



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

April 18, 2018
12:30 p.m.

Waco Center
Hall of Fame Room

**Glennville State College
Board of Governors Meeting
Schedule
2017-2018**

All Executive Committee meetings will be held at 11:00 a.m. in the President's Conference Room in the Administration Building. All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, unless otherwise noted. The Enrollment Management Committee meetings will begin at 10:00 a.m. and all other Committee meetings will begin at 11:00 am. Board meetings will begin at 12:30 p.m., with a noon luncheon prior to the meeting, unless otherwise noted as well.

Wednesday, August 9, 2017	Executive Committee
Wednesday, August 23, 2017 <i>* The only committee meeting that will meet is the Business and Finance Committee at 3:00 pm at 2888 US Hwy. 33 East, Glennville, WV</i>	Board of Governors– 1:30 p.m. @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glennville, WV
Wednesday, September 27, 2017	Executive Committee
Wednesday, October 18, 2017	Board of Governors
Wednesday, November 15, 2017	Executive Committee
Wednesday, November 29, 2017	Board of Governors
Wednesday, January 24, 2018	Executive Committee
Wednesday, February 7, 2018	Board of Governors
Tuesday, April 3, 2018 Wednesday, April 4, 2018	Executive Committee
Wednesday, April 18, 2018	Board of Governors
Wednesday, May 30, 2018	Executive Committee
Wednesday, June 13, 2018	Board of Governors

**GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
APRIL 18, 2018**

AGENDA

1. Call to Order
2. Establishment of a quorum
3. **Approval of Minutes for February 7, 2018 (Action Item)**
4. Public Comment Period
5. Update on staff policies – *Ms. Krystal Smith*
6. Executive Committee
 - A. Report from Greg Smith, Chair
7. Business and Finance Committee
 - A. Report from Rich Heffelfinger, Chair
 - B. **Tuition & Fees Schedule for FY2019 – (Action Item)**
8. Enrollment Management Committee
 - A. Report from Steve Gandee, Chair
9. Student and Academic Affairs Committee
 - A. Report from Ralph Holder, Chair
 - B. **Faculty Stipend for Instruction at Correctional Facilities – (Action Item)**
 - C. Online Faculty Pay – *(Information Item)*
 - D. Planning and Prioritization/Suspension and Program Changes – *(Information Item)*
10. Committee of the Whole
 - A. **Board of Governors Scholarship – (Action Item)**
11. President's Report
12. Announcements
 - A. Alumni Day is scheduled for Saturday, April 28, 2018. More information may be accessed on the College's website at: <http://www.glenville.edu/news/?p=25222>
 - B. Commencement is scheduled for May 5, 2018 at 10:00 am in the Waco Center.
 - C. The next Executive Committee meeting is scheduled for May 30, 2018
 - D. The next full Board meeting will be held on June 13, 2018
 - E. Staff Council and Faculty Senate will meet with the Board directly following today's meeting in accordance with WV Codes §18B-6-3(g) and §18B-6-6(g)
13. Adjournment

**Glennville State College
Board of Governors Meeting
February 7, 2018
Waco Center, Hall of Fame Room
Glennville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Dr. William Deel
Mr. Mike Forbes
Mr. Stephen Gandee, via teleconference
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris, via teleconference
Mr. Larry Baker, Faculty Representative
Mr. Dustin Crutchfield, Staff Representative
Mr. J. Cameron Woods, Student Representative

Members Absent: Mr. Mike Rust

Staff Present: Dr. Tracy L. Pellett, President
Mr. John Beckvold, Vice President for Business & Finance
Mr. Marty Carver, Vice President for Enrollment
Mr. David Hutchison, Vice President for Advancement
Ms. Sheri Goff, Financial Aid Assistant & ACS Representative
Dr. Gary Morris, Vice President for Academic Affairs
Mr. Jason Phares, Information Technology Manager
Ms. Krystal Smith, Chief Human Resources Officer
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Rusty Vineyard, Vice President for Student Life & Athletics

Others Present: Mr. Les Harbour, Hayflich, PLLC

Call to Order

Chairperson Greg Smith called the meeting to order at 12:53 pm.

A quorum was established.

Approval of Minutes

RALPH HOLDER MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 29, 2017 MEETING AS PRESENTED. RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Report on FY2017 Audit – Mr. Les Harbour, Audit Manager for Hayflich, PLLC, presented a brief overview of the audit that included the following:

- The audit field work began in September 2017 and was completed October 2017.
- The College had an increase in cash from last year.
- The GSC Foundation was audited by another firm; however, its audit report was included in the Hayflich audit.
- Hayflich found no internal control deficiencies in the College’s audit.

Mr. Harbour invited questions from the Board. After no questions were presented,

RICH HEFFELFINGER MOVED TO APPROVE THE FY2017 AUDIT PRESENTED BY LES HARBOUR, HAYFLICH, PLLC. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Executive Committee

Greg Smith, Chair, reported that the Committee approved the agenda for the upcoming meeting and discussed the below items:

- Enrollment
- Distance education action item.
- Proposed HB2713 permitting the carrying of concealed weapons on the campus of a state institution of higher education.

Business and Finance Committee

Rich Heffelfinger, Chair, reported that the Committee reviewed the audit report and asked Mr. Beckvold to provide an update on the financial procedures of the College.

Mr. Beckvold discussed:

- Quarterly financial statements.
- Aged accounts that the College owes one million dollars on should be paid by the end of March.
- The one million dollars owed to Aramark was eliminated once the new Aramark contract was approved.

Mr. Beckvold indicated Ms. Sterns has forwarded the audit report electronically to the Business and Finance Committee and will forward it to all members of the Board of Governors. He further stated that it will also be posted on the College’s website.

Enrollment Management Committee

Marty Carver, Vice President for Enrollment, reported that the Committee discussed the following:

- Importance of understanding recruitment and the focused recruitment on full-time students to live on campus.
- Admissions improved its delivery methods and face to face communication with prospective students which includes hosting Meet N' Greets.
- The Winter Open House was held last weekend with 244 guests attending.
- Another open house is scheduled for March 24, 2018.

Mr. Carver requested that Stacy Adkins, Director of the Academic Success Center, attend the next Board meeting to provide a report on retention.

Student and Academic Affairs Committee

Ralph Holder, Chair, asked the Committee staff members and Vice President members to present a report.

Mr. Jason Phares announced the following:

- Computers have been replaced in all classrooms.
- RAM (Random Access Memory) has been upgraded in the Science Building.
- The new website will be easier to navigate and all departments will have the option to change information and pictures from within their area.
- Progress is being made with the online courses and Robin Cottrill has trained the professors.

Mr. Larry Baker disseminated an ACF flyer that was provided to every legislature regarding how the PEIA bill will effect faculty, staff, and students. He reported the following:

- Faculty Senate opposes the concealed weapons on campus bill.
- WV HEPC Series 22 - *GRADE POINT AVERAGE FOR ASSOCIATE AND BACCALAUREATE DEGREES* amendments passed, so Glenville State's Policy 27 will now have to be amended to match the language in Series 22.
- President Pellett met with the Senate and all were impressed that the College Address was postponed for two weeks.
- Faculty is in favor of moving the distance education action item forward, although it will require more work from faculty.

Mr. Rusty Vineyard reported the following:

- The College purchased a shuttle bus and plans to purchase one or two more.
- Secured an intern from Marshall University to assist Tim Underwood, Counselor, in offsetting the client load.
- 36 of all the athletes in fall sports, made the MEC honor role.
- The GSC Women's basketball team is currently ranked seventh nationally.
- Considering to improve the pool equipment in an effort to keep it open more.
- Improvements are continuing to be made in the Lilly Gymnasium.

Dr. Gary Morris discussed the following:

- The ASC (Academic Success Center) is the cornerstone of retention and is now fully staffed. 73 students have utilized the Center since January. The Center hosts weekly activities for the students that include study habits, how to dress for success, etc. A Career Expo will be held at the Waco Center in the near future. The ASC will potentially occupy the third floor of the library and will include a study area, career area, and computer bank for students. The first floor of the library will remain the same and the second floor will house books.

- There are currently five faculty searches taking place to fill positions in Fine Arts, Land Resources, Teacher Education, and Psychology.
- In reference to the WV HEPC Series 22 that was recently revised, HEPC appointed Ms. Ann Reed, Registrar, as a members of a task force to plan a state-wide implementation of the policy. GSC Policy 27 will need to be amended to reflect Series 22 changes. It is anticipated to be brought to the Board for approval of revisions in spring to ensure it is put into place by fall 2018.
- The Milestone Ceremony was held on January 17, 2018.
- The faculty members on the Prioritization and Planning Committee are diligently working on deciding programs the College needs to retain and eliminate.
- In reference to the offering of online courses, the College is currently working on the marketing and academics technology. In order to offer the online courses, the College must obtain approval from the Board of Governors and the Higher Learning Commission.

RALPH HOLDER MOVED TO APPROVE THAT GLENVILLE STATE COLLEGE OFFER ACADEMIC PROGRAMS VIA DISTANCE EDUCATION AS DEFINED BY HIGHER LEARNING COMMISSION (HLC). CAMERON WOODS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President's Report

President Pellett provided a handout that included a three year trend for enrollment and retention; budget to actual (6month); and the GSC Foundation bequests and contributions for FY17 and FY18. He further reported the following:

- The on-campus declining enrollment dropped slightly from 924 last year to 893 this year; however, there is a declining enrollment of students in West Virginia. The College must develop new markets and communication strategies with students that remain in the area and hope to change the trend line by fall.
- Retention has remained between 78 percent and 80 percent. The College should be seeing a return on ASC services including tutoring, career services, etc. by next year.
- After a six month period in FY2018, the College is at 54 percent of its payroll expense budget and 41 percent of its operational budget.
- Advancement raised \$1,390,000 in FY2018 from \$428,202 in FY2017.
- College policies will be changing to require more students to stay on campus and more housing will be needed.
- President Pellett will plan to take Board members on a tour to see all the renovations/improvements that have been made since July 2017 at an upcoming Board meeting.

Announcements

Mr. Smith made the following announcements:

- Percussion Ensemble Performances @ Fine Arts Center – March 22-23, 2018
- The next Executive Committee meeting is scheduled for April 4, 2018.
- The next full Board meeting is scheduled for April 18, 2018.

Mr. Smith departed the meeting at 2:00 pm.

The following further announcements were made:

- Mr. David Hutchison – During the annual Winter Homecoming on February 3, 2018, President Pellett issued a proclamation to declare the first week in February as GSC Black Alumni History Week. He, along with former coach Tim Carney, presented a plaque commemorating the event to the family of Bob 'Skinny' Minnieweather, the first black student that attended GSC.

- President Pellett – Planning to add a Special Assistant to the President role to focus on inclusivity to encourage minority and gender diversity representations in leadership. The responsibilities will probably be an added feature to a current position.
- Mr. Rusty Vineyard – Student Life will be hosting an event in line with Black History Month, “Ain’t I A Woman,” performed by Chamber Music Theatre at 6:00 pm this evening at the Fine Arts Center. Admission is free.

Mr. Jason Phares distributed new electronic tablets to Board members.

President Pellett announced that Mr. Phares will hold a training orientation for all at the next Board meeting.

Adjournment

With no further business and hearing no objection, Vice Chairperson Butcher adjourned the meeting at 2:05 pm.

Greg Smith
Chairperson

Tim Butcher
Vice Chairperson

Teresa Sterns
Executive Assistant to the President

Submitted by: *Gary Z. Morris, Interim Vice President for Academic Affairs*

Highlights

- **Information Commons** – An architect plan has been rendered for the third floor of the Robert F. Kidd Library, where the Academic Success Center will be housed. The library is currently moving books out of the third floor and relocating them to one of two locations, the library Annex in Wagner Wing of Pickens Hall or the second floor of the library. All books and shelves will be moved from the third floor by May 1st, in time for renovations to take place.
- **Faculty and Staff Searches for Academic Affairs** – Positions currently being advertised under Academic Affairs include full time faculty for the following areas: Education, Criminal Justice, Land Resources, and Mathematics. The following positions were filled since the last BOG update: Assistant Professor of Natural Resource Management by Dr. Allyson DeGrassi and Off-Campus Assistant Coordinator by Mrs. Tracy Arden. The Grants Coordinator position is going to be absorbed into the Associate Vice President for Academic Affairs position. Mr. Jared Wilson, Assistant Professor of Land Surveying, has submitted his resignation due to personal reasons. Dr. Pellett has approved for the position to be filled.
- **Planning and prioritization** – The Planning and Prioritization process has been completed and presented to Faculty Senate and the President Advisory Team. A summary of the findings are included in a memo shared with all faculty across campus, which is in this BOG report.
- **On-line degree programs** – Seven degrees and one certificate are being offered on-line. These are AS Business, AS Criminal Justice, BA Bluegrass, BS Business Administration in Management, BS Criminal Justice – Administration of Justice, BS Criminal Justice – Field Forensics, AA General Studies, and Certificate of Completion: Bluegrass Music. There are 28 courses being offered on-line in fall to support these programs. Currently, 15 students have applied. We are proposing to invest \$13,000 in advertisement through a company called Spectrum Reach, which through digital display ads will target individuals 18-34 years of age, in Morgantown, Fairmont, Clarksburg, Parkersburg, Beckley, Eastern Ohio, and Cumberland MD. We will be paying for three targeted campaigns and a total of 1.3 million impressions, or digital views, of our digital advertisements between May 1st and August 1st.
- **Graduation** – will be held at the WACO Center on May 5th at 10:00 am.
- **Japan Outreach Initiative (JOI) Awarded to Glenville State College** – Dr. Marisha Lecea and Dr. Megan Gibbons applied for and received this award that facilitates a citizen of Japan to come on campus for one to two years, most expenses are paid by the JOI program. The individual will live in Glenville and represent the College when he/she visits functions across the state. This is a cultural enrichment initiative that will increase the visibility of the College.

Submitted by: *Marty Carver, Vice President for Enrollment Management*

Highlights/Challenges

Highlights

Pioneer Meet & Greets

- The College has hosted Meet & Greets in Gilmer, Braxton, Lewis, Doddridge, and Ritchie counties. Additional events are scheduled for all Kanawha Valley counties and Upshur County. The events have been very successful. Positive feedback was received from students and parents who were in attendance.
- The goal is to host two to three “face to face” recruitment events per month in the next recruitment cycle with a greater focus being placed on the Meet & Greets and Open Houses.

Open Houses:

- The College hosted over 200 students and 300 additional guests during the Open Houses from February-March.

Community College Recruitment

- A new community college recruitment initiative has been launched and the Office of Admissions are in the process of doing research and visiting all WV community colleges.
- Although some community colleges require an active articulation agreement to be in place before they will allow a personal visit to their institution from other schools, GSC has been well received.
- Articulation agreements are currently being established between GSC and community colleges closest to the institution. The College will continue to work on securing agreements with other community colleges.

Online Program Recruitment

- The Office of Admission has begun recruiting for the new online program. Currently, twelve students have applied for fall 2018.

The 2017-18 Admission Event schedule (as of 3/15/2018)

April 9, 2018 (Mon)	Kanawha Valley Meet & Greet (Charleston)
April 9-14, 2018 (Mon-Sat)	Early Registration Week (New Students)
April 19, 2018 (Thur)	Spring Football (New Student Registration)
April 28, 2018 (Sat)	Spring Open House
April 30, 2018 (Mon)	Upshur Meet & Greet
May 19, 2018 (Sat)	Blue & White Visit Day
June 30, 2018 (Sat)	Summer Open House
June 30, 2018 (Sat)	Blue & White Visit Day (Summer Registration Day)
June 30, 2018 (Tue)	Transfer Tuesday (Visit Day)
July 18, 2018 (Wed)	PEEP Orientation
July 27, 2018 (Fri)	Fall 2018 Documentation Deadline
Daily Visits (Monday-Friday)	10:00 AM & 2:00 PM

*Tentative

ChallengesMail Volume

- Since the launch of the autoprocess, it has been difficult for the on-campus post office to process the volume of mail that the Office of Admissions is producing. The resolution to this issue is that an agreement has been put into place with Morgantown Printing to print and send all of the major postcard campaign mailings.

Event Scheduling

- It has been challenging to complete tasks needed to build successful enrollment, schedule events, and host the large number of face to face Meet & Greets and Open Houses. Hiring a part-time or full-time event planner to assist with these efforts may need to be considered due to the increase of events planned for future recruitment cycles.

Attachments/Enclosures:

Admissions Summary Report- Fall 2018

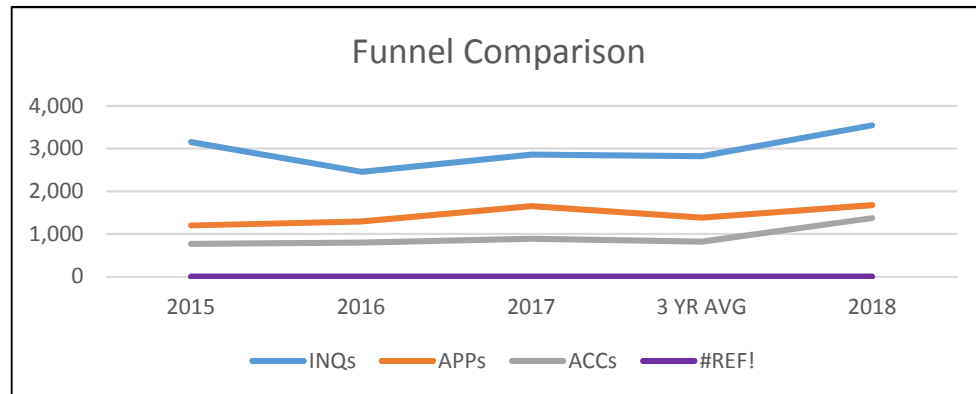
[Back to Agenda](#)

NEW STUDENTS

	INQs	INQs (+/- %)	All APPs	APPs (+/- %)	Non-DE APPs	APPs (+/- %)	All ACCs	ACCs (+/- %)	Non-Quick ACCs	ACCs (+/- %)
2018	3,546		1,677		1,536		1,372		933	
2017	2,860	19.3%	1,656	1.3%	1,656	-7.8%	891	35.1%	891	4.5%
2016	2,457	30.7%	1,293	22.9%	1,293	15.8%	796	42.0%	796	14.7%
2015	3,156	11.0%	1,199	28.5%	1,199	21.9%	769	44.0%	769	17.6%
3 YR AVG	2,824	20.4%	1,383	17.6%	1,383	10.0%	819	40.3%	819	12.3%

CONVERSION RATIOS

	2018	2017	2016	2015	3 YR AVG
INQ:	3,546	2,860	2,457	3,156	2,824
APP:	1,677	1,656	1,293	1,199	1,383
ACC:	1,372	891	796	769	819
REG:	0	0	0	0	0
INQ-APP%:	47.3%	57.9%	52.6%	38.0%	49.0%
APP-ACC%:	81.8%	53.8%	61.6%	64.1%	59.2%
ACC-REG%:	0.0%	0.0%	0.0%	0.0%	0.0%



PROJECTIONS	TW	LW	(+/-)	This Week	Last Week
3 YR AVG:	0	0	0		
RC/NL:	0	0	0	0	0
NRCCUA:	0	0	0		
3YA- Committed:	0	0	0		

(+/-)

Notes:

+Key Upcoming Dates:

- +Apr 9-14: Early New Student Registration
- +Apr 10: Fine Arts Auditions/Open House
- +Apr 28: Spring Open House

College Advancement and Alumni Relations

April 2018

Submitted by: *David Hutchison, Interim Vice President for Advancement & Executive Director Foundation*

College Advancement

Office Updates

- Attended Case Conference – Boot camp for first time Chief Advancement Officers

Current Initiatives:

Living and Learning Mini Campaign

- Riverside Residence Student Housing – former Conrad Motel
- Academic Success Center – 3rd floor of Robert K. Library
- Student Activities Lounge – MCCC Bookstore Space
- New Programs – Nursing, Online degrees
- Scholarships

Foundation Policy and Procedure Reviews

- Policy on Endowment Spending
- Policy for Awarding Scholarships
- Stewardship and Sustainability Plan for Endowed Scholarship Funds

Everyday Hero Crowdfunding Campaign

- Crowdfunding is the fastest growing form of online giving, which is the fastest growing form of individual giving, and is increasing – 35% on the year.
- Compatible with our Blackbaud and Razers Edge databases.
- Should be an asset to many groups on campus, our day of giving campaign, and raising money for scholarships.

Silver Coin Project – with Mark Downey’s \$35,000 Donation

- First 500 coins should arrive in April. Plan to raise money for the Academic Success Center.

President’s Ambassador’s Luncheon

- First event to recognize some of our top students and introduce them to some of our Ambassador’s
 - Delegate Brent Boggs – Braxton County;
 - Delegate Ed Evans – McDowell County; Science National Teacher of the Year
 - Ann Green – Ann Green Consulting
 - Ava Stalnaker – CEO Stonewall Jackson Hospital
 - Amy Tingler – Regional Director of Operations, Starbucks Coffee Company

Alumni Relations:

- February 3rd, hosted winter homecoming and unveiled a proclamation honoring GSC Black Students of the 60’s and 70’s.
- Mountain East Tournament Hospitality Room
- April 21st – Teays Valley Alumni Event
- April 28th – annual Alumni Banquet with a silent auction
- May 4th – 5th honoring our 50 year graduates and hoping to reactivate them at GSC

Pioneer Athletic Club:

- Creating a PAC Committee and implementing a strategic plan for athletic support both promotionally and financially.
- Launching a crowdfunding campaign in April.

Donated Estates in progress

- The Darrell Woofter Estate Scholarship Fund – should receive final payment this spring.
- The Bill Bennett Estate – in progress with Butcher and Butcher.
- Paul Graves Darnall – Brother of Dr. Joe Barton Darnall – former professor at GSC - should start receiving some payments in early summer.

The tables below recap the activities for the period 09/12/2017 through 4/2/2018:

Donor Level	Fiscal Year Through 1/19/2018		Fiscal Year Through 4/2/2018	
	# Deposits	Total \$	# Deposits	Total \$
< \$100	327	\$10,781.35	446	\$15,816.65
\$100 – 499	471	\$50,654.03	604	\$63,332.10
\$500 – 999	92	\$28,301.91	104	\$29,785.51
\$1,000 – 2,499	62	\$48,897.72	77	\$52,475.72
\$2,500 – 4,999	26	\$39,664.25	30	\$42,593.00
\$5,000 – 9999	42	\$88,436.86	47	\$108,858.47
\$10,000 – 24,999	33	\$119,177.42	38	\$135,837.42
\$25,000 – 99,999	343	\$223,018.42	386	\$304,602.60
100,000 – 999,999	57	\$1,186,612.52	59	\$271,802.21
1,000,000 +			13	\$1,008,416.00
Totals	1453	\$1,795,544.48	1804	\$2,033,519.68

The following table denotes deposits by category for the fiscal year:

	Deposits	Total Amount
Annual Fund	423	\$73,874
Athletics	863	\$719,150
For the good of the College	339	\$824,612
Royalties	51	\$144,602
Scholarships	120	\$144,081
MHHS	8	\$127,200
Other		
TOTALS	1804	\$2,033,519

	# Deposits	Total \$
Repeat at same level	113	\$62,140.21
Increased giving	150	\$1,762,333.97
New donors	394	\$69,117.15
Recovered > 2 years	260	\$118,370.43
Decreased	52	\$21,557.92
Totals	969	\$2,033,519.68

Submitted by: *John B. Beckvold, Vice President of Business and Finance*

Highlight/Challenges

Highlights

- Reviewed non-payroll expenses, and payroll expenses, YTD by department compared to budget with cabinet. Non-payroll is running over \$500K below budget and payroll is slightly above budget but should be very close to budget by year end. Net student revenue is about equal to budget.
- Due in part to Aramark settlement, which affects FY 2018 operating results, College will be showing a \$500K positive operating result for the fiscal year.
- Budget process for FY 2019 is underway. As enrollment is such an important piece of the budget and because we expect a significant increase in new enrollment, the final budget will await a better assessment of enrollment after we get through some critical enrollment/registration deadlines.
- Modernization of Conrad (now known as Riverfront Residence) underway. Sprinkler and general contracts in process, all in compliance with WV purchasing regulations. Transient visitors not accepted once construction underway, except for weekend of Folk Festival.
- Third floor of library being vacated in preparation of work to be done to create new Academic Success Center. Books and shelves being relocated to lounge area in Williams Wing at Pickens.
- Carefully monitoring cash flow on a weekly basis. Old vendor accounts payable completely paid down. Cash flow solid through this semester.
- Using a higher yield investment alternatives with United Bank for \$2.4M Bond Reserve Fund. Net result should be about \$40,000 additional interest revenue to College.
- Beginning fall 2018, replacing traditional bookstore with on-line, integrated alternative for students to purchase course materials (increased options to purchase new, used, E-options, or rent). GSC branded merchandise may be purchased on-line or in our new "spirit shop" on campus.
- Upgrading shuttle vehicles. Purchased 2 handicapped accessible shuttle busses and two additional vans.
- Upgrading of pool in Lilly Gym underway with clean-up and repairs done. Additional equipment will be ordered.
- Active engagement with plans to refurbish Conrad into student residences. Hope to have a contract in place by March, with at least rooms for 40 students ready for fall 2018.

- Submitted first request for draw down of \$2M of excess Bond proceeds. Work continues on selected projects designated for use of bond proceeds. Draw down of remainder should be complete before summer 2018. Also received notice of another \$900,000 of funds made available to GSC through HEPC from their bond refinance in December.
- Refurbishing of Pickens Hall nearly complete. First class of cadets expected to be housed there beginning in late May.
- “Tobacco Free Zone” messaging deployed around campus and smoking receptacles moved away from high traffic areas. Visible presence of smokers has been isolated and significantly decreased.

Challenges

- Navigating the complexity of the WV state accounting system in order to provide meaningful, timely financial reporting for management and the Board.
- Completing a bottom-up budgeting process for FY 2019 beginning in February 2019.
- Providing student residence facilities for fall 2018 in response to actual enrollment.
- Successful completion of several renovation/construction projects around campus.

Submitted by: *Larry R. Baker, Faculty Representative*

Highlights/Challenges

Highlights ACF - Advisory Council of Faculty

The Advisory Council of Faculty (ACF) met on Friday, March 23, 2018 in Charleston, WV, following the HEPC meeting, which took place earlier the same day. Below are the highlights of the meeting.

- Report of HEPC meeting.
 - Dr. Paul Hill, Chancellor of the West Virginia Higher Education Policy Commission, announced his retirement after serving the state for six years since 2012. He said he would stay on until a successor is chosen. He also expressed his willingness to be part of the transition team. A closed session was scheduled after the HEPC meeting to form a search committee to find the next chancellor. A new chancellor could be named as early as July 1st.
 - Chancellor Hill reported that no education budget cuts are planned for the coming fiscal year. No givebacks are anticipated either.
 - Dr. Corley Dennison, the HEPC's Vice Chancellor for Academic Affairs, reported that a replacement for the \$5.4 million a year "HERA funds" has been approved. This has been the ACF's main goal since July 2017. As previously reported, the HEPC is funded in part by HERA (Higher Education Resource Assessment), which is set to expire by the end of the current fiscal year. The replacement funds will come from the governor's own office budget. This is good news for Glenville State College.
 - HB 4187, commonly known as "Parking Lot Protection" Bill, has passed. It allows licensed adults to store their firearms in their vehicles in the parking areas. The bill also makes it illegal for public and private institutions to engage in harassment or retribution against individuals who are known or suspected of keeping weapons in their vehicles. On the other hand, the "Campus Carry" Bill, HB 4298, did not pass. It would have allowed licensed adults to carry handguns on the campuses of state institutions of higher education.
 - Governor Jim Justice has requested that the HEPC come up with an education "attainment goal," that is, to establish targets for increasing the educational levels of the state's working-age adult population. At present, West Virginia is one of ten states that do not have an attainment goal. Having a well-educated workforce, the governor said, is essential to promoting economic growth. The examples he provided included Oregon, which has an ambitious "40-40-20" attainment goal by 2025 (40% four-year degrees, 40% two-year degrees, 20% high school diplomas). Another example is Tennessee's "Drive to 55" program, which sets an attainment goal of having 55% of Tennesseans with post-secondary degrees by 2025.
 - Two bills affecting higher education have passed during the 2018 session. The first one is SB 319, which eliminates the requirement that home-schooled students earn a GED to be eligible for the Promise Scholarship. In lieu of the GED score, the HEPC will establish

new criteria to determine whether a home-schooled student qualifies for the Promise Scholarship. The other bill is HB 4015. This is a “fleet management” bill that requires higher learning institutions to comply with additional vehicle tracking requirements. In essence, the bill enhances the reporting requirements on the state vehicle fleet.

- Faculty, Administrators and Board of Governors members are encouraged to download the West Virginia Higher Education Report Card for 2017 to see how state institutions fare relative to one another, and how they compare to national data in terms of enrollment, retention, graduation, and financial aid. The report is available online at: <http://www.wvhepc.edu/wp-content/uploads/2018/01/Report-Card-Final-Draft.pdf>
- A new higher education funding model was unveiled at the HEPC meeting. Last year the state legislature charged the HEPC to explore new ways to allocate general revenue funds to higher education. A committee was created to investigate how other states are spending their education dollars and make policy recommendations. The product of this investigation was a report that provided a detailed overview of a new funding model for higher education. This policy framework, which still requires the approval of the state legislature, will be gradually phased in to minimize the disruptions associated with the transition process. Institutions that stand to gain more funding will receive the additional funds immediately, but those that stand to lose funding, this includes Glenville State College with a projected loss of just under \$1,000,000 based on last year’s data, will be given a three-year grace period with no budget cuts to develop responsive approaches and adjust their planning to the new funding criteria. While the safety net will expire after three years, institutions on the negative side of the ledger may still be able to apply for “innovation grants” to continue striving toward their strategic goals. President Pellett has informed faculty and staff of this funding model via e-mail. A 30-day public comment period began on March 23, 2018 following the HEPC meeting. The document can be viewed at: <http://www.wvhepc.edu/wp-content/uploads/2018/03/FundingModelPresentation.pdf>
- Dr. Corley Dennison (HEPC) joined the ACF meeting later and reported the following:
 - The free community college bill (SB 284) did not pass. It was probably a casualty of the teachers’ strike that slowed everything down, especially that a consequential amendment was proposed to the bill that required more committee discussion. The purpose of amendment was to make the first two years of college tuition-free at any public higher learning institution in the state. There was no time left in the 60-day legislative session to debate the bill, but in all likelihood, it will be reintroduced next year. This could benefit Glenville State College’s two year programs.
 - In a follow-up email after the ACF meeting, Dr. Dennison said that no updates were available on the status of the U.S. Department of Education penalty, which was imposed on West Virginia in 2017 for noncompliance with federal reporting requirements. He added that the state submitted the financial audit two weeks early this year in hopes of getting the sanctions lifted.

- The next ACF meeting will be held on Thursday, April 19, 2018 in Fairmont at the North Central Advanced Technology Center (ATC).

Challenges ACF – continued pressure to leave firearm control to the local Board of Governors level. Ensuring rights for faculty including tenure. Ensuring ACF members can freely communicate with their respected Administration, Faculty and BOG without fearing repercussions – NOTE: I would like to note this is NOT an issue at Glenville State College.

Highlights Faculty Senate (Mtgs: Feb 13, *Feb 27, -March 13, #March 27)

- Planning and Prioritization update shared by Dr. Gary Morris
- Review of on-line degrees discussed
- Parking committee report
- Terminal degree committee report
- *ACF report – leave autonomy to regulate use of firearms on campus
- *Support of PEIA being funded to full extent (as currently)
- *Each department assigned to send departmental scholarship description to be collated for discussion at next meeting
- -Lab credit as part of course load still under administrative review
- -Terminal degree subcommittee will meet with Dr. Morris
- -Those instructors currently holding visiting positions can apply for tenure track openings but no grandfathering in. Currently, visiting instructors will not need to apply for lecturer positions as they will be moved over with new contracts.
- -Faculty payment of online instruction was reduced by \$17.50/student to be equal with normal course instruction. Incentives were previously provided to move professors to online instruction.
- #BOG policy 16 was presented. CONCERN- Failure to sign contract defined as gross misconduct. Contracts are mailed in the summer and if faculty was on vacation may miss deadline to return. Other issues of not being able to sign contract by due date were discussed. Before dismissal, other avenues of contacting faculty should be performed by Administration.
- #2Questions for President Pellett were drafted for his required meeting with faculty senate this term.

Challenges- Faculty Senate

- Overloads and inadequate funding for scholarship activities/research
- HLC, CAEP, and other committee/reporting demands
- Assessments for HLC along with program reviews
- College Governance needs reviewed/updated – including PAC
- Elections of Faculty Senate members for 2018-2020

Classified Staff Council Report to the Board of GovernorsApril 2018

Submitted by: *Dustin Crutchfield**Highlights*

- Classified Staff Council held a meeting on February 27, 2018. Some topics discussed included:
 - New personnel policy that was being drafted.
 - Update from ACCE Representative about the uncertainty of the future of ACCE and how the organization will have to adapt to ensure continued representation for all employees (since several campuses are moving away from having classified employees).
 - Employee incentives and recognition.
- Another Classified Staff Council meeting was held on March 20, 2018. At the direction of Dr. Pellett and Human Resources Director Krystal Smith, the Council wanted to be able to submit feedback after a two-week review period. As such, the majority of the meeting centered on discussion of Personnel Policy 16.
 - The Council authorized Chair Rachel Adams to compile a list of questions and requests for clarification based on the conversations during the meeting and submit them to the Human Resources Director.

Student Government Association Report to the Board of Governors April 2018

Submitted by: *J. Cameron Woods; President, Student Government Association*

Highlights

- Student Government Elections
 - The Student Government Association conducted their annual election of officers in March. The new Executive Board and other positions have been gaining experience from the previous officers since the election completed. We have many new faces in new positions, but the new group is eager and ready to begin their duties.
- SGA Constitution
 - SGA has been modifying their constitution, mostly in order to cohere with the position title changes on campus.
- Student Organization Graduation Dinner
 - The Student Organization Graduation Dinner will have been hosted in the early weeks of April. More updates will ensue once the ceremony has been conducted.

Challenges

- Training of the new Executive Board
 - It is quite the scramble to get everyone trained and ready to go before year end. SGA is diligently working with the new executive officers to have them prepared for the fall 2018 semester before the spring 2018 semester ends.

Student Life & Athletics

April 18, 2018

Submitted by: *Rusty Vineyard, Vice President of Student Life & Athletics*

Highlights/Challenges*Highlights*

- The following is the 2018-2019 Student Government Association Executive Cabinet:
 - **President** - Justin Woods
 - **Vice President** - Colton Ring
 - **Treasurer** -Scott Wentz
 - **Public Relations** -Brandon Jones
 - **Parliamentarian** - A.J Howard
 - **Junior Class Representative** - Bailey Brawner
- Held an “Escape Room” event. An escape room is a physical adventure game in which players solve a series of puzzles and riddles using clues, hints and strategy to complete the objectives at hand. Players are given a set time limit to unveil the secret plot which is hidden within the rooms. The event had over 100 participants partake.
- Katie Morris has been hired as the new Residence Hall Associate at Pioneer Village.
- Jon Garner has been hired as the new Women’s Volleyball Coach.
- A plan has been implemented to help reduce the number of parking ticket fines for our students.
- GSC Early Education Group sent 4 students (Justin Rader, Holly Wilson, Michaela Gumm, and Abby McCarty) to Lexington, Kentucky for the Southern Early Childhood Association conference in which they presented on “Developing Cognitive Skills in Early Education.”
- Women’s Basketball won the regular season conference championship, the Mountain East Conference Tournament Championship, and made it to the 2nd round of the NCAA tournament. Additionally, Coach Kim Stephens was named MEC Coach of the Year as well as Paris McLeod named the MEC Player of the Year.
- Adam Riggelman pitched GSC’s first ever no-hitter.

Challenges

- The pool located in the PE and Health building had significant operational and maintenance deficiencies. The filtration system was compromised, a heater was broken, and pipes were leaking. These issues have been fixed and the pool has been drained and refilled. These challenges have brought about the need to replace aging filters and equipment.

Submitted by: *Jason M. Phares Information Systems Manager*

Highlights

- An additional twelve computers with dual monitors and web cams have been purchased for those professors teaching in our new online degree programs. The computers were installed during our recent Spring Break. Recently replaced machines are being repurposed for staff with need of better operating computers. Ten of those have been deployed so far, many more will be upgraded as we move forward.
- Electronic Specialty, the contractor installing fire alarm communications, now has all fire alarm panels communicating with the FireWorks server in Goodwin Hall. The front desk at Goodwin Hall now can see which building is alarming to help first responders with response times when necessary.
- ImageX (website redesign vendor) migration has been scheduled to begin the last week of March. We are excited to have a more dynamic and user-friendly website.
- Eleven students have applied for our online degree programs with the application only being live for about two weeks. The goal set for this program this fall is twenty.
- Planning to replace the core switch, firewall, and internet shaper (slows down Facebook and speeds up administrative internet needs). The current equipment is end of life/support. The end user should see better speeds to shared drives, Office 365 applications, and the internet in general.

Challenges

- Some compatibility issues have been encountered with connecting the new fiber switch with our DNS server. A stand-alone machine has been acquired to test DNS within a test network. Once this is rectified, we will be able to replace the core switch and internet shaper/firewall. This issue is still in progress as we work to allocate time to complete this testing and project.
- The amount of internet bandwidth for students is becoming saturated. As we have deployed more wireless coverage, we are seeing more devices attached and slowing of the students' internet. We have contacted Shentel about upgrading our services. They will be conducting saturation tests of network usage by the students to verify what we might need.

**Glenville State College Board of Governors
Meeting of April 18, 2018**

ACTION ITEM: Tuition and Fees for FY2019

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the tuition and fees schedule for the FY2019 academic year as proposed.

STAFF MEMBER: Mr. John Beckvold

BACKGROUND:

The tuition and fee rates are necessary to compensate for a reduction in state appropriations, fund increased operational costs, and sustain various strategic initiatives. The tuition schedule reflects a two percent decrease which will amount to approximately \$350,000 decrease in revenue contingent that enrollment stays the same as last year. Room rates will remain the same as FY2018.

Glennville State College
Tuition and fee schedule

		FY 2019			FY 2018		
		In-state	Out-of-state	Metro	In-state	Out-of-state	Metro
@2% decrease							
Base Tuition		<u>2,739</u>	<u>6,463</u>	<u>4,603</u>	<u>2,795</u>	<u>6,595</u>	<u>4,697</u>
	#						
Required fees:							
System Capital (related to reorg of Regents to HEPC)	1	204	730	466	208	744	476
Special Institutional (Funding Science Bldg rehab)	2	161	282	216	164	288	220
Special Equity (Title IX related)	3	270	423	353	276	432	360
Equity (Mollohan Campus Center construction)	4	100	100	100	102	102	102
Auxiliary Fees Primarily for athletics)	5	224	235	235	228	240	240
Total fees		<u>959</u>	<u>1,770</u>	<u>1,370</u>	<u>978</u>	<u>1,806</u>	<u>1,398</u>
Total tuition & fees		<u><u>3,698</u></u>	<u><u>8,233</u></u>	<u><u>5,973</u></u>	<u><u>3,773</u></u>	<u><u>8,401</u></u>	<u><u>6,095</u></u>

**Glenville State College
Resident room rates**

		Rates per semester						Proposed	% inc	Preference	<u>Rooms</u>	<u>Suites</u>	<u>Beds</u>	<u>Sq Ft</u>
		<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>							
Goodwin Hall	single	3,120	3,275	3,439	3,559	3,559	3,559	0.0%	New students	178		178		
	double	2,535	2,660	2,793	2,891	2,891	2,891	0.0%	New students	154		308		
										332		484	102,500	
Pioneer Village	single	2,965	3,110	3,265	3,379	3,379	3,379	0.0%	Returning students		38	152	35,400	
Riverfront residence	double	N/A	N/A	N/A	N/A	N/A	2,891	N/A	Returning students	45		90	16,500	
									Total	377	38	726	154,400	
Board Plans	All plans	1,870	1,960	2,058	2,130	2,080	2,080	0.0%						

**Glennville State College Board of Governors
Meeting of April 18, 2018**

ACTION ITEM: Faculty Stipend for Instruction at Correctional Facilities

COMMITTEE: Student and Academic Affairs

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves Faculty Stipend for Instruction at Correctional Facilities.

STAFF MEMBER: Dr. Gary Morris

BACKGROUND:


Instructors at Federal Correctional Institution-Gilmer (FCI-Gilmer) and Huttonsville Correctional Center require the ability to pass security checks, as well as assume additional accommodations. Additionally, instructors at Huttonsville Correctional Center may be required to provide additional advising, tutoring and career services. Consequently, in addition to the base pay scale, an additional stipend of \$600 is provided per semester taught at these off-campus sites. This stipend is independent of the number of courses, credit hours, or sections taught at these sites.



Academic Affairs

M E M O

TO: Glenville State College Faculty

FROM: Gary Z. Morris 
Interim Vice President for Academic Affairs

DATE: March 16, 2018

RE: Planning and Prioritization Task Force Findings

The Planning and Prioritization Task Force was composed of all nine Department Chairs, the Director of the Library, the Director of Institutional Research, the Registrar, the registrar's office Certification Analyst, the President of Faculty Senate, the Executive Secretary for Academic Affairs, and the Vice President for Academic Affairs.

The objective of the task force was to review each program and identify areas that could be modified or adjusted to make Glenville State College more efficient and help the administration understand where resources need to be allocated. The term *resources* implies financial, material, space, time, and/or personnel.

Each member of the task force was provided data compiled by the Office of Institutional Research on each academic program for the past five years (2012 – 2017). The data included enrollment numbers, graduation numbers, faculty and student FTE, number of adjuncts utilized by each department, and employment opportunities within the state and nationally relevant to each degree.

The task force met three times starting in November 2017, for a total of eight hours, to discuss the data provided, make recommendations, and discuss the recommendations. These meetings were followed by individual meetings between each Department Chair and the Vice President for Academic Affairs. Following are the findings and recommendations made by the Task Force.

Program Identification:

1. Eleven programs were identified as having a high priority for resources based on high enrollment and/or graduation numbers. These included: BSBA Management, BSBA Sport Management, BS Criminal Justice, AS Criminal Justice, BAED Elementary Education, BAED Health and Physical Education, BAED Music, BS Exercise Science, BA English, BS Biology, and BS Behavioral Sciences. Each of these programs identified the need for an additional faculty member to better meet the needs of its students and maintain the high quality of its academic programs.

2. Fourteen programs were identified as low priority for resources based on having low enrollment and/or graduation numbers over the past five years. These included: BAED Business-Marketing, BSBA Resort Area Management, BA Music Bluegrass, BA Music General Music, BA Music Instrumental, BA Music Technology, BA Art Studio Art, BAED Spanish Education, BS NRMT Applied Science, BS NRMT Business Management, BAED Biological Science, BAED Chemistry Education, BAED Chemistry/Physics, and BAED General Science.
3. The remaining twenty two academic programs were identified as having sufficient resources.

Recommendations/actions:

1. Criminal Justice currently has the second highest enrollment (237/Fall 2016) and highest graduation numbers (42/Spring 2017) at Glenville State College and currently has four faculty members to meet this demand. To better support this program an open faculty position was shifted from Fine Arts to Criminal Justice. This shift will bring the total number of faculty members in Criminal Justice to five.
2. Positions for other programs identified as high priority will be filled as financial resources become available.
3. The BA Music has five concentrations with low enrollments and the BA Art has two majors, one with modest enrollment and the other with low enrollment. The recommendation is to consolidate the concentrations under Music and the majors under Art. Enrollment numbers and teaching loads for these programs will be reviewed annually to monitor the impact of this restructuring.
4. The BAED Chemistry, BAED Biological Science, and BAED General Science were identified as programs with low enrollment numbers that do not require unique courses to be offered to support them. However, as they are education degrees, they do require preparing and submitting periodic accreditation reports, which takes time. The Science and Mathematics Department has been asked to develop and implement a plan of action to address low enrollment in these programs. Enrollment in these programs will be reviewed annually for changes in response to the respective action plans.
5. The BAED Business-Marketing, BSBA Resort Area Management, BAED Spanish Education, BS NRMT Applied Science, BS NRMT Business Management, and BAED Chemistry/Physics degrees were recommended to be suspended. Please note that suspension of a program does not mean termination of the program. Suspended programs can be reinstated without HEPC approval.
6. Combining the concentrations under the BA Music and majors under the BA Art (item 2) and suspending six degrees (item 4) will eliminate 52 courses. This will give faculty more time to offer courses required for the remaining programs. Students currently enrolled in programs recommended for suspension will be allowed to complete their degrees.

Next Step:

1. Programs recommended for suspension and changes to the BA Music and BA Art will be presented to Curriculum Committee (March 20), Faculty Senate (March 27), the PAT (April 5), and the Board of Governors (April 18).
2. No new students will be enrolled in the programs recommended for suspension, effective immediately. HEPC will be notified of any programs suspended with assurances of completion for students enrolled in those programs.

**Glenville State College Board of Governors
Meeting of April 18, 2018**

ACTION ITEM: Approval of a Glenville State College Board of Governors Scholarship.

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Glenville State College Board of Governors agrees to fund jointly the Board of Governors Award, a full tuition and fee scholarship for the FY2019 academic year. The need-based scholarship will be awarded to a West Virginia resident who meets the requirements of the West Virginia PROMISE scholarship criteria.

STAFF MEMBER: Dr. Tracy L. Pellett, Ed.D.

BACKGROUND:

The chairperson of the Higher Education Policy Commission challenged the institutional Boards of Governors to fund an annual need based scholarship. The full tuition scholarship will be funded by the nine lay members of the Board. The need based scholarship will be awarded to one West Virginia resident who meets the requirements of the West Virginia PROMISE scholarship criteria. Each member may submit their portion to the GSC Foundation to be disbursed to the student.

FY2019 Tuition and Fees for one year: \$7,396