

**Glenville State College  
Board of Governors Meeting  
June 13, 2018  
Waco Center, Hall of Fame Room  
Glenville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson  
Dr. William Deel  
Mr. Mike Forbes  
Mr. Stephen Gandee  
Mr. Richard Heffelfinger  
Mr. Ralph Holder  
Ms. Sue Morris  
Mr. Larry Baker, Faculty Representative  
Mr. Dustin Crutchfield, Staff Representative

Members Absent: Mr. Tim Butcher, Vice Chair  
Mr. Mike Rust  
Mr. J. Cameron Woods, Student Representative

Staff Present: Dr. Tracy L. Pellett, President  
Mr. John Beckvold, Vice President for Business & Finance  
Mr. Marty Carver, Vice President for Enrollment  
Dr. Gary Morris, Associate Vice President for Academic Affairs  
Mr. David Hutchison, Vice President for Advancement  
Mr. Jason Phares, Information Technology Manager  
Ms. Krystal Smith, Chief Human Resources Officer  
Ms. Teresa Sterns, Executive Assistant to the President  
Dr. Victor Vega, Provost & Vice President for Academic Affairs  
Ms. Joy Wine, President's Office Administrative Secretary

### **Call to Order**

Chairperson Greg Smith called the meeting to order at 11:19 am.

A quorum was established.

### **Approval of Minutes**

SUE MORRIS MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2018 MEETING AS PRESENTED.  
RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Public Comment**

N/A

### **President's Report**

President Pellett provided a summary self-assessment to the Board for his role as President for the 2017-18 academic year along with a partial list of activities he has been engaged in since the last meeting. He reported the following:

- The College is at a net positive for first time in past four years. A three percent increase in enrollment was achieved this past year. The College is working to reduce tuition waiver discounting from forty percent of awarding in the past to ten percent awarding.
- Riverfront residence hall is under renovation and will benefit the College immensely by providing more student housing and enhancing the connection to downtown Glenville.
- The College is at risk as it has a Higher Learning Commission (HLC) focused visit and Council for the Accreditation of Educator Preparation (CAEP) visit coming up. The last HLC accreditation report indicated negative feedback which resulted in a required focus follow-up visit. An extension has been requested for the CAEP visit.
- The institution should realize the returns of the online program by this fall.
- The College bookstore has been transformed to an online store; however, there will be spirit shops located in the Mollohan Center and Waco Center for the purchase of sports regalia and other merchandise.
- The College has been communicating and collaborating with West Virginia school districts to offer associate degrees to graduating seniors.
- Tenure-track and non-tenure track positions have been distinguished to account for differences in scholarship expectations and workload.

### **Committee Reports**

All committees provided reports during the joint committee meeting prior to the full Board meeting.

#### **Business and Finance Committee**

Rich Heffelfinger, Chair, reported the Committee recommends approval of the proposed action item.

SUE MORRIS MOVED TO APPROVE THE SPECIAL FEES SCHEDULE FOR THE FY2019 ACADEMIC YEAR AS PROPOSED. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Heffelfinger further reported the Committee reviewed the FY2019 budget provided during the joint committee meeting and recommends approval.

RICH HEFFELFINGER MOVED TO APPROVE THE BUDGET FOR THE FY2019 ACADEMIC YEAR AS PROPOSED IN THE JOINT COMMITTEE MEETING. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Student and Academic Affairs Committee**

Dr. Gary Morris discussed the background information for the proposed action item.

President Pellett announced that the program reviews are due in May; however, an extension was requested due to the programs requiring external reviewers instead of college reviewers.

RICH HEFFELFINGER MOVED TO APPROVE THE PROGRAM REVIEWS FOR THE FOLLOWING PROGRAMS: BACHELOR OF ARTS IN MUSIC, BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, BACHELOR OF SCIENCE IN BEHAVIORAL SCIENCE, AND BACHELOR OF ARTS IN HISTORY/POLITICAL SCIENCE. LARRY BAKER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Committee of the Whole**

Gary Morris and Krystal Smith discussed the rationales for amending and repealing the policies presented. Ms. Smith noted that changes in policies 16, 17, 19, 22, and 25C were a result of legislative changes and an enhanced staff handbook. Policy 16 was amended to reflect the Higher Education Policy Commission's new policy. Ms. Smith noted she met with faculty and staff several times regarding the policies.

A discussion ensued. Larry Baker and Dustin Crutchfield both signified that faculty and staff would like more time to review the policies.

The Board considered the following final draft policies:

**GSC Personnel Policy 16 – *Classified Employees (Amend)***

**GSC Personnel Policy 17 – *Annual Leave, Sick Leave, Military Leave and Other Leaves (Amend)***

**GSC Personnel Policy 19 – *Staff Development (Amend)***

**GSC Personnel Policy 22 – *Personnel Administration (Repeal)***

**GSC Personnel Policy 25C – *Recruitment and Hiring (Repeal)***

**GSC Academic Policy 27 – *Grade Point Average for Associate and Baccalaureate Degrees (Amend)***

**GSC Academic Policy 32 – *Web-Based Courses (Amend)***

RICH HEFFELFINGER MOVED TO APPROVE THE PROPOSED BOARD FINAL DRAFT POLICIES FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD. SUE MORRIS SECONDED THE MOTION.

MOTION CARRIED WITH LARRY BAKER AND DUSTIN CRUTCHFIELD IN OPPOSITION.

RICH HEFFELFINGER MOVED TO APPROVE THE 2018-19 BOARD MEETING SCHEDULE AS PROPOSED BUT SUBJECT TO CHANGE. BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Sue Morris, Chairperson of the Nominating Committee, presented the 2018-19 slate of officers as:

- Greg Smith, Chair
- Timothy Butcher, Vice-Chair

**Executive Committee**

- Mr. Greg Smith, (*Chair*)
- Mr. Tim Butcher, (*Vice Chair*)
- Dr. Bill Deel, (*Chair, Student and Academic Affairs Committee*)
- Mr. Stephen Gandee, (*Chair, Enrollment Management Committee*)
- Mr. Richard Heffelfinger, (*Past Chair*)
- Mrs. Sue Morris, (*Past Chairperson*)
- Mr. Mike Rust (*Chair, Business and Finance Committee*)
- Dr. Tracy Pellett, Ex-officio

**Business and Finance Committee**

- Mr. Mike Rust, Chair
- Mr. Tim Butcher
- Mr. Richard Heffelfinger
- Mr. Greg Smith
- Dr. Tracy Pellett, Ex-officio
- Mr. John Beckvold, Ex-officio

**Enrollment Management Committee**

- Mr. Stephen Gandee, Chair
- Mr. Ralph Holder
- Mr. Justin Woods, Student Rep.
- Mr. Dustin Crutchfield, Staff Rep.
- Mr. Marty Carver, Ex-officio

**Student and Academic Affairs Committee**

- Mr. Bill Deel, Chair
- Mr. Mike Forbes
- Mrs. Sue Morris
- Mr. Larry Baker, Faculty Rep.
- Dr. Victor Vega, Ex-officio

**Nominating Committee**

- Mrs. Sue Morris, Chair
- Mr. Richard Heffelfinger
- Mr. Mike Forbes

SUE MORRIS MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS AND COMMITTEE ASSIGNMENTS FOR 2018-19 AS PRESENTED. MIKE FORBES SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

## **Announcements**

Mr. Smith made the following announcements:

- Glenville State College Board of Governors Meeting/Retreat will be held on August 15, 2018 at Ike and Sue Morris' residence.
- GSC Night at Appalachia Power Park listed on the agenda has been rescheduled to another time. David Hutchison will send the rescheduled date to all this week.
- Tour of upgraded facilities for Board directly following lunch.

Mr. Smith further announced his company is performing the construction renovation of Riverfront Residence and he filed it with the ethics commission.

Mr. Beckvold affirmed the College received three bids on the renovation project and the process was conducted legally.

## **Adjournment**

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 12:17 pm.

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Greg Smith  
Chairperson

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Teresa Sterns  
Executive Assistant to the President