

**Glennville State College  
Board of Governors Meeting  
October 20, 2020  
Stonewall Resort, Ballroom 2  
Roanoke, West Virginia**

Members Present: Mr. Mike Rust, Chairperson  
Mr. Tim Butcher, Vice Chair  
Mr. Stephen Gandee  
Ms. Ann Green, Via TEAMS  
Mr. Tilden "Skip" Hackworth  
Mr. Robert Marshall  
Mr. Greg Smith  
Dr. Kevin Evans, Faculty Representative  
Mr. Jason Gum, Staff Representative  
Ms. Jasmine Tarman, Student Representative, Via TEAMS

Members Absent: Mr. Doug Morris

Faculty & Staff Present: Ms. Maureen Gildein, Lecturer of Physical Education and Alumni Council President  
Ms. Rita Helmick, Vice President for Administration  
Mr. Tim Henline, Director of Institutional Research  
Mr. David Hutchison, Vice President for Advancement  
Mr. Bert Jedamski, CFO  
Ms. Caren Jenkins, Controller  
Ms. Tegan McEntire, Director of Human Resources  
Dr. Mark Manchin, President  
Mr. Eric Marks, Information Technology Specialist  
Dr. Gary Morris, Provost & Vice President for Academic Affairs  
Mr. Thomas Ratliff, Executive Director of Workforce & Community Development  
Mr. Jesse Skiles, Director of Athletics  
Ms. Teresa Sterns, Executive Assistant to the President  
Dr. Marjorie Stewart, Associate Professor of English & Faculty Senate Vice President  
Ms. Chelsea Stickelman, Director of Admissions & Staff Council Chair  
Dr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Ms. Audra Blackwell, Energy Systems Group  
Mr. Rick Eskins, Hayflich, PLLC.  
Mr. Joseph Nassif, Piper|Sandler  
Mr. Joe Parsons, Potential Board Member

### **Call to Order**

Chairperson Mike Rust called the meeting to order at 10:20 am.

### **Recognition/Swearing In of New and Re-Appointed Board Members**

The Governor's office has not confirmed any new or re-appointed Board members at this time.

A quorum was established.

### **Public Comment** – N/A

### **Special Recognitions/Presentations**

Alumni Update - Maureen Gildein, Alumni Council President, provided a handout that included a list of upcoming Alumni events and Council members. She discussed the details of the events and announced that a new Pioneer Progress magazine will be distributed at the end of the year.

Mr. Rust requested that Ms. Gildein provide an Alumni update at all future Board meetings.

**Energy Systems Group (ESG) Presentation** – Audra Blackwell presented a PowerPoint presentation and reported that ESG saved the College several thousands of dollars in 2013-14 due to energy improvements. ESG is interested in providing an update study to GSC at no cost that will include estimated annual savings amount, propose technologies to improve indoor air quality and ventilation, and establish ways to attract more students and increase enrollment.

**Report on FY2020 Audit from Hayflich, PLLC** – Rick Eskins, CPA, provided financial statements ending June 30, 2020 to the Board and presented an overview of the audit report. He reported that the financial statements present fairly in the opinion of the auditors.

**GSC and Foundation Relations Update** –David Hutchison, Vice President for Advancement, displayed two PowerPoint presentations that highlighted new marketing for the College that includes ads in newspapers, digital media, and broadcasts on multiple WV News networks. Metro News has been producing radio marketing for the College. He reported that the College is also working with A4 Media and Fast Signs to provide additional marketing. The following updates were also included in the presentation

- New Foundation board members
- Grants submitted and awarded
- Scholarship endowments
- Goals of the scholarship campaign
- Alumni tracking
- Foundation initiatives
- Legislative information

Mr. Hutchison announced that the College paid off its loan from the Foundation in full.

**Facilities Master Plan Update** – Rita Helmick, Vice President for Administration, presented a PowerPoint presentation that included the following updates:

- Revamping the Disc Golf Course
- Hired a part-time postal worker
- In process of painting all hand railings on campus

- Mums were planted across campus
- Planning to incorporate a coffee shop in Glenville or on campus
- Washed and cleaned all fleet with assistance of students
- Restoring campus recycling program
- Attempting to install water refilling stations around campus
- Reviewing options to bring a bookstore back on campus
- Repairs were completed or are on-going to Science Hall, AC Units, Boilers, PE Bldg., etc.

Financial and Bond Update - Joseph E. Nassif, Managing Director, Piper | Sandler, reported on the College's Series 2017 Bonds. Bonds were issued to cure previous loans and debt of the College. A comprehensive plan was created for a thirty-year term to consolidate all of the debt into one payment. He recommended that the College stabilize and increase enrollment and increase auxiliary revenues.

### **Constituent Comments**

**Faculty Senate** – Dr. Marjorie Stewart reported the following:

- Referenced the report provided by Dr. Kevin Evans included in the Board book
- Faculty survey is scheduled to be updated this week
- Faculty morale results will be provided at the next Board meeting
- Morale has decreased due to COVID-19 changes
- Faculty would like appreciation to be acknowledged for teaching 15 hours

Greg Smith requested that an email be sent to faculty and staff on behalf of the Board recognizing their work through the COVID-19 and teaching additional hours.

Kevin Evans requested that President Manchin share an exit plan that includes reducing teaching 15 hours back to 12 hours. He indicated that spring is vague and faculty will be looking elsewhere for jobs.

President Manchin reported that he will be reviewing the plan to research the cost savings benefit of requiring teachers to teach an additional three hours. He will include faculty in discussion beginning in spring.

**Staff Council** –Chelsea Stickelman reported the following:

- Staff is sponsoring a door and costume contest for Halloween
- Participation by staff in GSC Week activities was great
- Staff seems to be happy
- Planning to host a Christmas door decorating contest with the Elementary schools
- Postponed the Staff event scheduled at President's Home due to COVID-19

**Student Government Association (SGA)** –Jasmine Tarman reported the following:

- Planning events to encourage more student involvement
- Held discussion regarding December graduation

President Manchin announced that a survey was conducted regarding students' thoughts to possibly hold an in-person graduation. The vast majority indicated they wanted an in-person ceremony. Although nothing has been confirmed at this point, discussions are taking place to possibly hold a ceremony on November 21, 2020 at the Waco Center. Faculty, staff, and students will not be required to attend.

## **Consent Agenda**

GREG SMITH MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.  
SKIP HACKWORTH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

## **Committee Reports**

### **Executive Committee/Chair Report**

Mike Rust reported that the Committee met on October 7, 2020 and discussed the following:

- Joe Parsons was recommended to be appointed as a new member of the Board. Appointments have not yet been confirmed by Governor.
- COVID-19 cases and new testing requirements
- International Tuition Rate Proposal
- Nursing and Master's in Education Progress
- Set Today's Board Agenda

**Board Governance Committee** - Bob Marshall, Vice Chair, reported that the Committee discussed the following:

- Reviewed salary analysis comparison report. GSC is competitive in regards to staff and a little lower for faculty.
- Requests that Faculty Senate and Staff Council send meetings minutes to the Board
- Revisions to Final Draft Policy 6A
- Clarify Policy 9 to ensure any surplus property may not be sold without Board approval.
- Requested Board review By-laws and submit suggested changes

Greg Smith requested a list of members, meetings minutes, and by-laws of the Housing Corporation and Research Corporation be provided at the next Board meeting.

**Business and Finance Committee** - Tim Butcher, Vice Chair, reported that the Committee reviewed and discussed:

- Fiscal Year 2020 Financials
- Fiscal Year 2021 Financial Information
- Cash Flow Projection Report
- CFO has concerns regarding current budget and would like to revisit the projection to make sure it is attainable.
- International tuition rate decrease is being proposed in an effort to increase international student enrollment.

Steve Gandee requested more information on the expenditures of the College listed on pages 70-71 of the financial statements.

Tim Butcher indicated that more information will be provided at the next meeting.

Kevin Evans noted that the out-of-state tuition was previously decreased to recruit more out-of-state students and the number did not increase. He inquired if a plan has been put into place for recruiting international students.

President Manchin reported that if three additional international students enroll, it would cover the \$6,000 difference. He reported that Jason Yeager is working on an extensive plan with athletics. President Manchin offered to schedule a time for Kevin Evans to meet with Bert Jedamski, CFO, to further discuss his concerns if he prefers.

**Enrollment and Student Life Committee** – Steve Gandee reported that the Committee discussed enrollment numbers, the difficulties in recruiting students, and recruiters not being able to visit schools due to COVID-19. He encouraged all to review page 12 of the handout that Tim Henline provided and pointed out that West Virginia counties has a decline in population.

**Academic Affairs Committee** – Skip Hackworth reported that progress is being made on the implementation of the two graduate programs to be offered at the College and the first class would begin fall of 2022. He announced that upon anticipated approval by WV HEPC, it will be brought back to the Board. He further reported:

- Dr. Morris provided the information requested by WVU to the Dean regarding the nursing program and is waiting on feedback.
- Discussed program graduation and retention rates. Dr. Morris provided a planning and prioritization analysis of majority and enrollment in programs.
- The College received a favorable report from the Council for the Accreditation of Educator Preparation. The final report should be received in November.

#### **President's Report**

Dr. Manchin reported:

- There was a COVID-19 outbreak on campus since the last meeting. All positive case students were isolated in one building to prevent public schools from being closed. There are zero positive cases on campus as of today.
- Implementing a nursing program is high priority.
- Continue to beautify the campus to attract students.

#### **Actionable Items**

##### **Approve Auditor's Report for FY20 (*Action Item*)\***

TIM BUTCHER MOVED TO APPROVE THE FY2020 AUDIT. GREG SMITH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

##### **Revisions to Policy 6A– (*Action Item*)**

*\*Policy 6A – Social Justice: Discrimination, Harassment, Sexual Misconduct, Stalking, Retaliation, Consensual Relationships, and Reasonable Accommodations*

Draft policy 6A is being amended to bring the procedure into further compliance with the USDE Final Rule. The policy was submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions. The draft policy was also posted on the College's website for a twelve (12) day informal public comment period. There were no suggested revisions/comments received during the comment period.

BOB MARSHALL MOVED TO APPROVE THE PROPOSED REVISED BOARD FINAL DRAFT POLICY 6A FOR FINAL FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD, SUBJECT TO ANY GRAMMATICAL OR TYPOGRAPHICAL ERRORS THAT NEED TO BE MADE. GREG SMITH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**International Tuition Rate Proposal– (Action Item)\***

GREG SMITH MOVED TO APPROVE THE INTERNATIONAL TUITION RATE BEGINNING THE FY2021 ACADEMIC YEAR AS PROPOSED. JASON GUMM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Announcements**

Mr. Rust announced the following:

- Next Executive Committee meeting is scheduled for **December 2<sup>nd</sup>**
- The next Board meeting is scheduled for **December 16, 2020**
- Legislative reception scheduled for 6:00 pm this evening at TJ Muskies
- Board training tomorrow at 9:00 am in Ballroom

**Adjournment**

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 1:11 pm.

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Mike Rust  
Chairperson

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Teresa Sterns  
Executive Assistant to the President