

**Glenville State University  
Board of Governors Meeting  
September 18, 2024  
Waco Center, Rooms 227/228**

Members Present: Ms. Ann Green, Chair  
Ms. Alexandria Lay, Vice Chair, via Zoom  
Dr. Kathy Butler  
Mr. Daniel Durbin, via Zoom  
Mr. Tilden "Skip" Hackworth, via Zoom  
Mr. Robert Marshall  
Mr. Doug Morris, via Zoom  
Mr. Joe Parsons  
Mr. Rick Simon  
Mr. Duane Chapman, Faculty Representative, via Zoom  
Ms. Leslie Mason, Staff Representative  
Mr. Jahzeiah Wade, Student Representative

Members Absent:

Faculty & Staff Present: Ms. Rikki Butler, Interim Vice President for Enrollment & Student Life  
Ms. Bridget Carr, Director of International Student Services, via Zoom  
Dr. Schuyler Chapman, Associate Professor of English and Faculty Senate President  
Dr. Mari Clements, Provost and Vice President for Academic Affairs  
Mr. Dustin Crutchfield, Director of Alumni Relations  
Ms. Leisa Dean, Enrollment Coordinator, via Zoom  
Dr. Kevin Evans, Dean of Health Sciences  
Mr. Conner Ferguson, Director of Student Life  
Ms. Rita Helmick, Vice President for Administration and General Counsel  
Mr. Tim Henline, CFO  
Mr. David Hutchison, Vice President for Advancement  
Ms. Tegan McEntire, Human Resources Director, via Zoom  
Dr. Mark Manchin, President  
Mr. Eric Marks, Asst. Director of Information Technology & Staff Council Chair  
Mr. Tom Ratliff, Executive Director of Operations  
Mr. Trae Sprague, Dean of Student Success and Retention, via Zoom  
Ms. Teresa Sterns, Executive Assistant to the President/Chief of Staff  
Ms. Chelsea Stickelman, Director of Academic Success Center, via Zoom  
Ms. Lora Stump, Financial Aid Assistant, via Zoom  
Ms. Jennifer Wenner, Lecturer of Communications  
Mr. Charles Yakubow, Academic Success Advisor: VA Support, via Zoom

Others Present: Mr. Cam Siegrist, Partner, Bowles Rice, via Zoom

**Call to Order**

Chair Ann Green called the meeting to order at 9:05 am.

A quorum was established.

Chair Green moved the GSU Foundation Refunding Bond action item to number five on the agenda with no objections from the Board.

**Public Comment** – N/A**Special Guests/Presentations:**

Mr. Cam Siegrist, Bowles Rice, provided a revised resolution to the Board for the GSU Foundation refunding bond action item on the agenda. He discussed the history of the refunding bond and noted that the Foundation will be granting the leasehold deed of trust to United Bank to secure the refunding bonds being issued to the Bank by the Gilmer County Commission. Changes will be made to the Contract of Lease between the GSU Board of Governors and GSU Foundation lease and will extend the current 30-year term to September 30, 2054.

**GSU Foundation Refunding Bond**

DUANE CHAPMAN MOVED TO CONSENT TO AND APPROVE THE LEASEHOLD DEED OF TRUST THAT THE GLENVILLE STATE UNIVERSITY FOUNDATION WILL BE GRANTING TO UNITED BANK ENCUMBERING BUILDING A AND RELATED LAND ADJACENT TO THE WACO CENTER TO SECURE THE REFUNDING BONDS BEING ISSUED TO THE BANK BY THE GILMER COUNTY COMMISSION; FURTHER CONSENTS TO AND APPROVES CHANGES TO THE CONTRACT OF LEASE BETWEEN THE GLENVILLE STATE UNIVERSITY BOARD OF GOVERNORS AND THE GLENVILLE STATE UNIVERSITY FOUNDATION RELATING TO SUCH LEASEHOLD DEED OF TRUST; FURTHER CONSENTS TO AND APPROVES THE SUBLEASING OF AN ADDITIONAL PORTION OF SUCH BUILDING A BY THE GLENVILLE STATE UNIVERSITY FOUNDATION TO THE GLENVILLE STATE UNIVERSITY BOARD OF GOVERNORS; FURTHER CONSENTS TO AND APPROVES THE SUBLEASING OF A PORTION OF SUCH BUILDING A BY THE GLENVILLE STATE UNIVERSITY FOUNDATION TO UNITED HOSPITAL CENTER, INC., ALSO KNOWN AS WVU MEDICINE; AND FURTHER CONSENTS TO AND APPROVES CHANGES TO THE CONTRACT OF LEASE BETWEEN THE GLENVILLE STATE UNIVERSITY BOARD OF GOVERNORS AND THE GLENVILLE STATE UNIVERSITY FOUNDATION TO EXTEND THE CURRENT 30-YEAR TERM THEREOF TO SEPTEMBER 30, 2054 AS REVISED. JOE PARSONS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Constituent Comments**

**Alumni Council** – Dustin Crutchfield, Director of Alumni Relations, reported the following:

- Planning for Homecoming and the Athletic Hall of Fame
- Assisting the Business Department with planning its Hall of Fame scheduled for next month.
- GSU's Night at Lambert's Winery was well attended.
- The Roane County Alumni Chapter hosted a golf tournament on September 14, 2024.
- The anticipated date for completion of the Alumni Oral History keepsake books is April 2025.
- Dustin Crutchfield and President Manchin met with Tracy Samples on Career Connector where recent graduates are matched with open jobs in the state.
- Improvements to the Alumni Center are still ongoing.

**Faculty Senate** – Schuyler Chapman, President, reported that the Senate has had three meetings since the semester began and accomplished the following:

- Elected Amanda Chapman and Dwight Heaster to fill two Faculty Marshal vacancies.
- Worked with the President’s Office and Kevin Evans to revise Faculty Marshal responsibilities.
- Elected David O’Dell as the new Chief Faculty Marshal.
- Reviewed, clarified, and expanded policies on how catalogs function for both undergraduate and graduate students at GSU.
- Filled 34 vacancies on Senate committees.
- Held elections for three University Leadership Council positions. The faculty members elected were Kandas Queen, Maureen Gildein, and Larry Baker.
- The Senate still needs to fill Promotion & Tenure Committee vacancies.

**Staff Council** –Eric Marks, Chair, reported:

- Staff are continually busy working on deferred maintenance projects.
- Staff assisted with Freshman Move-in Day.
- Reviewing the Staff Council Constitution and staff development applications.
- Planning Staff Training Day.

**Student Government Association (SGA)** –Jahzeiah Wade, President, reported:

- The focus of SGA is “Improving the Quality of Life on Campus.”
- Working with the Mountaineer Foodbank to stock the campus pantry.
- Trying to ensure all housing rules are followed.
- Met with Aramark to discuss ways to improve the dining experience.
- Working with Public Safety regarding parking issues and pet wastes.

### **Consent Agenda**

KATHY BUTLER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Committee Reports**

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

Ann Green reported the Committee met on September 4, 2024 via Zoom. The Committee worked on the upcoming retreat and set today’s agenda.

**Board Governance and HR Committee** – Alex Lay, Chair, reported each committee member’s update that was presented at the Committee meeting. The Committee is working on policy updates and moving the Crisis Plan update forward. The updates included:

*Tegan McEntire*

- Announcement of current active open positions, promotions, and new hires.
- Graduate Assistants benefits.
- Employee accomplishments.
- All faculty and staff received a \$1,500 raise.

- The new Fair Labor Standards Act (FLSA) salary threshold is \$43,888 that began July 1, 2024 and the threshold is scheduled to change again to \$58,656 on January 1, 2025.
- WVHEPC provided the University with a new pay scale.

#### Rita Helmick

- Legal issues.
- Title IX events.
- Deferred maintenance projects update.
- IT and Security upgrades.
- Campus Carry Policy went into effect July 1, 2024.

#### David Hutchison

- Scholarship awards.
- Foundation approved a clean audit.
- Comparison of FY24 Foundation revenues and expenses.
- Recap on Day of Giving.
- Alumni relations update.
- Grants update.
- Discussing potential naming opportunities for the new amphi-theatre.
- The print shop is in the process of moving downtown on main street due to demolition preparation of LBH.

#### Enrollment and Student Life Committee – Skip Hackworth, Chair, deferred to Rikki Butler to present the report.

Rikki reported that the enrollment numbers are holding strong at 1772 from last report of 1779. Freshmen enrollment is at 330 and it was 331 on the last report. She discussed the retention breakdown in the Board packet and noted that residence life is at 95% occupancy. The new student orientation survey top results on page 26 of the packet showed that new student concerns are financial aid, who the student's roommate is going to be, and school vs. life.

#### Academic Affairs Committee – Kathy Butler, Chair, reported that the Committee met two weeks ago and updates included:

- Several new faculty were hired.
- Enrollment is growing in the new masters programs.
- Dual enrollment/dual credit experienced a 29% increase over fall 2023.
- Course rotations and plans of study are being revamped.

Mari Clements presented a PowerPoint presentation that included titles, pictures, and academic credentials of new faculty, online initiatives, strategic planning efforts, and explanation of the name change for the Department of Social Science listed on the agenda as an action item. Mari also shared the graduate enrollment chart with the MBA program being the most popular and having the most enrollment.

Kevin Evans discussed the role of LyCricia Criss, Assistant Professor of Health Sciences. She teaches seven credit hours a semester including GSC100 in the fall for the nursing students. LyCricia focuses on assisting the pre-nursing and nursing students to be successful in the program by helping with their studies.

#### Business and Finance Committee – Doug Morris, Chair, reported that the University is going through three audits and asked Tim Henline to present updates.

Tim Henline presented a PowerPoint and discussed fall enrollment. He noted that he is working with Academic Affairs to offer scholarships to students in programs with lesser enrollment. Tim further discussed the phases of GSU's two-year financial plan and pointed out that estimated savings in the amount of \$766,482 have been identified to date from reviewing all processes, contracts, student onboarding, etc. He is building a database to link all processes across campus in order to generate reports for everything.

**Athletics Committee** – Bob Marshall, Chair, reported the following:

- Football is 0-2 and GSU will play Fairmont on Thursday. The game will be broadcast on MEC.
- 430 of the 496 athletes live on campus.
- MEC now has 11 teams. Pointe Park from Pittsburgh just joined and the Conference is planning to add one more team.
- Basketball teams are working on off-season drills and will begin regular season drills in two weeks.
- Soccer has been winning and Cross Country ranked fourth in the MEC.
- The Golf teams have championships in three weeks.
- Wrestling has its first match in November.
- "War in the Waco" is scheduled for November 9, 2024.
- The 4.0 GPA ceremony for all sports will be held on September 26<sup>th</sup>.
- Women's Basketball fundraiser "Pioneer Derby" is scheduled for September 27<sup>th</sup>.
- The Hall of Fame ceremony will be on September 28<sup>th</sup>.

**President's Report**

Dr. Manchin announced that the College of Health Sciences Nursing Division Ribbon Cutting Ceremony will be at noon today and the nursing students will be in attendance along with Marshall University guests. The University will be spending \$2.3 million over the next year to provide safety and opportunities for the students. The Health Sciences Task Force is still looking at offering a physician's assistant program at the University.

**Discussion/Actionable Items**

**GSU Deferred Maintenance Grant Requests Adjustment**

Tim Henline announced that the Science Hall roofing project was added to the deferred maintenance list of projects and the Clark Hall project was taken off of the list because the Clark Hall project was covered under another grant.

DUANE CHAPMAN MOVED TO APPROVE THE REMOVAL OF THE CLARK HALL ROOFING PROJECT, AND THE ADDITION OF THE SCIENCE HALL ROOFING PROJECT, TO THE SET OF ROOFING REPLACEMENTS AS OUTLINED IN THE DEFERRED MAINTENANCE GRANTS REQUESTS OF JUNE 14, 2023. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Change Department of Social Science to Department of Social Sciences**

KATHY BUTLER MOVED TO APPROVE THE FOLLOWING NAME CHANGE:  
DEPARTMENT OF SOCIAL SCIENCE TO DEPARTMENT OF SOCIAL SCIENCES. FURTHER,  
THIS IS NOT TO BE TREATED AS A SUBSTANTIVE CHANGE: DOCUMENTS (WHETHER  
HARDCOPY OR ELECTRONIC) CORRECTED SOLELY TO REFLECT THE NEW NAME DO

NOT REQUIRE SEPARATE APPROVAL. DUANE CHAPMAN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

**Board of Governors Retreat Schedule**

Chair Green reported that the retreat is scheduled for October 29-30, 2024. It will focus on sustainability to ensure GSU is serving West Virginia in the best way it can. She discussed the full schedule and announced the training sessions, presenters, and the panel members that will be participating. Teresa Sterns will email the schedule with details to the Board following today's meeting.

**Announcements**

Ann Green announced the upcoming events listed on the agenda.

**Adjournment**

With no further business and hearing no objection, Chair Green adjourned the meeting at 10:40 am.

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Ann Green, Chair

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Teresa Sterns, Executive Assistant to the President