



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

August 18, 2021
1:00 p.m.

Stonewall Resort, Pecan Room
940 Resort Drive, Roanoke, WV 26447

**Glenville State College
Board of Governors Meeting
Schedule
2021-22**

All Board of Governors meetings will be held in the Mollohan Campus Community Center, Ballroom at 1:00 pm in person unless otherwise noted in the schedule.

Executive Committee of the Board

All Executive Committee meetings will be held via ZOOM at:

Join Zoom Meeting

<https://zoom.us/j/91229060765?pwd=anZrV1JQTEVCdGI4ZS9zL1FnUU9Jdz09>

Meeting ID: 912 2906 0765

Passcode: GSC

or

Dial by your location:

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 912 2906 0765

Passcode: 896721

All Other Committees of the Board

All other committees will meet on the day of the Board meetings in the Mollohan Campus Community Center, Ballroom at the following specified times unless otherwise noted in the schedule.

Board Governance Committee at 8:00 am

Enrollment and Student Life Committee at 9:00 am

Academic Affairs Committee at 10:00 am

Business and Finance Committee at 11:00 am

Schedule

Wednesday, August 4, 2021

Executive Committee

Wednesday, August 18, 2021

Board of Governors & Committees
@ Stonewall Resort, Pecan Room,
940 Resort Drive, Roanoke, WV 26447

or

Join Zoom Meeting

<https://zoom.us/j/93504894580>

Meeting ID: 935 0489 4580

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Wednesday, October 6, 2021

Executive Committee

Wednesday, October 20, 2021

Board of Governors

Wednesday, November 17, 2021

Executive Committee

Wednesday, December 8, 2021

Board of Governors

Wednesday, February 2, 2022

Executive Committee

Wednesday, February 16, 2022

Board of Governors

Wednesday, April 20, 2022

Executive Committee

Wednesday, May 4, 2022

Board of Governors

Wednesday, June 1, 2022

Executive Committee

Wednesday, June 15, 2022

Board of Governors

Approved by the GSC Board of Governors June 16, 2021.

Updated August 11, 2021.



BOARD OF GOVERNORS
August 18, 2021
Stonewall Resort, Pecan Room
1:00 PM

AGENDA

1. Call to Order
2. Swearing In of New and Re-Appointed Board Members
3. Establishment of a quorum
4. Public Comment Period
5. Special Presentations
 - A. Fine Arts Department Update – Jason Barr, Chair
6. Constituent Comments
 - A. GSC Foundation, Sandy Pettit, President
 - B. Alumni Council, Doug Patterson, President
 - C. Faculty Senate, Brian Perkins, President or Marjorie Stewart, Vice President
 - D. Staff Council, Eric Marks, Chair
 - E. Student Government Association, Nic McVaney, President
7. **Consent Agenda (Action Item)**
 - A. Minutes of the June 16, 2021 Meeting
 - B. Board Committee Assignments
 - C. Board of Governors Annual Calendar of Events (*Document will be provided at the meeting*)
 - D. Cash Flow Projection Statement (*Document will be provided at the meeting*)
 - E. Accounts Receivable Report
 - F. Financial Statement (*Verbal update will be presented at the 11:00 am Business & Finance Committee meeting*)
8. Committee Reports
 - A. Executive Committee - Mike Rust, Chair
 - B. Board Governance and Human Resources Committee – Ann Green, Chair
 - C. Enrollment and Student Life Committee – Steve Gandee, Chair
 - D. Academic Affairs Committee – Skip Hackworth, Chair
 - E. Business and Finance Committee – Doug Morris, Chair

9. President's Report
10. Actionable Items
 - A. **Board of Governors Bylaws**
11. Announcements
12. Adjournment

**Glennville State College
Board of Governors Meeting
June 16, 2021
MCCC, Ballroom
Glennville, West Virginia**

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

Members Absent: Mr. Tim Butcher, Vice Chair
Mr. Joe Parsons

Faculty & Staff Present: Ms. Rita Helmick, Vice President for Administration & General Counsel
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Dr. Mark Manchin, President
Mr. Eric Marks, Information Technology Specialist
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Ms. Chelsea Stickelman, Director of Admissions & Staff Council Chair
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Dr. Joe Evans, Faculty Emeriti
Dr. Gary Gillespie, Faculty Emeriti
Mr. Nic McVaney, Incoming Student Government President
Mr. Doug Patterson, Alumni President – Via Teleconference
Mr. Harry Rich, Faculty Emeriti
Dr. Marjorie Stewart, Associate Professor of English & Faculty Senate Vice President

Call to Order

Chairperson Mike Rust called the meeting to order at 12:58 pm.

A quorum was established.

Public Comment – N/A

Constituent Comments

Alumni Council – Doug Patterson announced the following:

- New Alumni Council Vice President is Tim Moore and the new Secretary/Treasurer is Quentin Murphy.
- A new roof was installed on the Alumni Center.
- Power Park Event is scheduled for July 24th.
- Lambert’s Winery Event will be held August 11th.
- Hall of Fame will be held on September 25th.
- Homecoming is set for October 23rd.
- Another grant has been applied for to assist with the Alumni Center upkeep/renovations.
- Planning to release another edition of the *Pioneer* magazine in October.

Faculty Senate – Marjorie Stewart reported that she was elected as the Vice President for Faculty Senate and Kevin Evans was re-elected as the Board representative. The faculty survey results were shared with everyone and discussed. They hope to conduct a survey every spring.

Staff Council –Chelsea Stickelman reported:

- Council completed elections and new Council Chair is Eric Marks.
- The FY22 Council meeting schedule will be presented at the August meeting.
- Staff awards luncheon will be held next week.
- Council assisted Human Resources with improving staff evaluation forms.

Jason Gum introduced Cody Moore as the new staff board representative. He further announced that a committee has been formed to assess the President’s performance and submit to the Board for his evaluation.

Student Government Association (SGA) – Jasmine Tarmin introduced Nic McVaney as the new incoming SGA president and Board of Governors student representative. She reported that SGA has been working on the survey sent to them by the Board regarding the President’s evaluation.

Consent Agenda

SKIP HACKWORTH MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Mike Rust reported that the Committee met on June 2nd via Zoom and announced all future Executive Committee meetings will be held via Zoom. The Committee discussed the presidential evaluation process, the College/Foundation relationship, and set the June Board agenda.

Board Governance and HR Committee - Ann Green reported that the Committee recommends the following be appointed to serve as indicated:

- Mike Rust, Chair
- Steve Gandee, Vice Chair
- Bob Marshall to serve on the Housing Corporation
- Skip Hackworth to serve on the Research Corporation

Tegan McEntire provided a compensation study to all.

Rita Helmick presented a report on the following:

- Facilities update that included the status of the Barnes & Noble bookstore, Starbucks, ESG, Fine Arts Center Stage, and various elevators.
- The College had no major grievances or legal actions.
- Housing Corporation is currently painting houses and updating roofs on faculty/staff housing.

David Hutchison provided updates on SBC and the Research Corporation. Other updates included:

- Shared the first architectural rendering of Pioneer Way and announced the projected cost is approximately one million dollars.
- The President's Circle has been reinvigorated with fifty members.
- Graystone oversees endowments and the endowments increased from \$775K to \$17 million over the last seven years.
- Foundation awarded 301 scholarships and plans to increase the amount of scholarships by \$600K.
- The College was awarded by the legislature an additional million dollars for the Home Grown Initiative and \$400K for Health Sciences.

Business and Finance Committee - Doug Morris reported that the College will be receiving the third installment of HERFF funds and the FY21 Budget outcome is positive.

Dr. Manchin discussed strategies the College is going to implement to address the accounts receivable issues.

Bert Jedamski announced the budget for the next two years will be presented at the August meeting.

Enrollment and Student Life Committee – Steve Gandee reported on enrollment projections and noted that the trends are consistent with the last two and three years.

Jason Yeager reported that his area is working on:

- New marketing ideas.
- Upgrading Goodwin Hall.
- Contacting students who have not registered.
- Planning student rafting trips.
- eSports is recruiting more participants with the assistance of funding provided by President Manchin.

Jesse Skiles provided and discussed documents that were requested by the Board that included athletic academic summaries by semester, retention comparisons for January 2019 - January 2020, registered athletes, and the number of athletes living on campus.

Academic Affairs Committee – Skip Hackworth reported the following:

- The teacher education program received CAEP accreditation for the next five years.
- Strategic Plan has been completed with the assistance of constituent groups and the community. The overview that addresses the mission, vision, values, objectives, and goals for the next five years will be reviewed annually by the College and the Board.

Dr. Morris announced that the Teacher Education Department will be moving back to Clark Hall by next summer once renovations are completed.

President's Report - Dr. Manchin reported:

- The number one program request from students is nursing. The President, Dr. Morris, and Mike Rust met with Marshall University's President, Provost, CFO, Dean of Health Occupations, and the Dean of Nursing last week to discuss implementation of a nursing program at GSC. The intent is to offer a ten year program in collaboration with Marshall and eventually the program becoming a self-sustaining program at GSC after ten years. The first year of the program at GSC will be pre-nursing. It is anticipated to have a final MOU signed by the August meeting.
- Upon approval by HLC for GSC to offer a graduate program, President Manchin intends to request University status for the College.

Actionable Items

Board Officer Nominations

Ms. Green presented the 2021-20 slate of officers as:

- Mike Rust, Chair
- Steve Gandee, Vice-Chair
- Bob Marshall to serve on the Housing Corporation
- Skip Hackworth to serve on the Research Corporation

ANN GREEN MOVED TO APPROVE THE NOMINATED SLATE OF OFFICERS FOR 2021-22 AS PRESENTED. GREG SMITH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Mr. Rust will make committee assignments on a later date.

BOG's Scholarship

BOB MARSHALL MOVED TO APPROVE THAT THE GLENVILLE STATE COLLEGE BOARD OF GOVERNORS AGREES TO FUND JOINTLY THE BOARD OF GOVERNORS AWARD, AN EQUIVALENT FULL TUITION AND FEE SCHOLARSHIP FOR THE FY22 ACADEMIC YEAR. THE NEED-BASED SCHOLARSHIP WILL BE AWARDED TO A WEST VIRGINIA RESIDENT(S) WHO MEETS THE REQUIREMENTS OF THE WEST VIRGINIA PROMISE SCHOLARSHIP CRITERIA.

STEVE GANDEE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Meeting Schedule

STEVE GANDEE MOVED TO APPROVE THE 2021-22 BOARD MEETING SCHEDULE AS REVISED BUT SUBJECT TO CHANGE. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

FINAL Draft Policies 6A & 25B

ANN GREEN MOVED TO APPROVE THE PROPOSED BOARD FINAL DRAFT POLICIES 6A AND 25B FOR FILING WITH THE HIGHER EDUCATION POLICY COMMISSION IF NO COMMENTS ARE RECEIVED AFTER THE THIRTY-DAY COMMENT PERIOD. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Budget FY22

DOUG MORRIS MOVED TO APPROVE THE BUDGET FOR FY2022 AS PROPOSED. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Strategic Plan

SKIP HACKWORTH MOVED TO APPROVE THE GSC 2021-2026 STRATEGIC PLAN, AS PROPOSED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Rust announced the following:

- The next Executive Committee meeting is scheduled for August 4, 2021
- The next full Board meeting will be held in conjunction with a retreat on August 18 & 19, 2021 at Stonewall Resort.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 2:30 pm.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

Glenville State College Board of Governors

Committees for 2021-22

Executive Committee

- Mr. Mike Rust, (*Chair*)
- Mr. Stephen Gandee, (*Vice Chair and Chair, Enrollment and Student Life Committee*)
- Ms. Ann Starcher-Green (*Chair, Board Governance and Human Resources Committee*)
- Mr. Skip Hackworth, (*Chair, Academic Affairs Committee*)
- Mr. Doug Morris (*Chair, Business and Finance Committee*)

- Dr. Mark Manchin, Ex-officio

Board Governance and Human Resources

- Ms. Ann Starcher-Green, Chair
- Mr. Bob Marshall, Vice Chair
- Dr. Kathy Butler
- Ms. Alex Lay
- Mr. Cody Moore, Staff Rep.

- Ms. Tegan McEntire, Ex-officio

Business and Finance Committee

- Mr. Doug Morris, Chair
- Mr. Mike Rust, Vice Chair
- Mr. Bob Marshall
- Ms. Alex Lay, Vice Chair

- Mr. Bert Jedamski, Ex-officio

Enrollment and Student Life Committee

- Mr. Stephen Gandee, Chair
- Ms. Ann Green, Vice Chair
- Mr. Skip Hackworth
- Mr. Nic McVaney, Student Rep.

- Dr. Jason Yeager, Ex-officio

Academic Affairs Committee

- Mr. Skip Hackworth, Chair
- Dr. Kathy Butler, Vice Chair
- Mr. Joe Parsons
- Dr. Kevin Evans, Faculty Rep.

- Dr. Gary Morris, Ex-officio

Glennville State College
Student AR Balances - Past Trends

As of Date	Semester						
	Fall, 2019	Spring, 2020	Summer, 2020	Fall, 2020	Spring, 2021	Summer, 2021	Fall, 2021
12/1/2019	\$ 1,073,479	\$ 6,068,369					
12/15/2019	\$ 851,632	\$ 6,793,486					
12/31/2019	\$ 801,585	\$ 7,069,621					
2/1/2020	\$ 508,979	\$ 1,890,616					
3/15/2020	\$ 363,199	\$ 702,212					
4/1/2020	\$ 344,470	\$ 603,766					
4/15/2020	\$ 315,428	\$ 550,000					
5/1/2020	\$ 303,762	\$ 473,398					
5/15/2020	\$ 274,298	\$ 324,011					
6/30/2020	\$ 260,466	\$ 216,081	\$ 180,774				
9/1/2020	\$ 242,196	\$ 171,846	\$ 90,804	\$ 4,786,668			
10/2/2020	\$ 243,672	\$ 163,738	\$ 40,382	\$ 2,858,126			
11/1/2020	\$ 242,343	\$ 160,441	\$ 38,807	\$ 2,001,117			
11/29/2020	\$ 241,396	\$ 158,608	\$ 35,843	\$ 1,347,950			
12/15/2020	\$ 236,769	\$ 155,274	\$ 31,103	\$ 972,545	\$ 6,969,291		
1/4/2021	\$ 233,884	\$ 155,760	\$ 31,828	\$ 921,567	\$ 7,289,740		
1/14/2021	\$ 231,945	\$ 152,649	\$ 27,561	\$ 819,859	\$ 7,506,381		
2/1/2021	\$ 225,376	\$ 147,906	\$ 24,868	\$ 776,026	\$ 2,335,105		
2/11/2021	\$ 225,376	\$ 147,801	\$ 22,976	\$ 756,791	\$ 1,402,651		
2/23/2021	\$ 225,060	\$ 147,186	\$ 22,976	\$ 731,571	\$ 1,182,420		
3/1/2021	\$ 224,335	\$ 144,559	\$ 21,851	\$ 658,200	\$ 997,584		
3/15/2021	\$ 223,534	\$ 141,251	\$ 21,182	\$ 605,559	\$ 739,233		
4/1/2021	\$ 223,277	\$ 139,011	\$ 20,166	\$ 595,960	\$ 425,827		
4/6/2021	\$ 223,275	\$ 138,766	\$ 18,271	\$ 592,859	\$ 415,951		
4/18/2021	\$ 223,096	\$ 138,554	\$ 17,451	\$ 575,685	\$ 364,266		
4/30/2021	\$ 222,443	\$ 131,276	\$ 12,041	\$ 550,812	\$ 306,942	\$ 80	
5/14/2021	\$ 222,019	\$ 129,140	\$ 12,041	\$ 527,194	\$ 230,644	\$ 358,867	
6/1/2021	\$ 218,191	\$ 128,113	\$ 11,841	\$ 515,006	\$ 241,493	\$ 563,017	
6/9/2021	\$ 218,041	\$ 128,038	\$ 12,007	\$ 508,837	\$ 240,845	\$ 423,928	
6/14/2021	\$ 217,892	\$ 128,038	\$ 12,007	\$ 507,424	\$ 242,781	\$ 354,113	
6/30/2021	\$ 217,891	\$ 126,087	\$ 11,126	\$ 493,976	\$ 213,915	\$ 164,547	\$ 7,864,614
7/15/2021	\$ 216,068	\$ 125,337	\$ 10,702	\$ 478,027	\$ 192,483	\$ 123,054	\$ 8,100,354
7/31/2021	\$ 216,068	\$ 124,181	\$ 10,826	\$ 477,644	\$ 194,223	\$ 108,812	\$ 8,834,868
8/11/2021	\$ 215,812	\$ 124,181	\$ 10,565	\$ 471,706	\$ 186,050	\$ 101,334	\$ 8,165,966

Less: Pending Financial Aid: \$ 4,042,016

Net Fall, 2021 AR Balance as of 8/11: \$ 4,123,950

**Glenville State College Board of Governors
Meeting of August 18, 2021**

ACTION ITEM: Board Bylaws

COMMITTEE: Board Governance & HR Committee

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed revised Board bylaws.

STAFF MEMBER: Ms. Rita Helmick,
Vice President for Administration & General Counsel

BACKGROUND:

The GSC Board of Governors bylaws were last revised on April 19, 2006. Since that time, there have been changes of committees, job titles, and responsibilities. The bylaws are being revised to implement those changes and other technical modifications. At its meeting on February 24, 2021, the Board Governance & HR Committee reviewed the bylaws, made revisions, and recommended the attached final draft be forwarded to the full Board for approval.

Glenville State College

BYLAWS OF THE BOARD OF GOVERNORS

April 19, 2006

1.0 Members of the Board of Governors

The Board of Governors of Glenville State College consists of nine members appointed by the Governor and three constituent representatives elected by the faculty, classified staff and students. The Board of Governors shall have the powers conferred upon them by the laws of the State of West Virginia ~~as pursuant to WV Code § 18B-2A-1 et seq.~~

The President of the College shall serve as an ex-officio (non-voting) member of the Board.

Meetings shall be scheduled for at least six (6) times per year.

2.0 Officers of the Board of Governors and their Duties

2.1 At its last regular meeting in June of each year, the Board shall elect a chairperson and vice-chairperson ~~who shall serve for a term of one year or until their successors are elected. The chairperson may not serve more than four (4) consecutive years. The vice-chairperson shall serve for a term of one year or until their successor is elected.~~

2.2 The chairperson of the Board shall be a voting member of the Board, the Executive Committee, and may serve on one other committee. The chairperson shall preside at all meetings of the Board and shall decide all questions of order. It shall be the chairperson's duty to see that the Board's bylaws are properly followed and its orders properly executed. The chairperson shall, ~~in-on~~ behalf and in the name of the College and the Board, sign all instruments authorized by the Board, except as such duties may be delegated to the President of the College.

~~2.3~~ In the absence of the chairperson, the vice-chairperson shall be invested with the powers and discharge the duties of the chairperson. In the absence of the Chairperson and the Vice-Chairperson, the duties of Chairperson will be discharged by the Governors in the following order: Chairperson of the Business and Finance Committee, and Chairperson of the Student and Academic Affairs Committee, Chairperson of the Enrollment Management Committee, and Chairperson of the Board Governance and Human Resources Committee.

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3.0 Secretary to the Board

There shall be a secretary to the Board designated by the College President at the regular Board meeting in June of each year. The secretary will be a non-voting member of the Board. The secretary shall be custodian of all Board records and shall attest as required, by his or her signature, all instruments executed by the chairperson or other authorized person ~~in~~on behalf and in the name of the College and the Board.

The secretary shall attend all meetings of the Board and be responsible for accurate minutes of all Board meetings ~~and of committee meetings as needed~~ and assist the President in the training and orientation of new board members. In the absence of the secretary, the President can designate a person to discharge the duties of the secretary. Because of the record-keeping nature of the secretary's duties, he or she serves at the pleasure of the Board and may be appointed for consecutive terms.

4.0 Board of Governors Committees

Standing committees of the Board consisting of no fewer than three members each shall be appointed yearly, or at any time a vacancy occurs, by the chairperson of the Board.

Committee chairpersons and vice chairpersons shall be appointed by the Chairperson of the Board.

Each committee shall consider and make recommendations for action by the Board on the various policy matters enumerated below, and as assigned by the Executive Committee.

4.1 Executive Committee, comprised of the Board chairperson (serving as chairperson), the Board Vice-chairperson, the Board's immediate past chair, and the chairpersons of the committees on Board Governance and Human Resources (HR), Enrollment and Student Life, Academic Affairs, and Business and Finance. In the event a committee chairperson cannot attend a meeting of the Executive Committee, the vice-chairperson may be designated to represent the committee chairperson.

4.1.1 Refer to the Board general College policies and business not specifically assigned to another committee;

4.1.2 Maintain relations with local, state and federal legislation and administrative agencies;

4.1.3 Consult with the President on personnel appointments and separations;

4.1.4 Evaluate the performance of the President.

4.1.5 Recommend the compensation for the President; and

4.1.6 Act on behalf of the Board on policy matters needing immediate attention and report such actions to the Board.

4.1.6.1 To act on behalf of the Board, a quorum of the Executive Committee (four members) must be present.

4.1.6.2 Executive Committee actions taken on behalf of the Board shall be reported to and ratified by the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting.

4.1.6.3 Any meeting of the Executive Committee at which binding action is taken shall adhere to all provisions of West Virginia Law.

4.2 Board Governance and Human Resources Committee

4.2.1 Salary, wage, and benefit policies;

4.2.2 Personnel policy matters, including without limitation, affirmative action, equal employment opportunity, and compliance with other state and federal laws;

4.2.3 Collect nominations for future Board members for submission to the Governor;

4.2.4 Review and make recommendations for Board bylaws revisions;

4.2.5 Review and provide recommendations for Orientation and Training of new and existing Board members;

4.2.6 Review and make recommendations for new, amendments, and repeal of Board policies;

4.3 Enrollment and Student Life Committee

4.3.1 Student affairs, including, but not limited to, admissions and enrollment, financial aid, intercollegiate athletics, student life, residential life, and student services.

4.14.4 Student and Academic Affairs Committee

4.14.4.1 Academic policies and standards;

4.14.4.2 Approval of new degree programs;

4.14.4.3 Review of existing academic programs;

4.14.4.4 Student affairs, including, but not limited to, admissions and enrollment, financial aid, intercollegiate athletics, student life, residential life, and student services;

4.14.4.5 Promotion, tenure and annual evaluation procedures for faculty;

4.14.4.6 Promotion of alumni activities; and

4.14.4.7 Awards, honors, convocation, commencement, and other major College events.

4.24.5 Business and Finance Committee

4.24.5.1 Review and recommend the College's budgets, schedule of student fees, financial operations including annual audits, business organization and practices, borrowing of funds, investment of funds, and submission of appropriation and capital requests;

4.24.5.2 Approval of agency grants and contracts that exceed \$250,000 or that commit the College to continuing the grant activity beyond the grant period;

4.2.3 Salary, wage, and benefit policies;

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4.5.3 Naming, location, planning, construction, and maintenance of the College's plant and grounds, and the purchase and sale of lands and buildings; ~~and.~~

4.6 Nominations Committee

4.6.1 Appoint a slate of officers in April or May and present to the full Board for approval at its last regular meeting in June.

~~4.2.44.6.2~~ In the event of vacancy of an elected office, the Committee shall convene at its earliest convenience to facilitate a nomination for the remainder of the term and present to the full Board for approval at its next meeting.

~~4.2.5~~ Personnel policy matters, including without limitation, affirmative action, equal employment opportunity, and compliance with other state and federal laws.

~~4.3~~ Executive Committee, comprised of the Board chairperson (serving as chairperson), the Board Vice-chairperson, the Board's immediate past chair, and the chairpersons of the committees on Student and Academic Affairs and Business and Finance. In the event a committee chairperson cannot attend a meeting of the Executive Committee, the vice chairperson may be designated to represent the committee chairperson.

~~4.3.1~~ Refer to the Board general College policies and business not specifically assigned to another committee;

~~4.3.2~~ Maintain relations with local, state and federal legislation and administrative agencies;

~~4.3.3~~ Consult with the President on personnel appointments and separations;

~~4.3.4~~ Evaluate the performance of the President.

~~4.3.5~~ Recommend the compensation for the President; and

~~4.3.6~~ Act on behalf of the Board on policy matters needing immediate attention and report such actions to the Board.

~~4.3.6.1~~ To act on behalf of the Board, a quorum of the Executive Committee (three members) must be present.

~~4.3.6.2~~ Executive Committee actions taken on behalf of the Board shall be reported to and ratified by the Board and made a part of the official record by including such action in the record of the next regularly scheduled Board meeting.

~~4.3.6.3~~ Any meeting of the Executive Committee at which binding action is taken shall adhere to all provisions of West Virginia Law.

4.7 The chairperson of the Board shall be a voting member of the Board, the Executive Committee, and may serve on one other committee.

4.8 The President of the College shall be an ex-officio (non-voting) member of the Executive Committee. The Provost shall serve as the ex-officio for the Academic Affairs Committee, the Vice President for Enrollment and Student Life shall serve ex-officio (non-voting) on the Enrollment and Student Life Committee, the Chief Financial Officer shall serve ex-officio (non-voting) on the Business and Finance

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Committee, and the Human Resources Director shall serve as ex-officio (non-voting) on the Board Governance and HR Committee.

The President of the College shall be an ex-officio (non-voting) member of the Executive Committee. The Vice President for Academic Affairs and the Vice President for Student Affairs shall serve ex-officio (non-voting) on the Student and Academic Affairs Committee and the Vice President for Business and Finance shall serve ex-officio (non-voting) on the Business and Finance Committee.

4.44.9

4.5 The chairperson may poll or designate a poll to members of the Board when an issue(s) arises between regularly scheduled meetings that need the Board's immediate review and decision. In this situation, the members may vote via e-mail, telephone, fax, or letter. A record of these votes will be maintained for the official record. The issue will be formally presented to the Board at the next regularly scheduled meeting and the recorded votes will be re-confirmed.

5.0 Meetings of the Board of Governors

5.1 The Board of Governors shall comply with all provisions of West Virginia's open meeting law as designated in WV Code § 6-9A-1 et seq.-

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5.2 Meetings

5.2.1 The annual organizational meeting of the Board is its meeting in June, at which a regular meeting schedule shall be set, including hour-time and place.

5.2.2 Special meetings may be held upon the call of the chairperson, President, or upon written request to the chairperson by three Board members.

5.2.3 Notice of meetings: The chairperson shall notify all Board members and the President at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

5.2.4 Of the twelve (12) voting Board members, Aa quorum of seven (7) members is required to conduct business on matters requiring a vote from the Board. A majority vote of those present shall be sufficient to adopt any motion or resolution, provided that the vote of a majority of all the Board shall be necessary to make or confirm the making of any contract involving the expenditure of money not provided for in the annual budget; to adopt and revise the annual budget; and to amend or repeal previously adopted policies or bylaws of the Board.

5.2.5 The chairperson may poll or designate a poll to members of the Board when an

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issue(s) arises between regularly scheduled meetings that need the Board's immediate review and decision. In this situation, the members may vote in-person, via

when not otherwise provided for by its rules, shall be governed by the general usages of deliberative bodies. Every motion shall be reduced to writing upon the request of a member.

5.6 Recording Meetings

Members of the public and the news media may record public sessions of Board and Committee meetings. Use of recording devices may not interfere with the meeting or other attendees' view or hearing of the proceedings. Any recording devices must be fixed to one location in the room throughout the meeting. No flashes or other light enhancing devices may be used. The location of recording devices will be determined by the Chairperson prior to the meeting. Where multiple parties desire to record the meeting, the Chairperson may limit the number of recording devices in the meeting to no more than two. Anyone recording the sessions of Board and Committee meetings shall inform the Board that it is being recorded.

6.0 The President of the College

Serving at the pleasure of the Board of Governors, the President as Chief Executive Officer is responsible for recommending policies to the Board and for implementing those policies approved by the Board. The President must provide leadership in establishing a vision and goals to guide the College in fulfilling its mission. While the Board has the ultimate responsibility for the governance of the College to ensure its proper maintenance and successful and continuous operation, it is the President's responsibility to execute Board policies and administer the College to fulfill its mission. Specific responsibilities of the President include, but are not limited to, the following:

- 6.1** Administer Board policies to achieve the College's mission.
- 6.2** Direct strategic and short-range planning.
- 6.3** Develop, maintain and evaluate academic programs in furtherance of the College's mission.
- 6.4** Develop and maintain an administrative organization and governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the College's goals and mission.
- 6.5** Develop and maintain a system that will receive, screen and recommend for employment the most well qualified personnel required to carry out the mission of the College. In addition, this system must assign, supervise, evaluate, and promote all personnel employed by the College.
- 6.6** Plan and develop a process to secure and maintain the fiscal resources necessary to achieve the College's mission at the highest level of quality. This responsibility

shall include the presentation of these needs before the Higher Education Policy Commission and the legislature.

- 6.7 Prepare and present to the Board of Governors for approval the annual operating and capital budgets; in addition, make budgetary allocations and supervise the expenditure of all funds.
- 6.8 Develop and maintain facilities and equipment required to support the mission of the College.
- 6.9 Communicate to the Board the current condition and potential problems facing the College.

6.10 Represent the College before external public and private sector constituencies.

~~6.106.11~~ All other duties and responsibilities listed in the Delegation of Powers.

~~The President will be evaluated by the Board. Evaluation criteria and obtainable goals must be put in writing and discussed with the President at the beginning of each year to make clear the expectations of the Board and the committee can add or delete criteria with the approval of the Board.~~

~~Serving at the pleasure of the Board, the President will terminate his association with the College in a manner that does not discredit or damage the Board or College.~~

7.0 Evaluation of the President

7.1 The Board will conduct ~~an annual review~~ a formal and structured written performance evaluation of the President every year of his/her employment as pursuant to GSC

~~Board policy~~ Personnel Policy 23 - Guidelines for Employing and Evaluating the President at Glenville State College 23.

~~7.2 The Board will conduct a performance evaluation on the President every fourth year pursuant to GSC Board policy 23.~~

7.2 Evaluation criteria and obtainable goals must be put in writing and discussed with the President at the beginning of each year to make clear the expectations of the Board and the committee can add or delete criteria with the approval of the Board.

~~Serving at the pleasure of the Board, the President will terminate his/her association with the College in a manner that does not discredit or damage the Board or College.~~

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8.0 Adoption, Amendment, and Repeal of Bylaws and of College Policy and Procedures

- 8.1** The foregoing bylaws are intended to provide a general framework for the administration, and operation of the College. Detailed policies and procedures for the organization, administration, and operation of the college may be adopted, amended, and repealed by the Board of Governors.

- 8.2** New bylaws may be adopted and existing bylaws amended or repealed by a majority vote of the Board of Governors at any regular meeting of the Board, providing that notice of the meeting specifies that adoption, amendment, or repeal of the bylaws is to be considered.

First approved by the Board of Advisors on September 21, 2000.

Revised by the Board of Advisors on June 5, 2001 and effective July 1, 2001.

Revised and Adopted by the Glenville State College Board of Governors effective July 16, 2003.

Revised and Adopted by the Glenville State College Board of Governors effective October 20, 2004.

Revised and Adopted by the Glenville State College Board of Governors effective April 19, 2006.