>\$ 1,759,000</b>	<b>\$ 3,154,422</b>
<b>Revenues:</b>				
State Appropriation	7,071,784	7,071,784	7,071,784	7,071,784
On-campus Program Tuition	9,031,800	9,073,900	9,031,800	9,073,900
Room revenue	4,027,200	4,135,800	4,027,200	4,135,800
Board revenue	3,145,800	3,231,400	3,145,800	3,231,400
Textbooks revenue	733,800	736,800	733,800	736,800
Student & Course Fees	917,300	917,600	917,300	917,600
Less: Institutional Discounts	(2,388,300)	(2,118,500)	(2,388,300)	(2,118,500)
Net on-campus student revenue	15,467,600	15,977,000	15,467,600	15,977,000
Off-campus program revenue, net	950,700	874,400	950,700	874,400
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	7,760,600	6,915,500	8,060,600
<b>Total Revenue, incl. State approp</b>	<b>\$ 29,154,884</b>	<b>\$ 30,809,384</b>	<b>29,454,844</b>	<b>31,109,384</b>
<b>Total Net Cash Available Before Costs:</b>			<b>\$ 31,213,884</b>	<b>\$ 34,263,806</b>

Current Income Statement and Cash Flow are based upon:

- Students as of the end of add drop date.
- Realization of Grants
- Payroll if all positions open were filled after 11/14/2023
- Adjustment in Foundation payroll covered costs
- Projected income and expenses updated.

# Update FY24 Budget Cont.

EXPENSES	Prior Budget	Current Income Statement	Prior Cashflow Budget	Current Cash Flow
Payroll and benefits	15,457,300	14,839,762	15,457,300	14,839,762
Less: Payroll Reimbursed by Foundation	(159,700)	(258,250)	(159,700)	(258,250)
Total Payroll	15,297,600	14,581,512	15,297,600	14,581,512
Non-payroll	3,876,600	4,008,650	3,876,600	4,008,650
Food service Cost	2,555,800	2,641,400	2,555,800	2,641,400
Book Store Cost	677,000	680,000	677,000	680,000
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	8,730,050	8,509,400	9,030,050
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>27,654,962</b>	<b>29,918,400</b>	<b>28,422,962</b>
<b>Net Revenue / (Loss)</b>	<b>\$ 1,004,484</b>	<b>\$ 3,154,422</b>		
<b>Net Ending Cash Balance</b>			<b>\$ 2,295,484</b>	<b>\$ 5,840,844</b>

Current Income Statement and Cash Flow are based upon:

- Students as of the end of add drop date.
- Realization of Grants
- Payroll if all positions open were filled after 11/14/2023
- Adjustment in Foundation payroll covered costs
- Projected income and expenses updated.

# Update FY25 Budget

	Income Statement Adjusted	Prior Budget	Income Statement Projected	Cash Flow Adjusted
<b>Beginning of FY Cash Balance (Projected)</b>				<b>\$ 5,840,844</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	9,614,000	9,614,000
Room revenue	4,235,600	4,187,300	4,235,600	4,235,600
Board revenue	3,323,000	3,284,700	3,323,000	3,323,000
Textbooks revenue	795,800	780,900	795,800	795,800
Student & Course Fees	975,900	961,800	975,900	975,900
Less: Institutional Discounts	(1,900,000)	(2,269,400)	(1,900,000)	(1,900,000)
Net on-campus student revenue	17,044,300	16,393,300	17,044,300	17,044,300
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>\$ 27,790,462</b>	<b>\$ 26,567,500</b>	<b>\$ 30,005,462</b>	<b>28,090,462</b>
<b>Total Net Cash Available Before Costs:</b>				<b>\$ 33,931,306</b>

# Update FY25 Budget Cont.

EXPENSES	Income Statement Adjusted	Prior Budget	Income Statement Projected	Cash Flow Adjusted
Payroll and benefits	15,136,557	15,766,446	15,537,339	15,136,557
Less: Payroll Reimbursed by Foundation	(258,250)	(162,900)	(258,250)	(258,250)
Total Payroll	14,878,307	15,603,546	15,306,589	14,878,307
Non-payroll	4,008,650	3,576,600	4,008,650	4,008,650
Food service Cost	2,707,000	2,680,000	2,707,000	2,707,000
Book Store Cost	735,000	721,000	735,000	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 Expense	-		-	(100,000)
Total Operating Costs	8,850,650	8,317,600	8,850,650	9,150,650
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>28,233,557</b>	<b>28,425,746</b>	<b>28,661,839</b>	<b>27,338,557</b>
<b>Net Revenue / (Loss)</b>	<b>\$ (443,095)</b>	<b>\$ (1,858,246)</b>	<b>\$ 1,343,623</b>	
<b>Net Ending Cash Balance</b>				<b>\$ 6,592,749</b>

Prior Budget Cashflow

**\$ 1,632,238**

# FY 23 Misc Update

## 1.Update

- CFO/CPO Conference Update



# FY 23 Deferred Maintenance Update

## 1. Update

- All submitted projects approved.
- 25% Increments, until last increments, 15% and 10%
- Architectural and Engineering Contracts Completed
- Invoices submitted for first 25% drawdown, \$2,937,500

# FY 23 Deferred Maintenance Update

Name:	Number of Applications	Assigned Project Number	Application Number in Case Management	Amount Approved	25% of the Project Cost	WVOaSIS
Glenville State University	1	WVHEPC-G-002	2023/10-14496	\$ 2,350,000.00	\$ 587,500.00	GRNT2400001268
Glenville State University	2	WVHEPC-G-003	2023/10-14498	\$ 2,500,000.00	\$ 625,000.00	GRNT2400001269
Glenville State University	3	WVHEPC-G-004	2023/10-14503	\$ 2,000,000.00	\$ 500,000.00	GRNT2400001270
Glenville State University	4	WVHEPC-G-005	2023/10-14558	\$ 2,000,000.00	\$ 500,000.00	GRNT2400001271
Glenville State University	5	WVHEPC-G-006	2023-10-14541	\$ 2,900,000.00	\$ 725,000.00	GRNT2400001272
<b>Total</b>	<b>5</b>			<b>\$ 11,750,000.00</b>	<b>\$ 2,937,500.00</b>	

# Fall 2023 Institutional Aid: Waiver/Scholarship Analysis

Subsidized by Foundation Main	
Total	\$ 386,374

Subsidized by Foundation Other	
Total	\$ 500,030

AB Foundation Other	
Total	\$ 43,969.00

Subsidized Other	
Total	\$ 200,500

Total Subsidized	
Total Subsidized	\$ 1,130,873

Total Unsubsidized	
Total Unsubsidized	\$ 1,244,375 13%

Minus Required by State	\$ 1,146,748 12%
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Minus required by State/Federal	\$ 1,067,788 11%
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Scholarships Tuition and Fees Only	\$ 665,344 7%
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Room/Board Other	\$ 402,444
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Prior Fall 2022 Billed	\$ 9,534,742
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Current Fall 2023 Billed	\$ 10,139,794
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Differerence in Billed	\$ 605,052
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# Internal Financial Processes & Procedures Update

## Systems

- Software Selected
- Preparation Underway
- Linking with OASIS
- Linking with BANNER
- Linking with other
- Reporting
- Complete General Ledger
- Complete Purchase to Pay

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

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

#### **Enrollment - 2024**

- Fall Recruitment
  - a. November 10 – WVU Upward Bound on campus
  - b. November 13 – Richwood senior class – we are picking them up and bringing them to campus
  - c. November 15 – Hannon High School – Charles is bringing them to campus with the National Guard
  - d. November 28 – Buckhannon Upshur
  - e. December 1 – Gear Up on campus
  - f. December 5 – Two bus loads of kids from Mountaineer Challenge Academy – 105 students
  - g. December 8 – Midland Trail
  - h. We are traveling with Dual Enrollment – November 29<sup>th</sup> Gilmer – Nicholas on the 30<sup>th</sup> – December 7<sup>th</sup> Wahama – December 8<sup>th</sup> Braxton
- Spring Enrollment Projections – Goals for spring term
  - a. Returning Students – Advising & Registration
  - b. Open House – Registration Days – Accepted Students Dinner/Day
  - c. Meeting with the President – Private Tour
  - d. Graduate Students – CJ graduate approval for fall 2024 class
  - e. Online Only – Out-of-State – Increasing numbers for Spring semester
  - f. Nursing – current numbers for the fall semester – 50 Nursing Students have contacted Admissions and requested to enroll for the fall term
  - g. International – 227 international applicants over last year – Global Match opens again on November 27<sup>th</sup> for 2 weeks - CleverApply – platform to facilitate working with agents – Bridget hosting international event today in the Musket
  - h. Slate – moving forward with implementation

## Student Life

- Intramurals – basketball tournament is taking place now – finals tonight – pickleball is next – then golf and kickball – Ian Pomeroy – GA Business
- Student Organization Dinner – December 6<sup>th</sup> at 6:00 p.m.
- Student Activities – More participation – level of engagement is up – trips and on campus events all well attended – we didn't waste any money
- Diversity – new BSU advisor – faculty staff committee to assist with student life diversity
- Transportation – transporting kids to the airport – hospital etc.
- Thanksgiving Break – feeding kids over break and Thanksgiving
- Health Center – Closing after this term
- Counseling Center
- ASC – Scheduling Students – Filling one counselor position
- SSS – Interviews continue on Friday – bringing two candidates to campus
- VA – Charles has increased that number by 22 students for the fall term
- Housing
  - a. PV – Flooring scheduled for house 9 & 10 – work will be completed over Christmas break
  - b. Goodwin Hall – StarRez – new CRM for housing

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

**Report for Board of Governors**

**Active Positions:**

<b>Staff</b>	<b>Open Positions</b>
Assistant Athletic Trainer	1 New/1 Replacement - Ashley Thompson
Administrative Assistant- Office of Admissions	1 Replacement- Joy Wine
Campus Service Worker	1 Replacement- Greta Peters
Director of Student Support Services	1 Replacement- Erin Fultineer
Academic Success Center	1 New
Admissions Counselor	1 Replacement- Hannah McKown
<b>Faculty</b>	<b>Open Positions</b>
Assistant Professor of Criminal Justice	1 Replacements - Ken Lang
Assistant Professor of Business	1 New
Assistant Professor or Lecturer of Business in Second Chance Pell Program	1 New/1 Replacements- Frank Carothers
Instructor of Health Sciences in Nursing	1 New

**New Staff:**

- Marcus Spinks - ASC Counselor
- Randa "Eli" Anderson-Lake - Residence Hall Associate
- Grace Wellings - Information Technology Consultant
- Kati Hall - Campus Service Worker
- Timothy "Tim" McGlothlin - Campus Service Worker

**Retirements:**

- Ronnie Golden - Campus Service Worker

**PEIA**

- Proposes premium increase

**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.

**Committees of the Board**

All committees will meet beginning at 9:00 am via Zoom on the dates listed in the schedule unless noted otherwise.

Committees will meet in the following order:

1. *Board Governance and HR Committee*
2. *Enrollment and Student Life Committee*
3. *Academic Affairs Committee*
4. *Business and Finance Committee*
5. *Athletics Committee*
6. *Executive Committee*

Join Zoom Meeting (Committee and Board of Governors meetings)

<https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09>

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
Thursday, September 21, 2023 Via ZOOM @ 11:00 am at <a href="https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09">https://us06web.zoom.us/j/3896758045?pwd=d29TWjNzZmx1S0FYenhzcjJ1MzJCQT09</a> 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	Special 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