

**Glenville State College
Board of Governors Meeting
December 2, 2015
Waco Center, Hall of Fame Room
Glenville, West Virginia**

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

Staff Present: Dr. Peter B. Barr, President
Mr. Robert O. Hardman, II, Executive Vice President
Mr. Greg King, Associate Vice President of Enrollment
Mr. Marcal Lazenby, Director of Athletics
Mr. Dennis J. Pounds, Vice President for College Advancement
Mr. Thomas Ratliff, Exec. Director of Physical Plant
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

Faculty Present: Dr. Joe Evans, Professor of Physical Science
Dr. Fred Walborn, Professor of Psychology

Guests Present: Ms. Audra Blackwell, Business Development Manager, Energy Systems Group

Call to Order

Chairperson Greg Smith called the meeting to order at 12:58 p.m.

A quorum was established.

Approval of Minutes

RICH HEFFELFINGER MOVED TO APPROVE THE MINUTES OF THE OCTOBER 14, 2015 MEETING AS PRESENTED. BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Report from Energy Systems Group (ESG) – Audra Blackwell

Audra Blackwell, Business Development Manager for ESG, presented an annual energy savings report for Glenville State via PowerPoint. The original cost of the energy savings project was \$4.1 million with a guaranteed \$2.6 million in energy savings over 15 years. The savings from May 2014 through July 2014 was \$47,355 and the total savings from August 2014 through July 2015 was \$247,646. Ms. Blackwell showed a video that features the Glenville State and ESG partnership.

Chairperson Smith inquired whether the energy savings report had been sent to HEPC.

President Barr replied that it would be.

Report on Retention – Fred Walborn and Joe Evans

Dr. Walborn showed a PowerPoint presentation and distributed printed materials showing Collaborative Project accomplishments. The Project has been an effort of faculty, staff, administrators, and students to review the last nine years of data to better assist students assigned to developmental courses. Five task forces were created with faculty and staff volunteers sitting on the committees.

Dr. Evans discussed the first two of the five task forces. Task Force I, Developmental Math Action Plans, includes developing and implementing strategies to improve pass rates of the 70 percent of first-time, full-time freshmen needing developmental math courses. An advising team will be put into place to assist students in all developmental courses to make sure those students do not take more than 15 hours a semester. Task Force II, GSC 100 Action Plans, will require new full-time students who have earned fewer than 30 hours to enroll in GSC 100. Dr. Evans reported that the retention and graduation percentage rates of students who took GSC 100 were significantly higher than those who did not.

Dr. Walborn discussed Task Forces III, IV and V. Task Force III, Non-Traditional Students Action Plans, implemented a focus group with non-traditional students to survey their needs. The Task Force has been reviewing the student withdrawal process, developing a parking plan for commuter students, encouraging non-traditional students to serve as members of student government, and identifying possible locations for a non-traditional student lounge. The lounge has been outfitted and is located in Louis Bennett Hall.

Task Force IV, Developmental English Action Plans, considered offering a developmental reading course to specific students, developing an in-house writing assessment for matriculating students, and implementing strategies to improve pass rates in the developmental English course.

Task Force V, Veteran Affairs Action Plans, reviewed and revised existing practices to insure consistency with expectations in WV HB 2490, revised the exiting deployment policies and procedures to ensure consistency with HEPC standards, updated the College website to show increased resources for veterans, and visited selected active duty military bases.

Update on Women's Soccer – Marcal Lazenby

Mr. Lazenby provided a report to the Board regarding the women's soccer program that showed a program budget including scholarships. He indicated that the soccer team with a 28-player roster would be the largest women's team on campus. Currently, there are nine MEC schools that sponsor women's soccer. The College meets the NCAA field requirements. The next steps to launch the program are obtaining President's approval, hiring a coach, recruiting players, and starting Conference play. This fall the team would play at the junior varsity (JV) level and at the varsity level in 2017-18. Mr. Lazenby anticipates recruiting 36 soccer athletes, which will benefit the College's Title IX compliance.

Q. What is the net margin for education for each student that will be brought in to cover the costs of the program?

A. The information will be presented at the next Board meeting.

Q. What is the breakeven point for recruiting to keep the program from being in a negative position next year?

A. The information will be presented at the next Board meeting.

Q. Is it feasible to put the program into place with the current budget restraints and does the College have the funds to offer the scholarships?

A. President Barr responded that the additional student-athletes that we do not currently have would generate monies to offset costs. In reference to scholarships, one option is to offer housing scholarships rather than financial awards.

Mr. Lazenby added that the soccer coach would be expected to raise monies to assist with the program expenses.

Q. What is the approximate cost of instruction per student?

A. Mr. Hardman replied that it is approximately \$7,000 annually.

Chairperson Smith suggested that the College proceed to advertise for women's volleyball and soccer coaches prior to the next Board meeting in February. In the event the figures do not appear satisfactory at the next meeting, the ads may be withdrawn.

President Barr agreed that the College would post the ads and bring projected expenses and revenues to the Board at the next meeting.

Q. Is the College still working on a plan to expand the marching band?

A. President Barr replied that costs are still being reviewed for scholarships, uniforms, etc. A committee will be created to work on the plan. The band director will have to raise funds like the athletic coaches do to cover the extra costs.

Updates

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

Milan Vavrek discussed Title 133 Procedural Rule, WV HEPC Series 59, Awarding Undergraduate College Credit for Prior Learning, and announced that the College's Academic Policy Committee has drafted a policy to bring to the Board to comply with Series 59.

Q. What is the status of the SGA requesting a policy or procedure be published regarding student issues with faculty members as reported in the Faculty Senate update on page 21?

A. Paul Peck replied that the Senate President has directed the Academic Policy Committee to work on it and noted that there is no agreed upon procedure for this particular form of complaint other than a procedure for an appeal.

Conner Ferguson indicated that there is no formal procedure posted anywhere on campus. He suggested including a procedure in the student handbook and online.

President Barr described the usual collegiate procedure to Mr. Ferguson and encouraged him to survey the SGA membership regarding other information students would like included in the handbook.

Q. What are blue-out days?

A. Ann Reed responded that everyone wears blue to show college pride just like the Blue Madness group.

Q. In reference to the Staff Council update on page 23 under recruitment and retention ideas, what is intended by review recruitment practices for student athletes?

A. Ann Reed explained that coaches sometimes offer scholarships and promises to students in error, which results in unnecessary student turnover.

Mr. Lazenby added that changes are currently being considered by the NCAA to remedy this problem.

Q. Please explain what personal outreach to students with unpaid bills means, listed under recruitment and retention ideas on page 23.

A. Ann Reed answered that it refers how to reach out to students who have unpaid bills, e.g., be more rigid, notify students earlier, or terminate students' meal plans. Students do receive delinquent notices, but telephone calls could be productive. Coaches are notified when student-athletes are delinquent.

Q. Are parents notified of a student's unpaid balance?

A. Mr. Hardman replied that the College may not notify parents due to FERPA regulations. President Barr added that the College may notify parents, but the communication needs to inform them of the process to obtain a FERPA waiver allowing them to be advised of their student's academic and financial standing. Student notices should also be sent to students' home addresses.

President Barr inquired about the number of students that were expunged for non-payment in the fall.

Ms. Reed replied that there were five students last semester.

Q. Are registration holds placed on students' accounts even if they are current on making their payments?

A. Mr. Hardman answered yes.

President Barr requested that "holds" not be placed on students' accounts who are current on payments, so they may pre-register.

Mr. Hardman said he would generate a list of students who are current and non-current on making payments.

Q. In reference to the External Relations update on page 16 under Public Safety, over 300 citations have been issued to date. Is the number of citations higher than usual and what is the cost to students?

A. Mr. Spears said the cost depends on the type of citation issued. The violator may choose to waive the first citation if they agree to pay future fines. Generally, there are no repeating offenders. The number of citations issued in the fall is about the same as it has been.

Q. Is there enough personnel on hand to monitor residence hall noise, use of illegal drugs, etc.?

A. President Barr announced that there is a search being conducted for a new residence director and there are resident assistants on every floor. A campus officer covers the area almost 24/7.

Q. How many vehicles are towed each semester?

A. Mr. Spears will provide the number at the next meeting.

Executive Committee

Greg Smith, Chair, reported that the Committee discussed methods for contacting alumni and updating information through Blackbaud, Razors Edge, etc. He provided information to the Committee on the WV Center on Aging provision for seniors to receive pay for such activities as contacting an institution's alumni. The Committee also discussed increasing on-line courses and offering courses at the Summersville sight next fall.

Business and Finance Committee

Rich Heffelfinger, Chair, reported that the Committee discussed strategies on responding to Moody's rating requirement for an annual review.

Mr. Hardman stated that a budget update would be provided at the next meeting.

Enrollment Management Committee

Steve Gandee, Chair, reported that the application number is up according to Greg King's report. He recognized Mr. King and complimented his efforts while a college employee. Mr. Gandee proposed to add an executive session at the end of the agenda to discuss information presented during the Committee meeting.

Q. What are the plans for recruiting a replacement for Mr. King?

A. President Barr has contacted an agency to recruit retirees in the enrollment field to cover Mr. King's area until a permanent person may be hired in the spring.

Student and Academic Affairs Committee

Ralph Holder, Chair, reported that Dr. Vavrek and Mr. Spears shared information on General Education requirements, retention updates, and federal funding. He asked that each share the information with the Board.

Dr. Vavrek assured the Board that the number of hours of General Education requirements were consistent with those at other state colleges.

Mr. Spears discussed the goals set and services provided by Student Support Services and the Academic Support Center.

Committee of the Whole

President Barr reminded the Board that due to the number of comments received on Policy 52, Intellectual Property Rights, the Board did not take action on the policy. The Board further referred the policy back to a Faculty Senate subcommittee and administration committee to rework the policy and bring it back to the Board for review.

TIM BUTCHER MOVED TO APPROVE THE PROPOSED REVISIONS TO POLICY 52, INTELLECTUAL PROPERTY RIGHTS. PAUL PECK SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

TIM BUTCHER MOVED TO APPROVE THE PROPOSED REVISED BOARD FINAL DRAFT POLICY 52, INTELLECTUAL PROPERTY RIGHTS AND IT BE POSTED ON THE WEBSITE FOR 10 DAYS FOR COMMENTS. IF NO COMMENTS ARE RECEIVED, THE POLICY SHALL BE SUBMITTED TO THE HIGHER EDUCATION POLICY COMMISSION FOR APPROVAL. PAUL PECK SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Tourism and Training

Dr. Milan Vavrek provided an update on tourism studies regarding ideas for recruitment discussed at the last meeting. He reported that the College currently has a resort area management degree and an outdoor recreation minor. He identified two apparent options; to combine the two programs with a new title or to add the programs under interdisciplinary studies.

Schools in the State that offer this type of degree are private schools. There are currently five students enrolled in the outdoor recreation program and six enrolled in the resort management program.

President's Report

President Barr provided a summary listing of his activities since the last Board meeting.

President Barr reported the following:

- He spoke with Michael Lipton regarding two possible exhibit venues for the WV Music Hall of Fame; the Fine Arts basement or the top floor atrium of the Waco Center.
- WVU Health Sciences and Brick Brothers physicians are interested in working with Minnie Hamilton Health Systems (MHHS) to send certain specialists to MHHS monthly. They are also looking at the possibility of housing a dialysis center in the remaining MHHS space in the Waco Center.
- Steve Whited indicated that upon completion of MHHS patient surveys, he would provide a copy to President Barr to share with the Board.

President Barr asked Mr. Tom Ratliff to discuss the new handheld radios and functions to the Board.

Mr. Ratliff provided a handheld radio device to President Barr that will inform him of any emergencies reported in Gilmer County. In the event of an emergency on campus, the College has its own frequency that only college personnel may use to communicate with each other. Fifty radios have been issued across campus. Faculty will be issued keys to their classrooms. Faculty will be required to keep their classrooms locked at all times for security purposes. He further reported that the College has purchased a new handicap shuttle bus. Mr. Ratliff announced that the corrections academy was fully accredited for the next three years.

New Business

N/A

Announcements

Mr. Smith made the following announcements:

- Hidden Promise Scholar Graduation Dinner will be held this evening at 5:00 p.m. in the MCCC Ballroom.
- Commencement will be held on December 12, 2015 at 10:00 a.m. in the Waco Center.

Mr. Gandee withdrew his proposal to add an executive session to the agenda.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 3:58 p.m.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President