

Glenville State College Faculty Senate Meeting Minutes

Date: March 9, 2021

I. Call to Order and Roll

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:25 p.m. in MCCC319 and via conference call.
- Senators present: Brian Perkins, Kevin Evans, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, and John McKinney.
- Also in attendance: Gary Morris, Mari Clements, Bert Jedamski, and Kristen Tunno-Mullens.

II. Approval of Minutes; Reports

- Motion to approve the minutes for February 23, 2021 meeting from Ken Lang, seconded by Duane Chapman. All approved. Motion carries.
- Reports:
 - President's report: Brian Perkins discussed having Bert Jedamski come to faculty Senate once a month, or every other meeting. Bert Jedamski agreed. Brian Perkins noted initially faculty may have a lot of questions, but as they became more informed the timing of the meetings could slack off moving forward as questions were answered. Brian Perkins recognized Bert Jedamski, GSC CFO, who presented information on the college.

Bert Jedamski passed out a handout, GSC Revised FY 2021 Budget Analysis, showing the revised budget analysis he had been working on, along with keeping up on filing reports for all the mandated reporting. Stated that not all of the staff in the business office had been actively involved with the budget process. Noted we are currently in the 2021 fiscal year, which ends on June 30th. Commented it was time to start working on the next fiscal budget for 2021/2022. Bert Jedamski further noted that after reviewing the files and supporting documents for the current budget, he could tell it had been a thorough process. However, he discovered that not all of those numbers had made it into the final budget for whatever reason. Bert Jedamski gave this information as part of the background on the previous budget.

Bert Jedamski discussed information about the budget and covered data in the columns from the handout. Noted this information had been presented in numerous meetings on campus, at BOG, and with cabinet members. He wants this information to have full transparency. Bert Jedamski walks

Senate through the multiple columns in the handout, which included the original FY budget (\$608,960) approved by BOG in June, 2020. It further detailed correction to lines based on supporting information and showed line items for a revised FY 2021 budget (\$2,094,607), along with recommended changes based on YTD actuals and additional research of \$2,080 that were reflected in draft revised FY 2021 budget. A difference of (\$1.485) million between the original approved budget and the revised draft. Bert Jedamski further noted that GSC had received CARES HEERF II funds (\$2.8 million) and that \$700,000 was earmarked for students. Noted that an initial \$600 per student had already been set for disbursement to students. Currently working on the process to disperse the remaining funds to students based on a hardship consideration. Stated that Kandas Queen was a faculty representative on that committee. Bert Jedamski stated the remaining \$2.1 million was to benefit the college following a broad discretion on how to apply it. This money was not reflected in the revised budget and might help to make it possible to breakeven for the fiscal year. These funds have been earmarked for GSC, and will have to be drawn down based on costs that have already been incurred for COVID-19 reasons.

Bert Jedamski commented this was only a temporary fix. Duane Chapman stated it would not be there to help next year. Referenced the importance of enrollment and asked Bert Jedamski if an enrollment number needed for the budget had been set. Bert Jedamski commented they have looked at that and noted there were a lot of 'levers' (charge for tuition, cost, debt burden, and tuition revenue) that affect the college's financial well-being. Stated he had attended a number of meetings that showed a number of good ideas on recruitment, improving account receivables, and different ideas centered around cost structure. While he thought those were promising, he did not think just one of them alone would fix where we are at. Bert Jedamski stated the grant money was a blessing, and it was a way to buy us some time if we used that money towards operations to benefit the college's bottom line. Brian Perkins asked if there should be a communication from Faculty Senate stating our support for the CARES funds to not be used for any new projects or additional spending, such as new buildings or expensive renovations. Bert Jedamski noted regardless of how we wanted to communicate that information, it was important that everyone stay fiscally prudent with spending decisions. We need to spend what is needed to correctly run the college, but we need to be careful with those decisions. Further noted he was seeing those types of careful decisions when reviewing the operational expenses. Brian Perkins asked

about the \$900,000 added to the payroll expenses under the 'Corrections Based on Original Support' column in the handout. Bert Jedamski stated this was due to the student labor piece and most of the part-time employees cost not being added to original budget that previously went before the BOG. Gary Morris commented that it was shared before that one person present in Senate and BOG voted against the budget, Kevin Evans. Complimented Kevin Evans for his intuition regarding the budget. Kevin Evans noted that originally the budget was projecting around a \$2 million loss and the BOG said they would not approve. When it came back about a month later it was only projecting \$608,000 loss. Further explained that the BOG was given solid data (such as enrollment, etc.) that supported the budget, but they were unable to tell that it was missing important line items such as student and part-time payroll expenses. Noted that getting good data in the past had been a hardship, but feels like we have made changes allowing for better data collection.

Brian Perkins asked Bert Jedamski about the loss of \$2 million due to depreciation and noted that when it says we have that loss, it is really just an accounting loss, and that we are not actually losing \$2 million out of our account. Bert Jedamski noted that not all things that hit the income statement are cash basis. These are things that are relevant to prior years and represents items spent on capital items from prior years that are depreciated over more than one year. Brian Perkins asked if the BOG understand that we are not really losing that money. Bert Jedamski responded yes, he thought they did. Further commented that the financial well-being of the college was not going to turnaround in just one year and everyone needed to be aware that as long as we are not exceeding that non-cash item, we are still covering our cash flow.

Kevin Evans noted we have had to borrow money from Foundation to make payroll, which is what happens when we run it so short. Further noted that by not covering depreciation expenses it adds up over time, such as maintenance issues, and we end up with a large line number to fix it. Running it that close just to survive was not sustainable. Bert Jedamski agreed stating that what suffers are the capital improvements and deferred maintenance, which will eventually catch up with us, especially since we have an aging fleet. The longer that trend goes without reinvesting into the college, the worse it will become.

Bert Jedamski noted a couple other details stating they have started developing budget/actual reports (at least for the operating expense line items) for the period to go to cabinet members and thinks it should go to

departments too. This serves as a stepping stone to begin the conversation about upcoming budgets numbers and what your typical cost actually are.

Finally, Bert Jedamski gave an update on Accounts Receivables (AR) noting the ongoing conversation from last fall. Stated that as of the BOG meeting in February, it was \$1.2 million for the spring semester on what students still owe GSC that had not yet been collected. Standing at \$731,000 for the fall semester. As of this day the AR was down to \$900,000 for spring, and the fall was down to \$657,000, which was not moving very much now. Working on making improvements by putting forward some initiatives with students, namely getting them to understand that they have to pay college and counseling them up front on how students are going to pay for it. This takes time to put into play, but Jason Yeager understands the challenge and that we need to do a better job in future. Noted it does no good to invoice students and then not collect the money they owe.

Kandas Queen asked if/when the period budget would be going to departments and Gary Morris noted he had just gotten it that day and it would go to departments the following day. Duane Chapman asked about adjuncts in the Fine Arts department and getting adjuncts paid. Kandas Queen added this was an issue in the Department of Business also. Gary Morris stated he was hoping that by having schedules built early on it will help with the process in the future. Currently, it is a cumbersome and manual process, not automated. Historically, it has been processed all at one time. Gary Morris noted that sometimes it holds up some adjuncts when they are waiting on others to finalize the process. This includes changes that are happening off campus, which held up something this year. Duane Chapman noted that when he worked as an adjunct for other institutions that held off pay until end of the semester, when services were rendered, was part of the reason he left them. Gary Morris was not in favor of that process unless it would be for legal reasons. He noted it was a very manual process. Brian Perkins thanked Bert Jedamski and invited him back to Faculty Senate on April 6, 2021. Duane Chapman noted we (Faculty Senate) could send questions prior to the meeting to help Bert Jedamski respond.

- Board of Governors (BOG) Representative Kevin Evans: Noted that BOG meetings have become longer, with stacked committee meetings. Overall, the meeting is just approving what happens in committees. Human Resource Committee and Board of Governance committee items that affects the Faculty Senate related to looking at nominations for replacements on the BOG. Kathy Butler's name came up. Kevin Evans

noted we had talked before about recommending a former faculty member. If we have any names of someone we would like to nominate, let Kevin Evans know so he can forward the name on to Ann Green for consideration. Enrollment Management and Student Life committee had some concerns, such as having fewer applications due to pandemic. Noted they think we are getting stronger applications, since it was thought that some just applied in the past to get a free T-shirt for filling out the application. However, with no one being able to get into the high schools as in the past the students applying are more serious about attending. BOG also discussed the bundled fees.

In the Business and Finance committee, we talked about much of what Bert Jedamski had just presented. Extended Aramark's contract for 10 more years. They are giving us \$3.5 million as part of the contract. Out of that \$1.5 to \$2 million will be used to improve the facility. Duane Chapman questioned that we are responsible for maintaining facility as part of the contract, which was correct. Kevin Evans further noted Aramark was giving an annual commitment of \$90,000 for providing parties, etc. They were also giving \$60,000 for student scholarships annually, but unsure of the details of whether it was part of the \$90,000, or in addition to it. Bookstore is not finalized yet, but the Starbucks will go in the bookstore. Gary Morris confirmed that it looked like it would be in LBH.

In the Academic Affairs committee, noted the graduate program application had been submitted to HLC. They should share their decision about whether we can offer these programs by April. Discussed the proposal from administration to return to 12 credit hours for faculty and that the BOG was working on this. Previously, we have been working with WVU and Pierpont Community and Technical College on a nursing program. Marshall University is excited about coming up with a program that will work with GSC in developing a nursing program. Tentatively looking at not this coming fall, but the one after to begin delivering the program. Initially, Marshall University will have their nursing program on our campus, and then over time as we become more established, we might become independent. Marshall University also talked about a 3+4 Pharmacy program beginning this fall. Tim Henline gave a presentation to BOG about the cost of programs and where we make/lose money, course fees, and provided BOG with a lot of valuable information.

Those were the four committee meetings where decisions were discussed and decided, then voted upon when all in the big BOG committee. Something new BOG has started includes getting updates from the

community, such as from Dennis Fitzpatrick, Mayor of Glenville. Jonathon Minton gave a presentation to the BOG to share what the Department of Language and Literature does that was above and beyond what they do just as teachers. Kevin Evans thought it was good to give BOG a sense of what we do and will be inviting all departments to share what we do. The only action item voted on was the Revision Policy 9 on dispersing equipment. It was approved and is out for public comment. Then went into Executive Session to discuss Mark Manchin's contract. It was more just a performance-based assessment, rather than actual dollars.

III. Old Business

- Overload policy- Ken Lang referenced the revisions in the email sent March 3 based on request/feedback. Noted the revisions in the document related to language on the 12 credit hours, the disbursement of pay, and some rewording. Kandas Queen commented on issues from the Department of Business with overload not being paid until the end of the year. Further noted that the language written followed with the current contract Kevin Evans had referenced in a previous meeting indicating overloads as credits that were listed above what was required for our nine-month contract. There was no mention of when faculty would be paid for the overload. Also, the form developed by Faculty Senate that Academic Affairs was testing this semester was based on a semester-by-semester basis in terms of teaching overloads, but if overloads are not going to be decided upon until the spring semester, questioned how an overload could be determined by semester. Brian Perkins noted we might need the form to go for the entire year. Duane Chapman asked the Provost how efficiently the form was working and what changes had been needed on it. Gary Morris noted there were some changes made to it. Duane Chapman asked to have the revisions shown to Senate. Kandas Queen commented something that was missing on the form that might want to consider would be the time of when the overloads would be paid. Noted that faculty from the Department of Business felt being paid twice a semester, in the semester you taught the overload, was a fair process.

Discussion followed about fairness to faculty on the timing of pay. Kandas Queen questioned the rationale behind reviewing the BOG policy to begin with and how it related to overloads and 12 credit hours. Brian Perkins noted the policy was reviewed upon the request of faculty who had issues with being paid an overload for a course that had lower enrollment number than the course that was added to their schedule as an overload, which also prompted the development of the form. The payment of overloads to happen at the end of the AY was part of the proposal to move go back to 12 credit hours. Kevin Evans stated it was a moot point under the current contract that stated you teach 30 credit hours per AY, not 15 per semester. Therefore, you do not earn an overload until you get to the final

semester. Kandas Queen pointed out that was not how it was previously defined in the BOG policy, which stated by semester until these proposed changes removed that language.

Discussion followed, which included expectations of contract being year (nine-months) long and pay. Brian Perkins asked if Faculty Senate was ready to vote on the policy as written. Discussion followed where it was noted that this was just a recommendation to go to CLC, then to administration to take to the BOG for consideration. Gary Morris noted CLC was meeting on Friday. Duane Chapman asked if we (Faculty Senate) were waiting or moving forward. Kevin Evans noted that if it was something we want BOG to consider as part of their policy for next year we need to move on it. Maureen Gildein motioned to vote on approving the last version Ken Lang sent (Mar. 3) regarding BOG Overload Policy as written. Duane Chapman seconded. Brian Perkins asked if any discussion. Kandas Queen noted objection to the language per feedback from her department. Kandas Queen and John McKinney voted nay. Motion carried and policy as drafted was approved. Brian Perkins will forward it to Gary Morris the same day in order to have the required 72 hours for the CLC meeting on Friday, at 2 p.m.

- Return to 12 credit – Brian Perkins noted he had talked to Gary Morris about this and meetings were getting ready to start with departments to let them know.
- Course Fees Change – Brian Perkins noted already discussed previously.

IV. Adjournment

- Brian Perkins asked if there were other concerns.

Meeting adjourned at 1:27 p.m.