

**Glenville State College
Board of Governors Meeting
October 14, 2015
Waco Center, Hall of Fame Room
Glenville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Dr. William Deel
Mr. Mike Forbes
Mr. Mike Fulks
Mr. Stephen Gandee
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris
Mr. Conner Ferguson, Student Representative
Mr. Paul Peck, Faculty Representative
Ms. Ann Reed, Staff Representative

Staff Present: Dr. Peter B. Barr, President
Mr. Robert O. Hardman, II, Executive Vice President
Mr. Greg King, Associate Vice President of Enrollment
Mr. Marcal Lazenby, Director of Athletics
Mr. Jason Phares, Information Systems Manager
Mr. Dennis J. Pounds, Vice President for College Advancement
Mr. Thomas Ratliff, Exec. Director of Physical Plant
Mr. James W. Spears, Senior Vice President for External Relations
Ms. Teresa Sterns, Executive Assistant to the President
Dr. Milan Vavrek, Vice President for Academic Affairs

Call to Order

Chairperson Greg Smith called the meeting to order at 12:51 p.m.

A quorum was established.

Mr. Smith distributed *The Ethics Act Pledge* to all Board members to assure a full understanding of the code of conduct for public servants and their pledge to comply with the Act by signing and returning to the President's Office.

Approval of Minutes

SUE MORRIS MOVED TO APPROVE THE MINUTES OF THE AUGUST 25, 2015 MEETING AS PRESENTED.
RICH HEFFELFINGER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Report on Strategic Plan – Physical Plant

Tom Ratliff, Executive Director of Physical Plant, presented a PowerPoint report of the 2015-20 strategic plan goals for the physical plant, projected completion dates, and completion dates of each goal. He pointed out that goal *I.A.2.e Construct wet lab for sciences* will be eliminated because it is no longer needed.

Mr. Smith referenced goal *I.F.1.a Pursue the development of outdoor recreational venues and walking & biking paths to shopping/recreational venues* and inquired whether Glenville State had submitted an application to receive a grant to assist with the project.

Mr. Spears replied that Glenville State did apply for a grant; however, the grant is not being funded at this time.

President Barr referenced goal *I.A.1.b Equip selected classrooms with electronic response systems* and asked if the electronic response system will be useful in case of emergencies.

Mr. Ratliff responded that staff is working on implementing an emergency alert voice-to-text software program.

Jason Phares stated that the software cost is \$21,000.

Report on Strategic Plan – Office of Technology Area – Jason Phares, Information Systems Manager, reported the information technology (IT) area's updates in reference to the strategic plan goals. He discussed the project completion dates and reported the following:

- IT is working with Verizon to improve Waco Center cell service.
- Students' Internet access has been updated through Shentel. A \$65 student fee has been added for the updated service.
- The website is being updated to accommodate individuals with disabilities that includes a speaking voice when the cursor is rolled over an employee's picture. The voice will announce an employee's name, title, and contact information.
- Recent updates have been made to the College's technology by moving to Microsoft Cloud to keep documents. Glenville State's website was updated and moved to the Cloud on Sunday. The Cloud comes free with Glenville State's Office 365 site license.
- IT worked with Shentel to produce emergency alert messages and various announcements via on-campus television channels 74 and 75.

Updates

Mr. Smith thanked all who submitted updates for the Board book and invited members to offer comments and ask questions.

Board member questions and comments:

Comment – In reference to the Staff Council Survey included in the Board book, it appears to show some misconceptions among Staff Council, particularly the comment made pertaining to Staff Council planning a campus clean-up day. The comment was inappropriate; however, the person making the comment about helping with campus clean-up may not have the time in his/her work schedule to help. In general, the comments on the survey conveyed an expression of frustration on an inappropriate level.

Ms. Reed responded that she does not think staff was expressing frustration toward helping with campus clean-up. She thinks the comment shows a low level of morale and frustration built over the years.

Comment – The Staff Council Survey comments were embarrassing, mostly because staff are the backup system for the College; they work with the students and for the College, and the comments were inappropriate.

Comment - From the Board's perspective, every employee deserves a raise. However, Staff needs to understand the College has lost \$1.4 million dollars from the budget in the last three years due to State budget cuts. The Board understands the frustration and acknowledges the great work the staff does and the efforts put forth.

President Barr stated that he is scheduled to meet with all classified staff and anyone else who would like to attend on October 20, 2015 to address issues reported in the Staff Council Survey.

Q. The survey included a comment that the CLC has been stripped of its value. What is CLC?

A. Ms. Reed replied that CLC is the College Leadership Council created by a previous administration to allow constituent group representatives to meet, share information, and take the information back to their constituent bodies. Over the years, it was changed and became just an informational session with none of the information being shared. Constituents were not given the opportunity to give their input or vote on things. Ms. Reed believes that a College's committee structure review sought to dissolve the committee. The staff would like to see a CLC return with its original mission.

A. President Barr responded that he has significant issues with CLC operations. It was created in 1999-2000 to address issues that may or may not still exist. The CLC is directed to forward its recommendation to the president as advisory. Dr. Vavrek is still looking at the committee structure to determine the purpose and necessity of each committee.

Comment – At Glenville State College everything should be driven by improved enrollment and retention.

Q. Does GSC require more Gen Ed classes than any other school in the state?

A. President Barr responded that a couple of years ago the Gen Ed requirements were reduced. He asked Dr. Vavrek to review the Gen Ed requirements and report to the Board.

Q. Was the forestry program accredited?

A. Dr. Vavrek replied that it is not currently but should be once the accrediting body meets and formally accepts the team's recommendation.

Q. How many students have withdrawn this year and are they referred to retention counseling?

A. Ms. Reed replied that nine have withdrawn.

Mr. Spears added that the students are generally sent to the College Completion Center for retention counseling.

President Barr reported that the Registrar's Office has been researching students who have not returned to GSC but would be eligible to graduate with little or no additional academic work required. They are contacting the eligible students and encouraging/assisting them to graduate. Staff has currently identified five students.

Q. Is there a list available that consists of alums who are educators in the state to provide Mr. King so he may contact and request their assistance with recruiting?

A. President Barr responded that there is no master list readily available at this time.

Mr. Gandee reported that the enrollment management committee will be working on identifying alum educators and will report back to the Board.

The Board discussed ideas and options the College may try to locate the alumni educators such as using Optical Character Recognition (OCR) software to sort the hard copy of the Alumni directory; contacting the WV Department of Education; and using Blackbaud software.

Comment - The College should put a strong emphasis on the teacher education program at GSC to make it as popular as it used to be because West Virginia faces a teacher shortage.

Comment - Glenville State hosted the Roane County Raiders Little League players at a home football game. The College should host at least two or three counties to every home game.

Q. When will the Intellectual Property Policy be coming back to the Board?

A. Teresa Sterns replied that the Policy would be coming back to the Board when all of the processes leading to a Board review have been met.

Executive Committee

Greg Smith, Chair, reported that the Committee held an emergency meeting and discussed a confidential personnel issue along with items for the upcoming agenda.

Business and Finance Committee

Rich Heffelfinger, Chair, reported that the Committee discussed mid-year budget cut actions enacted by the State and the resulting impacts.

Robert Hardman, Executive Vice President, discussed the quarterly budget shown in the Board book on page 38 and answered questions from the Board.

Enrollment Management Committee

Steve Gandee, Chair, reported that the Committee discussed recruitment and retention. The Committee reviewed the report submitted to HEPC and wants to assure appropriate follow-up. 2015 enrollment is up by 10 according to Greg King even though off-campus enrollments have decreased. The 2014 class retention rate was 52 percent.

Mr. Gandee reported that Ann Reed will provide information to the committee that reports students reason for not returning to the College.

Residence hall occupancy is up.

Mr. Gandee indicated that the committee ran out of time, but may hold a teleconference call before the next full Board meeting to continue discussions.

President Barr inquired as to what are some of the reasons that students are leaving and will there be a follow-up to those students in six months.

Ann Reed replied that the majority leaves because they are not happy, financial need, and jobs.

Mr. Smith asked that the report specify if students are freshmen, sophomores, juniors, or seniors.

President Barr asked that the committee keep in mind and understand that the students at GSC are 65-70% first generation, approximately 75% percent low income students, and the national six year graduation rate for those combined is eleven percent nationally.

Mr. Heffelfinger requested that the Committee include what the College can do to fully integrate off-campus students.

Student and Academic Affairs Committee

Ralph Holder, Chair, referenced the resolutions on pages 39 and 40 and announced that the Committee recommends approval of both.

Dr. Vavrek noted that the Compact Update is due November 1. He invited questions and comments from Board members in advance of the November 1 deadline.

RALPH HOLDER MOVED TO APPROVE THE ANNUAL UPDATE FOR THE 2013-2018 INSTITUTIONAL COMPACT. SUE MORRIS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

RALPH HOLDER MOVED TO APPROVE THE CHANGES IN THE FORMAL TARGET VALUES FOR 2018. SUE MORRIS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President's Report

President Barr provided a partial list of activities that he has been engaged in since the last meeting to the Board and reported the following:

- State government has further reduced the College's budget by four percent, approximately \$250,000. President Barr has been holding meetings to plan an approach to off-set the decrease. A meeting was held with BB&T in an effort to derive a better understanding and develop a better working relationship. The College has experienced a \$1.4 million dollar decrease in funding in the last three years.
- President Barr met with Mr. Whited at Minnie Hamilton Health Systems (MHHS) in reference to patient wait time issues, recruitment of new physicians, and converting to a 24/7 medical facility at the Waco Center. Mr. Whited indicated that all the issues/concerns have been included in the MHHS strategic plan.
- In collaboration with Glenville State, Commissioner Randall Reid Smith, WV Division of Culture and History, is planning to work with school districts to offer scholarships to Glenville State College, administered through his office, to assist with recruiting music majors.

- President Barr complimented Paul Peck on facilitating the Common Core Forum held at the College.

New Business

Ideas for Increasing Enrollment were discussed.

Q. In reference to Mr. Lazenby's band recruitment idea presented at the last meeting, where do we stand with band?

A. President Barr suggested moving the project/plan to the enrollment committee along with soccer.

Mr. Lazenby announced that he is working on starting a swimming team. Because Notre Dame has a swimming team, he visited to assess the Notre Dame pool and found that it is smaller than Glenville State's pool.

Greg Smith asked Mr. Lazenby to request that all head coaches submit two or three ideas on a plan to increase recruitment and retention to submit at the next Board meeting.

President Barr asked the faculty, staff, and student representatives to obtain the same information from their respective constituent groups and submit to the Board at its next meeting.

Announcements

Mr. Smith made the following announcements:

- Hidden Promise Scholar Graduation Dinner will be held on December 2, 2015 at 5:00 p.m. in the MCCC Ballroom.
- Commencement will be held on December 12, 2015 at 10:00 a.m. in the Waco Center.
- Mr. Lazenby invited Board members to attend Casino Night, hosted by PAC, on October 31.
- Teresa Sterns announced that Board members wishing to attend any College event to contact the President's Office before the event to obtain a free pass for admittance.
- Ms. Sterns announced that the Hidden Promise Consortium now has 50 participating counties.
- Conner Ferguson invited Board members to the October 31st Concord vs. GSC game as SGA and Blue Madness are hosting a hotdog eating contest and a free tailgate for the first 100 students.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 3:36 p.m.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President