

# **Glenville State College Faculty Senate Minutes**

December 1, 2009

## **I. Call to Order and Roll**

President Dennis Wemm called to order the Glenville State College Faculty Senate at 12:30 p.m. on December 1, 2009 in the Mollohan Center Conference Room, Room 319.

Senators present: Dennis Wemm, Arthur DeMatteo, Liza Brenner, Jonathan Minton, David O'Dell, Cinda Echard, Fred Walborn, Larry Baker, Paul Peck, Sara Sawyer, J. Morgan, Jill Haasch, Rick Witte, Dorman Batson, Randy Unger, and George Hoshell

Senators absent: John Taylor and Connie Stout (excused)

Others present: Dr. Kathy Butler

## **II. Approval of Minutes and Ongoing Reports**

**Motion to approve minutes of November 3, 2009 Faculty Senate meeting.** Motion passed and minutes approved.

### **Reports:**

Dennis Wemm (President's Report):

- The College Leadership Council will not meet this semester.
- There was a membership issue with the Curriculum Committee. Two people from the same department were on the committee. A switch has been made and this is no longer an issue.
- Dennis Wemm will represent the faculty for the Facilities Planning Task Force. The Academic Sub Committee will send out a survey to the faculty requesting advisement on improvements for facilities. The committee is currently reviewing the 2005 Master Plan is on the GSC website.
- Wemm has sent out the Letter to PEIA/Legislators per action the Faculty Senate. This letter went out right before Thanksgiving break.

### **Paul Peck (ACF and Board of Governors Representative Report):**

- The Board of Governors met November 18<sup>th</sup>. (Refer to Appendix below)
- Regarding the Appendix below, Baker questions if it a good idea for the HEPC to give money to colleges for increased graduation rates. This is a red flag for GSC cannot be compared to Marshall and WVU. GSC has an open enrollment policy. He feels faculty will feel pressure to pass students and be punished for having high standards.

- J. Morgan's Retention Committee has found that students with a below 2.0 grade average when entering GSC have a tendency not to graduate. 15% of GSC's student population has a grade average lower than 2.0. Committee is looking into changing enrollment requirements.
- Kathy Butler states GSC is one of the few four year colleges in the state to offer an Associate's degree. Students are enrolled into the Associates degree automatically if they do not meet full admissions requirements. When they bring their GPA up, they are enrolled into the Baccalaureate degree. It's an issue.
- O'Dell states the Election Committee is sending out a ballot to fill the slot for the Tenure and Promotions committee. Chuck Batson, Wayne de Rosset and Cheryl McKinney will not be included on the ballot because there is a 2 year limit on service.

#### **Larry Baker reports: (Vice President)**

- Baker has met with the staff council. The biggest change from the #8 to #9 Tuition Waiver Policy is in 2.3.3.4. (see corrected policy below). Baker asks the faculty to review the draft once more.
- Kathy Butler stated that the draft must go through the proper approval procedures prior to going to the Board of Governors for approval. She added that we would need to define and limit the financial amount that could be carried over to the next fiscal year because the Board of Governors will not want to commit to a policy where that amount is not clearly defined.
- Sawyer suggests a change from 2.3.3.6 to 2.3.3.5. The change is noted.
- Baker asks Kathy Butler where does the policy need to go next? He would like the staff to co-endorse this draft. He would like to have this Policy ready for next fall.
- Wemm states the next step is the CLC.
- Wemm motions the Senate to endorse the draft presented by the Tuition Waiver ad hoc committee, or table the draft until January. Motion to accept. O'Dell/Morgan m/s
- Baker motions to request the President's office to initiate intent to draft following the Administrative Policy 10, Policy of Policies.

#### **IV. NEW BUSINESS**

- There is no new business at this time.

#### **III. UNFINISHED BUSINESS**

#### **V. Adjournment**

Meeting adjourned at 1:20 p.m; motion to adjourn by Baker/Morgan (m/s). Motion passed unanimously.

## Appendix

### **Glenville State College Board of Governors Meeting on November 18, 2009**

**This was a routine meeting. The highlights were presentations by the bond counsel representing the College in the financing issues pertaining to the construction of the new residence hall and by the CEO for Minnie Hamilton Health Systems.**

**On November 19, 2009, I attended the Finance Summit meeting at Morgantown and then attended the ACF meeting which began at 3:00 p. m.**

**[Both meetings were at the Erickson Alumni Center.] GSC Professor Jonathan Minton, our ACF alternate, participated in the ACF meeting via distance technology.**

**The summary of the Finance Summit and the ACF meeting which follows was prepared by Professor Sylvia Shurbutt of Shepherd University:**

**ACF Report**

**November 19-20, 2009**

**Finance Summit and HEPC Meetings**

Members of the Advisory Council of Faculty (ACF) were invited to attend the HEPC Finance Summit, held at the Erickson Alumni Center in Morgantown on Thursday, November 19, 2009. Afterward, the ACF held its meeting to discuss the up-coming presentations before the HEPC, CTCC, and LOCEA. We also met with HEPC Chair Hendrickson for a candid discussion about faculty issues and faculty involvement in the decision-making processes. On Friday, November 20, ACF Chair Dennison (Marshall CTC), Dr. Roy Nutter (WVU), and Dr. Sylvia Bailey Shurbutt (Shepherd) appeared before the Higher Education Policy Commission for the annual Faculty presentation. Highlights of those meetings and presentations are below.

#### **I. HEPC Finance Summit:**

A variety of speakers from across the country offered solutions for higher education in order to meet the economic downturn that the country is currently experiencing-those solutions ranged from draconian (cutting programs and letting go of staff) to creative and thoughtful (using the economic situation to re-vision and clarify the institution's mission and to refocus goals). Below are highlights from some presentations:

"Dennis Jones, President of the National Center for Higher Education Management Systems, shared data that made clear the important role of higher education in helping the State and the country out of its economic doldrums. For West Virginia, in particular, adult learning will be a major focus, as the

numbers of high school graduates dwindles and as the State attempts to diversify its economy. While the State will receive \$10 million in stabilization money in 2010, a projected deficit of \$243 million looms ahead in 2011, according to Jones. The challenge for institutions is increasing efficiency, reducing costs, and offering an affordable education to students who are themselves experiencing economic hardship.

"Dave Spence, President of the Southern Regional Education Board (SREB), shared his vision of how to address some of the problems. These include focusing on high school graduation rates and readiness, focusing on college undergraduate education and degree attainment, adult learning, reducing credit hours for graduation and to enhance retention, and revising funding policy to reward institutions with higher graduation and degree completion rates. Mr. Spence suggested that the audience consult <http://davidwiley.org/> for other suggestions and ideas.

"Houston Davis, Oklahoma Vice-Chancellor for Academic Affairs, shared Oklahoma system's approach to the economic down-turn, including deleting 170 of their academic programs, suspending others, addressing duplicate programs, and developing more than one hundred new programs that were more appropriate for current times and student needs. Among the cost-saving measures were flexible work days and a four-day week. All of the speakers saw the need to re-evaluate higher education curricula, to bring down the number of hours required for graduation, and to utilize more efficient means of course delivery, including online courses and sharing course and faculty resources throughout a system-in other words streamlining and making higher education more efficient while holding the line on tuition increases.

"Rick Staisloff, Vice President for Finance and Administration, College of Notre Dame of Maryland gave one of the more useful and interesting breakout presentations. Staisloff posited the need to cut waste, encourage efficiencies, and what he called "product mix driving revenues." All new programs should be data and need driven, he suggested, while allocation of resources, both financial and human, should likewise be driven by data, smart analysis, and mission-driven intentions. Staisloff stressed the importance of asking these questions: Where do we see the institution's mission and the market intersect; where are opportunities for reallocation of resources and funds; do all new programs fit the mission and address demand? Staisloff admonished the audience never to cut funds across the board but see instead where the gains, needs, and successes are. He noted the importance of giving clear guidelines and time-lines as institutional changes are being made; but he stressed the singular importance of thoughtful change to continually meet student needs and economic demands. He listed an array of practical suggestions such as leasing computers rather than purchasing them. He also noted that as administrations were passing out edicts and cutting the fat from programs, they need to have their own house in order and be as lean and efficient as possible themselves.

The most important thing that many of us took from the Finance Summit was to seize this seemingly negative economic time in West Virginia as an opportunity-to revision, revise, and recommit our institutions and programs in a positive way for our students.

## II. Advisory Council of Faculty Meeting Highlights:

After the Finance Summit, the ACF met to discuss several issues and our HEPC Presentation on November 20th. We likewise met with HEPC Chair Hendrickson to talk about more faculty interaction and input with the HEPC. Below are highlights from the discussions:

"Faculty Interaction with the HEPC: Hendrickson was open to changing the ground rules, including having a dialogue with the ACF on a regular basis. He charged the ACF to offer some input on the next big issue: student retention and graduation rates.

"Salary Raises: The ACF was particularly concerned over the salary and merit raise issue. Those institutions that gave their faculty raises in July (Blue Ridge and West Liberty) and last spring (Marshall CTC) had more success than those who attempted to remain in lock-step with the Chancellor, waiting before submitting raises already set aside in budgets. While politically correct on one level, these institutions are now caught in the crossfire of an ambitious governor and the politics of appearance. As

the Governor's most recent salary raise rejection, WVSOM's recent approval of raises appears to be the straw that has broken the camel's back. Even modest merit raises will be rejected or more likely not brought forward at all. This is particularly galling for institutions that have already put the money aside for merit and/or for raises and now will not be able to make awards. This situation makes both faculty hiring and retention more precarious. Perhaps more important is the issue that the authority of local BOGs is undermined by such executive orders; Boards should be empowered to make these kinds of local decisions using the particular insights they possess.

**MVP Resolution:** That the ACF communicate with the Governor higher education faculty's support of the wisdom and decision making power of local BOGs, specifically on the issue of salary increases to meritorious faculty at institutions of excellence if the sustainability of funding can be demonstrated for a reasonable period of time.

**"Institutions Providing Faculty with Legal Representation:** John David brought up the issue of faculty being provided with some sort of legal representation by their institutions when they were involved with legal questions or being reprimanded by their institutions. HEPC Attorney Bruce Walker noted that it would be a conflict of interest for an institution's attorney to represent both the institution and the faculty person against whom some action had been brought by the institution.

**"Sick Leave:** Bruce Walker answered questions about the Marshall plan proposed to address a "faculty leave policy." While the policy is broad and flexible, it does put on the books a stated policy that is available for all faculty. Bruce noted that such a policy was at the discretion of each institution.

**"PEIA Hearings:** Most institutions have endorsed the ACF resolution on PEIA increases. Roy Nutter presented the ACF PEIA resolution at State hearings in Morgantown.

### III. HEPC Meeting Highlights

The meeting began with the three advisory groups speaking with HEPC members; a number of HEPC members were not present including AFT CIO Bob Brown.

**"ACCE Presentation:** Amy Pitzer and several representatives of the Classified Employees discussed employee issues with the Policy Commission, their main point being that rules ought to be consistent and followed across the system. Many of the same problems that have plagued Classified Employees from ACCE's inception are still present, Pitzer asserted; nothing seems to change and business as usual appears the norm. HEPC Chair Hendrickson agreed that the system must abide by rules already created and institutions ought not to attempt to obfuscate and get around those rules.

**"ACF Presentation:** Chair Dennison, former Chair Nutter, and ACF Legislative Coordinator Shurbutt presented several issues important to the Advisory Council of Faculty. Dr. Nutter was asked to focus on rising PEIA costs, while Dr. Shurbutt was asked to bring up the salary issue. Some members of the HEPC seemed sympathetic concerning the dismal outlook for faculty salaries, with the certainty of no raises for the next three years. The ramifications likely to come from this situation include negative impact on faculty retention and hiring. Several HEPC members, however, were not sympathetic and defended the Governor's cancelling raises already budgeted.

Chair Dennison presented the full ACF agenda:

? Increase legislative state funding to the regional average in order to achieve CTCC initiatives and the goals of the HEPC Master Plan, "Charting the Future 2007-2012":

\*Economic Growth - Higher education increases earning potential and provides a higher rate of investment return than any other economic stimulus;

**\*Access and Affordability - Increasing state funding (scholarships, research, capital improvements, etc.) reduces the burden on students and facilitates access;**

**\*Learning and Accountability - Retention of nationally qualified faculty and maintenance of quality programs are key to quality student learning;**

**\*Innovation - Appreciative and enthusiastic legislative support is essential for improved efficiency and innovation in education.**

**? Fulfill legislative mandate from §18B-6-2 that requires higher education faculty to advise the HEPC and CTCC Councils:**

**\*Include non-voting Faculty and Staff representation on the Councils**

**\*Increase communication and participation of the ACF with the Councils and Chancellors.**

**? Provide Relief from Rising PEIA Premiums.**

**? Seek an amendment to the WV Constitution that would allow Higher Education employees the right to serve in the legislature.**

**“Student Presentation: Students are concerned primarily with rising tuition, the cost of textbooks, and health issues. The ACF will shortly begin to work on the issue of textbook costs.**

## Waiver Policy

### GLENVILLE STATE COLLEGE POLICIES (*DRAFT9*)

#### TUITION AND FEES POLICY 44 (*DRAFT9*)

#### AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS

##### **44.1 General**

1.1 Scope – This policy regards the awarding of undergraduate tuition waivers to qualifying faculty, staff, spouses, dependents and others.

1.2 Authority – West Virginia Code § 18B-10-5, 18B-10-7, 18B-1-6, 13-29-1

1.3 Effective Date –

1.4 Repeal of Former Rule – Revises and replaces Title 131, Series 49 of the Board of Directors of the State College System. This policy supersedes any or all of previous Glenville State College policies in reference to awarding of undergraduate fee waivers.

##### **44.2 Tuition Waivers**

2.1 The governing board of Glenville State College may periodically establish waivers for qualifying faculty, staff, spouses or their dependents, and others as described below entitling

recipients to pursue their undergraduate studies at Glenville State College without payment of the tuition, capital and other fees as may be prescribed by the governing board. The term “Undergraduate Tuition Waiver” refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code. These awards shall be identified by using the name of Glenville State College in the award (e.g.: Glenville State College Undergraduate Scholarship).

2.2 State law allows each state institution of higher education to grant tuition waivers to no more than ten percent (10%) of the institution’s undergraduate full-time equivalent enrollment. By adoption of this policy, the Glenville State College Board of Governors authorizes, at maximum, undergraduate tuition assistance awards equal to five percent (5%) of the full-time equivalent undergraduate enrollment for the fall term of the immediately preceding academic year, each academic year. The College shall give priority consideration in the awarding of undergraduate tuition assistance awards to students who are West Virginia residents.

2.2.1 It is recognized that the college may choose to award a substantial portion of awards under this section to students who possess various kinds of special abilities and aptitudes. However, in instances where there are more financially needy applicants than can be assisted through the available need-based student aid programs, the College shall give priority consideration in the awarding of scholarships to students with demonstrated financial need. A tuition assistance award shall be granted to each year’s statewide winner of the Veterans of Foreign Wars Voice of Democracy competition and the American Legion High School Oratorical competition.

2.2.2 Fee waivers must be granted in accord with any applicable provisions in West Virginia State Code, including to students in special categories identified in West Virginia Code (e.g. children of certain law enforcement officers and fire fighters killed in the line of duty). The College may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such person to pay for parking.

2.2.3 Pursuant to the statute, no student under this section may hold an undergraduate tuition assistance award for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes. Awards under this section will cover a portion of tuition and fees.

2.3 Tuition waivers also give means of providing an additional incentive for the recruitment and retention of qualified employees. Waivers are also considered a part of training and development designed to enhance the professional level and effectiveness of the employee in his/her assigned duties and to broaden the individual’s knowledge and skills for future job assignments. Waivers for qualifying faculty, staff, spouses and dependents shall be above the five percent (5%) allotment authorized by the Glenville State College Board of Governors in 44.2.2 of this policy.

### 2.3.1 Eligibility Criteria

2.3.1.1 Eligible employee is any faculty member, classified employee, or non-classified employee who is employed for 0.53 FTE or greater and who is eligible to enroll for PEIA health insurance. The eligible employee must have been employed at Glenville State College for a minimum of one year prior to the beginning of the semester in which he/she seeks to enroll. Classified staff must also no longer be in their probationary period. Positions classified as temporary or part-time are not considered to be eligible for waivers.

2.3.1.2 An eligible dependent is defined as the biological, legally adopted, stepchild or legal ward of an eligible employee. A dependent is any person listed as a dependent on the Federal Tax Return for the preceding calendar year. Employees will be asked to provide documentation verifying such.

2.3.1.3 An eligible spouse is defined as the legal wife or husband of a eligible employee. Spouse will be verified by marriage certificate that conforms to WV state marriage laws.

### 2.3.2 Limitations

2.3.2.1 The course load for which an eligible employee may receive a waiver is limited to one course per semester during their regular work day and requires written approval from the immediate supervisor prior to enrolling. Time spent in the classroom is not compensated and shall not interfere with the unit's operation or require other employees to cover job duties. Full-time regular classified employees can apply for release time using the appropriate HR form. Waivers for courses taken not during work hours may not exceed six (6) hours/semester. Work day for faculty is defined as scheduled classes and office hours.

2.3.2.2 A dependent shall be eligible for tuition waivers as a full-time or part-time student provided the dependent does not exceed twenty-five (25) years of age prior to the beginning of the semester for which the waiver is requested. Dependents must meet the College's academic general admission standards and must maintain a minimum of a 2.0 GPA for each semester as well as Satisfactory Academic Progress for financial aid. Dependents that are on academic or social probation will not be eligible for waivers.

2.3.2.3 An eligible employees must have been employed for a minimum of one (1) year prior to requesting spouse or dependent tuition waivers and must maintain his/her employment during the period of the dependent's or spouse's enrollment. At any such time that employment ceases before a semester is completed tuition will be pro-rated and collected for all courses taken by the spouse or dependent; except that if employment ceases due to health related retirement, death or total disability, then tuition waivers will be carried out for the current semester.

2.3.2.4 No eligible spouse or dependent may hold an undergraduate tuition waiver for more than eight (8) semesters, either consecutive or non-consecutive. Employees are limited to a total of one-hundred-thirty (130) hours and have no limits on the number of semesters, either consecutive or non-consecutive.

### 2.3.3 Awarding of Waivers

2.3.3.1 Tuition waivers will cover all tuition and associated fees for eligible employees. Mandatory tuition and fees are covered for spouses and dependents, but special fees such as web-based course fees, course specific fees, technology fees or lab fees will not be covered under the waivers. Waivers will not apply to room and board charges or textbooks.

2.3.3.2 Financial aid assistance, in the form of scholarships and/or grants, will be applied to the student's account prior to any waiver being granted. In no case will the amount of the waiver exceed the total balance due on the bill for any semester. Waivers will not cover any additional state mandated costs associated for a non-resident student above the fee for a WV resident.

2.3.3.3 Glenville State College will first accommodate the registration requests of its paying students. Enrollment will then be approved first for employees, and then both spouses and dependents, based on available space.

2.3.3.4 Glenville State College will award waivers defined for employees. The college will contribute six (6) full time waivers for the fall semester and six (6) full time waivers for the spring semester, to be distributed for eligible dependents and spouses. A full time waiver is defined as twelve (12) hours. Any hours taken over twelve (12), for a full time student, will not be subtracted from the colleges waiver contribution. A full time waiver can be split between eligible dependents and spouses, if they are not full time students. If any hours from a semester are not used they will roll forward to the following semester including summer sessions. The total value for waivers with accumulated roll-over hours will not exceed a total of twelve (12) full time waivers per semester. If there are more eligible waivers requests than waiver hours available in a given semester, the waivers shall be distributed proportionately.

2.3.3.5 No waiver, if granted, is guaranteed for following semester(s). For each semester the same process of granting waivers will be followed.

### 2.3.4 Application Procedures

2.3.4.1 All spouses and dependents must complete and submit the Free Application for Federal Student Aid (FAFSA) for the applicable academic year by March 1. All applicants must complete an application for Glenville State College through the Admissions Office.

2.3.4.2 A Petition for Waiver of Tuition and Fees application must be completed by the designated deadlines. Applications are due in the Human Resources Office by July 15

for the fall semester, November 30<sup>th</sup> for the spring semester and April 15 for summer terms.

2.3.4.3 Registration for classes will be by regular enrollment procedures.

### **44.3 Reporting**

3.1 The President will submit reports on the awards to the Board of Governors by June 30<sup>th</sup> of each year.

3.2 Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.

3.3 Each award recipient should be listed within the single category which reflects the primary reason a tuition assistance award was granted.