

# Glenville State College Faculty Senate Meeting Minutes

Date: May 4, 2021

## I. Call to order and Roll.

- President Brian Perkins called to order the Glenville State College Faculty Senate at 12:30 p.m. in MCCC 319 and via conference call.
- Senators present: Brian Perkins, Kevin Evans, Marjorie Stewart, Jonathan Minton, Kandas Queen, Wenwen Du, Duane Chapman, Ken Lang, Maureen Gildein, and Tim Konhaus.

Also in attendance: Gary Morris and Bert Jedamski.

## II. Approval of Minutes; Reports

Motion to approve the minutes for April 20, 2021 meeting by Marjorie Stewart; seconded by Tim Konhaus. All voted; motion approved.

- Reports:
  - President: Bert Jedamski, CFO, provided a brief financial update. Noted that from a cash flow perspective nothing had changed and we were still in good shape. Expecting to finish the year with a positive balance. This was due to COIVD-19 funds GSC received.

On other initiatives such as the bookstore, Bert Jedamski commented we had selected to go with Barnes and Noble. Rita Helmick was negotiating the contract. He further noted the Attorney General sent some feedback regarding certain changes, and they were applying adjustments and sending it back that week to get final approval. Some implementation steps have already occurred. There have been some kick-off meetings with Barnes and Noble, and there are some very important steps that will need to be covered. There are planned communications to inform faculty and students on what we are really offering. Wants to share what the pros and cons are and to share good information so students can make decisions on whether they want to opt in and out of the service. This was a very inclusive process with Gary Morris and numerous others as members of a committee that just kicked off this past week. Should start seeing information about when the bookstore will be up and running coming soon. Barnes and Noble spoke confidently about their commitment to provide the materials by the fall semester.

Food service contract was out for RFP process. We had three companies that attended the meeting and we are expecting three proposals: Sodexo, Aladdin, and Aramark. Proposals are due May 21. Going through a question-and-answer phase; then it will go through a decision process to have a final contract by the end of the fiscal year, July 30. Brian Perkins asked about \$1.5 million previously mentioned by Aramark and if it was in the RFP. Bert Jedamski said he believed it was, and noted that was part of the initial good faith negotiations with Aramark. However, it turned out we could not do it that way per the Attorney General. Those talks with Aramark gave us an idea of where we would like to set the bar and the expectations for the process. So, the RFP was drafted with that type of language written into it, but with certain minimums. Bert Jedamski thought what we had now was a good process with healthy competition, and fresh ideas/perspectives. Brian Perkins commented this might allow for a better price. Bert Jedamski hoped the process would get a better deal, and that pricing was an important part of the RFP. Ultimately, this was something that will be advantageous to students and be something they can afford.

In terms of the budget, Bert Jedamski noted they were continuing to make progress. The end of May was the target to be finished, other than fine tuning the budget for the BOG meeting in June. Bert Jedamski stated they had made some good progress on the discounting and waivers topic. Also, had a lot of discussion on the payroll topic, and has a meeting set with the cabinet for further discussion. Moving in the direction of making some final decisions. Bert Jedamski stated he felt they were on track towards having a meaningful budget by the end of the month.

Bert Jedamski further commented on housing for students this summer as a topic from the cabinet meeting that morning. Noted there were a lot of moving pieces in making Goodwin available to operate as student housing this summer. A factor in this move was that Ann Reed had informed them that a higher-than-average number of students were seeking transient courses, and she felt price was one of the drivers of that trend. Bert Jedamski spent time with Jason Yeager to see about lowering our housing rate over this summer to make it more attractive to students, while still covering our fixed cost. It will be a \$50 per week housing rate for Goodwin Hall. This was regardless of whether they are a summer student or a student worker as long as they are registered for the fall and GSC will have that future revenue stream. This will be a lot less than previously where we have charged \$700-\$800 per term. Bert Jedamski noted summer tuition rates was

another item that needed further review to make them more competitive. Maureen Gildein asked when students would be notified about housing for this summer. Bert Jedamski noted it needed to happen now and that students were already being registered without knowing this. Chelsea Stickelman will take that back to her team and get Trae Sprague involved, and maybe get Dustin Critchfield involved in developing a message to get it out to the students.

- Board of Governors (BOG): Kevin Evans mentioned that BOG moved to day and ½ meetings and it was beneficial. Meetings were not rushed and allowed for better discussion. They felt it was productive and are planning on doing it again in June. The BOG recommended Kathy Butler and Alexandria Lay as replacements for BOG positions. Noted they were trying to get more diversified and younger board members. The other action item was the Associate Degree in Land Resources, which was approved. Maureen Gildein asked if these new BOG members were approved. Kevin Evans noted it was a recommendation for now and noted it was the Governor who would appoint them. Maureen Gildein further asked which members were coming off the BOG. Kevin Evans replied it was Greg Smith (term expired) and Tim Butcher (term expires in June 30) who were coming off the BOG.

Duane Chapman noted seeing, in the cabinet and president's reports, projected increases in student head count, but was not seeing FTE count and asked Kevin Evans he was getting that information through BOG. Kevin Evans was getting FTE and part-time numbers, and it was broken down by classes and which were in-state and which were out-of-state. Further noted that according to Jason Yeager and Bert Jedamski, it was tied together with the budget, so when changes are made to the projected numbers it changed in the budget at the same time. Kevin Evans noted we were down 14 FTE in-state students, 6 FTE out-of-state students, but projecting an increase of 8 international students, 7 FTE online students, and 2 part-time online students. Further noted a loss of 7 Second Chance Pell, and a gain of 60 in dual enrollment. Discussion followed. Duane Chapman asked Gary Morris if he felt good about predicting strong recovery numbers quickly following post COVID-19. Gary Morris responded, yes. Kevin Evans commented on a report from Tim Henline in which the current update on registration numbers looked low to him. Further noted that the freshman numbers looked good, but the sophomore, junior, and senior numbers looked low. Gary Morris noted one of the things

going on with that was the new FASFA hold from Financial Aid. Further commented that the week before had 180 some students that had not completed their FASFA information. Duane Chapman questioned whether students had to have that completed to enroll, and whether it was a federal policy or GSC policy. Gary Morris stated it was GSC practice and that students had to have it completed to register. Discussion followed about percentage of students not completing FASFA and the initiative to reduce the amount of money owed by students, delays for students registering, and delays with Financial Aid. Gary Morris stated to let him know of any students having issues, and he asked Tim Henline to draw up a report on how many students have holds.

- Advisory Council of Faculty Representative (ACF): Marjorie Stewart noted they met on Friday for 2 hrs. in Zoom. Basically, ACF talked about the global international initiative they were involved in. ACF is hoping to draft legislation about getting buy-in from all the colleges and universities; starting to talk to legislators, and other stakeholders. Marjorie Stewart commented she had sent out a list on the benefits of having international students. Further noted it was good for recruitment. ACF is forming a taskforce over the summer to work on it. Brian Perkins asked if it was easier now with new federal leadership for students to get permits to come to school in the U.S. The ACF Summer retreat will be two days on Zoom in July. In the future, they would like to hold that in person as it is an important training opportunity for new ACF members. Next year most, if not all, meetings on Zoom, due to travel cost and lingering COVID-19 fears. Meeting in person was also expressed as important. Duane Chapman commented on recruitment of international students.
- Cabinet Notes: Administration organizational charts are being updated. DMAPS will be in the Riverfront in August, but their numbers are not firmed up yet. An admission team is going to award ceremonies at high schools to promote recruiting. Noted students were registering for classes, but not sure the number of how many had completed it yet. Account Receivables are still going down. Collection efforts seemed to be strong. Everyone had a good time at the Derby. Cases of COVID-19 were increasing. Gary Morris noted there were three staff and one faculty with COVID-19 on campus. Marjorie Stewart commented on the rise of outbreaks in Glenville. Brian Perkins asked if any of the cases involved people who were already vaccinated. Gary Morris thought one was. Kathy Butler will be the graduation speaker.

- Administrative/Academic Updates (GSC President, GSC VPAA, Others): Gary Morris commented a few updates. One was working with Barnes and Noble to have our bookstore. It was in the hands of the Attorney General. Noted we are behind in the adoption process for books in the fall and their portal will not be active until May 17, which is after everyone has gone. Academic Affairs will email faculty this week for book adoptions and will enter for faculty; training for the portal is upcoming. Kevin Evans noted his department was using an Excel spreadsheet for the whole department and asked if that would work. Gary Morris said that was great.

Gary Morris noted limits for summer classes, which will be capped at 8 students and then prorated according to the number of students enrolled below the cap. Brian Perkins asked if that cap would also apply to internships. Gary Morris said he would have to check to see how we had done it in the past.

The Faculty Handbook 2021-2022 will be published in August, as promised. However, Gary Morris noted that would not give Faculty Senate a chance to review. He asked if Faculty Senate would use the upcoming year to review and provide feedback for revisions in the Faculty Handbook 2022-2023 academic year. Gary Morris expressed he wanted faculty to have the summer off, but wanted to keep faculty involved in the process without causing long delays on getting the handbook published. Brian Perkins asked if ‘track changes’ could be used to help Faculty Senate members track the changes made to the handbook. Gary Morris noted difficulty when doing a lot of changes, but willing to try and share what changes he makes to the document.

Academic honors reception on Thursday at 4 pm. All faculty are invited, but due to COVID-19 recommend only come if really wanted to support a student you know. It will be in the ballroom. Gary Morris asked Kevin Evans (and Faculty Senate) about expectation for Faculty attending graduation and that he was getting questions. Kevin Evans noted the communications (emails) he sent out always said faculty were expected to attend and absences were to be requested through Academic Affairs. Discussion followed on the questions, perceptions, and that expectations were the same as they had been for years, which was that faculty were to attend. Gary Morris commented he had never declined someone saying they could not attend, but asked Kevin Evans to consider including a line to faculty not wishing to attend to notify him as soon as possible so they could get a head count for the chairs.

Updates from the West Virginia Higher Education Policy Commission updates included Sarah Tucker being renewed as Chancellor. The approved Program Reviews and the summary for Forestry Program have been submitted to HEPC. In the last meeting, GSC got some kudos on our Biology program and the admission rate on the number of students going from our program into professional schools, which was near 100%. Further noted there were several programs recommended for suspension, but none of them were GSC programs. Kevin Evans asked if Chancellor Sarah Tucker was over both four-year and community colleges. Gary Morris noted she was over both, but not sure about separate titles. Noted she was always referred to in his meetings as the Chancellor of West Virginia Higher Education Policy Commission.

### III. Old Business:

- Part-time Faculty Handbook – Brian Perkins noted he had reviewed up to the appendix. Questioned about no comments on Course Outlines and referenced pages 17-18 where it mentioned Course Syllabus. Further commented that the Course Syllabus was fed from the Course Outline, which is approved by the Curriculum Committee. Departments develop the syllabus from the approved Course Outline. Discussion followed on the need to for language regarding Course Outlines to be part of the Part-Time Faculty Handbook. Gary Morris noted that part-time faculty do not usually get Course Outline, just the Course Syllabus. Brian Perkins commented that if they are not making changes to the syllabus, then it should be ok. Further referenced page 19 and the language in last two sentence on field trips where students must get permission from all their faculty members to go on a field trip, and asked if that was outdated language. He thought all field trips would be excused under Institutional Absences. Gary Morris commented that maybe that could be changed to notify faculty. Kandas Queen presented a comment from the Department of Business about the Department Chair's doing the course evaluations on adjuncts and whether that was the correct process. Gary Morris responded he thought they were to do the teaching observations, but not the FAR. Marjorie Stewart referenced the teaching tips on page 28 and questioned if that language was needed. Commented she found the assumption of offering teaching tips to be insulting, indicated they did not know how to teach. Gary Morris commented the thought was that adjuncts do not necessarily have to have teaching experience, but would consider removing it if that was what Faculty Senate recommended. Marjorie Stewart noted that there would be an orientation process, and adjunct faculty would be assigned a mentor who could assist them with teaching tips as needed. Brian Perkins noted some might some like it, and those were good references. It would depend on how the individual perceived it. Kevin Evans commented on adding a qualifier line stating that if you were new to

teaching, here are some ideas. Discussion followed. Kandas Queen asked if GSC was still doing the summer institute. Gary Morris noted we need to eventually get there, but it was too late to get it set up for this summer. Once we get the handbook worked through, it needs to be part of the process going forward.

- Brian Perkins announced the need to encourage every member to vote. Marjorie Stewart questioned the survey and stated she had some problems. Maureen Gildein noted it only went out to a few and then it got hung up. Larry Baker and her talked to the IT department on resolving the issue. Discussion followed and others commented on having issues with survey.

#### IV. New Business:

- Curriculum Updates – Duane Chapman asked about General Education updates. Gary Morris noted a committee was going to be set up in the fall. Mari Clements will be on the committee, but wants a faculty member to chair it. Work on it will begin in the fall. Each department should be represented on the committee. The goal is to be ready with this in 2023.
- Faculty Survey – Brian Perkins commented on conducting faculty survey as something Mike Rust had asked if we were doing regularly. Kevin Evans commented on developing a systematic approach. Marjorie Stewart noted the idea was doing it every year would provide a more accurate picture. Duane Chapman noted it should be done at the end of the year when you were more likely to get insight on what was happening. Kevin Evans noted that would also benefit new faculty who otherwise would have nothing upon which to gauge their responses. Maureen Gildein noted going back over this past year, the newer faculty did not participate, which might be because they did not know. Brian Perkins noted that Mike Rust might like to get more feedback from the faculty. Questioned if we needed to talk about it further in the fall. Duane Chapman noted it should have a set time. Gary Morris commented it would be nice to have a baseline, then we could see when we move off of it. Discussion followed. Duane Chapman motioned to send the Annual Faculty Survey out on Friday. Marjorie Stewart seconded. Motion pass.
- ASC Advising – Marjorie Stewart noted last year in the BOG meeting a lot of departments were having issues on advising out of ASC with students not getting turned over to departments soon enough. Asked if anyone was having issues. Gary Morris noted ASC are sending to AA secretaries the schedules they are building for students, who will then send it on to faculty in departments to evaluate. Discussion followed. Marjorie Stewart stated it sounded like a system was in place to deal with that issue related to ASC.
- Department Chairs – Brian Perkins commented on the new/revised Department Chairs' roles and responsibilities. It was now paired down to a one page. Brian

Perkins questioned if we wanted to add the pay and course release on it as well. Gary Morris noted he could put in language that they receive a stipend, but would be hesitant to put in a dollar amount as that could change. Course load reduction was not part of it, but Gary Morris noted he was trying to get the stipend increased. Brian Perkins thanked him for his advocacy on behalf of department chairs and faculty. Gary Morris noted the Chairs had put a lot of work into it over the past few weeks and provided a lot of good feedback.

V. Adjournment:

Duane Chapman motioned to adjourn the meeting. Marjorie Stewart seconded the motion. Motion carried.

Meeting adjourned at 12:52 p.m.