

**Glenville State College
Board of Governors Meeting
February 10, 2016
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. Stephen Gandee
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris, via teleconference
Mr. Conner Ferguson, Student Representative
Mr. Paul Peck, Faculty Representative
Ms. Ann Reed, Staff Representative

Members Absent: Mr. Mike Fulks

Staff Present: Dr. Peter B. Barr, President
Mr. Robert O. Hardman, II, Executive Vice President
Mr. Marcal Lazenby, Director of Athletics
Mr. Dennis J. Pounds, Vice President for College Advancement
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
Ms. Ashley Weir, Director of Admissions

Others Present: Mr. Rick Eskins, Hayflich & Steinberg
Mr. Alex Peach, Hayflich & Steinberg

Call to Order

Chairperson Greg Smith called the meeting to order at 12:52 p.m.

A quorum was established.

Approval of Minutes

TIM BUTCHER MOVED TO APPROVE THE MINUTES OF THE DECEMBER 2, 2015 MEETING AS PRESENTED.
BILL DEEL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Report on FY2015 Audit from Hayflich & Steinberg – Rick Eskins and Alex Peach

Mr. Eskins reported that he and Mr. Peach discussed the letter Hayflich sent to the Board members and the audit in detail with the Business and Finance committee. He introduced Mr. Peach as the primary auditor.

Mr. Peach discussed the timeline of the audit starting in June 2015, the fieldwork beginning in September 2015, and completing the audit December 2015. Mr. Peach reported that all financial statements and materials were submitted in compliance with the accounting procedures. He discussed the entire report and noted that no issues were found. He answered the following questions from the Board.

Q. What property is being referred to on page 18 of the audit report under Noncash Transactions, Property additions in accounts payable?

A. The auditor responded the property is the Waco Center.

Q. On page 26 of the audit report under Deferred Inflows of Resources, the statement, "The College did not have any deferred inflows of resources at June 30, 2015 or 2014," does not agree with page 14 of the audit report listing deferred inflow of resources. Please explain.

A. The auditor responded that the statement on page 26 of the audit report needs to be removed.

Update on Women's Soccer – Marcal Lazenby

Marcal Lazenby distributed an updated report on women's soccer and a list of recruiting and retention ideas/suggestions from the coaches. The soccer report included an initial costs update, compliance concerns, and a list of potential games. Mr. Lazenby reported that the soccer coaching position has been posted on the College's website and with the National Soccer Coaches Association of America (NSCAA) and United States Soccer Federation (USSF). Two Glenville State faculty members and one staff member have volunteered their services to assist with the soccer program.

Mr. Butcher suggested that the soccer program may be able to use the two practice fields in Glenville located at Brooklyn and at the high school.

Mr. Lazenby responded that he has already looked into and is considering using the two fields.

President Barr provided a chart to the Board that listed revenue and cost projections for the soccer program. He noted that Mr. Hardman assisted with the preparation of the chart and pointed out that the total variable costs projection is \$217,000 versus the total revenue projection of \$380,000. He recommended moving forward with the soccer program.

Mr. Lazenby announced that the College is holding a first annual winter homecoming on February 20, 2016 and discussed the events being planned for the weekend. He further announced that the Hall of Fame committee met and agreed to move the Hall of Fame event to October 1, 2016 and include a weekend of events. Mr. Lazenby provided an update on the on-line store and reported that a vendor had complained about the selection process. To resolve the matter, a second RFP is currently being prepared. GSC apparel will be available for purchase at the winter homecoming.

Mr. Heffelfinger suggested specifically inviting the alumni basketball players to the winter Homecoming and the alumni football players to fall Homecoming.

Mr. Lazenby responded that the alumni players along with all other alumni will be invited to both Homecomings and athletics plan to recognize the alumni teams at each event.

Mr. Smith inquired as to whether Mr. Lazenby is still working on a plan to expand the band?

Mr. Lazenby stated that the band expansion has been transferred to President Barr.

President Barr reported that a committee consisting of Lloyd Bone, Jason Barr, and John McKinney has met and determined the number of room scholarships to award and is currently working on a plan to cover expenses.

Mr. Smith asked if the committee will have more information including numbers to submit to the Board and will the band expansion be put into place this year?

President Barr answered yes.

Mr. Smith asked President Barr to ask the committee to review the option of having a show choir.

Mr. Lazenby reported that Mr. Bone indicated to him that a plan is in place to bring the pep band back.

Mr. Butcher asked if any conversations have taken place with Dennis Wemm regarding the theater program and a plan to recruit more students for theater.

President Barr indicated that they have conversations but the conversations are preliminary.

Mr. Butcher made reference to the student athlete survey results sections of the athletic recruiting and retention ideas/suggestions list and asked if any other students on campus have been surveyed.

Conner Ferguson answered yes and reported that Student Government Association will be compiling a recruitment/retention list of ideas next week. He will include the list of ideas in his April meeting update.

Mr. Lazenby announced that James Mencer has been hired as the new women's volleyball coach. Coach Mencer comes from New York.

Update on Summersville Course Offerings – Milan Vavrek and James Spears

Jim Spears reported that he, Milan Vavrek, and the Assistant Off-Campus Programming Coordinator Kathy Gilbert met with administrators from New River Community and Technical College (NRCTC) and discussed Glenville State's cooperation with New River to expand academic programming to NRCTC students and graduates. NRCTC is particularly interested in Hospitality and Tourism, Business, Education, and Health Promotion. It was agreed that Glenville State would prepare a memorandum of understanding and possibly offer courses by next fall. Mr. Spears said the plan is to decide on the course offerings/selections by March and a marketing plan by April. NRCTC also agreed to allow GSC to place a new NRCTC/Glenville State lighted sign in Summersville across from NRCTC. Dr. Vavrek is working on two-year program offerings that will transfer into four-year programs finishing at GSC.

Mr. Smith asked Dr. Vavrek to prepare a summary of curriculum that may be expanded to on-line courses and provide it to the Board at its next meeting.

Mr. Smith asked Dr. Vavrek to give an update on Highland Hospital.

Dr. Vavrek reported that he and Mr. Spears met with Highland Hospital administrators and the Hospital is interested in the College offering behavioral science, accounting, and business classes to its staff. The Hospital has the space to offer the classes and agreed to open the classes up to the community. It hopes to better educate its staff and assist in improving and advancing their careers. Dr. Vavrek is working on what courses, programs, and formats that the College can offer.

Mr. Spears reported that third party contracts were discussed that if the Hospital employees sign up to take the classes and pay GSC directly, the employee(s) will receive job incentives.

President Barr asked that a plan be prepared to offer to the Hospital.

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:

Q. In reference to page 17 of the Board book citing a U.S. Department of Education Experimental Site Initiative – Incarcerated, will participation benefit the College?

A. Mr. Spears answered yes, it will benefit the College financially and increase enrollment.

Q. Will inmates be paying for the courses themselves with the Pell grants rather than the prison paying and if so, will it decrease enrollment if GSC's current program with FCI-Gilmer is eliminated?

A. Mr. Spears answered that the inmates would pay for the courses but there will be no enrollment decrease because the current program will continue. The College will conduct both programs.

Comment: It was suggested to publicize the information to other counties.

Mr. Spears reported that Dustin Crutchfield in public relations does a statewide media feed.

Q. In reference to the firefighters grant, city of Glenville walking trail, Little Kanawha River trail, etc. on pages 17 and 18 of the Board book, is the community aware of the grants and projects that the College is undertaking on its behalf?

A. Mr. Spears indicated that Small Business Coordinator Larry Porter acts as the liaison between the College and the Gilmer County Economic Development Authority and has brought a lot of product activity and enhancement to the community. He noted that some of the community appreciate what the College does and others think the College tries to run things.

President Barr suggested asking the Mayor to write a statement in support of what the College does.

Comment: Another suggestion is to ask the marketing students to target specific alum areas and publish information.

Executive Committee

Greg Smith, Chair, reported that Board members have been more interested in attending and doing presentations at Rotary clubs and other local groups. The Committee reviewed a draft agenda and agreed on a final agenda at its meeting. The Committee discussed recruitment/retention, Highland Hospital, teacher education programs, NRCTC, and using the Waco Center for miscellaneous events.

President Barr reported that the WV Department of Education made a decision that only graduating high school seniors having a GPA of 3.0 or higher may enroll in the teacher education programs beginning this fall.

Mr. Holder suggested writing a letter to the legislature in support of the proposed bill regarding the approval of hiring individuals as teachers who do not have a teaching degree.

In response to Mr. Holder's suggested, President Barr reported that the College is currently working with the superintendents participating in the Consortium to put Teacher in Residence agreements into place.

Business and Finance Committee

Rich Heffelfinger, Chair, reported that the auditors from Hayflich provided a presentation to the Committee regarding the audit.

Mr. Hardman made reference to the quarterly financial report on page 14 of the Board book and noted that the difference between the budget and actual is due to having fewer FTE's than anticipated. He reported that the expenses are less than what was projected.

Mr. Peck made reference to page 32 of the audit report and asked how far back does the accounts receivable go?

Mr. Hardman indicated that it goes back years and noted that although those may never be written off, the College may elect to list them off to the side.

Mr. Heffelfinger announced that Moody's looked at Glenville State's enrollment and a number of financial factors and gave the College a further downgrade. He pointed out that Moody's seemingly ignores the fact the College has never missed a bond payment.

Enrollment Management Committee

Steve Gandee, Chair, reported that the Committee met on January 22, 2016 and several staff and Board members attended. Ashley Weir provided recruiting information to the Committee and Ann Reed provided information from the Registrar's Office. He announced that the Committee will be meeting again prior to the next Board meeting and invited all to attend.

Mr. Gandee reported that student applications are up and there have been seven students withdraw this semester. He reported that enrollment this year is 1368 compared to 1380 last year and noted that enrollment had peaked to approximately 1500 from 2010 – 2013. The enrollment committee is also auditing the report sent to HEPC in response to the AGB report to make sure the information submitted is compliant.

President Barr asked Mr. Gandee to share the Committee's findings because another update report is due to HEPC in March. He also offered to ask Neal Benson to send copies of the monthly enrollment report to Mr. Gandee.

Mr. Smith reported that it was suggested during the meeting to require professors to keep electronic attendance and a letter be sent from the President to the parents of students who miss a lot of classes. He inquired if the Board needed to take action to make sure professors use the electronic roll keeping system. President Barr indicated that he did not think any action needed to be taken. He agreed to work with Dr. Vavrek on improving the electronic attendance entries by professors and report back to the Board at its next meeting. Mr. Butcher asked if professors note absences only.

Ann Reed replied that they record absences but may also make note of any excused absences.

President Barr asked if the electronic system is user friendly and if faculty may enter the attendance in class.

Ms. Reed responded that it is easy to use and a professor must have a laptop or computer in the classroom in order to enter the information in class.

Mr. Butcher suggested that faculty might need instruction on how to use the system.

Ms. Reed said that she has given instruction to faculty as to how to use the system but most still do not use the system.

Mr. Smith asked Ms. Reed to share the instruction information with President Barr and Dr. Vavrek. He further requested that Dr. Vavrek ask all faculty to submit recruitment/retention ideas prior to the next meeting for Dr. Vavrek to present to the Board.

Student and Academic Affairs Committee

Ralph Holder, Chair, reported that the Committee discussed ideas for recruitment and retention. The Committee agreed that the College needs to get an alumni ambassador program started. He suggested sending the ambassadors out to distribute information regarding opportunities at Glenville State. He further suggested that the College might want to consider developing a similar recruiting program like football to recruit students. Mr. Lazenby stated that the College's programs are what are unique for the success of athletic recruiting.

Comment: Try to use unique recruiting strategies for all students.

Ashley Weir replied that admissions emphasizes small classes, tuition freeze, etc. in an effort to recruit students with the right fit for the College.

In reference to the WV Alumni Educators report provided to the Board, President Barr noted the time and process it took to accurately identify the alums and compile the report. He said he will request that Debra Nagy share the report with the Alumni Council at its meeting Saturday to offer suggested additions/revisions.

Dr. Deel asked President Barr to make sure everyone on the WV Educators report list receives a copy of the Pioneer magazine.

President Barr said he would compare the list with the database that Denny Pounds maintains that includes alums who received the magazine.

President's Report

President Barr provided a partial list of his activities since the last Board meeting.

He reported that Chairman Smith asked Teresa Sterns to prepare a list of Board requests for the past six months and provide the outcome of each. A packet was distributed to the Board that included a list of requests/outcomes along with handouts in response to some of the requests. President Barr asked Ms. Sterns to review the packets with the Board.

Ms. Sterns explained the list and discussed which request each handout was in response to.

President Barr announced that the legislature is proposing additional cuts to the budget and informed the Board that it may be hearing complaints regarding how the College responds.

Mr. Hardman announced that the College was notified yesterday that the IRS would be auditing the College, particularly in the areas of payroll and accounts payable.

Mr. Butcher asked what types of records are looked at and is it a routine audit.

Mr. Hardman replied that they look at international student records, payroll taxes being withheld, etc. and replied that it is a routine audit.

New Business

N/A

Announcements

Mr. Smith made the following announcements:

- GSC will host two LKC Night of Champions tournaments on February 13 (girls' basketball) and February 20 (boys' basketball). Both tournaments will begin directly following the GSC men's basketball games on those dates.

February 13 Schedule

Runner-ups: Clay vs. St. Mary's

Championship game: Gilmer vs. Williamstown

February 20 Schedule

The teams will be announced Friday, February 12.

- Mr. Smith requested that all alumni chapters across the state invite all schools in their area to the spring events.
- Winter Homecoming 2016 will be held on February 20, 2016 at the Waco Center beginning at 9:30 a.m. There are several events scheduled for the weekend including the Alumni Basketball game at 10:30 a.m. The Acrobatics and Tumbling team will host its first meet at the Waco Center at 1:00 p.m. on Sunday, February 21.
- The next Executive Committee of the Board will be held on March 23, 2016 and the next full Board meeting is scheduled for April 6, 2016.

Ashley Weir invited all to the Winter Admissions Day on February 20, 2016 beginning at 9:00 a.m. with registration at the MCCC.

Denny Pounds announced that Professor Dennis Wemm was presented with the Pete and Betsy Barr Professional Development award. Professor Wemm used the award to purchase equipment to update the Presidents' Auditorium.

Paul Peck announced that he believes the Board's objections to the maximum number of college-level learning hours or skills acquired through work, employee training programs, military service, etc. that could be applied toward degrees in HEPC's proposed policy 59 was effective. The finalized policy reflected a reduction in the maximum number of college-level learning hours that an institution may award toward a degree.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 3:13 p.m.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President