



GLENVILLE
STATE UNIVERSITY

AMENDED AGENDA

**Glenville State University
Board of Governors**

**October 13, 2022
2:00 p.m.**

**Waco Center
Rooms A227/228**

**Glenville State University
Board of Governors Meeting
Schedule
2022-23**

All Board of Governors meetings will be held in the Waco Center, Rooms A227/228 at 2:00 pm in person unless otherwise noted in the schedule.

Executive Committee of the Board

All Executive Committee meetings will be held at 11:00 am via ZOOM at:

Join Zoom Meeting

<https://us06web.zoom.us/j/91229060765?pwd=MUI2RG9aVm4rTlI2dzR4K1NUZmNmdzO9>

Meeting ID: 912 2906 0765

Passcode: GSU

or

Dial by your location: + 1. 929.205.6099 US (New York)

Meeting ID: 912 2906 0765

Passcode: 481189

All Other Committees of the Board

All other committees will meet on the day of the Board meetings in the Waco Center, Rooms A227/228 at the following specified times unless otherwise noted in the schedule.

Board Governance and HR 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

Athletics Committee at 1:00 pm

Schedule

Thursday, July 7, 2022

Special Mtg. of Board of Governors @ 10:00 am

Meeting will be broadcast via Zoom - <https://us06web.zoom.us/j/85323246878?pwd=T0txQ2FvdVh5cTRaalVCTGhiYTkrQT09>

Meeting ID: 853 2324 6878 Passcode: GSU OR

By Phone +1 929 205 6099 US (New York)

Meeting ID: 853 2324 6878 Passcode: 370372

Wednesday, July 27, 2022

Executive Committee

Wednesday, August 10, 2022

Board of Governors & Committee Meetings

Wednesday, October 5, 2022

Executive Committee

~~Wednesday, October 19, 2022 Friday, October 14, 2022~~

Thursday, October 13, 2022

Board of Governors

~~Wednesday, November 16, 2022~~

Tuesday, November 15, 2022

Executive Committee

~~Wednesday, December 7, 2022 Friday, December 9, 2022~~

Board of Governors

Wednesday, February 1, 2023

Executive Committee

Wednesday, February 15, 2023

Board of Governors

Wednesday, April 19, 2023

Executive Committee

Wednesday, May 3, 2023

Board of Governors

Wednesday, May 31, 2023

Executive Committee

Wednesday, June 14, 2023

Board of Governors

Approved by the GSU Board of Governors June 15, 2022.

Updated June 27 & 28, 2022; July 20, 2022; July 27, 2022; August 25, 2022; September 15, 2022, September 23, 2022,

October 6, 2022.



BOARD OF GOVERNORS
October 13, 2022
Waco Center, Rooms A227/228
2:00 PM

AMENDED AGENDA

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Special Presentations
 - A. Nursing Program Update – *Denise Campbell, Nursing Consultant for MU/GSU Consortium*
5. Constituent Comments
 - A. Alumni Council - *Doug Patterson, President*
 - B. Faculty Senate – *Elizabeth Matory, President*
 - C. Staff Council - *Eric Marks, Chair*
 - D. Student Government Association – *Breanna Morgan, President*
6. **Consent Agenda (Action Item)**
 - A. Minutes of the August 10, 2022 Meeting
 - B. Cash Flow Projection Statement (*Will be provided day of meeting*)
 - C. Accounts Receivable Report
7. Committee Reports
 - A. Executive Committee - Mike Rust, Chair
 - B. Board Governance and Human Resources Committee – Alex Lay, Chair
 - C. Enrollment and Student Life Committee – Ann Green, Chair
 - D. Academic Affairs Committee – Kathy Butler, Chair
 - E. Business and Finance Committee – Doug Morris, Chair
 - F. Athletics Committee – Bob Marshall, Chair
8. President’s Report
9. Discussion/Actionable Items
 - A. **Final Draft Policy 47**
 - B. **Funding Formula Weight Missions**
 - C. **Master of Science in Criminal Justice - Intent to plan**
 - D. **Master of Business Administration (MBA) - Approval of Program**
 - E. **Surplus Property Sale**
10. Announcements
11. Adjournment

**Glennville State University Board of Governors
Meeting of October 13, 2022**

ACTION ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Consent Agenda as proposed.

STAFF MEMBER: Dr. Mark Manchin, President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the August 10, 2022 Meeting
2. Cashflow Projection Statement
3. Accounts Receivable Report

**Glenville State University
Board of Governors Meeting
August 10, 2022
Waco Center, Rooms 227/228**

Members Present: Ms. Ann Green, Vice Chair
Dr. Kathy Butler, via Zoom
Mr. Daniel Durbin, via Zoom
Ms. Alexandria Lay
Mr. Robert Marshall
Mr. Doug Morris
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative
Ms. Breanna Morgan, Student Representative

Members Absent: Mr. Mike Rust, Chairperson
Mr. Tilden "Skip" Hackworth

Faculty & Staff Present: Ms. Rikki Butler, Director of Undergraduate and Graduate Admissions
Dr. Denise Campbell, GSU/MU Nursing Program Consultant
Ms. Bridget Carr, Associate Director of International Student Services
Ms. Maureen Gildein, Lecturer of Physical Education, via Zoom
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 & Staff Council Chair
Ms. Elizabeth Matory, Asst. Professor of CJ and incoming Faculty Senate President
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Ms. Doris Agyemang, International Student
Mr. Doug Patterson, Alumni Council President
Mr. Pierre Vantor, International Student

Call to Order

Ann Green, Vice Chair, called the meeting to order at 1:01 pm.

Jason Yeager, Vice President for Enrollment and Student Life, introduced the new Associate Director of International Student Services, Bridget Carr, along with international students Pierre Ventor and Doris Agyemang.

Swearing In of New and Re-Appointed Board Members

Vice Chair Green administered the Oath of Office to the following newly appointed and re-appointed members, Kathy Butler and Daniel Durbin (lay members), and Breanna Morgan (student representative).

A quorum was established.

Public Comment – N/A

Special Presentation

Nursing Program Update – Denise Campbell reported that a nursing club has been established and it will include community service projects. Twenty-one nursing students were enrolled as of today in the nursing program. Dr. Campbell will be the advisor and mentor for the nursing students and will be teaching two courses on campus and one online. A few of Marshall University's nursing staff visited GSU's simulator lab last week. The lab includes a simulated mannequin. Students visited the lab today.

Constituent Comments

Alumni Council – Doug Patterson reported the following:

- Working on Alumni Center rooms renovations.
- Lambert's Winery Event will be held on August 24th in Weston, WV.
- Seeking nominations for Alumni Awards.
- Encouraging more alumni to become involved and participate in fall high school football games to set up tents and give out GSU information.
- The annual Black Alumni event was held in July.
- Pioneer Progress magazine will be sent out in September.
- The Hall of Fame event will be held on October 1st.
- The Tim Carney Golf Tournament will be held on October 14th and Homecoming is October 15th.

Faculty Senate – Elizabeth Matory reported the following:

- Many new faculty joined GSU from miscellaneous areas.
- Faculty meetings are taking place this week.
- The HLC visit and new students are prominent on the Senate agenda.
- The first organizational meeting of the Senate will be next Tuesday.
- The first day of classes is on Monday.

Staff Council –Eric Marks reported the following:

- Maintenance remodeled Pickens Hall and worked on the lawn a lot this summer.
- Technology has been updated across campus. New computers, smart boards, etc. have been purchased with grant funding and installed.
- The Admissions Office has been recruiting, enrolling students, and preparing for Move-in Day.

Student Government Association (SGA) –Breanna Morgan reported the following:

- The SGA kickoff event is scheduled for tomorrow.
- A couple of SGA positions were not filled during elections and Breanna has been interviewing students to fill the positions.
- Planning for Homecoming has begun.
- Breanna, along with SGA’s vice president and past president, attended the WV Student Leadership Conference in Canaan Valley over the summer.

Consent Agenda

JOE PARSONS MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee Report - Ann Green, Vice Chair, reported the Committee met on July 7th via Zoom and discussed the following:

- Fall enrollment projections.
- New Board member recommendation for Daniel Durbin was submitted to the Governor for consideration to fill the vacant Board seat.
- HEPC requested that Board members send topics of trainings they would like offered by the Commission. Thanks to the members who submitted recommendations.
- Convocation participation details were reviewed. Members wishing to participate in Friday’s Convocation will robe in the Fine Arts Center at 1:30 pm.
- New committee members and chair appointments were assigned by Chairman Rust. An Athletic committee has been composed to review compliance, provide academic oversight, and evaluate other athletic issues. Bob Marshall will chair the Committee.
- Reviewed a draft of updated Bylaws that includes the new Athletic Committee and its responsibilities.
- Recommend approval to retain the Bachelor of Science in Special Education and Bachelor of Arts//Bachelor of Science in Interdisciplinary Studies.
- Set today’s Board Agenda

Board Governance and HR Committee – Alexandria Lay, Chair, reported:

- Tegan McEntire provided an HR update to the Committee and announced that several open positions have been filled.
- Rita Helmick reported there are currently no legal actions, a Committee is working on the Crisis Response, facility renovations continue, and the Board will get a tour of the new renovations tomorrow.
- David Hutchison announced new scholarships that were added this year, GSU’s Instagram is number eight out of 313 DII schools, and Workforce Development is offering new programs to the Community.
- The Committee recommends approval of the revised by-laws as proposed with one amendment. Add “Chairperson of the” in front of Athletic Committee in the last line of section 2.3.

Enrollment and Student Life Committee –Jason Yeager reported that enrollment numbers are increasing and provided a housing and international student update. It is the goal of Admissions and Finance to keep 600 students in housing to stay with the budget. There are 607 students currently identified as living in housing. He introduced Rikki Butler as the new Director of Undergraduate and Graduate Admissions. The University is planning to bring back the High Adventure Program and hire a High Adventure Program Coordinator.

Jesse Skiles reported that there has not been much turnover with coaches and all the coaches have recruited well. The new Acrobatics & Tumbling Coach, Taylor Broadwater, is an Alumni from Parkersburg.

Academic Affairs Committee – Kathy Butler, Chair, reported:

- WV HEPC recommended to eliminate the Special Education and Interdisciplinary Studies programs; however, GSU does not have a standalone program in Special Education. It offers a BAED with multiple specializations/majors. It will be no cost to the University to keep the Interdisciplinary Studies program, so the Institution will request to retain it.
- GSU is providing courses to acquire a teaching certification.
- The University is working on a plan to offer a Criminal Justice graduate program.
- The HLC visit will be in September and the Board will do training this week for that visit.
- Currently, 67 percent of faculty at GSU hold terminal degrees.
- Fifteen new faculty have been hired.
- Work on the Strategic Plan continues and will be placed online for review.
- The Committee recommends approval of the plan to offer an MBA program.

Business and Finance Committee - Bert Jedamski reported that the Committee discussed the Accounts Receivable update and compared recent years to prior years. He further reported the Committee discussed:

- Changes made to the collecting/invoicing system. There has been an increase in student collections.
- Committee reviewed the cash flow forecast and the University status at end of July. It also reviewed the upcoming year projections.
- Reviewed aspect of housing and enrollment data, comparisons, targets, and financial impacts.
- Teresa Sterns has been appointed as the liaison for the state funding formula to monitor targeted data and compare how the University is doing.
- Reviewed the year end close and audit process. October 15th is the deadline for completing financial statements.

President's Report

Dr. Manchin reported the following:

- The overall direction and vision moving forward is the educational programs. The State department will have many teacher openings in the future and the University will continue to grow the teacher education/administration program to be a premier program as it used to be.
- The University will also continue to grow the Health Sciences program with nursing, trainers, physical therapy assistants, etc. The plan is to complete the unfinished space at the Waco Center for the Department of Health Sciences.
- Growth will continue in offering graduate programs. The intent is to offer approximately 6-8 additional Master degree programs over the next few years.
- Many renovations are ongoing around the campus to include the new dining hall, Cedar Creek Grill, Freshens, residence halls, new signage, etc.
- Safety is of the utmost importance and it will continue to be monitored to assure campus safety, academic success, and quality of student life on campus.

Board of Governors Bylaws

ALEXANDRIA LAY MOVED TO APPROVE THE PROPOSED REVISED BOARD BYLAWS AS AMENDED.
CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Master of Science in Business Administration

KEVIN EVANS MOVED TO ENDORSE THE DEVELOPMENT AND SUBMISSION OF AN INTENT TO PLAN AN MBA DEGREE PROGRAM AT GLENVILLE STATE UNIVERSITY.
CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Bachelor of Science in Special Education

The Executive and Academic Affairs Committees discussed retaining the Bachelor of Science (BS) in Special Education Program; however, Dr. Morris explained that Glenville State University does not have a BS in Special Education program. The BS in Special Education is included on the WV Higher Education Policy Commission's (HEPC) degree program inventory for Glenville State. The only education program GSU has is the Bachelor of Arts in Education. A motion was proposed to remove the BS in Special Education to clear up WV HEPC's degree program inventory to reflect the one degree program in Education that the University offers.

JOE PARSONS MOVED TO REMOVE THE BACHELOR OF SCIENCE IN SPECIAL EDUCATION PROGRAM FROM WV HIGHER EDUCATION POLICY COMMISSION INVENTORY.
KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Bachelor of Arts//Bachelor of Science in Interdisciplinary Studies

KATHY BUTLER MOVED TO NOT TERMINATE THE BS/BA INTERDISCIPLINARY STUDIES.
CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Vice Chair Ann Green announced the following:

- The Foundation is hosting a Legislative Reception at the Waco Center Atrium tomorrow evening from 5:30 - 7:00 and everyone is invited.
- Convocation is Friday, August 12, 2022 @ 2:00 am in the Fine Arts Center.
- The Board is scheduled for a lunch meeting on campus with the Higher Learning Commission Team (HLC) on September 20, 2022. The Board will also have a special meeting that day to approve the funding formula mission weights.
- Next Executive Committee meeting will be October 5, 2022 via Zoom at 11:00 am.
- Next regular BOG's meeting is scheduled for October 14, 2022; however, the annual Tim Carney Golf Tournament is the same day. The consensus of the Board was to move the Board and Committee meetings to Thursday, October 13th at the same times and location.
- Homecoming is October 15th.

Adjournment

With no further business and hearing no objection, Vice Chairperson Green adjourned the meeting at 2:20 pm.

Ann Green
Vice Chair

Teresa Sterns
Executive Assistant to the President

Accounts Receivable Update

Student AR Balances - Point In Time, Trend Comparison

Semester Based Balances

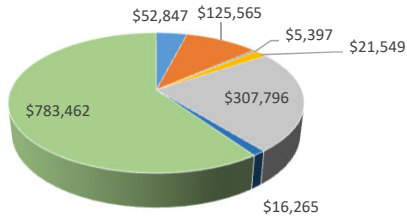
As of Date	Fall, 2019	Spring, 2020	Summer, 2020	Fall, 2020	Spring, 2021	Summer, 2021	Fall, 2021	Spring, 2022	Summer, 2022	Fall, 2022
6/30/2020	\$ 260,466	\$ 216,081	\$ 180,774							
9/1/2020	\$ 242,196	\$ 171,846	\$ 90,804	\$ 4,786,668						
10/2/2020	\$ 243,672	\$ 163,738	\$ 40,382	\$ 2,858,126						
6/9/2021	\$ 218,041	\$ 128,038	\$ 12,007	\$ 508,837	\$ 240,845	\$ 423,928				
8/17/2021	\$ 215,810	\$ 124,081	\$ 10,564	\$ 471,272	\$ 177,476	\$ 93,331	\$ 7,987,033			
10/11/2021	\$ 213,054	\$ 123,025	\$ 6,184	\$ 418,020	\$ 114,232	\$ 13,560	\$ 597,865			
6/7/2022	\$ 209,636	\$ 120,244	\$ 5,925	\$ 407,147	\$ 96,597	\$ 8,509	\$ 160,061	\$ 165,248	\$ 547,540	
8/9/2022	\$ 208,736	\$ 116,527	\$ 5,925	\$ 402,916	\$ 95,837	\$ 8,184	\$ 160,662	\$ 142,448	\$ 132,587	\$ 8,605,681
10/6/2022	\$ 208,720	\$ 115,977	\$ 5,925	\$ 403,726	\$ 97,956	\$ 7,909	\$ 157,959	\$ 139,851	\$ 9,485	\$ 1,334,813

Less Pending Aid: 21,932

Net Amount Due: \$ 1,312,881

Fall, 2022 AR Balance Composition

Category	Net Amount Due	Student Count	Percent of Total	Avg per Student
Dual Enrollment (High School Students):	\$ 52,847	386	4.0%	\$ 137
2nd Chance Pell (Correctional Institutions):	\$ 125,565	72	9.6%	\$ 1,744
Financial Aid Pending:	\$ 5,397	16	0.4%	\$ 337
Withdrawn, Expunged, or Other Issues:	\$ 21,549	35	1.6%	\$ 616
Payment Plans:	\$ 307,796	136	23.4%	\$ 2,263
Balance Under \$500:	\$ 16,265	98	1.2%	\$ 166
Other:	\$ 783,462	187	59.7%	\$ 4,190
Total Fall, 2022 AR Balance as of 10/6:	\$ 1,312,881	930		\$ 1,412



- Dual Enrollment (High School Students):
- Financial Aid Pending:
- Payment Plans:
- Other:
- 2nd Chance Pell (Correctional Institutions):
- Withdrawn, Expunged, or Other Issues:
- Balance Under \$500:

**Glenville State University Board of Governors
Meeting of October 13, 2022**

ACTION ITEM: Final Draft Board Policy 47

COMMITTEE: Board Governance and Human Resources

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed Board draft policy for final filing with the Higher Education Policy Commission if no comments are received after the thirty-day comment period.

COMMITTEE MEMBER: Ms. Alexandria Lay, Chair

BACKGROUND:

Higher Education Policy Commission Series 4 requires that Glenville State University Board of Governors follow a series of steps for the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect.

The attached final draft policy was submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions. The final draft policy was also posted on the University's website for a twenty-two (22) day public comment period. No suggested revisions/comments were received during the comment period; however, administrative changes were made to the numbering and text after the posting in sections 3.11 and 3.12 to comply with The Governmental Open Meetings Act.

In compliance with Series 4, the Board must approve final draft policies/rules and submit these for comment for a period of thirty (30) days. If approved, the current final draft policy will be submitted for the thirty (30) day public comment period and brought back to the Board with any revisions made after public comment for final approval within ten (10) days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

GLENNVILLE STATE UNIVERSITY POLICIES

POLICY 47

MEETINGS OF THE BOARD OF GOVERNORS

47.1. General

1.1. Scope - This policy establishes Glensville State University's procedures for meetings of the Board of Governors.

1.2. Authority – W. Va. Code §§ 6-9A-1 through 10, 18B-1-6, 18B-2A-1, and 18B-6-4b

1.3. Effective Date – ~~February 5, 2020~~

1.4. Revision of Former Policy - Repeals and replaces Glensville State University Policy 47 – Meetings of the Board of Governors [2006] ~~[2020]~~.

47.2. Organization

2.1. Officers shall be elected in June of each year for a one year term commencing on July 1 and ending on June 30 of the following year. Officers may not serve more than four consecutive terms in the same office.

2.2. There shall be ~~five-six~~ standing committees: the Executive Committee, the Board Governance and Human Resources Committee, the Business and Finance Committee, the Enrollment and Student Life Committee, ~~and~~ the Academic Affairs Committee, and the Athletics Committee.

2.2.1. The Executive Committee shall consist of the officers of the ~~four-five~~ other standing committees listed in section 2.2. of this policy, and the Board's immediate past chair.

2.2.2. All other standing committees shall consist of Board members and chairs appointed by the Chair of the Board. Each Board member shall be assigned to a committee.

2.3. Members may be appointed by the Chair of the Board to special or ad hoc committees.

2.4. All committees shall review and make recommendations to the Board on matters assigned by the Chair of the Board or the Executive Committee.

47.3. Meetings of the Board

3.1. The Board shall meet not less than six (6) times per year, including an annual meeting each June. At the annual meeting, the Board shall establish a schedule of meetings for the following fiscal year. Special meetings may be held at the call of the Chair, the President, or upon written request to the chairperson by three Board members. The schedule of meetings will be posted on the University internet web site.

3.2. The majority of meetings will occur on the Glenville State University campus in Glenville, West Virginia.

3.3. The President's Office will notify all Board members at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

3.4. Members may participate in Board and committee meetings by telephonic or other electronic means which permit the voice or video identification of the member.

3.5. A quorum of a majority of the members actually serving is required to conduct business on matters requiring a vote of the Board.

3.6. Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five business days prior to the date of the meeting.

3.7. The Glenville State University Board of Governors will give advance notice to the public by posting the ~~the~~ date, time, place, and agenda of all regular meetings on the University's website. The agenda for current Board meetings will be available in the President's Office and posted on the University's internet web site at least three (3) working days before the Board meeting.

3.8. Members of the public and news media may record open meeting sessions of the Glenville State University Board of Governors. The Board of Governors may reasonably control the placement and use of cameras and other equipment so as not to unduly interfere with the meeting.

3.9. At the discretion of the Chair, persons who desire to address the Board shall be required to register to do so at least ten (10) minutes prior to the time the scheduled meeting is to convene. The Board may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

3.10. All meetings of the Board and the committees shall be open to the public unless a specific exception applies. The Board or a committee may vote to hold an executive session (closed to the public) during its meeting for any of the reasons authorized under W. Va. Code § 6-9A-4. A motion to hold an executive session must identify the authorization in W. Va. Code § 6-9A-4 for the executive session and be approved by a majority of the members present. Minutes of the executive session will not be taken and no decisions will be made in executive session other than the decision to leave executive session and return to open session.

3.1211. The Glenville State University Board of Governors will keep written minutes of all regular, special, and emergency Board meetings and will make them available to the public once approved by the Board. These minutes will include: date, time and place of meeting; name of each member present and absent; measures proposed; and the results of all votes taken. Voting by secret or written ballot is prohibited. An archive of all approved minutes of the Board will be maintained at-on the GSU web site.

3.1312. The notice provisions of this policy shall not apply in the event of an emergency requiring immediate official action. Notice of an emergency meeting ~~may shall~~ be filed ~~at any times~~ soon as practicable prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.

3.1413. At least once a year the chair will schedule a time for the Board to meet with the faculty senate and staff council to address the Board on matters of concern to the respective group in compliance with W. Va. Code §§ 18B-6-3(g) and 18B-6-6(g).

FINAL DRAFT

**Glennville State University Board of Governors
Meeting of October 13, 2022**

- ACTION ITEM:** Approval of WV HEPC Funding Formula
Mission Weights
- COMMITTEE:** Committee of the Whole
- RECOMMENDED RESOLUTION:** Be it RESOLVED that the Board of Governors
approves the proposed funding formula mission
weights for the University as listed in the attached
Exhibit.

BACKGROUND:

The WV Higher Education Policy Commission's has developed a prospective funding formula for which each Institution of Higher Education is required to provide their recommended individual mission weight values in order to achieve the highest possible outcomes score for the Institution. The weighting factors recommended by Glennville State University have been determined based upon an extensive internal analysis of GSU's individual three-year outcome averages over the past five Fiscal Years. It is important to recognize that the analysis performed does not ensure that the prospective, going forward results will follow the same pattern. However, it is believed that the recommended weightings provide the greatest protection against potential downsides.

Attachment: GSU Proposed Mission Weights Form

**Glennville State University Board of Governors
Meeting of October 13, 2022**

ACTION ITEM: Intent to Plan a Master of Science in Criminal Justice degree program

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors endorses and approves the University intent to plan for development and implementation of a MSCJ degree program at Glennville State University.

STAFF MEMBER: Gary Morris, Ph.D.

BACKGROUND:

In accordance with WVHEPC Series 11, Submission of Proposals for Academic programs at Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission (WV HEPC), Glennville State University is submitting an intent to plan for one new graduate degree program – Master of Science in Criminal Justice.

This is the first step in seeking permission to develop and deliver this program. Once approved by the BOG, we will seek approval by the WVHEPC and HLC. As part of the application to both organizations, Glennville State University needs to provide a letter of support for the intent to plan a MSCJ from the Board of Governors.



GLENVILLE
STATE UNIVERSITY

August 23, 2022

Notice of Intent to Plan

Master of Science Criminal Justice

Glenville State University
200 High Street
Glenville, West Virginia 26351

Contents

5.1. Declaration of the Notice of Intent to Plan:	3
5.2. Projected Timeline	3
5.2.1. Educational Objectives	3
Special features/conditions that make the institution a desirable/unique place to initiate such a program.	4
Protective Services	4
Legal	4
Management.....	5
Program Description	5
Admission	5
Admission and Performance Standards	5
Program Progression.....	6
Curriculum	7
5.2.3. Quality Standards & Assessment.....	8
Quality Standards.....	8
Assessment.....	8
5.2.4. Existing Programs	10
Fairmont State University	10
Marshal University.....	10
West Virginia University	10
WV State University	10
5.2.5. Societal, Occupational, Research, or Public Service Needs Met.....	10
Baccalaureate Graduates	10
Criminal Justice Professionals	10
Employment Opportunities	11
Protective Services	Error! Bookmark not defined.
Legal	Error! Bookmark not defined.
Management.....	Error! Bookmark not defined.
5.2.6. Additional Resources	11
5.2.7. Instructional Delivery Methodologies	11

5.1. Declaration of the Notice of Intent to Plan:

In accordance with Series 11, Submission of Proposals for Academic programs at Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission (WV HEPC), Glenville State University submits the following intent to plan a new graduate degree program – *Master of Science in Criminal Justice*.

5.2. Projected Timeline

The projected date of submission of the full *Master of Science in Criminal Justice* program proposal is Fall 2022. The projected date of implementation is August 2023.

5.2.1. Educational Objectives

The Mission of Glenville State University states:

Glenville State University prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

The Mission of the Glenville State University Graduate programs states:

Glenville State University graduate programs build on the University's history of training quality educators to continue preparing them for careers in life-long professional and public service.

The Department of Criminal Justice faculty measured the attributes defined in the two mission statements when determining the educational objectives for the *Master of Science in Criminal Justice*. The educational objectives frame the implementation and delivery of the MSCJ and provides a robust curriculum that prepares current criminal justice professionals to serve their constituents of central West Virginia.

The candidate for a MSCJ degree from Glenville State University will:

- Acquire and apply ethically advanced administrative and leadership theories and skills beneficial for criminal justice professionals
- Recognize and evaluate principles of management and leadership
- Differentiate and critique technological advances in criminal investigations
- Evaluate research, assessments, and analyses of complex social issues contributing to identified complexities in criminal justice
- Formulate new and innovative approaches to apply justice equitably in a diverse population

Special features/conditions that make the institution a desirable/unique place to initiate such a program.

With the criminal justice system offering professions in policing, courts, and corrections, there comes a diverse number of opportunities to advance in supervisory and management areas for criminal justice professionals matriculating through the system. While law enforcement and corrections are often structured under a militaristic hierarchal structure, the courts tend to follow a more business-like structure as experienced in the private sector. Regardless, in each of these professions, new employees typically start at an entry-level position and then work their way into supervisory positions based on education and performance.

A myriad of 2021 news reports reflects police officers and supervisors retiring and/or resigning in droves. Westervelt (2021) articulates a 45% increase in retirements and 20% increase in resignations during the 2020-21 year as compared to the previous year. With such increases in retirements and resignations, officers who have matriculated through departments and are now leaving are with all certainty creating a vast number of opportunities for younger officers to advance in their careers. Yet, these statistics only speak towards the increasing law enforcement vacancies and do not consider employment opportunities in corrections and the courts.

In accessing the most recent data from the U.S. Bureau of Labor and Statistics, categories for Protective Services, Legal, and Management were used to project employment opportunities within these professions. More specifically, professions of police and detectives, corrections and bailiffs, private detectives and investigators, arbitrators, mediators, and conciliators, paralegals and legal assistants, and top executives, were utilized in this assessment to project anticipated employment opportunities in the criminal justice system. While this is not an exhaustive representation of the system, the data does provide a sufficient overview of information, reflecting the potential of growth. Again, the police, courts, and corrections systems all function in a capacity where supervisors and managers are promoted based on education and experience. While the Bureau of Labor and Statistics does not specifically point towards these data, it does provide overall indication of the profession's growth.

Protective Services

Police and Detective measured at 795,000 jobs during the 2020 year. There is an anticipated 7% growth where 51,700 jobs will be added to the profession (Table 1).

Corrections and Bailiffs measured at 437,000 jobs during the 2020 year. This profession was the only service to reflect an anticipated decline of -7%, where an anticipated 29,900 jobs will be lost in the profession (Table 1).

Private Detectives and Investigators measured at 33,700 jobs during the 2020 year. There is an anticipated 13% growth where 4,400 jobs will be added to the profession (Table 1).

Legal

Arbitrators, Mediators, and Conciliators measured at 6,900 jobs during the 2020 year. There is an anticipated 12% growth where 700 jobs will be added to the profession (Table 1).

Paralegals and Legal Assistants measured at 345,600 jobs during the 2020 year. There is an anticipated 12% growth where 41,400 jobs will be added to the profession (Table 1).

Management

Top Executives measured at 2,704,400 jobs during the 2020 year. There is an anticipated 8% growth where 209,500 jobs will be added to the profession (Table 1).

Table 1

Bureau of Labor 2020 Statistics

Profession	# Jobs in 2020	Jobs +/-	% +/-
Police & Detective	795,000.00	51,700.00	7%
Corrections & Bailiffs	437,000.00	-29,900.00	-7%
Private Detective & Investigators	33,700.00	4,400.00	13%
Arbitrators, Mediators, & Conciliators	6,900.00	700.00	12%
Paralegals & Legal Assistants	345,600.00	41,400.00	12%
Top Executive	2,704,400.00	209,500.00	8%

Apart from corrections, the areas of law enforcement and courts show promising outlooks on the growth of the industry. Even with the increased retirements and resignations within the law enforcement arena a growth projection of 7% remains.

Program Description

The Master of Science in Criminal Justice prepares students for leadership roles in law enforcement, corrections, and private security professions.

The program specifically focuses on developing administrative and leadership skills while advancing the student’s knowledgebase in constitutional law, leadership and managerial skills, social justice practices, enhanced developmental training, and policy analysis. The student then demonstrates the proficiencies of their attained knowledge and skills in either a thesis or capstone project.

Admission

Admission and Performance Standards

- An application for admission.
- Official undergraduate transcripts sent directly to the GSU Admissions Office from all undergraduate institutions attended.
- Official undergraduate transcript demonstrating an overall 2.80 minimum GPA from the bachelor’s degree-granting program. For applicants in their final semester of their undergraduate education, a second official transcript must be sent directly once the degree is awarded.
- Test scores (e.g., PRAXIS, GRE, GMAT), as required by the specific program.

- Selective Service Registration verification**
 - Graduate transcripts from all graduate institutions attended, if any.
- **State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is following the Military Selective Service Act (50 U.S. Code, Appendix §451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is following the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at <http://www.sss.gov>. (GSU, Graduate Catalog, 2022)

Admission into the Master of Science Criminal Justice Program

- Submit a 5- to 8-page writing sample (double spaced), explaining:
 - The applicant’s goal in completing a Master of Science in Criminal Justice at Glenville State University,
 - How the degree will benefit them in their current or intended career choice, and
 - Explaining positive and negative attributes currently exhibited in administrative and leadership roles of a selected criminal justice system.
 - Applicant writing samples will be submitted to the Department of Criminal Justice Department Chair for dissemination to criminal justice faculty, who will review and approve or deny the writing samples.
- Three (3) letters of recommendation from professionals within an institution of higher education or the student’s current profession.

Program Progression

The Department of Criminal Justice is quite aware that criminal justice professionals tend to work unpredictable hours where emergencies and last-minute obligations can upset the best laid plans. Under this premise, the MSCJ program was designed so the student could enter the program after being fully admitted to the university and at the start of a natural semester session and progress at their own pace. The only exception to this process is the completion of one of the two capstones. Students will need to have completed or be completing all the 500- and 600-level courses before entering the CRJU 693 Capstone Project or the CRJU 697 Thesis.

Students need to maintain a cumulative GPA of 3.0 in all graduate-level coursework.

Students must complete the MSCJ program within 7 calendar years of initiating the program.

CRN	Course	Sem	Session	Develop
CRJU 500	Constitutional Law	FA	1	FA2023

CRJU 520	Leadership & Management	FA	1	FA2023
CRJU 540	Critical Infrastructure	SP	1	SP 2024
CRJU 560	Contemporary Issues and Trends	SP	1	SP 2024
CRJU 580	Class, Culture, and Justice	FA	2	FA2023
CRJU 600	Research Methods (cross listed EDUC 600)	FA	2	FA2023
CRJU 620	Comparative Justice Systems	SP	2	SP 2024
CRJU 640	Training & Development	SP	2	SP 2024
CRJU 660	Policy Analysis	SP	2	SP 2024
CRJU 680	Restorative Justice	FA	2	SP 2024
CRJU 693	Capstone Project (or CRJU 697)	ES	1	FA2024
CRJU 697	Thesis (or CRJU 693)	ES	1	FA2024

Rotation*

FALL	SPRING	SUMMER
CRJU 500 Constitutional Law CRJU 520 Leadership & Management CRJU 580 Class, Culture, and Justice CRJU 600 Research Methods CRJU 680 Restorative Justice CRJU 693 Capstone Project CRJU 697 Thesis	CRJU 540 Critical Infrastructure CRJU 560 Contemporary Issues and Trends CRJU 620 Comparative Justice Systems CRJU 640 Training & Development CRJU 660 Policy Analysis CRJU 693 Capstone Project CRJU 697 Thesis	CRJU 693 Capstone Project CRJU 697 Thesis

* The listed rotation is after the courses have been developed and rolled out.

Curriculum

The *Master of Science in Criminal Justice* is comprised of eleven 3-credit courses totaling 33 credits in all to complete the program. Apart from the CRJU 693 *Capstone Project* and the CRJU

697 *Thesis* courses, there are no course prerequisites built within the program. The CRJU 500- and 600-level courses may be completed in any order by the student.

Students will have the option to complete either a thesis or a capstone research project.

Course	Title	Credits
CRJU 500	Constitutional Law	3
CRJU 520	Leadership and Management	3
CRJU 540	Critical Infrastructure	3
CRJU 560	Contemporary Issues and Trends	3
CRJU 580	Class, Cultures, and Justice	3
CRJU 600	Research Methods	3
CRJU 620	Comparative Justice Systems	3
CRJU 640	Training and Development	3
CRJU 660	Policy Analysis	3
CRJU 680	Restorative Justice	3
CRJU 693	Capstone Project (or CRJU 497)	3
CRJU 697	Thesis (or CRJU 493)	

33

5.2.3. Quality Standards & Assessment

Quality Standards

Aside from the University’s accreditation status through the Higher Learning Commission, the only other entity known in the criminal justice profession to certify criminal justice academic programs was through the Academy of Criminal Justice Studies (ACJS). Unfortunately, the ACJS recently discontinued their certification process and are no longer working in this capacity.

There are no other known entities that provide accreditation or certification for criminal justice programs.

Assessment

To assess the new proposed *Master of Science Criminal Justice* program the department will devise a two-pronged multi-faceted approach that will consist of individualized assessments and a comprehensive pre/post-test where the questions are aligned with the prescribed graduate program outcomes and course learning objectives.

Individual Assessment

Learning Objectives (LOs) will be assessed through a variation of graduate writing and other assignments. Objectives will be measured throughout the semester as it progresses

and in a variety of courses where the content is conducive to the objective. Faculty will develop rubrics for assignments to identify the students' performance expectations and measurement levels. The capstone project or thesis will also encapsulate points of observation to further assess students' level of comprehension of the defined LOs.

Criminal Justice graduate students will be required to score an 85 percent or greater in a course to constitute an acceptable median for assessment review. With the 85 percent benchmark, grading criteria for the individual assessment pieces will be categorized in percentile ranges, identified as 95-100 percent = excels, 90-94 percent = exceeds, 85-89 percent = meets, and scores \leq 84 percent fails. This criterion is not a grading scale for assignments, but is an established standards range for the assessment measures.

Comprehensive Pre/Post Assessment

The comprehensive assessment will be a composition of multiple-choice and true/false comprehensive examination where several questions seek to assess students' knowledge of the LOs defined in this assessment report. Multiple choice questions mostly seek to measure the LOs singularly, but in a few instances, questions may measure multiple LOs at the same time. In assigning multiple questions for the variety of course demonstrating the three defined levels of learning, the faculty strives to achieve validity in its assessment processes through triangulation.

Faculty will administer the comprehensive online assessment at two junctures during students' enrollment in the program. The pre-test will be administered at the onset of the program when the student engages their first course. The Department of Criminal Justice will track the student's completion of the pre-assessment at the onset of the program. A post-test will be administered to graduates completing the *CRJU 693 Capstone Project* or *CRJU 697 Thesis* courses, to assess what knowledge was attained and what knowledge fell short of faculty expectations.

The administration of this pre-test will help to establish a baseline of knowledge already known to the student at the beginning of the program. The post-test will help to identify learning objectives that successfully retained by the student. To achieve this assessment, each LO is affiliated with the various constructed questions. LOs are used in multiple questions, bringing about the ability for the criminal justice faculty to conduct multi-faceted analyses, to include the evaluation of triangulation, if present.

The calculated means represents the number of students who answered the question correctly. The pre- and post-tests are segregated according to their status as an introductory or capstone. Differences between the means are then analyzed with the pre- and post-test question by question, and then re-analyzed based of the grouping of the LOs.

5.2.4. Existing Programs

Fairmont State University

Master of Science in Criminal Justice (Criminal Justice/Safety Studies, est. 04/2005)

Marshal University

Master of Science in Criminal Justice (Criminal Justice/Safety Studies, est. 07/1975)

Master of Science in Cybersecurity (Cyber/Computer Forensics and Counterterrorism, est. 12/2019)

FEPAC-accredited Forensic Science Graduate Program (Forensic Science and Technology, est. 07/1994)

West Virginia University

Forensic and Fraud Examination M.S. (Financial Forensics and Fraud Investigation, est. 05/2015)

Master of Science in Forensic and Investigative Science (Forensic Science and Technology (est. 04/2008)

WV State University

Master of Science in Criminal Justice Administration (Criminal Justice/Law Enforcement Administration, est. 04/2010)

5.2.5. Societal, Occupational, Research, or Public Service Needs Met

Careers in the criminal justice system are comprised of positions in which the professional is promoted to managerial status as senior employees matriculate through the organization. With this understanding, the clientele for this program focuses on two specific needs: undergraduates seeking to continue their education to matriculate through supervisor and managerial positions and existing criminal justice professionals seeking to advance their current careers.

Baccalaureate Graduates

Several undergraduates have articulated the desire to continue pursuing their higher education at a master's level to better prepare them for their selected career and to have the advantage in advancement in their career. For instance, several police departments (e.g., Baltimore County Police Department) reduces the time in which a new employee needs to wait to take a promotional exam based on their level of education. Baccalaureate graduates entering their field holding a master's degree increase their probability of promotion greatly.

Criminal Justice Professionals

Within criminal justice professions are professionals who have already secured a bachelor's degree and entered the workforce. However, with their career paths underway, they have found the need to advance their education to further their career opportunities. With the master's

program designed as a 33-credit, asynchronous online program, criminal justice professionals will be able to continue their employment while completing a master's degree.

Employment Opportunities

Within the criminal justice system throughout the continental United States, agencies work on the premise that employees develop seniority and rank, based on whether they have tested and passed the prescribed requirements. With this progression comes the attribute of employees matriculating through the system, achieving higher ranks and positions of supervision as they move forward through their career.

According to the Bureau of Statistics, there are three major segments that encompass the professions within criminal justice: protective services, legal, and management. Except for the subcategory of corrections and bailiffs, the remaining defined subcategories (police & detectives (7%), private detectives and investigators (13%), arbitrators, mediators, and conciliators (12%), Paralegals & Legal Assistants (12%), and executive (8%), reflect anticipated growth in the field ranging from 7% - 13%. These figures do not include the existing need for supervisory roles in the existing system (Please refer to Table 1 on Page 5).

5.2.6. Additional Resources

With the existence of undergraduate online programs at the University, the technical infrastructure resources needed to deliver the courses, content, and technical support are already in place. However, faculty personnel will need to expand as well as the current office space needed to house the faculty on campus. Currently, the University has an authorized strength of four full-time criminal justice faculty members to facilitate the undergraduate program. It is proposed that an additional two full-time criminal justice faculty members be added to the department to reasonably carry the course loads.

In authorizing additional faculty, additional office space and technology is needed. The Department of Criminal Justice is currently housed in Louis Bennett Hall and has five (5) offices for four (4) faculty members. The department proposes that a conference room in the area should be converted into an office suite for the department chair, allowing the current office space to be allocated for the sixth faculty member.

5.2.7. Instructional Delivery Methodologies

The online *Master of Science in Criminal Justice* program is designed as a 33-credit-hour sequence of asynchronous courses. All coursework will be delivered in an 8-week instructional module. Each fall and spring semester is comprised of two 8-week sessions. Students will be able to sign up for as many, but no more than three courses (except in cases where they have applied to carry extra credits) at a time during a semester.

**Glenville State University Board of Governors
Meeting of October 13, 2022**

ACTION ITEM: Approve a Master of Business Administration

COMMITTEE: Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the University proposal for an MBA degree program at Glenville State University.

STAFF MEMBER: Gary Morris, Ph.D.

BACKGROUND:

Having granted permission to plan an MBA program, and in accordance with WVHEPC Series 11, Submission of Proposals for Academic programs at Public Regional Institutions and the Monitoring and Discontinuance of Existing Programs of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission (WV HEPC), Glenville State University approve the plan as presented to the BOG for one new graduate degree program – Master of Business Administration.

This is the second step in seeking permission to deliver this program. Once approved by the BOG, we will submit to WVHEPC and HLC for their respective approvals. As part of the application to both organizations, Glenville State University needs to provide a letter of support for the MBA, as presented, from the Board of Governors.



GLENVILLE
STATE UNIVERSITY[™]

August 5, 2022

Proposal to add a Master of Business Administration (MBA) to Glenville State University

Master of Business Administration (MBA)

Glenville, West Virginia 26351

Effective Date: August of 2023

6.1. Brief Summary Statement

The Master of Business Administration (MBA) degree program at Glenville State University is designed to provide an educational opportunity focused on the practical application of a theoretical approach to business in accordance with our mission. Applications must hold a bachelor's degree from an accredited University. If a student holds a degree outside of the field of business, they must complete ACCT 520 Applied Managerial Accounting and MGMT 537 Applied Managerial Theories as part of their elective hours.

The MBA program is constructed of 36 credit hours using an accelerated eight-week format. The program consists of 21 credit hours in the MBA core and 15 elective hours. The MBA program intends to expand into concentrations such as cybersecurity, Human Resource Management, Integrated Marketing, and Healthcare Administration. These will be added based on industry recommendations, including our Advisory Board.

6.2 Program Description

Glenville State University proposes offering a Master of Business Administration (MBA) degree that will provide educational opportunities focused on the practical application of a theoretical approach in the MBA program. Glenville State University is the most centrally located institution in West Virginia that meets the academic needs of West Virginia citizens, while reaching outside of our borders regionally, nationally, and internationally, which is the mission of the institution.

The MBA program is constructed of 36 credit hours using an accelerated eight-week format. The program consists of 21 credit hours in the MBA core and 15 elective hours. Glenville State University is a semester-based institution; thus, these courses will follow two eight-week terms in a semester.

A full-time student entering the GSU MBA program with an undergraduate degree will be able to complete the program in 18 months. The MBA program is constructed of 36 credit hours using an accelerated eight-week format. If a student holds a degree outside of the field of business, they must complete ACCT 520 Applied Managerial Accounting and MGMT 537 Applied Managerial Theories as part of their elective hours. If the student wishes to attend the program part-time, the courses being offered will be sequenced each year, allowing them to pick up the other courses as needed.

6.2.1 Program Objectives: State the program objectives so that they can be related to the criteria in the evaluation plans (section Section 7). A table should be included in the proposal that defines each program objective and where that objective is taught and assessed within the program.

- *MBA 01 – Demonstration of the foundational educational requirements of business functions.*
- *MBA 02 – Apply business principles to solve structured and unstructured problems to strengthen strategic positioning in the global economy.*
- *MBA 03 – Deliver professional quality communication that demonstrates appropriate audience awareness for the development of effective leadership.*
- *MBA 04 – Identify problems, generate, and evaluate alternatives using appropriate analytical and quantitative techniques, and draw conclusions in order to evaluate business opportunities and make sound business decisions.*
- *MBA 05 – Exam and analyze the value of diverse perspectives in business decision making and organizational life.*
- *MBA 06 – Demonstrate awareness of the current legal, global, and economic regulatory environments that impact the business.*
- *MBA 07 – Evaluate the business environment and opportunities and devise strategies for responding effectively to problems, threats, and opportunities.*
- *MBA 08 – Utilize qualitative and quantitative methods to investigate and solve critical business problems by taking a multiple function approach.*

6.2.2. Program Identification: Each proposal shall include appropriate program identification as provided in the Classification of Institutional Programs (CIP) developed and published by the U.S. Department of Education Center of Education Statistics.

The proposed Glenville State University MBA is in the category of "Business Administration and Management, General," ID number 52.0201, in the Classification of Instructional Program (CIP) standards developed by the United States Department of Education. This follows the CIP code utilized by Glenville State University's Bachelor of Science in Business Administration degree offered. The description is:

A degree program generally prepares individuals to plan, organize, direct, and control the function and processes of a firm or organization. This includes instructions in management theory, human resource management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, management of information systems, marketing, and sound business decision-making.

6.2.3. program Features: Summarize the important features of the program and include a full catalog description. This section should contain:

The MBA program will be an accelerated program, allowing a full-time student to complete the program in 18 months.

Additionally, this program will be offered as both an online and, in a hybrid, format to allow both traditional and international students to enroll in the program.

6.2.3.a. Admissions and Performance Standards: Describe the admission and performance standards and their relationship to the program objectives.

The following subsection details the features of the proposed Glenville State University's MBA program.

For admission into the MBA program, a student must have a verified degree earned from an accredited college or University with a submitted official transcript from the awarding institution to the Office of Admission at Glenville State University.

International students are eligible to take the hybrid program. International students must submit their attested transcript from an undergraduate university as part of their admissions file. An institutionally recognized course evaluation firm must complete a course-by-course evaluation.

Students must have a cumulative GPA of 2.8 or higher on a 4.0-grade point scale.

Students entering the MBA program without a degree in business will be asked to complete the following elective credit hours as part of the 36-hour program.

- ACCT 520 Applied Managerial Accounting
- MGMT 537 Applied Managerial Theories

6.2.3.b Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures, and requirements for research papers, thesis, or dissertations. Also include fieldwork or similar requirements and any other information that helps to describe the program of study.

MBA Program Core:

ACCT 621	3	Financial Reporting & Controls
BUSN 630	3	Data Drive Analyses
ECON 620	3	Public Policy & the Economy
MGMT 600	3	Leadership & Corporate Accountability
MGMT 610	3	Innovative Business Strategies
MGMT 693	3	Capstone
MRKT 645	3	Marketing and Brand Communications
	21	

MBA Program Electives (must complete 15 hours)

ACCT 520*	3	Applied Managerial Accounting
BUSN 670	3	Business & International Law
FINC 621	3	Business Continuity & Risk Management
MGMT 537*	3	Applied Managerial Theories
MGMT 615	3	Modern Management Theories
MGMT 625	3	Ethics & Social Responsibility
MGMT 684	3	HR & Organizational Development
MGMT 687	3	Operations and Supply Chain
	24	

* Must be completed by non-business degree students as part of their elective hours

This information is also provided in Appendices with course descriptions and additional information.

Glenville State University has plans to seek national accreditation with the Accreditation Council for Business Schools and Programs for our undergraduate degree in Business Administration. We have applied for recognition of our BSBA and will begin our self-study in the fall of 2022. The intent is for Glenville State University to apply for our MBA program to be recognized once the program has sufficient graduates and years of offering to meet the ACBSP standards for recognition.

With the intent of GSU to include the MBA program in our ACBSP accreditation in the future, the program is being built around the ACBSP standards set forth by the national organization. To ensure that we meet those criteria, we use the Common Professional Components developed in 1988, which ensures that business programs use a multidimensional approach to the field. These include:

Standard 1 - Functional Areas

- Applied Managerial Accounting
- Financial Reporting & Controls
- Leadership & Corporate Accountability
- Marketing & Brand Communications
- Evolution of Management
- HR & Organizational Development

Standard 2 - The Business Environment

- Modern Management Theories
- Leadership & Corporate Accountability
- Marketing & Brand Communications
- Business Continuity & Risk Management
- Business & International Law

Standard 3 - Technical Skills

- Data Drive Analyses
- Public Policy & the Economy
- Applied Managerial Theories
- Operations & Supply Chain

Standard 4 - Integrative areas

- Innovative Business Strategies
- Public Policy and the Economy
- Ethics and Social Responsibility
- Capstone

6.2.4. Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.

- *MBA 01 – Demonstration of the foundational educational requirements of business functions.*
- *MBA 02 – Apply business principles to solve structured and unstructured problems to strengthen strategic positioning in the global economy.*
- *MBA 03 – Deliver professional quality communication that demonstrates appropriate audience awareness for the development of effective leadership.*
- *MBA 04 – Identify problems, generate, and evaluate alternatives using appropriate analytical and quantitative techniques, and draw conclusions in order to evaluate business opportunities and make sound business decisions.*
- *MBA 05 – Exam and analyze the value of diverse perspectives in business decision making and organizational life.*
- *MBA 06 – Demonstrate awareness of the current legal, global, and economic regulatory environments that impact the business.*
- *MBA 07 – Evaluate the business environment and opportunities and devise strategies for responding effectively to problems, threats, and opportunities.*
- *MBA 08 – Utilize qualitative and quantitative methods to investigate and solve critical business problems by taking a multiple-function approach.*

6.2.5. Program Content. The proposed educational program shall be compatible with the institutional mission. The relationship shall be described in documents provided to the Commission.

The mission of Glenville State University focuses on preparing students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, State, nation, and world.

The MBA program allows GSU to expand its program offerings further and impact the State, nation, and world through one of the most sought-after degree programs. GSU's Department of Business is one of the largest enrolled programs on campus. This will allow the Department to continue the educational journey at that next level.

6.2.5.a. The content and length of the proposed academic program shall follow practices common to institutions of higher education. The commonly accepted program length is: 120 semester credits for a bachelor's degree, 30 semester credits beyond the bachelor's degree for a master's degree, 30 semester credits beyond the master's degree for doctorates.

Glenville State University MBA program will be delivered in a compressed delivery model, offering both fully online and in a hybrid format. A compressed format will allow students who enter the program with all foundational content to complete the program in 12 months. Students who have not met the foundational requirements for full entry into the program will need to

complete up to 12 elective credit hours and increase the MBA program's total credit hours to 42 credit hours.

Part-time students will work with their academic advisor to develop a degree completion plan that works within the confines of the MBA program and the student's need.

Classes will be offered in eight-week terms, with two terms completed during each academic semester, which will allow a student wanting to pursue the MBA and complete the program in the 12-month accelerated format, a student will need to complete 12 hours in the fall and spring term with additional hours required during the summer.

6.2.5.b. All proposed undergraduate degree programs shall include a coherent general education component that is consistent with the institution's mission, and appropriate to its educational programs. The undergraduate general education component shall be documented.

Not Applicable

6.2.5.c. The minimum requirement for general education for all undergraduate programs delivered through the traditional distributed curricula is 24 for transfer associate degrees, and 30 for bachelor's degrees. If the general education component is delivered through integrated, embedded, interdisciplinary, or other accepted models, institutions must demonstrate that the program meets minimum requirements equivalent to the distributed model.

Not Applicable

6.3 Program Need and Justification

6.3.1. Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.

In the past two years, the Department of Business completed a restructuring of the BSBA program. Glenville State University is one of the four-year institutions that offer associate degree programs. There were a few differences between the AS in Business and the BSBA. During the restructuring, we aligned the two programs seamlessly. The development of the MBA program is the next step in the evolution of the Department.

Glennville State University's mission is to prepare and inspire students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, State, nation, and the world. One of the objectives for the 2021 to 2026 strategic planning developed is "deliver quality education." The objective is to enrich the educational, residential, and working environment at the University by providing relevant curricular and co-curricular programs, including supporting services to prepare students for a diverse, technological, and global workplace and society, and expanding access to an array of professional development opportunities for all members of the campus community. The MBA program will allow the institution to continue providing quality programs for students who are interested in completing a master's degree program. The nature of an MBA program integrates diversity through critical thinking and exploration of ideas, the use of technology throughout each of the courses, and the importance of global workplace and how it will enhance the diversity of thought among human capital.

The MBA degree program continues to attract students from across the United States and the world. Because of the value associated with the MBA, many non-business majors make the decision to pursue this gold standard degree. The expectation is that the target market for this degree will be quite diverse, and the enrollment will be diverse because it will include students from multiple disciplines. On average, approximately 50% of those enrolled in MBA programs graduated with an undergraduate degree other than business.

The MBA program allows the institution to continue recruiting students worldwide. According to the IIE Open Doors, the third largest number of international students are in business and management. Approximately 30% of F-1 students admitted are MBA students. This indicates a significant global opportunity for the institution and the degree.

The Department of Business worked collaboratively in the development of the MBA degree program. The Department worked collaboratively with the President, the Vice President and their teams in the development of this proposal. The result of such a collaboration is a program that is felt to provide the students, community, and nation with quality educationally prepared students who will be able to contribute to society.

6.3.2. Existing Programs. List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desired.

Several universities offer an MBA degree throughout the State of West Virginia. With Glennville State University's central location, we are poised to provide access to a graduate program in a rural and underserved area. Concord University, Fairmont State University, and the recently added MBA to Bluefield State University all provide MBA degree options. While these institutions do provide this degree, Glennville State University is the only centrally located program provided by a state school. The demographic Glennville State serves includes underserved and underprepared students who need the additional support GSU has been

successful in provided. The addition of the MBA will allow that demographic to continue their education beyond the undergraduate level.

The MBA program will be offered in two formats, based on the needs of the students recruited. The first is an entirely asynchronous online model designed to assist those working at a distance. The second is those who want or are required to be on campus. The second group will have the opportunity to access the MBA program through a hybrid format. According to Academic Policy 32 of the Board of Governors, hybrid is defined as "50 to 99% of the instruction being provided through online education with the remaining instruction provided through traditional face-to-face instruction. Simply stated, this course has some face-to-face sessions, and the rest of the course work is done in line."

The MBA curriculum is set up to allow entrance at any time without concern for prerequisites. A plan of study will be provided to the students allowing them to plan their educational journey.

6.3.3. Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

There was a committee formed of faculty from the Department of Business that worked on the development of the MBA. While a team environment was used to work through the details of the MBA, each member of the Department of Business was part of the process and approved the final version, before it was submitted.

Along with the entire Department of Business involvement, the Department Chair and the team met with both Academic Affairs and the President throughout the process. Our collaboration was to ensure that the final product met the mission, vision, and strategic goals of the institution, the Department, and the Board of Governors.

The Department Chair met with the Board of Governors early in the planning stages of the MBA. Their interest was gauged, and the President of GSU requested that we move forward. A final version of the MBA was submitted to the Board of Governors for final approval.

Individuals involved in the development of the MBA proposal includes, but is not limited to:

University President, Dr. Mark A. Manchin

Vice President of Academic Affairs/Provost, Dr. Gary Morris

Associate Vice President of Academic Affairs, Dr. Mari Clements

Planning and Development Team

Department Chair and Associate Professor of Business, Dr. Dwight W. Heaster

Associate Professor of Business, Dr. Kandas Queen
Associate Professor of Business, Dr. Mark Sarver
Assistant Professor of Business, Dr. Frank Carothers

Department Contributors

Professor of Economics, Dr. Gary Arbogast
Professor of Business, Mrs. Cheryl McKinney
Associate Professor of Business, Dr. Kevin Cain
Lecturer of Computer Science, Mrs. Leslie Ward
Lecturer of Business, Mrs. Kristen Tunno Mullins
Emeriti Faculty, Dr. Sherry Jones
Emeriti Faculty, Mrs. Cinda Echard
Adjunct Faculty and Advisory Board Member, Mrs. Sandy Pettit

6.3.4. Clientele and Need: Describe the clientele to be served and State which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of the industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

The demographic of the MBA is a three-prong approach. It will consist of students currently enrolled at Glenville State University who are interested in pursuing an MBA degree after completing their current degree. The second prong would be graduates of undergraduate degrees who are likely working full-time and interested in completing a master's degree. The third prong would be international students who are interested in obtaining an MBA degree while living and experiencing West Virginia and the United States. Utilizing the three-prong approach, the program will target groups using different styles of promotional strategies that fit the psychographic nature of each demographic.

Because of the nature of an MBA program, GSU graduates will impact the fields of accounting, marketing, management, computer information systems, coaching and athletic administration, the government, and healthcare.

The Department of Business surveyed current students, alumni, friends, and the industry to gauge their interest. The survey results and the straw poll completed by members of the MBA

team have indicated an overwhelming interest in the MBA program through GSU. The current students stated that they plan to continue their education after completing their undergraduate degree. The alumni and friends have expressed an interest in completing the degree for the advancement of their careers or for personal satisfaction.

6.3.5. Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and reference supporting this assessment. Indicate the types and numbers of jobs for which such a curriculum is appropriate.

According to the National Association of Colleges and Employers (NACE), the starting salary for 2021 full-time MBA graduates will be 11.3% higher than it was in 2020 MBA graduates and \$29,000 higher than for those with an undergraduate degree in business. One of the key criticisms that NACE indicated was how long it takes to complete the degree. With Glenville State University focusing on completing the program in 12 months as a full-time student, graduates will be in the job market sooner with a degree that allows the student to see a quicker return on their investment.

With both business and non-business majors interested in completing an MBA, the graduates of this program will impact various industries throughout the State of West Virginia, regionally, nationally, and internationally. Because of the nature of the MBA, specifically GSU's offerings, we could see students impacting the fields of accounting, marketing, management, computer information systems, coaching and athletic administration, the government, and healthcare administration.

6.3.6. Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.

Utilizing the Graduate Management Admissions Council report titled "Demand of Graduate Management Talent: 2021 Hiring Projections and Salary Trends," the impact the addition of an MBA will be significant for graduates. The report goes on to indicate that the long-term expectation about the increase in demand for business school graduates aligns with the hiring trends. The projections for 2020 were that 92% of recruiters indicated that they were planning to hire MBA graduates. The actual number was 80%. This is significant.

According to the 2021-2025 Economic Outlook report completed for the State of West Virginia by West Virginia University, only 21.3% of West Virginians have completed a bachelor's degree. This is approximately 10 percentage points below the national average of 32.6%. The field of business education plays a significant role in the development of a vibrant economy. A business student with an entrepreneurial spirit will invest in developing businesses that will contribute to the W.V. economy.

An MBA program, like the one being developed at GSU, will focus on the impact our graduates will have on the overall economic development of our communities, regions, and nations as we continue to move out of the current pandemic environment. An individual who holds an MBA

has a median income of \$115,000. While West Virginia's current salary range is lower than the national average, a conclusion that can be drawn is that an individual can significantly increase in earnings a student who completes an MBA will have.

The convenience of the GSU MBA is that a student can complete the degree in 12 months in two different format options. The program can be completed online for those with a job, family, and/or other obligations and are comfortable working online. The hybrid format also allows for a more direct interaction with the professor.

6.3.7. Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.

N/A

6.3.8. Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

There is a private university that is available in Central West Virginia that offers graduate degrees. The cost associated with completing a graduate degree at this institution is significantly higher than the program Glenville State University will offer to the central part of West Virginia.

6.4. Program Implementation and Projected Requirements

6.4.1. Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

Glenville State University's Master of Business Administration will be administered by the Director of Graduate Programs of the MBA program, under the supervision of the Vice President for Academic Affairs and Provost. A graduate committee will administer the admissions process, and the academic Department will advise the Director of Graduate Programs and the Graduate Committee on curriculum and program development matters.

6.4.2. Program Projections: Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five (5) years, indicate the planned size of the program in terms of degree and majors or clients served over the years to reach full development of the program. Include a plan for sustainability of the program after the initial five (5) year start-up.

The following projections of the number of students in the program, the FTE and student credit hours generated by these students, and the number of graduates is based on survey results and faculty assessment of the marketing potential for the MBA program in Central West Virginia.

6.4.3. Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five (5) year period.

Qualified faculty that teaches in the BSBA program will support the MBA program. As the program begins, these individuals will have a mixed schedule of both graduate and undergraduate courses. The Department of Business is working with Academic Affairs as the Department experiences attrition as long-term faculty retire. Additional faculty have been part of this discussion to assist in supporting both the undergraduate and graduate programs. The Department Chair has been working on a strategic attrition and expansion plan for the Department. Additional faculty will be added based on an incremental increase in enrollment in the MBA program.

All Glenville State University faculty teaching in the Master of Business Administration will be terminally degree holders and/or professionally qualified in the field. Any adjunct faculty members used in the program will be terminal degree holders and/or professionally qualified. Only Glenville State University faculty will serve as faculty advisors to students in the MBA program.

6.4.4. Library Resources and Instructional Materials. Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

The Robert F. Kidd (RFK) Library provides access to a broad range of information resources supporting research into many disciplines and curriculum development. Resources include digital, hardcopy print, audiovisual, and archival materials. Digital resources are available on/off campus, 24x7, and include numerous academic databases, and the WVDELI e-Book consortium with over 100,000 eBooks/e-audiobook titles. Librarians and trained support staff are available to assist patrons in library use, assignments, and research needs.

On the first floor, the RFK Library Research Center provides a full-service computer lab, reference assistance, and study areas. On the second floor, the Berlin B. Chapman Room houses materials pertaining to West Virginia, the University, local history, genealogy and other special collections. The second floor also has the Children's Collection, quiet study independent and/or

group study areas, additional computers throughout, a conference room, and hardcopy book collections. A further notable area is the Ground Floor where additional book collections are housed, and the campus' archives hold many one-of-a-kind items and primary source material related to the origination of the University and the history of the surrounding area. Additional small and large meeting areas are available throughout the library including a classroom on the ground floor. For additional information, such as open hours, see the Library's webpage at <https://www.glenville.edu/library>.

6.4.5. Support Service Requirements: Indicate the nature of any additional support services (e.g. laboratories, computer facilities, equipment, etc) likely to be required by the proposed program. Include the expected costs and describe how such expansions will be incorporated into the institutional budget. Describe any student support services that will be put into place to enhance student support services that will be put into place to enhance student retention and successful program completion for this new program.

Glenville State University utilizes the WVNET system of services for our Learning Management System. Currently, GSU is utilizing Brightspace through WVNET. Additional technology is available across campus. There are two computer classrooms in the Administration building used for instructional opportunities. The University recently received a technology grant that allowed for upgrading several classrooms used by the Department of Business. Part of that upgrade was an advanced smartboard system.

The Department of Business shares classroom space with other departments across campus in the Administration building.

Additional support is provided in the Robert F. Kidd Library computer laboratory and in the Academic Success Center.

6.4.6. Facilities Requirement: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

This MBA program will utilize existing facilities and technology at Glenville State University. The online course will utilize the current LMS system that is housed through WVNET.

The hybrid format program will utilize existing classroom space. The hybrid model will take into consideration the working adult that may have enrolled in a face-to-face hybrid program and offer an evening or weekend time slot to allow for their participation in the application of case studies and analysis opportunities provided during the face-to-face component of the hybrid course.

6.4.7. Operating Resource Requirements: Using FORM 2, provide a summary of operating resources requirements by object of expenditure.

6.4.8. Source of Operating Resource: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five (5) year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocation that are derived through the regular budget request process.

6.5. Program Evaluations

6.5.1. Evaluation Procedures: Indicate the evaluation or review guidelines, procedures, schedule, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important. Among the measures may also be the value of the program to the State and its people, its roles in contributing to human development, and its social utility in contributing to the further development of West Virginia.

The Master of Business Administration degree program will be evaluated by the following:

- Higher Learning Commission Accreditation body
- Glenville State University Board of Governors
- President of Glenville State University
- Vice President for Academic Affairs and Provost for Glenville State University
- Glenville State University Curriculum Committee
- Department of Business Faculty
- Department of Business Advisory Board
- Graduate Council

The Department of Business begins its self-study stage for the Association of Collegiate Business Schools and Programs (ACBSP). It plans to apply for recognition of the MBA program when it meets the standard.

Multiple assessments will take place in the program. Course evaluations will include both evaluation of faculty and course content. Student performance in business simulations and case analysis will identify program components needing revision or replacement. In preparation for the program meeting the ACBSP accreditation, an exit examination will be required based on the

Common Professional Components. Graduate and employer surveys will be administered annually.

6.5.2. Accreditation Status. Indicate the accrediting agency for the proposed program. The schedule for initiating and receiving accreditation, and the cost of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program and how each accreditation standard will be addressed within the proposed program.

Glenville State University is seeking approval of the MBA program through its regional accrediting body the Higher Learning Commission.

The MBA program intends to seek national accreditation through ACBSP when it meets the requirements for consideration.

FIVE-YEAR PROJECTION OF PROGRAM SIZE

	First Year 2023	Second Year 2024	Third Year 2025	Fourth Year 2026	Fifth Year 2027
Number of Students Served through Course Offerings of the Program:					
Headcount:	8	10	13	17	22
FTE	8	10	13	17	22
Number of student credit hours generated by courses within the program (entire academic year)	144	180	234	306	396
Number of Majors:					
Headcount:					
FTE majors:					
Number of student credit hours generated by the majors in the program (entire academic year): Number of degrees to be granted (annual total):					

	First Year 2023	Second Year 2024	Third Year 2025	Fourth Year 2026	Fifth Year 2027
A. FTE Positions					
1. Administration	0.25	0.25	0.25	0.25	0.25
2. Full-time Faculty	0.0	0.0	1.0	1.0	1.0
3. Adjunct Faculty	2.0	2.0	1.0	1.0	1.0
4. Graduate Assistants	0.0	0.0	0.0	0.0	0.0
5. Other Personnel:					
a. Clerical Workers	0.1	0.1	0.2	0.2	0.2
b. Professionals	0.0	0.0	0.0	0.0	0.0
Note: Include percentage of time of current personnel					
B. Operating Costs (appropriate funds only)					
1. Personnel Services					
a. Administrators	24,131	24,131	24,131	24,131	24,131
b. Full-time Faculty	0	0	61,750	61,750	61,750
c. Adjunct Faculty	24,000	24,000	12,000	12,000	12,000
d. Graduate Assistants	0	0	0	0	0
e. Non-academic Personnel					
Clerical Workers	3,328	3,328	6,656	6,656	6,656
Professionals	0	0	0	0	0
Total Salaries	51,459	51,459	104,537	104,537	104,537
2. Current Expenses	0	0	0	0	0
3. Repairs and Alterations	4,781	21,341	3,103	26,223	67,623
4. Equipment: Educational Equipment Library Book	10,000	10,000	0	10,000	10,000
5. Nonrecurring Expenses (specify)	0	0	0	0	0
C. Sources					
1. General Fund Appropriation (Appropriate Funds Only) ___ Reallocation. ___ New Funds	NA	NA	NA	NA	NA
2. Federal Government (Non- appropriated Fund Only)	NA	NA	NA	NA	NA
3. Private and Other (specify)	66,240	82,800	107,640	140,760	182,160
Total All Sources	66,240	82,800	107,640	140,760	182,160

Note: Total costs should be equal to total sources of funding

* Explain your Method for Predicting the Number (use additional sheets if necessary)

**Glenville State University Board of Governors
Meeting of October 13, 2022**

ACTION ITEM: University Surplus Property Sealed Bid Sale

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves for the University to hold a surplus property sale.

STAFF MEMBER: President Mark Manchin

BACKGROUND:

In accordance with Glenville State University Board of Governors Administrative Policy 9 – Disposition of Surplus Equipment, Supplies and Materials, the Board must approve the disposal of obsolete, surplus and unusable materials, supplies and equipment. Section 2.3 of Policy 9 indicates that the disposal of the items mentioned above under no circumstances may be sold, transferred or conveyed to any private person, firm or corporation other than at a public auction or by sealed bid or as otherwise provided in W. Va. Code §18B-5-7.

The funds received from the sale of obsolete, surplus and unusable materials, supplies and equipment shall be deposited in the institutional account originally used to purchase said materials, supplies and equipment if such account is readily ascertainable, minus any administrative costs associated with the disposal. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

The University currently owns certain vehicles that have exceeded their economical utility. Additionally, the State Fleet Department has instructed that we must reduce our fleet count in order to comply with State requirements. Seven vehicles have been identified for disposal by sale to address those situations.

Upon approval of the Board, the University shall advertise as appropriate, and conduct a surplus property sealed bid sale as soon as practical. Vehicles will be sold “as is” “where is”, minimum bid thresholds will be observed, and the University reserves the right to reject any bids. The vehicles to be sold include:

- 2009 Ford Fusion, Silver, 72,435 Miles
- 2009 Ford Fusion, White, 260,281 Miles
- 2000 Ford F150, White, 76,726 Miles
- 1995 GMC Suburban K2500, Blue, 136,115 Miles
- 2008 Ford Econoline, White, 138,325 Miles
- 2009 Ford Econoline, White, 170,058 Miles
- 2010 Ford Explorer, White, 99,167 Miles