

**Glennville State College  
Board of Governors Meeting  
October 19, 2016  
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, via teleconference  
Mr. Stephen Gandee  
Mr. Richard Heffelfinger  
Mr. Ralph Holder  
Ms. Sue Morris  
Mr. Mike Rust  
Mr. Paul Peck, Faculty Representative  
Mr. Reed Ratliff, Student Representative  
Ms. Ann Reed, Staff Representative

Staff Present: Dr. Peter B. Barr, President  
Mr. Marty Carver, Vice President of Enrollment  
Ms. Jessica Goodrich, Adm. Asst. for External Relations  
Mr. Robert O. Hardman, II, Executive Vice President  
Mr. Marcal Lazenby, Director of Athletics  
Mr. Dennis J. Pounds, Vice President for College Advancement  
Ms. Teresa Sterns, Executive Assistant to the President  
Dr. Milan Vavrek, Vice President for Academic Affairs

### **Call to Order**

Chairperson Greg Smith called the meeting to order at 12:46 p.m.

### **Swearing In of Re-Appointed Board Member**

Chairperson Greg Smith administered the Oath of Office to re-appointed lay member Ralph Holder.

A quorum was established.

### **Approval of Minutes**

IT WAS MOVED BY RICH HEFFLEFINGER TO APPROVE THE MINUTES OF THE AUGUST 24, 2016 MEETING AS PRESENTED. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

The following were provided as handouts to the Board:

- 2016 HEPC Institutional Compact Update (Draft – 10/19/16)
- Glenville State's Higher Learning Commission Application to add additional locations
- Glenville State College and Research Corporation Grants (List of active grants FY2016-17)
- Presidential Search Process/Timelines
- Proposed Presidential Search Committee Appointees

### **Public Comment**

N/A

### **Updates**

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

Q. Was it HEPC's policy to do away with Foundation courses?

A. President Barr responded, "Yes."

Q. Is it normal that 106 students were expunged?

A. Ann Reed replied, "Yes" and reported 140 were expunged last semester.

Q. Are the 106 expunged students included in the 122 students not returning from spring?

A. Ann Reed responded, "No."

Q. Is there a report that indicates why students are leaving?

A. Ann Reed responded, "Yes."

Q. Are the students that are dropping out seeking a particular major?

A. Ann Reed replied that she has not checked that information.

Q. In reference to pages 13-14 of the Board book, are SSS and Academic Support separate programs?

A. Jessica Goodrich answered, "Yes."

Q. Is tutoring the same for both groups of students?

A. Jessica Goodrich replied that tutoring is the same but Academic Support provides tutoring to students not in SSS. SSS can only provide tutoring to students eligible for their programs.

Q. In reference to the tutoring report, what does the number of visits mean?

A. Paul Peck responded that the number of visits is the number of times a student has signed in for tutoring visits.

Q. Mr. Peck asked if an update on last year's budget outcome/final figures will be provided?

A. Mr. Hardman responded that he would provide an update at the next meeting. Mr. Hardman also referred Professor Peck to a report from the August board meeting.

In reference to the August Board retreat, Professor Peck inquired as to whether any Board joint committee meetings would be scheduled in the future. President Barr announced that joint committee meetings would be scheduled prior to the full Board meeting in November.

Mr. Smith asked Mr. Lazenby to provide an update on any new athletic programs being considered?

Mr. Lazenby reported that he had spoken to the MEC Commissioner and they had discussed adding wrestling and men and women's swimming.

Mr. Smith inquired if Mr. Lazenby checked into starting an athletic trainer program.

Mr. Lazenby responded that, before an athletic training certification program is permitted, the institution must offer a Master's program. He believes the offering of a Master's degree program in any area will suffice but will check into it.

Mr. Smith requested that Jonathan Massey provide an update on High Adventure at the next Board meeting. In reference to page 17 of the Board book regarding federal grants available for walking trails, Mr. Smith offered to provide contact resources for those grants if needed.

Q. What is the Foundation doing to cultivate and modify donors?

A. Mr. Pounds replied that the Foundation has been using the Blackbaud software program to communicate to prospective donors.

Q. In reference to the new overtime payment rule effective in December, what is the College doing to prepare?

A. President Barr replied that employees becoming eligible for overtime would have to use a time clock. Employees qualifying for overtime will be able to take comp time instead of overtime pay and they will also have to elect overtime or comp time in advance. Supervisors will closely monitor employees' times.

### **Executive Committee**

Greg Smith, Chair, reported that the Committee discussed refinancing options of the bonds and possibly combining all four bonds. They also discussed the presidential search draft process/timelines and creating an alumni scholarship to assist with student housing. He announced that Marty Carver attended the meeting and provided an overview of his background and plan for increasing enrollment.

### **Business and Finance Committee**

Rich Heffelfinger, Chair, reported that Crews and Associates would not be able to accomplish refinancing the bonds at a savings to the College; however, there are other options being considered.

Mr. Hardman referred to the current financial status report on page 12 of the Board book and noted that the current year's budget still needs refined.

### **Enrollment Management Committee**

Steve Gandee, Chair, introduced the new Vice President of Enrollment, Marty Carver, and reported various discussions during the committee meeting. He referenced page 7 of the institutional Compact regarding the fall first time freshmen headcounts over the past five years, and noted that Mr. Carver will be using 335 as the baseline headcount to project future enrollment. The reports will assist with College budget projections.

Mr. Rust indicated that retention would have to be looked at too.

Mr. Gandee replied that Mr. Carver noted for every one student the College loses, two more have to be recruited and retention needs to be at least 60 percent. Ann Reed and Bill Lilly maintain reports indicating reasons students have left.

### **Student and Academic Affairs Committee**

Ralph Holder, Chair, asked Vice President Milan Vavrek to report discussions held in the Committee meeting.

Dr. Vavrek made reference to the 2016 institutional Compact update draft provided to Board members and invited comments, additions, or revisions prior to submission to HEPC on December 1, 2016.

RALPH HOLDER MOVED THAT THE BOARD OF GOVERNORS APPROVE THE 2016 INSTITUTIONAL COMPACT UPDATE SUBJECT TO GRAMMATICAL CORRECTIONS OR CLARITY REVISIONS. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Dr. Vavrek reported that the College currently offers a two-year program at FCI-Gilmer; however, in order for the College to offer a four-year degree program at FCI-Gilmer and the two- and four-year programs at the WV Huttonsville Correctional Center in association with the Second Chance Pell Experiment, an application must be submitted to the Higher Learning Commission to offer courses at additional locations before students complete more than 50 percent of a degree program at the new location.

IT WAS MOVED BY RALPH HOLDER THAT THE BOARD OF GOVERNORS APPROVES FEDERAL CORRECTION INSTITUTION-GILMER AND THE WV HUTTONSVILLE CORRECTIONAL CENTER AS ADDITIONAL LOCATIONS. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Holder stated that it is a benefit to society that the College is working on rehabilitating incarcerated individuals to decrease the number that return to prison. He suggested that the College consider publicizing the Second Chance Pell more to provide positive comments about Glenville State. Mr. Holder requested that the Public Relations staff attend the next Board meeting.

Dr. Vavrek reported the U.S. Department of Education Program Review that audited Title IV programs for 2013-14 found three major findings that included: 1) Failure to calculate correctly the return to Title IV Funds, 2) Failure to return unclaimed Title IV credit balance check to the Department within 240 days, and 3) Reported

late, inaccurate, and/or did not report enrollment status to the National Student Loan Disbursement System. He further reported that the College's 2013-cohort default rate dropped from 23.09 in 2012 to 16.8 percent.

### **Committee of the Whole**

Chairperson Gregory Smith discussed implementing an alumni residence hall housing scholarship to promote alumni involvement and to encourage students to stay in the dorms until they graduate. In reference to a report generated by the College's institutional research staff, 50.9 percent of juniors and 71.2 percent of seniors move off campus once eligible. Mr. Smith indicated that awarding scholarships would bring in additional revenue.

IT WAS MOVED BY RICH HEFFELFINGER THAT THE BOARD OF GOVERNORS APPROVE FUNDING ALUMNI RESIDENCE HALL HOUSING SCHOLARSHIPS. THE SCHOLARSHIP (S) WILL BE AWARDED TO GLENNVILLE STATE FRESHMEN NOMINATED BY GSC ALUMNI. THE ALUMNI SCHOLARSHIP(S) WILL BE NAMED AFTER THE ALUMNUS OR ALUMNA WHO NOMINATES THE RECIPIENT AND THE RECIPIENT WILL RECEIVE A \$250.00 PER SEMESTER HOUSING SCHOLARSHIP AS LONG AS HE/SHE REMAINS IN THE RESIDENCE HALL. MIKE RUST SECONDED THE MOTION.

Discussion:

Q. Who will fund the scholarship?

A. President Barr replied that it would be in-kind.

Q. Will there be a cap on the number of scholarships awarded?

A. President Barr replied yes, if the dorms are filled at capacity of 630 occupants.

Q. Recognizing NCAA regulations, will the scholarship be in the form of a housing waiver and what are the selection criteria?

A. President Barr suggested putting an application in place for students to fill out asking certain criteria and bringing it back to the Board at its next meeting.

Mr. Smith offered to bring back an application for the scholarship to the Board at its next meeting. He proposed amending the resolution to add the text, "academic" following "Alumni" and prior to "Residence" making it academic residence hall housing scholarships and amending the scholarship award amount from \$250.00 per semester to \$500.00 per semester. Mr. Smith said that the students will be nominated by alumni to receive the scholarship and the scholarship will be named after the alumni that nominated the recipient.

Q. What mechanism will be used to make sure the student is not already enrolled.

A. Mr. Smith replied that the student nominated must be a new incoming student and may be in-state, out-of-state, or an international student.

Q. Will the scholarship take away from the band scholarships or affect the dorm space if men's soccer, wrestling, and swimming are implemented?

A. President Barr replied, "No." He suggested that part of the criteria for the scholarship should be that the alumni nominating the students must be at the student's school award ceremony to present the scholarship and the student must be present to receive it.

It was suggested to track the percent of juniors and seniors who are awarded that scholarship that actually stay in the dorms until they graduate.

After discussion the amended resolution was presented for action:

IT WAS MOVED BY RICH HEFELFINGER THAT THE BOARD OF GOVERNORS APPROVE FUNDING ALUMNI ACADEMIC RESIDENCE HALL HOUSING SCHOLARSHIPS. THE SCHOLARSHIP(S) WILL BE AWARDED TO GLENVILLE STATE FRESHMEN NOMINATED BY ALUMNI TO RECEIVE THEM. THE ALUMNI SCHOLARSHIP(S) WILL BE NAMED AFTER THE ALUMNUS WHO NOMINATES THE RECIPIENT AND RECIPIENTS WILL RECEIVE A \$500.00 PER SEMESTER HOUSING SCHOLARSHIP AS LONG AS THEY REMAIN IN THE RESIDENCE HALL. PAUL PECK SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Carver inquired if the Admissions Office may go ahead and publicize the new scholarship. Mr. Smith replied, "yes."

The Board then considered Board Final Draft Policy 23, Guidelines for Employing and Evaluating the President at Glenville State College. President Barr reported that the proposed policy is in final form having been posted for the thirty-day comment period and receiving no comments.

Professor Peck inquired in the event the Board would approve to amend the policy due to comments recommended by a faculty senate ad hoc committee, would the policy have to go through the comment procedures again.

President Barr replied that it would, and that would cause a delay in the presidential search. He reminded the Board that at the beginning of his presidency in 2006, the particular policy was tabled for years; however, if it is not approved, he is still retiring in June.

Professor Peck distributed handouts to the Board that included comments regarding Policy 23 provided by a faculty senate ad hoc committee and noted it is for information and he is not recommending amendments to the policy due to the process/steps that the policy will have to go back through delaying the search.

IT WAS MOVED BY TIM BUTCHER THAT THE BOARD OF GOVERNORS APPROVES THE PROPOSED BOARD FINAL DRAFT POLICY FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION. MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Chairperson Gregory Smith reported that a wide variety of people nominated 69 individuals to serve on the presidential search committee. He distributed to the Board, the presidential search process/timelines procedure and a list of proposed individuals he appointed to the committee that included the constituent group(s) they represent.

IT WAS MOVED BY MIKE RUST THAT THE BOARD OF GOVERNORS APPROVE THE PRESIDENTIAL SEARCH PROCESS/TIMELINES PROCEDURE AND APPOINTED SEARCH COMMITTEE AS SUBMITTED TO SEEK THE 24<sup>TH</sup> PRESIDENT OF GLENVILLE STATE COLLEGE BASED UPON APPROVAL BY THE WV HIGHER EDUCATION POLICY COMMISSION. RICH HEFELFINGER SECONDED THE MOTION.

Steve Gandee recommended adding Marty Carver to the committee to represent the enrollment management committee.

Reed Ratliff recommended adding himself to the committee to provide representation of the Student Government Association.

Mr. Smith presented the following amended resolution to include the recommendations to appoint two additional members to the proposed presidential search committee and requested to add “subject to acceptance of proposed committee appointees” following “appointed search committee as amended.”

IT WAS MOVED BY STEVE GANDEE THAT THE BOARD OF GOVERNORS APPROVE THE PRESIDENTIAL SEARCH PROCESS/TIMELINES PROCEDURE AS PRESENTED AND THE APPOINTED SEARCH COMMITTEE AS AMENDED, SUBJECT TO ACCEPTANCE OF PROPOSED COMMITTEE APPOINTEES, TO SEEK THE 24<sup>TH</sup> PRESIDENT OF GLENVILLE STATE COLLEGE BASED UPON APPROVAL BY THE WV HIGHER EDUCATION POLICY COMMISSION. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Q. If someone declines to accept their appointment to the committee, will others be appointed?

A. Mr. Smith replied that if someone from faculty, staff, or non-classified declines, he will re-appoint someone else to balance the committee and in response to faculty senate’s letter of request. He further invited any Board member not appointed to the committee wanting to serve to let him know.

None of the other Board members indicated they were interested in serving.

### **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:

- He congratulated Ike and Sue Morris as newly inducted members of the Hall of Fame.
- President Barr reported that on-campus enrollment is up by approximately 26 students and the dorm occupancy is up by 37 students. The actual headcount by HEPC will be lower this year because Glenville State was not awarded the Experimental Sites Initiative Pell Pilot Program grants until the latter part of the summer. The Pell Initiative program prohibits offering the same courses to the students that they were already being offered so the College could not offer courses to FCI-Gilmer previously contracted in the original contract. Courses were divided between the old contract and the new Pell program this semester and, so, show a decrease in headcount; however, adding additional revenue for the College. There should be an increase in FCI-Gilmer headcount spring 2017 semester.

Mr. Heffelfinger suggested doing a public relations release regarding how Glenville State is the only college in West Virginia to receive the Pell Dual Credit and Second Chance grant and that it will increase the FTE on campus.

Mr. Rust suggested that it would also put a perspective out there that the students may graduate at Glenville State and get a job. He inquired if Glenville State has any alumni that have a career in public relations.

Mr. Butcher replied, “Anne Starcher Green.”

Mr. Smith suggested the College to consider a marketing consultant.

Mr. Heffelfinger suggested that due to expenses, the College might inquire if the consultant will place promotional announcement in certain places for a certain fee.

### **New Business**

Mr. Smith announced that the Lions Club requested someone from the College make a presentation to the Club regarding the proper procedures to follow to establish a Lions Club student organization on campus. Mr. Smith offered to do the presentation and asked if any of the members objected. There were no objections.

### **Announcements**

Mr. Smith made the following announcements:

- Homecoming will be held on Saturday, October 22, 2016/GSC vs. WV State @ 1:30 p.m.
- Fall Open House is scheduled for Saturday, November 12, 2016 beginning at 8:30 a.m.
- The next Executive Committee meeting is scheduled for November 16, 2016.
- Annual Tree Lighting Ceremony is scheduled for November 28, 2016 @ 4:30 p.m.
- The next full Board meeting is scheduled for November 30, 2016.
- IOGA is sponsoring a *Winter Classic* December 12-17, 2016 at the Waco Center. Eight boys and eight girls' basketball teams will be participating.

Marcal Lazenby made the following announcements:

- Homecoming parade will begin at 10:00 a.m. on Saturday.
- A softball game is scheduled for Sunday and Mrs. Sue Morris will be throwing the first pitch.
- The boxing team will hold its first home event on Saturday, November 5, 2016 at the Waco Center

Mr. Rust suggested encouraging SGA to write a letter on behalf of the students congratulating the new governor once elected and inviting him on campus.

Reed Ratliff announced that the Homecoming banner and spirit competition will be held in the grassy area of Pickens Hall and the Homecoming Dance will be held at the Pioneer Grille. The Grille's shuttles will be traveling to/from the Grille and campus to transport students.

President Barr will contact Jerry Burkhammer to make sure all of the College's shuttles will be traveling to/from the Grille and campus to transport students also.

### **Adjournment**

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 2:23 pm.