

**Glennville State College
Board of Governors**

March 20, 2002

Agenda

1. Call to Order
2. Establishment of a quorum
3. Approval of the Minutes of January 16, 2002
4. Public Comment period
5. Presentation: North Central Accreditation; Dr. Kathy Butler
6. President's Report
7. Committee Reports
 - a. Executive Committee
 - b. Business Affairs Committee
 - c. Student and Academic Affairs Committee
 - d. Community and Technical College Committee
 - e. Committee of the Whole
 1. Student assessment of learning
 2. Academic calendar and schedule
 3. Tuition and fees for 2002 – 2003
 4. Tuition waivers
 5. Travel management
8. Old Business
9. New Business
10. Possible Executive Session
11. Adjournment

President's Report

- Special Recognition
- Applications to date
- Seamless Curriculum
- Crisis Manual
- Capital City Reception
- Basketball honors
- Transfer of property
- Nicholas County Building
- Annual Fund
- Pioneer Awards
- Business Practice review sessions
- Consultations
 - Student Life
 - Library
- Listening session and report
- Administrative review process
- Dora Heflin Garden
- Pioneer Way renovations
- Commencement
- Legislative update
- HEPC update
- On-going searches
- Guidelines for employing and evaluating Presidents

Possible Executive Session

- Update on Wallace Bookstore claim
- Legal issues concerning Pioneer Village
- New grant
- Promotion and tenure issues

Glennville State College
Board of Governors Meeting
March 20, 2002
Heflin Student Union, Verona Mapel Room
Glennville, West Virginia

Members Present: Mr. R. Terry Butcher, Chair
Mr. Ronald Blankenship
Mrs. Marjorie Burke
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Gerald Hough, Faculty Representative
Ms. Linda Carney, Staff Council Representative
Brandon Riffle, Student Representative

Members Absent: Mr. Terry, Bean, Vice Chair
Dr. Willis J. Perry
Mr. Joseph Peters
Mr. Donald Southall

Faculty & Staff Present:
Dr. Thomas H. Powell, President
Ms. Marty Armentrout, Vice President for Enrollment
Dr. Kathy Butler, Associate Vice President for Academic Affairs
Ms. Ronna Dittman, Executive Assistant to the President
Dr. Joe Evans, Senior Vice President for Academic Affairs
Mr. Robert O. Hardman, II, Vice President for Business and Finance
Ms. Cheryl McKinney, Vice President for Student Life
Dr. Debra Simon, Provost for the Community and Technical College

Guests Present: Ms. Jennifer Butler, President-elect, GSC Student Congress
Mr. Bill Williams, Glennville Democrat-Pathfinder

Call to Order

Chairman R. Terry Butcher called the meeting to order at 12:44 p.m. Mr. Butcher noted that roll call had been taken and a quorum had been established.

Approval of November 9, 2001, Minutes

IT WAS MOVED BY MR. BRANDON RIFFLE TO APPROVE THE MINUTES OF THE JANUARY 16, 2002. MR. GERALD HOUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

Public Comment

No one was present or came forward for public comment.

North Central Accreditation Report

Due to the poor weather and flooding conditions that prevented the attendance of several Board Members, President Powell requested that the Board consider deferment of this presentation until the next board meeting.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE NORTH CENTRAL ACCREDITATION REPORT BE DEFERRED UNTIL THE JUNE MEETING OF THE BOARD. MR. FRED RADABAUGH SECOND THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

President's Report

President Powell apologized to the Board that packets had not been sent prior to the meeting. This was due to the ongoing changes in information to be discussed and President Powell advised that updates had just been received this morning when the packets were updated yet again.

President Powell provided an update on the following:

- a. President Powell introduced Ms. Jennifer Butler, President-elect of the Glenville State College Student Congress. In her role as President, Ms. Butler will serve as the Student Representative to the Board of Governors.
- b. Special Recognition of Mr. Brandon Riffle, Student Representative to the Board. President Powell advised the Board that this was Mr. Riffle's last meeting as his term as Student Congress President was ending.

Mr. Ronald Blankenship requested that the following Resolution be entered into the formal record.

In Appreciation . . .

Whereas Mr. Brandon Riffle is a native of Jane Lew, Lewis County, West Virginia; and

Whereas Mr. Riffle is a senior at Glenville State College majoring in Elementary Education with a specialization in General Science 5 - 9; and,

Whereas Mr. Riffle has been actively involved in the Chess Club, Alpha Xi Omega and Student Congress while a student at Glenville State College since Fall 1996; and,

Whereas Mr. Riffle has volunteered at the Jane Lew Elementary School Reading Lab; and,

Whereas Mr. Riffle has served as a Glenville State College Student Marshal; and,

Whereas Mr. Riffle has served as the President of the Glenville State College Student Congress for the 2001 – 2002 academic year; and,

Whereas Mr. Riffle has served as the Student Representative to the Glenville State College Board of Governors for the 2001 – 2002 academic year; and,

Whereas Mr. Riffle has maintained his commitment to the *Oath of Academic Excellence* and the *Renaissance of Shared Values*; and,

Whereas Mr. Riffle has answered the College's calling of *Tradition, Innovation, Leadership* and *Community* in his role as a student and student leader;

Now therefore be it resolved that the President of Glenville State College and the Board of Governors express our appreciation to Mr. Brandon Riffle for his commitment to Glenville State College and to his service on the Board of Governors.

Recorded this 20th day of March the year of our Lord, 2002.

The resolution was signed by President Powell and Chairman Butcher.

Mr. Blankenship presented the Resolution to Mr. Riffle on behalf of and in appreciation from the Board of Governors.

- c. Applications to date – President Powell introduced Ms. Marty Armentrout, Vice President for Enrollment Services, who provided an update to the Board on applications to date as well as Promise Scholarship statistics for our ten county service area. Furthermore, Vice President Armentrout advised the Board of activities the Office of Admissions had been participating in.

Chairman Butcher asked that the record reflect that Mr. Gerald Hough had left the meeting to attend a funeral that many others on the Board would like to attend were it not for their responsibility to the Board. Mr. Hough left the meeting at 12:55 p.m.

- d. Seamless Curriculum – President Powell introduced Dr. Debra Simon, Provost, Community and Technical College, who reported on Articulation Agreements with Calhoun, Webster, Lewis, Gilmer and Braxton counties in regard to courses that will fit into the Associates Program for business, marketing and administrative support majors. Dr. Simon expressed her appreciation to Mr. Blankenship for his support and assistance with this agreement. Dr. Simon also advised that they were working on another Articulation Agreement for Land Resources.
- e. Crisis Manual – President Powell introduced Ms. Cheryl McKinney, Vice President for Student Life, who reported that the Crisis Manual had been completed and was distributed to each building manager and appropriate College personnel in October 2001. She thanked Mr. Robert DuBray, Director of College Operations, and Mr. Phil Huff, Director of Campus Security, for their diligence in completing the manual.
- f. Capital City Reception/Annual Fund – President Powell reported the success of the reception and the good response that was being received from the “ask” that just went out for the Annual Fund.
- g. Basketball Honors – President Powell reported on the Lady Pioneers success, the success of the East Region Tournament held in Glenville and trip to Minnesota for the Elite Eight Tournament.
- h. Transfer of Property/Nicholas County Building – Chairman Butcher excused himself from discussion of transfer of property and left the room. President Powell reported that with the approval of the Ethics Commission, he had secured the services of local attorney, Mr. Timothy Butcher, to handle the transfer of the Nicholas County property from the Nicholas County Building Commission to the College. The negotiations and dealings are progressing.

Chairman Butcher returned the room and the completion of discussion of the transfer of property.

- i. Business Practice Review sessions – President Powell introduced Mr. Robert Hardman, Vice President for Business and Finance, who advised that while the attendance was low, the two sessions held for the reviews went well and the dialogue was good.
- j. Consultations – President Powell advised that a review of Student Life had recently been completed and he expected a report to be forthcoming. In addition, a consultant has been secured for a Library Review. This process is scheduled to begin within the next two weeks. Once all the information has been received, a report will be provided to the Board. President Powell also reported that Dr. Dennis Merrill, from York Technical College, had also been secured for a review of the Community and Technical College.
- k. Listening sessions and report – President Powell advised that he had been holding listening sessions on campus. To day, President Powell has met with groups representing faculty, staff, students and community members. A session with alumni has been scheduled as well as a student and community session at the Community and Technical College. President Powell advised that a report would be compiled once all meetings had been held.
- l. Administrative Review Process – President Powell reported that the administrative review process was underway.

- m. Dora Heflin Garden – President Powell reported, with pleasure, that work was underway on the Dora Heflin Garden and that completion is expected prior to Commencement.
- n. Commencement – President Powell reported that Congressman Alan Mollohan had accepted the invitation to present the keynote address at Commencement and that plans for the event were coming along.
- o. Legislative Update – President Powell advised that the legislative update was included in the Board packet. Discussion took place regarding Senate Concurrent Resolution 32, with the Board being advised that the resolution died in the House Education Committee. President Powell also advised that the Legislature was in the process of approving a budget.
- p. HEPC update – President Powell advised that Chancellor Mullen will be attending the June Board of Governors meeting. President Powell also distributed the FY 2001 Deficit documents.
- q. On-going searches – President Powell advised the Board that the Dean of Teacher Education search was still going forward. Also, a new search was to be launched for the Head Men's Basketball Coach and President Powell reported that Mr. Eric Schofield had been appointed Interim Head Men's Basketball Coach. At this point, President Powell also reported that our physical plant and mail room staff would begin wearing uniforms (in response to security issues raised as a result of the 9/11 incidents).
- r. Guidelines for employing and evaluating Presidents – President Powell reported that the newly revised guidelines were included in the Board packet and that the Board members could review them and send comments to President Powell or Chancellor Mullen.

Chairman Butcher requested that the record reflect that Mr. Gerald Hough returned the meeting at 1:40 p.m.

Committee Reports

Executive Committee

Chairman Butcher reported that the March 4, 2002, meeting of the Executive Committee was cancelled and that material was transported via mail and that there had been no objection to any of the materials.

Business Affairs Committee

No committee meeting was required.

Student and Academic Affairs Committee

No committee meeting was required.

Committee of the Whole

1. Student Assessment of Learning – President Powell advised that this information was contained in pages 31 – 34 of the Board packet.
2. Academic Calendar and Schedule – President Powell advised that this information was contained in pages 35 – 39 of the Board packet. The President introduced Dr. Joe Evans, Senior Vice President for Academic Affairs, who explain the process for determining the academic calendar and schedule.
3. Tuition Waivers – President Powell directed the Board's attention to page 40 of the Board packet and explained his request for a change in the percentage of distribution of waivers. In order to comply with the report from the Office of Civil Rights, without negatively affecting men's sports, some addition waivers for women's sports were necessary.

IT WAS MOVED BY MR. RONALD BLANKENSHIP THAT FOR THE 2002 – 2003 ACADEMIC YEAR, TUITION WAIVERS BE AWARDED ACCORDING TO THE FOLLOWING GUIDELINES: 57% TO ACADEMIC AWARDS AND 43% TO ATHLETIC AWARDS. MR. BLANKENSHIP FURTHER MOVED THAT THE STANDARDS AND PROCEDURES FOR GLENVILLE STATE COLLEGE TUITION WAIVERS BE DEVELOPED FOR CONSIDERATION BY THE BOARD OF GOVERNORS BY DECEMBER 31, 2002. MR. FRED RADABAUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

4. Travel Management – President Powell directed the Board's attention to page 45 of the Board packet.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE BOARD OF GOVERNORS DELEGATE TO THE PRESIDENT THE AUTHORITY OF MANAGING TRAVEL OF GLENVILLE STATE COLLEGE FACULTY, STAFF, ADMINISTRATION AND STUDENTS (ON COLLEGE BUSINESS/ACTIVITY) IN COMPLIANCE WITH THE GUIDELINES ESTABLISHED BY THE STATE OF WEST VIRGINIA, THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND THE BOARD OF GOVERNORS. MR. FRED RADABAUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

5. Tuition and Fees for 2002 - 2003 – President Powell distributed materials regarding tuition and fees for the 2002 – 2003 academic year.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE BOARD OF GOVERNORS APPROVE THE PROPOSED FEE SCHEDULE – PER SEMESTER FOR ACADEMIC YEAR 2002 – 2003 AS SUBMITTED. MR. RONALD BLANKENSHIP SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE BOARD OF GOVERNORS APPROVE THE PROPOSED FEE SCHEDULE – PER SEMESTER FOR ACADEMIC YEAR 2002 – 2003 FOR THE COMMUNITY AND TECHNICAL COLLEGE COMPONENT AS SUBMITTED. MR. RONALD BLANKENSHIP SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE BOARD OF GOVERNORS APPROVE THE GLENVILLE STATE COLLEGE ROOM AND BOARD PROGRAMS FOR FY 2002 AND FY 2003 ONLY AS SUBMITTED. MR. FRED RADABAUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE THE PROPOSED FEE SCHEDULE – PER SEMESTER FOR ACADEMIC YEAR 2002 – 2003 FOR SPECIAL FEES AND CHARGES WITH A REPORT DUE TO THE BOARD REGARDING THE APPLIED MUSIC FEE AS AMENDED. MR. RONALD BLANKENSHIP SECONDED THE MOTION.

THE MOTION WAS APPROVED BY MAJORITY, WITH MR. GERALD HOUGH BEING THE ONLY DISSENT, AND CARRIED.

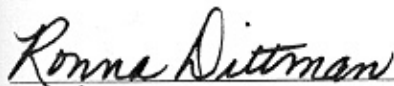
Executive Session

IT WAS MOVED BY MR. RONALD BLANKENSHIP THAT THE BOARD MOVE INTO EXECUTIVE SESSION FOR THE REVIEW OF TWO LEGAL AND PERSONNEL ISSUES. MR. GERALD HOUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY AND CARRIED.

At 3:10 p.m., the Board moved into Executive Session and all attendees, with the exception of the Board and President Powell, were excused.

At the completion of the Executive Session and receiving no response to his request for additional items of business, Chairman Butcher declared the meeting adjourned at 4:08 p.m.



Ronna Dittman

Executive Assistant to the President