

**Glennville State College
Board of Governors Meeting
April 19, 2017
Waco Center, Hall of Fame Room
Glennville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Dr. William Deel
Mr. Mike Forbes
Mr. Stephen Gandee
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris
Mr. Mike Rust
Mr. Paul Peck, Faculty Representative
Ms. Ann Reed, Staff Representative

Members Absent: Mr. Reed Ratliff, Student Representative

Staff Present: Dr. Peter B. Barr, President
Mr. Marty Carver, Vice President of Enrollment
Mr. Marcal Lazenby, Director of Athletics
Mr. Larry Porter, Interim Chief Financial Officer
Mr. Dennis J. Pounds, Vice President for College Advancement
Mr. James W. Spears, Senior Vice President for External Relations
Ms. Teresa Sterns, Executive Assistant to the President
Dr. Milan Vavrek, Vice President for Academic Affairs

Others Present: Professor Jared Wilson, Asst. Professor of Land Surveying & President of Faculty Senate
Professor Brian Perkins, Assoc. Professor of Forestry
Professor Jason Barr, Visiting Asst. Professor of Music
Mr. Thomas Ratliff, Executive Director of Physical Plant
Mr. J. Cameron Woods, Incoming Student Government President
Ms. Audra Blackwell, Energy Systems Group
Mr. David Ames, Energy Systems Group

Call to Order

Chairperson Greg Smith called the meeting to order at 12:54 pm.

A quorum was established.

Teresa Sterns disseminated a revised agenda that included the following revisions:

- A. Item 3 – changed February 8, 2017 to March 8, 2017
- B. Item 11B – deleted action item b.

Chairperson Greg Smith announced the following changes to the revised agenda:

- A. Items 5 and 6 will be presented in reverse order due to Professor Barr's teaching schedule.
- B. Item 9B is being changed from an action item to a discussion item since the State has not released the budget yet.
- C. Due to a discussion between Chancellor Hill and Mr. Smith, items 11C and 11D will be tabled until the new administration begins.

Marcal Lazenby provided summer camp brochures along with ads regarding the Glenville Golf Club Scramble and the Pioneer Derby.

Approval of Minutes

RALPH HOLDER MOVED TO APPROVE THE MINUTES OF THE MARCH 8, 2017 MEETING AS PRESENTED.
TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

Professor Brian Perkins discussed lab fees collected from students by the College for the Department of Land Resources. He announced that of \$23,000 in lab fees collected each year, the Department gets \$10,000 and the other \$13,000 is only allowed to be used upon requests. Professor Perkins requested that one hundred percent of the lab fees be credited to the Department of Land Resources budget. He further noted that Land Resources has never received the same budget since 2013.

The Board discussed budget cuts and other options/ideas that Land Resources may look into doing.

The following suggestions/questions were presented by the Board:

1. If students are paying lab fees for Land Resources to purchase equipment, etc., the fees should be used for it. President Barr replied that the Department has access to all of the fees but it must request the funds for specific purchases/needs.
2. The College look into the accounting figures and see if the money collected for lab fees that was not used is still there.
3. Larry Porter was asked if he knew of any grants that Land Resources could apply for and Mr. Porter replied that Professor Rico Gazal and others have obtained funding from eight grants in the last three years.

Chairperson Smith asked Dr. Vavrek to provide information on the Land Resources budget and lab fees to the Board at its next meeting.

Update on the Collaboration Project – Professor Jason Barr reported on the Collaboration Project and announced that fifty-eight percent of students who adhered to the green courses policy passed developmental math. Glenville State implemented the policy, “At Risk Advising,” in fall of 2016 requiring first time freshmen that need developmental math to be enrolled in the appropriate math, GSC 100, and not being permitted to enroll in more than 16 credit hours. The remaining hours in the students’ schedules are to be chosen from courses that, according to archival data, show a high success rate when taken at the same time as developmental math. The policy was created to assist students in successfully passing the required math course and to allow them the best chance to experience academic success as early as possible in their college career. The forty-two percent that did not pass the course; therefore, will have to re-take it. None of those students received a grade of FIW as all but two remained in the class the whole semester. The two that did not took a grade of “W.” He invited questions from the Board.

Q. What is the equivalency for students not to have to take the developmental math?

A. Students scoring below a 19 on the ACT are required to take the 106L math course in their first semester.

Professor Barr announced that he and Harry Rich completed their travels speaking with various band directors and high school students to recruit for “Audition Day.”

Report on Energy Savings - Ms. Audra Blackwell with Energy Systems Group (ESG), presented a PowerPoint presentation that included Glenville State College’s project improvements energy savings. The College saved \$112,368 during the first year of the construction period. Over a two year period, the College saved \$181,796. The total savings over the four year period was \$539,069. The savings are determined by utility reconciliation adjustments on a unit basis prior to savings after savings. It is not guaranteed that bills are going to decrease; however, energy is saved. The next ESG report will be due in October 2017. Ms. Blackwell noted that the WACO Center and Pioneer Village are excluded for the savings report.

Chairperson Smith asked if ESG will provide the College’s public relations department with a news release using the College as a model of savings.

Ms. Blackwell replied, “Yes.”

Mr. Porter indicated that the College is exploring the idea of purchasing gas generators to reduce the use of electricity.

Updates

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

Q. In reference to page nine, will there be any costs associated with the relocation of the Department of Business to Clark Hall?

A. President Barr replied, “No.”

Q. In reference to the information provided on pages 22-32, what is the reason for the increase in degrees granted?

A. Dr. Varek replied that the number increased due to DMAPS students.

Q. In reference to page 36, Criminal Justice is the biggest program based on the Student Credit Hour per faculty FTE and Teacher Education is the smallest. The College should promote the productivity of programs. What does productivity look at?

A. Dr. Vavrek responded that productivity looks at efficiencies.

Q. In reference to page 24, why are there nine faculty members for the Department of Language and Literature but not many graduates?

A. Dr. Vavrek replied it is due to general education courses that are required for all other majors.

Q. Does the faculty have enough to do?

A. Dr. Vavrek referred to the academic productivity chart and noted that there is some variation by department.

Q. In reference to the admissions update on page 37, why is the video project and Banner “live” bridge to Goldmine on hold?

A. Mr. Carver responded that they must have a good way to present the video and more equipment is needed. In response to the Banner bridge, the individual that has been contacted to write the program link has not responded; therefore, they will probably look at doing something different with Chuck Schmidt.

Q. Are there other options?

A. Marty replied that other Banner components are available at the State level; however, the components are very costly. He and Larry Porter may schedule a meeting with WVNET to discuss the options.

Q. Page 25 notes a need for an additional Communications Arts instructor. Will the College be dropping CART 101 and is it a required course for Land Resources degrees?

A. Dr. Vavrek responded the College will not be dropping CART 101. It is required in every area and the College is managing the courses with adjunct faculty.

Q. Who is responsible for technical videos that promote the College?

A. President Barr responded that Public Relations and Marketing is responsible.

Dr. Deel indicated he receives a lot of unique videos from WVU.

Marty Carver requested he forward those to him to review and he will look into what type of videos they are.

Mr. Rust indicated his grandson received a brochure from Dennison College with slick facts that included retention rates, job placement, etc.

Mr. Carver requested that he make a copy of the brochure and send it to him.

Q. Who is the College’s website under?

A. President Barr replied Jason Phares does the College’s website and Side Arms does the Athletic website.

Q. Who does athletic videos?

A. Mr. Spears replied that Jennifer Wenner does the videos.

Mr. Smith asked Marty Carver to extend the Alumni scholarship deadline, promote it more, and re-send emails.

Mr. Carver noted that out of 30-40 students that Alumni have referred, only two are new students in the system.

Mr. Smith ask that an update be provided on the Stonewall Foundation collaboration.

Dr. Vavrek reported that a meeting was held with Stonewall Foundation two weeks ago and another meeting is scheduled for next week. He further reported that Land Resources is currently working with Stonewall Foundation on signs.

Q. In reference to the Hidden Promise update on page 51, is it typical that the program has ten mentor vacancies?

A. Teresa Sterns replied it is typical because the program served thirty-nine counties with eighty-nine mentors and now that it is serving all fifty-five counties, more mentors are needed.

Q. How much costs were put into the activity center downtown and how is it working?

A. Mr. Spears responded machines were no cost to the College as they were provided by James Vending. The College purchased the couch, chairs, and TV. The number of students that visit the center on weekday nights plummet over the weekend.

Q. Does the community use the College pool and does the College offer lifeguard classes?

A. Mr. Spears reported that only a handful of community members use the pool and although there is not much interest, some lifeguard classes are being offered.

Mr. Smith asked Mr. Spears to check with Minnie Hamilton Health Systems to see if they may have a need to use the pool for physical therapy. He further referred to page 47 regarding a vacant position in public safety and the need to purchase a new public safety vehicle and requested both be put on hold.

Mr. Spears replied that a public safety officer has just been hired.

President Barr added that the public safety officer position is one of the most important positions to fill in order to adhere to the safety of students, especially on weekends.

Q. Explain where the seven percent payment rate on parking tickets came from and how much was received in parking tickets last year.

A. Mr. Spears responded that the business office provided the rate on parking tickets and \$25,000 – 30,000 was received in parking tickets last year.

Mr. Smith asked Mr. Pounds to provide a list of all scholarships that are offered by the College to the Board at its next meeting. He further recognized Hidden Promise for receiving the ACT West Virginia Preparedness Award.

Executive Committee

Greg Smith, Chair, reported that the Committee discussed the new president transition and set the agenda for this meeting. President Barr and Dr. Pellett has had conversations regarding a time for Dr. Pellett to visit in May. They will be working together on new hires, budgets, etc.

Business and Finance Committee

Rich Heffelfinger, Chair, reported that Larry Porter has been submitting a significant amount of time reviewing bond refinance options, business policies, accounting processes, etc.

Ms. Reed inquired how the College is doing with accounting processes.

President Barr indicated that Larry Porter has found a lot of information that was being placed in spreadsheets but not being communicated. There is a need for a better way to effectively collect accounts receivable. The cash revenues are improving due to new processes being implemented.

Mr. Porter reported that he is working diligently to prepare a budget to bring to the Board at its June meeting.

Mr. Butcher asked if a deadline will be missed.

President Barr replied, "Yes, the HEPC deadline," and he intends to report three to five percent increase in tuition and fees or keep it at zero.

Mr. Porter announced the HEPC deadline is May 26th.

Mr. Smith said he spoke to the Chancellor regarding tuition and fees and he does not have a problem with the College waiting until the State budget is released.

Enrollment Management Committee

Steve Gandee, Chair, invited everyone to join the enrollment management committee meetings at 10:00 am prior to the 11:00 am committee meetings begin to discuss and share ideas for recruitment. He reported the numbers across the Board is ten percent. There may be some soft numbers in that percent due to some who apply and are accepted but do not go ahead and come to Glenville State. In the past, the College was only recruiting seniors which is only twenty-five percent of high school seniors who had not made up their minds where to go to school. According to National Survey Data, it costs \$500 per student to recruit and the College spends \$300 per student. It also costs to retain students; therefore, more resources are needed. Mr. Gandee requested that the Committee meet with the Enrollment Committee and begin on working on ideas for recruitment and retention. Marty Carver is going to relook at the recruiting location report and may make changes. Mr. Gandee suggested placing a sign every five miles on the road to Glenville from Burnsville that says for example, "Just 7 more miles to GSC." He further noted that the College's tuition is the second highest of all State schools.

President Barr reminded all that the College has never been above a breaking point during his tenure, therefore, tuition had to be increased. He announced that the Chairperson for the Higher Learning Commission team noted that Glenville State College's retention is much better than expected.

Mr. Spears reference page 45 of the Board book and pointed out that the Academic Support Center retained twenty students this year.

Professor Peck suggested reviewing and revising the Board by-laws.

Ms. Sterns indicated that his email request to do that was received; however, it was decided to wait and include the new president in the review and revisions of the by-laws.

Student and Academic Affairs Committee

Ralph Holder, Chair, asked Milan Vavrek to provide a report.

Dr. Vavrek referred to the five program reviews in the Board book that include executive summaries and noted each have exhibited increased enrollment.

Mr. Smith made the following suggestions

1. Make the Land Surveying a four year program.
2. The College should market that all students who applied to graduate schools were accepted.

3. Include in the marketing piece that ninety-five percent of employers consider hiring students permanently and the other five percent consider hiring students in the next year.
4. Should not reduce the Land Survey Technology curriculum from 69 hours to 60 hours.
Milan Vavrek responded that the 60 hours was mandated by the Higher Education Policy Commission but it still has all of the content.

Dr. Vavrek referenced the Assurance Argument Executive Summary on page 96 and noted that it had been submitted to the Higher Learning Commission. He further announced that there is a limit to the number of associate degrees four year colleges are allowed to offer; however, he will confirm that at the next meeting.

TIM BUTCHER MOVED THAT THE BOARD OF GOVERNORS APPROVES THE PROGRAM REVIEWS FOR THE FOLLOWING PROGRAMS: BACHELOR OF ARTS IN ART, BACHELOR OF ARTS IN CHEMISTRY, ASSOCIATE OF SCIENCE IN LAND SURVEYING, AND ASSOCIATE OF ARTS IN GENERAL STUDIES. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee of the Whole

Chairperson Gregory Smith referenced the proposed Board of Governors Scholarship resolution on page 98 and asked for a motion.

MIKE FOREBES MOVED THAT THE BOARD OF GOVERNORS AGREES TO FUND JOINTLY THE BOARD OF GOVERNORS AWARD, A FULL TUITION AND FEE SCHOLARSHIP FOR THE 2017-18 ACADEMIC YEAR. THE NEED-BASED SCHOLARSHIP WILL BE AWARDED TO A WEST VIRGINIA RESIDENT WHO MEETS THE REQUIREMENTS OF THE WEST VIRGINIA PROMISE SCHOLARSHIP CRITERIA. BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Pounds announced that the GSC Foundation will invoice all members and noted that Mrs. Morris always donates enough for other students.

Mr. Smith acknowledged some of President Barr's accomplishments and thanked him for his service. He asked for a motion to grant Dr. Barr President Emeritus status.

TIM BUTCHER MOVED THAT THE BOARD OF GOVERNORS AGREES TO GRANT PRESIDENT EMERITUS STATUS TO PRESIDENT PETER B. BARR TO BE PRESENTED AT THE MAY 2017 COMMENCEMENT. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President's Report

President Barr provided a partial list of activities that he has been engaged in since the last meeting to the Board and reported the following:

- A follow-up on the audit bullet points.

- Next year's projections for dual credit high school students.
- The Second Chance Pell for FCI-Gilmer and Huttonsville Correctional Center was announced last July and put into place in fall. The numbers are growing.

Mr. Spears announced the College has received \$288,000 from Second Change Pell to date. He projects the College will receive \$160,000 in summer and a total of \$500,000 for the year.

- Tuition and fees will be a continuing struggle.
- The Hidden Promise program continues to grow and it hopes to have 100 new freshmen Scholars in fall.
- There is currently \$730,000 in cash reserve funding that the College may access through the GSC Foundation.
- The College is asking pledgers to pledge funds to be held in CD's at the bank.
- Working on refinancing bonds and a loan package to bring to the Board at its next meeting.
- The College no longer has a SWAP at this time, so it is saving \$600,000 a year.
- A proposal was submitted to take over the food service; however, Aramark has a new proposal for the College to consider. The College will probably to continue to work with Aramark as long as they will assist in cutting costs.
- The Higher Learning Commission team visit has been completed and they will probably come back with concerns on assessment. One of the concerns will probably be that the College did not follow the strategic plan in the area of involving more faculty and staff in input and review. Another concern will probably be cash reserves.

Chairperson Smith requested that the Executive Committee of the Board be involved in the negotiations for a new contract with Aramark.

No objections from the Board were versed.

President Barr offered to circulate the proposed draft agreement between the College and Aramark to the Executive Committee.

Mr. Smith asked Marty Carver why he could not get access to the Alumni database.

Mr. Carver said he will work with Denny Pounds on the access.

Chairperson Smith asked Mr. Spears to provide a list of grants applied for and received at the next Board meeting. He further asked Marcal Lazenby to provide information on boxing, cheerleading, wrestling, and swimming.

Mr. Lazenby announced that he is currently working with Marty Carver and Denny Pounds to form a spirit team to move under athletics along with a part-time coach and scholarships to offer. He said he will provide a report on boxing at the next Board meeting but he is still working on wrestling and swimming.

Professor Peck thanked President Barr for attending the Westminster meeting.

Mr. Rust requested that a resolution be prepared to recognize Betsy Barr for her service.

There was unanimous agreement.

Announcements

Mr. Smith made the following announcements:

- A. Alumni Day is scheduled for April 22, 2017. A schedule of events may be accessed on the College's website.
- B. The HPS Graduation dinner will be held on April 27, 2017 at 5:00 pm in the MCCC, Ballroom.
- C. A farewell reception will be held on May 3, 2017 from 12:00 pm – 1:30 pm in the MCCC, Ballroom for President and Mrs. Barr. Faculty, Staff, Students, Board of Governors, and the Community is invited to attend.
- D. Commencement is scheduled for May 6, 2017 at 10:00 am in the Waco Center.
- E. The next Executive Committee meeting is scheduled for May 31, 2017.
- F. The next full Board meeting date is scheduled for June 14, 2017.
- G. Staff Council and Faculty Senate will meet with the Board directly following today's meeting in accordance with WV Codes §18-B-6-3(g) and §18B-6-6(g).

Mr. Butcher invited all to the Pioneer Derby on May 5th.

The Board recessed at 3:50 pm to meet with Faculty Senate and Staff Council.

The Board reconvened at 4:17 pm.

Possible Executive Session

TIM BUTCHER MOVED THAT THE BOARD GO INTO EXECUTIVE SESSION PURSUANT TO WV CODE §6-9A-4(b)(2)(A) TO CONSIDER A MATTER ARISING FROM THE RETIREMENT OF A GLENVILLE STATE COLLEGE EMPLOYEE. RICH HEFFELFINGER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Rise from Executive Session

RICH HEFFELFINGER MOVED THAT THE BOARD RISE FROM EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Actions Emanating from Executive Sessions

RALPH HOLDER MOVED THAT THE BOARD OF GOVERNORS AGREES TO GRANT VICE PRESIDENT EMERITUS STATUS TO JAMES SPEARS TO BE PRESENTED AT THE MAY 2017 COMMENCEMENT. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 4:26 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President