

Meet and Confer Staff

April 2, 2020

1:30 PM

Call: 1-866-453-5550; Enter PIN: 5376505#

Administrative Items:

- Update on institutional activities in relation to the coronavirus pandemic and the Governor's stay-at-home executive order
- Draft Policies for review
- Salary increase recommendation for staff and non-tenure-track faculty who complete academic degrees
- Calendars – final: FY21 Academic Calendar, GSC Holiday Calendar for FY21
- Update on placement of individuals associated with the 5.5 FTE staff positions eliminated in both FY20 and FY21
- FY21 Budget assumptions
- FY21 Tuition recommendation to the BOG
- FY21 Academic Affairs Reorganization – summary financial data

Staff Items:

Notes from Meet & Confer

Staff

April 2, 2020

Administrative Items:

- Update on institutional activities in relation to the coronavirus pandemic and the Governor's stay-at-home executive order
 - GSC had 183 students who moved out during spring break. There are 300+ who still have things in the dorms. Three students are currently in quarantine as a requirement to come back to campus. There are 16 students residing on campus.
 - The Aramark contract has been suspended for the rest of the year. The College is working with locals to provide two meals per day for the students still on campus.
 - The College is trying to figure out how to handle federal stimulus money, and is considering giving "grant" money to students who left campus. This would give 1/3 of room and board money back to students.
 - All events in April and May have been cancelled, including commencement. Dr. Nelson wants to do something creative/virtual for the graduating students. The students will be asked to come back and walk in the graduation ceremony in December 2020 or May 2021.
 - The Presidential Candidates interviews have been moved to May 27, 28 & 29.
- Draft policies for review:
 - Chelsea sent the draft policies to Staff Council representatives for them to send out to their groups. These are also listed on the GSC website. Two new policies have been added – shared governance, and animals on campus.
- Salary increase recommendation for staff and non-tenure-track faculty who complete academic degrees:
 - Tenure-track faculty are eligible for salary increases. Staff and non-tenure-track faculty are not eligible.
 - The Administration is considering a 3% salary increase for full-time staff and non-tenure-track faculty who complete a degree. This would cover anyone who has graduated with another degree since July 1, 2019.
- Calendars – final: FY21 Academic Calendar, GSC Holiday Calendar for FY21:
 - These finalized calendars were provided for this meeting (and are attached to meeting notes)
- Update on placement of individuals associated with the 5.5 FTE staff positions eliminated in both FY20 and FY21:

- Three of these employees have been moved to another position on campus.
- If the other employees are not moved to a new position by July 1, they will be considered first for any new open positions on campus.
- FY21 Budget Assumptions:
 - There is a \$2.2M deficit currently. The Administration hopes to have a completely balanced budget within 3-4 years. There will be a \$1.25M deficit for the 2020-2021 year.
 - The Administration will be looking at enrollment and retention projections to determine possible tuition income for next year. This will be sent to Department Chairs for review and input. Enrollment is the biggest variable in the budget. After the COVID pandemic, some students may not want to come to campus, or may not be able to afford to come back.
 - The Administration is being more conservative with projections, so that hopefully projections are closer to reality.
- FY21 Tuition recommendations to BOG:
 - The tuition recommendations will be taken to the BOG in April.
 - There is a recommended 7.9% increase for in-state and out-of-state tuition.
 - GSC has the lowest out-of-state tuition, among other schools in the state, in order to compete with in-state tuition in other states. This decision was made last year. This enrollment data will be monitored for a few years to see if this is helping enrollment numbers/recruitment. The first full set of data will be available in fall 2020.
 - Chelsea said that Admissions has had info at events this year promoting the out-of-state tuition costs, and would work on creating flyers for faculty and staff to take to events to promote.
- FY21 Academic Affairs Reorganization – summary financial data
 - The new Academic Affairs suite will be where the Advancement Team is currently located. This will house 4 secretaries, the Dean of Education, Assistant Vice President and Provost.
 - The Administration is still figuring out how secretaries will support all departments, and are open to suggestions on this.
 - The figures given in the meeting attachments (attached to the meeting notes) are salary-only with no benefits figured in. The re-organized figures do not show benefits, and adjuncts do not receive benefits.
 - On the Strategic Investments in Academic Affairs FY21 page:
 - The four new faculty are in Business, Education and Social Science, which are areas where more support is currently needed
 - Faculty resources to advance academic programming includes hiring a consultant to review process and determine if/how GSC can start a nursing program

- The Faculty Replacements are already built into the budget and searches are on-going.
- Gary will be reaching out to different groups to discuss re-organization and make sure everything is covered and accounted for.

Staff Items:

- Chelsea did not have any new items to be discussed, but asked what everyone's work situations were across campus in case students need Financial Aid or other offices they will know how to contact them.
 - Gary said that someone is available to answer the phone for Human Resources, Financial Aid, Registrar's Office, Cashier's Office and the Academic Success Center.
 - Someone will be in the Cashier's Office Mon-Fri 8:00-4:00 to take payments over the phone.
- It was recommended that everyone update their voicemail messages with new methods of contact.
- It was asked if, since we are currently converting all classes online due to COVID, if this would help with future online programs. Gary said this would be helpful for programs going online in the future, if departments wish to do so. GSC has approval to do any program online.

Glenville State College

Policy to compensate staff for degree attainment

Recommendation: 3% increase in base pay to each non-tenure track faculty or full-time staff person upon attainment of an additional degree.

Discussion: The salary increase would be just for the completion of academic degree (not certificates or seminar completion) attainment. The degree would not need to be relevant to the employee's current position. Promotion or additional duties would impact base salary independently. This would apply to full-time staff and coaches and non-tenure-track faculty only, not part-time employees or Graduate Assistants.

Faculty who are directed to take specific courses or a degree program as part of meeting minimum qualifications for a position are not included under this proposal.

Effective Date: Degrees for which work is completed subsequent to July 1, 2020.

Approved:

 Dr. Kathleen Nelson, Interim President

 Date

**Glenville State College
Academic Calendar
Fall 2020**

Full Semester

First day of classes Monday, August 17
Last day to add or drop classes without a "W" Friday, August 21
Labor Day – College closed..... Monday, September 7
Four week grades due by noon Monday, September 14
Mid-semester..... Monday-Thursday, October 5-8
Fall recess - No classes/College open Friday, October 9
Last day to withdraw from a class with a grade of "W" Friday, October 23
Advising Session.....Monday, October 26 - Friday, November 6
Registration opens for spring semester Monday, November 9
Thanksgiving break – No classes/College open Monday-Wednesday Monday-Friday, November 23-27
Last day of classes and to completely withdraw from College..... Friday, December 4
Final examsMonday-Thursday, December 7-10
CommencementSaturday, December 12

First Session

First day of classes Monday, August 17
Last day to add or drop classes without a "W" Friday, August 21
Labor Day – College closed..... Monday, September 7
Last day to withdraw from a class with a grade of "W" Wednesday, September 16
Last day of classes and to completely withdraw from College..... Wednesday, October 7
Final exams Thursday, October 8
Fall recess – No classes/College open Friday, October 9

Second Session

Classes begin Monday, October 12
Last day to add or drop classes without a "W" Wednesday, October 14
Last day to withdraw from a class with a grade of "W" Monday, November 16
Thanksgiving break – No Classes/College open Monday-Wednesday Monday-Friday, November 23-27
Last day of classes and to completely withdraw from College..... Friday, December 4
Final examsMonday-Thursday, December 7-10
CommencementSaturday, December 12

**Glenville State College
Academic Calendar
Spring 2021**

Full Semester

First day of classes	Monday, January 11
Last day to add or drop classes without a "W"	Friday, January 15
Martin Luther King Day – College closed.....	Monday, January 18
Four week grades due by noon	Monday, February 8
Mid-semester.....	Monday-Thursday, March 1-4
Spring recess – No classes/College open.....	Friday, March 5
Last day to withdraw from a class with a grade of "W"	Friday, March 19
Spring break – No classes/College open.....	Monday, March 29 - Friday, April 2
Advising Session.....	Monday, April 5 – Friday, April 16
Registration opens for summer and fall	Monday, April 19
Last day of classes and to completely withdraw from College.....	Friday, April 30
Final exams	Monday-Thursday, May 3-6
Commencement	Saturday, May 8

First Session

First day of classes	Monday, January 11
Last day to add or drop classes without a "W"	Friday, January 15
Martin Luther King Day – College closed.....	Monday, January 18
Last day to withdraw from a class with a grade of "W"	Wednesday, February 10
Last day of classes and to completely withdraw from College.....	Wednesday, March 3
Final exams	Thursday, March 4

Second Session

Classes begin	Monday, March 8
Last day to add or drop classes without a "W"	Wednesday, March 10
Last day to withdraw from a class with a grade of "W"	Monday, April 19
Spring break – No classes/College open.....	Monday, March 29 – Friday, April 2
Last day of classes and to completely withdraw from College.....	Friday, April 30
Final exams	Monday-Thursday, May 3-6
Commencement	Saturday, May 8

Glenville State College
Academic Calendar
Summer 2021
(Four days per week)

Summer (full term)

Classes begin.....Monday, May 24
Last day to add or drop classes without a “W” Wednesday, May 26
Memorial Day – College closed.....Monday, May 31
Last day to withdraw with a grade of “W” Friday, June 11
Independence Day – College closed Monday, July 5
Last day of classes and to completely withdraw from College..... Wednesday, July 21
Final ExamsThursday, July 22

First Session

Classes begin.....Monday, May 24
Last day to add or drop classes without a “W” Wednesday, May 26
Memorial Day – College closed.....Monday, May 31
Last day to withdraw from a class with a grade of “W” Tuesday, June 1
Last day of classes and to completely withdraw from College..... Wednesday, June 16
Final Exams Thursday, June 17

Second Session

Classes beginMonday, June 21
Last day to add or drop classes without a “W” Wednesday, June 23
Independence Day – College closed Monday, July 5
Last day to withdraw from a class with a grade of “W” Thursday, July 8
Last day of classes and to completely withdraw from College..... Wednesday, July 21
Final ExamsThursday, July 22

Glenville State College Holiday Schedule

FY 2020-2021

Holiday	Date of Observance
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Thanksgiving Break (Designation: Lincoln's Day)	Friday, November 27, 2020
Winter Break (Designation: Election Day)	Tuesday, December 22, 2020
Winter Break (Designation: Veteran's Day)	Wednesday, December 23, 2020
Christmas Eve: ½ Day Work Day, ½ Day Christmas Eve	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Winter Break (Designation: Columbus Day)	Monday, December 28, 2020
Winter Break (Designation: President's Day)	Tuesday, December 29, 2020
Winter Break (Designation: West Virginia Day)	Wednesday, December 30, 2020
New Year's Eve: ½ Day Work Day, ½ Day New Year's Eve	Thursday, December 31, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Memorial Day	Monday, May 31, 2021

Should the Governor declare any day(s) that would modify the above listed calendar; the President will determine the additional holiday observation in accordance with HEPC Series 14, Section 3.2.

This holiday schedule is subject to change.

Approved by: Dr. Kathleen L. Nelson,
Interim President

Date

Glenville State College

Budget FY 2021

Overall Assumptions

Updated 3/11/20

Revenue

1. Appropriation-Flat. Equal to FY 2020 without year-end extras or additional funding for more wage increases
2. Tuition increases will be 7.9% for in and out-of-state students
3. Enrollment
 - a. On-campus-New- use Marty's latest projection for in and out-of-state and commuters
 - b. On-campus-Retained- use historical retention by class, followed by review with department heads
 - c. Off-campus
 - i. Dual enrollment-detailed analysis with Tom
 - ii. Second Chance-detailed analysis with Tom
 - iii. Budget will be lower of grant award or demand
4. Course fees already reviewed and approved. Use flat student numbers for calculation.
5. New Student Services fee of \$250 per FT student (includes Commuters, excludes on-line only, HS and 2nd Chance) will be budgeted based on enrollment. ½ fee for any part-time student
6. IT access fee increased to \$75 from \$65. No other, non-course fee changes.
7. Certificate and other programs based on known specific enrollments only- no projections beyond known. No DMAPS student revenue.
8. Grant revenue to stay flat- Only SSS (TRIO), HSTA, and Work Study. Grants which flow through the Foundation are not budgeted as College revenue (Homegrown teacher Ed, Cybersecurity, Benedum grants) even though they may be used to offset some College expenses.
9. Pool and Fitness center revenue will be flat.

10. Scholarship and other contributions from Foundation will be recorded as payments on student accounts, not additional revenue.
11. Room rates will be unchanged-occupancy rates will be same as fall 2019.
12. Board Plan rates- Contract with Aramark calls for 4.5% rate increase-Meal plan increase from \$2,200 to \$2300 or 4.5%. Students on meal plans will follow from Occupancy
13. Commissions on Aramark catering will increase as new DMAPS meal rates allow for College to earn higher commission.
14. Other-
 - a. Interest income on Bond reserve Fund- $2\% \times \$2,447,000 = \$50K$
 - b. Parking revenue will be flat
 - c. Facilities/events rentals will be flat
15. Tuition discounts-
 - a. Detail amounts by category agreed to by Cabinet
 - b. Athletics to follow formula
 - c. Bad Debts on student accounts should be similar %.

Expenses

1. No new FTE's. FT payroll will be based on new academic reorganization plan made effective March 2020.
2. Stipends for extra faculty work will be budgeted at approved levels only
3. Other part-time employees will be budgeted as follows:
 - a. Known assistant coaches-actual
 - b. Shuttle drivers & life guards-based on total number of shifts needed
 - c. HR and Business office based on specific needs, each about ½ time
4. Student labor should decrease by at least \$100K
5. Adjunct and Overload pay will be based on actual courses/sections planned after changes in FT faculty workloads are computed.
6. No salary increases to existing staff. Will budget a \$25K pool of money for additional staff raises as part of Presidential contingency budget.
7. Expenses subsidized by Foundation will be the same as prior years (% of salaries and benefits of 4 Advancement employees). Support of EAB, by both College and Foundation, will be determined before budget is final
8. Non-payroll department expenses at no more than last year budget OR actual whichever is less with overall goal of \$200K savings.

9. E-sports will need a budget for non-payroll like other sports, and will have a tuition discount at approximately one FTE.
10. Depreciation is a budgeted expense.
11. Interest calculated based on Bond refinance schedule, is fixed.
12. Utilities budgeted at actual for FY 2020 plus 2% for rate increases (Note: FY 2020 electricity rates are lowest in 2 years.)
13. Health services cost will remain flat, although contract may change to deliver services at Waco rather than Mollohan.
14. Athletics
 - a. First full year of Wrestling requires \$20K operating budget
 - b. Graduate Assistants' programs will continue based on strategic plan, which includes Housing at \$15K for 4-9 GA's and meal plans of \$6-9K
 - c. Redeploying McKee (Education dept.) faculty position to Head Athletic Trainer, who will also teach 2-3 courses
 - d. Keep MD staff cost flat. May be replaced with outside services at similar cost.
15. Auxiliary
 - a. Aramark-dependent on meal plan enrollment projections. Contract calls for 4.5% rate increase.
 - b. On-line bookstore-net contribution of \$15K
 - c. Pepsi contract-\$15K net contribution
 - d. Spirit Store-budgeting no net contribution

Other Matters

1. Additional expenses for any academic programs start-up.
 - a. On-Line programs-some additional IT costs and some promotional material
2. Rental revenue from faculty/staff housing units flows to GSC Housing Corporation-not budgeted for College.
3. Rental revenue from DMAPS use of Academy and housing flows to GSC Housing-not budgeted for College.
4. Capital projects budget will be separately compiled and will include 5 replacement vehicles.

Academic Administration Reorganization

CURRENT STRUCTURE:

Positions identified in the current structure are those which are part of the approved budget for FY20, benefits excluded and do not include the Provost or the Executive Assistant, as their salaries do not change.

Academic Affairs Personnel:

- Vice President for Planning and Institutional Effectiveness / Associate VPAA 90,000
- Seven Department Chairs, including the Dean of Education
 - Stipends above salaries 37,000
 - Cost of 6 credits of release time/chair for 6 chairs and 12 credits for the Dean of Education 73,000
- Seven Academic Administrative Assistants 174,000
- Additional Faculty stipends ~\$57,000
 - Institutional Research and Effectiveness
 - GSC Marching Band
 - FCI Gilmer Second Chance Pell
 - Honors Program
 - Pioneer Stage
 - International Programs
 - International Recruitment
 - Japan Outreach Initiative
 - Huttonsville Second Chance Pell
 - Assessment Coordinator
 - RBA
 - On-Line Coordinator

TOTAL: \$431,000

Updated: March 30, 2020

REORGANIZED STRUCTURE:

Positions identified in the structure are those which will become part of the recommended budget for FY21. Costs associated with the positions are based on budgeted expenditures for salaries, benefits excluded.

Academic Affairs Personnel:

- Associate VP of AA: 85,000
- Dean of Education: 75,000
- Eight Department Chairs – stipends 16,000
- Three Academic Administrative Assistants 89,000
- Additional Faculty stipends ~ 20,000
 - GSC Marching Band
 - Honors Program
 - Pioneer Stage
 - International Programs and Recruitment
 - Assessment Coordinator
 - RBA
 - On-Line Coordinator

TOTAL: \$285,000

Updated: March 30, 2020

STRATEGIC INVESTMENTS IN ACADEMIC AFFAIRS

FY21

Four new full-time faculty

(Total new cost includes salary and
benefits minus the cost of adjunct
instruction)

\$205,000

Faculty resources to advance academic
programming

~\$ 90,000

TOTAL NEW INVESTMENT:

\$295,000

Faculty Replacements for:

- James Bradley
- Jason Yaeger (Completed)
- Shara Curry
- Art DeMatteo
- Terri Weiford
- SS Education

Updated March 30, 2020