

An aerial photograph showing a large, light-colored house with a prominent chimney and a wide driveway. The house is situated on a slight rise. In the foreground, there is a paved area, possibly a parking lot or driveway, with a red rectangular marker. The surrounding area includes other buildings and greenery.

▪ August 15, 2018
1:30 p.m.

Ike and Sue Morris' Residence
2888 US Hwy. 33 East, Glenville, WV

DRAFT

GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
AUGUST 15, 2018

AGENDA

1. Call to Order
2. Swearing in of new Board member (Student Representative)
3. Establishment of a quorum
4. **Approval of Minutes for June 13, 2018 (Action Item)**
5. Public Comment Period
6. Executive Committee
 - a. Report from Greg Smith, Chair
7. President's Report
8. Business and Finance Committee
 - a. **GSC Budget for FY2019 (Action Item)**
9. Committee of the Whole
 - a. **Final Draft Policies 16, 17, and 32 (Action Item)**
10. Announcements
 - a. Homecoming is scheduled for Saturday, October 13, 2018/GSC vs. West Liberty
11. Possible Executive Session Under the Authority of WV Code §6 9A 4(b)(2)(A)
12. Adjournment

Call to Order

Chairperson Greg Smith called the meeting to order at 11:19am.

A quorum was established.

Approval of Minutes

SUB MORRIS MOVED TO APPROVE THE MINUTES OF THE APRIL 18, 2018 MEETING AS PRESENTED.
RICHEFFEL FINGER CONDEMNED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

President's Report

President Pellett provided a summary self assessment to the Board for his
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- x GregSmith,Chair
- x TimothyButcher,VicerChair

ExecutiveCommittee

- x Mr. GregSmith,(Chair)
- x Mr. TimButcher,(ViceChair)
- x Dr. Bill Deel,(Chair,StudentandAcademicAffairsCommittee)
- x Mr. StephenGandee,(Chair,EnrollmentManagementCommittee)
- x Mr. RichardHeffelfinger,(PastChair)
- x Mrs. SueMorris, (PastChairperson)
- x Mr. Mike Rust(Chair,BusinessandFinanceCommittee)
- x Dr. TracyPelett, Exrofficio

BusinessandFinanceCommittee

- x Mr. Mike Rust,Chair
- x Mr. TimButcher
- x Mr. RichardHeffelfinger
- x Mr. GregSmith
- x Dr. TracyPellet,Exrofficio
- x Mr. JohnBeckvold,Exrofficio

EnrollmentManagementCommittee

- x Mr. StephenGandee,Chair
- x Mr. RalphHolder
- x Mr. JustinWoods,StudentRep.
- x Mr. DustinCrutchfield,StaffRep.
- x Mr. Marty Carver,Exrofficio

Studentand

Announcements

Mr. Smith made the following announcements:

- x Glenville State College Board of Governors Meeting/Retreat will be held on August 15, 2018 at Ike and Sue Morris' residence.
- x GSNight at Appalachian Power Park listed on the agenda has been rescheduled to another time. David Hutchison will send the rescheduled date to all this week.
- x Tour of upgraded facilities rescheduled to 3:30 PM on Tuesday, August 14, 2018 at 10:27 AM. \$10.24 (6,000)

Submitted by: Director Vega, Provost and Vice President for Academic Affairs

Highlights

1. Grants–GearUP– \$250,000 Grants submitted and waiting for decision. This discretionary grant program is designed to increase the number of low income students who are prepared to enter and succeed in postsecondary education. GEARUP provides six year grants to states and partnerships to provide services at high poverty middle and high schools. GEARUP grantees serve an entire cohort of students beginning no later than the seventh grade and follow the cohort through high school. GEARUP funds are also used to provide college scholarships to low income students.
2. Academic Success Center– Construction of the new Academic Success Center is in full swing and new staff has been added to enhance the services to our students. Expected completion date is end of September.
3. Online Degree Program Updates– There are currently 42 registered for our online degree program.
4. Hybrid Courses– For the first time, we are offering hybrid courses. There are 58 courses offered in this format for the fall semester, most for the Bluegrass program. We expect to extend those to the whole campus for the spring 2018 semester to technologically enhance our offerings.
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Welcome Back Week Fall 2018

Schedule of Events

Monday, August 6	
8:30 am ±9:00 am	Continental Breakfast for Faculty and Staff (Outside the Presidents Auditorium, Heflin Administration Building)
9:00 am ±10:15 am	Fall Semester Opening (Campuswide) (Presidents Auditorium) <ul style="list-style-type: none"> † New Faculty and Staff Introductions † President's Remarks
10:30 am ±11:30 am	Faculty and Staff Human Resources Updates (Presidents Auditorium) Mrs. Krystal Smith

Faculty Professional Development Workshops

Wednesday, August 8

10:30 am ±11:30 am

MCCC 315A (Featured Lecture)

1. Helping Smart People Do Great Things: Practical Strategies for Faculty Leadership



Staff Professional Development Workshops

Wednesday, August 8

AB 309A Computer Lab

1. 9:00 am - 10:30 am

Banner 9 Navigation Training

Strongly recommended for all staff working with students and enrollment. An overview of the new Banner System. Facilitated by Wynet

AB 309B Computer Lab

2. 9:00 am - 11:00 am

Microsoft Office 365, OneDrive, Share Point, Calenda and Groups

Overview on the features of Microsoft Office to enhance productivity. Facilitated by Eric Marks

AB 309A Computer Lab

3. 1:00 pm - 2:30 pm

Banner 9 Navigation Training

Strongly recommended for all staff working with students and enrollment. An overview of the new Banner System. Facilitated by Wynet

AB 309B Computer Lab

4. 1:00 pm - 3:00 pm

Microsoft Office 365, OneDrive, Share Point, Calenda and Groups

Overview on the features of Microsoft Office to enhance productivity. Facilitated by Eric Marks.

Thursday, August 9 (Move-in Day)

7:00 am ±4:00 pm

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Insert Course Number and Name
Insert Semester and Year
Insert CRN, meeting Days and Times
Course Format:

State whether it is face to face, online, or hybrid.

INSTRUCTOR INFORMATION

Instructor: Insert Name

Title: Insert job title (e.g., Assistant Professor of Mathematics)

Office: Insert office location here (if part time, put part time office)

Phone: Insert office phone (and, if applicable, other numbers)

Office Hours: Standard amount is 10 hours a week for Lecturer or 8 hours a week for Tenure Track. Be sure to include or by appointment.

Glennville State College Mission Statement

“Glennville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.”

NATIONAL STANDARDS

(As applicable, the instructor should make specific reference to the national curriculum guidelines of the appropriate professional association. How does this course address these curricular standards? This will be useful to students, colleagues, and program reviewers.)

DISTANCE LEARNING (ONLINE) REQUIREMENTS

(If applicable) This section should only be included for hybrid or online classes.

Overview of Online Course Activities: What online activities will students be expected to complete?

Online Communication Guidelines:

Glenville State College Mission Statement

“Glenville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.”

Submitted by: Mart Carver, Vice President of Enrollment Management

Highlights/Challenges

Highlights

1. EAB: We are in the final stages of setting up the data flow between the new EAB system and our enrollment system. When completed, we will send EAB all of our purchased names and non responsive inquiries for fall 2019. EAB will then process these names through their extensive marketing system that encourages the students to apply and turn in key documents required for acceptance. Daily updates will automatically be imported and exported to and from our systems and the EAB system.
2. Online Program Recruitment: We have begun recruitment for our new online program. As of 8/8/2018 we have 71 Inquiries, 66 Applications, 48 Accepted, and 42 Registered for Fall 2018.
3. Fall 2018 Enrollment Projection: The new student enrollment numbers are holding strong at this point for traditional recruitment. We are up 11.4% in Inquiries, 14.8% in Applicants, 6.6% in Admitted, and 16.2% in Registered students compared to the past three year average. Overall we are projecting a slight increase (.46% or 3 students) in Current/Returning Students. We are projecting a 10.84% (36 students) increase in First time Freshmen and an 8.28% (8 students) decrease in Transfer students for

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

Highlight/Challenges

Highlights

1. The College will be showing at least \$500K positive operating result for the fiscal year.
2. **Balanced budget** presented to Finance Committee and approved by Board (even though not on agenda) on June 13, 2018.
3. Hired Director of facilities, Noah Balsler, HVAC expert and engineer by training. Improvements in quality and responsiveness of facilities staff already evident.
4. First 20 rooms at Riverfront residence ready for students 8/8/18. Remainder ready in another 3 4 weeks.
5. Third floor of library transforming to become Academic Success Center. Scheduled for completion in September 2018.
6. In compliance with State mandated Fleet vehicle regulations. Introducing on line vehicle scheduling system which should reduce vehicle count by several due to more efficient scheduling.
7. DMAPS Contract renewal discussions have begun with new Assistant Warden responsible for all Department of Corrections training in WV.

Challenges

1. Navigation of the complexity of the WV state accounting system in order to provide meaningful, timely financial reporting for management and the Board.
2. Executing timely Warden 3 > T j 3 e c u

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

Highlights/Challenges

Highlights **ACF** *Advisory Council of Faculty*

The Advisory Council of Faculty (ACF) has held its annual three day retreat in Blackwater Falls State Park on July 13 15, 2018. Below are the highlights of the retreat.

1) The West Virginia Higher Education Policy Commission has suspended its search for a new chancellor without elaborating on the grounds for its decision. The President of WVU Tech, Dr. Carolyn Long, will serve as interim chancellor and the current Chancellor of HEPC, Dr. Paul Hill, is being appointed advisor to the interim chancellor. This development took the ACF and many higher education watchers by surprise, as the search for a new Chancellor had barely started this summer. Bruce Walker, who had served as the HEPC's General Counsel since 1991, submitted his resignation shortly after the announcement was made.

2) On

education institutions. The disruptive impact of the new model will be mitigated by the “hold harmless” provision, which protects institutions from funding loss for three consecutive years. The presentation is available online and can be downloaded at:

www.wvhepc.edu/wp-content/uploads/2018/03/FundingModelPresentation.pdf

Dr. Corley Dennison stated there is reason to celebrate because the pass rates for college math and English are up and more students have graduated this year with post secondary degrees than ever reported in West Virginia. However, higher learning institutions need to brace and plan for change because the projected decline in the state’s youth population and high school graduation will translate into lower enrollment and a reduced demand for

brace

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Challenges **ACF** *Advisory Council of Faculty*

Marybeth Beller's first order of business as new ACF chair was to ensure that the faculty have a voice on the Blue Ribbon Commission. Immediately after the retreat, she sent a letter to Governor Jim Justice expressing concern that the Commission includes no faculty, and requesting that members from the ACF be added to participate as voting members of the Blue Ribbon Commission.

Highlights/Challenges

Highlights **Faculty Senate**

(Emergency Meeting June 21, 2018 POLICY information sent to Presidents office under the 30 day review process)

The comments on policy changes from faculty senate and responses from administration were e mailed to BOG members on 08/01/2018 by Teresa Sterns. The faculty senate on the on

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

College Advancement

Current Initiatives:

Living and Learning Campaign

- Riverfront Residence Student Housing – former Conrad Motel
- x Academic Success Center – 3rd floor of Robert K. Library
- x Student Activities Lounge – *MCCC Bookstore Space
- x Pioneer Village Revitalization – 10 Halls
- x Scholarships – Need, Merit, Academic Program, Athletic and Club

Summer Events:

- Old friends of the 60’s Reunion
- x Coalton Days
- x WV Power Park – July 16th
- x Tim Carney Golf Tribute – August 4th
- x Mid Ohio Valley Alumni Picnic – August 5th
- x Lewis County Alumni Gathering – August 8th

Alumni Relations:

- Debbie Nagy retiring after 45 years
- x Forestry 50 year alumni celebration on August 25th.
- x Hall of Fame – September 29th
- x Homecoming – October 13th

Donated Estates in progress

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

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New Fundraising Initiatives upcoming this year:

Living & Learning

Classified Staff Council Report to the Board of Governors

August 2018

Submitted by: *Dustin Crutchfield, Classified Staff Council Representative to the Board*

Highlights/Challenges

Highlights:

Compiled comments/feedback regarding proposed changes to the BOG Personnel Policy

Received comments from several staff to the "Plans" D O

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No report submitted.

Office

**Glenville State College Board of Governors
Meeting of August 15, 2018**

ACTION ITEM:

GSC Budget for FY2019

COMMITTEE:

Business and Finance

RECOMMENDED RESOLUTION:

Be it RESOLVED that the Board of Governors approves the Budget for FY2019 as proposed.

STAFF MEMBER:

Mr. John Beckvold

BACKGROUND:

Glenville State College

Budget FY 2019

Budget Narrative

Finance Committee Meeting, June 13, 2018

Revenue

1. State appropriation Increase of \$263K of which \$245K is funding for Governor's raise promise.
2. Tuition decrease of 0.5% across-the board.
3. Enrollment
 - a. Off campus, PEEPS and Second Chance
 - i. Increases in headcount reflect better outreach efforts.
 - ii. Additional Pell funds awarded for Second Chance.
 - b. On campus enrollment closely coordinated with VP, Enrollment Management.
4. All course fees reviewed by academic departments, with reductions in most. Overall should be revenue neutral with increased enrollment.
5. Grant revenue to stay flat. No new significant grants projected.
6. Contributions from Foundation will be limited to PAC funds.
7. Room rates are unchanged. Riverfront priced at Goodwin rates. Riverfront renovation results in 90 more beds.
8. Board Plan rates are unchanged despite contract with Aramark which calls for 4.0% rate increase. Sliding scale keeps margins as more students on meal plans lowers the Aramark cost per day.
9. Other
 - a. Interest income on Bond Reserve Fund $1.8\% \times \$2,447,000 = \$45K$
10. Tuition discounts
 - a. Athletics to follow formula, with strict limits.
 - b. Other discounts will have maximums by category
 - c. Overall reduction of more than \$650K compared to FY 2018.

Expenses

1. Net four additional FTE's.
 - a. Science lab operations coordinator
 - b. Additional Residence Life Administrator for Riverfront
 - c. Academic Affairs, Associate VP (partial faculty release)
 - d. Athletic Director (formerly combined with VP Student Life)
 - e. Administrative Assistant President's Office
 - f. Positions eliminated
 - Grant Administrator, PT Accountant, Library Assistant
 - g. Student labor will increase by \$150K.
 - h. Adjunct and Overload pay budgeted to increase slightly to reflect more students, offset by more effective scheduling/utilization.
2. Across the board salary increase to distribute the Governor's raise. Budget includes \$100K for additional staff raises dependent on fall enrollment.
3. Expenses subsidized by Foundation will be the same as prior

**Glenville State College Board of Governors
Meeting of August 15, 2018**

ACTION ITEM: Final Draft Board Policies

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that

TO: Tracy L. Pellett,

ORIGINAL COMMENTS CONCERNING POLICY 16.15.8.4

Draft GSC Personnel Policy 16.15.8.4 is vague. If insubordination is to result in immediate dismissal, we would hope that the policy would be as explicit as possible about what constitutes insubordination.

MOTION PASSES: The Faculty Senate recommends that GSC Personnel Policy 16.15.8.4 be amended to include the standard definition of insubordination that is present in BoG Policy 18 and the Faculty Handbook.

Note:

BOG PERSONAL POLICY 18.12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

HEPC SERIES 9 RULE 12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

RESPONSE:

Action: The standard definition of insubordination present in Board of Governors Policy 18 and the Faculty Handbook will be added to Policy 16; section 16.15.8.4. to read "Insubordination by refusal to abide by legitimate reasonable directions of administrators" as requested.

ORIGINAL COMMENTS CONCERNING POLICY 17

The last sentence of section 3.1 states "However, upon leaving a non classified position, the accumulation rates outlined in Section 3.2 shall apply." The reference section, 3.2, was completely deleted. Is the intent to delete the last sentence in 3.1 or was the new material for section 3.2 not entered?

COMMENTS FROM THE JUNE 21ST FACULTY SENATE MEETING.

Krystal Smith stated that the last sentence of 17.3.1 is there by mistake and needs to be deleted.

MOTION PASSES: The Faculty Senate requests that the last sentence of 17.3.1 be deleted.

RESPONSE:

Action: The last sentence of 17.3.1. will be deleted as requested.

ORIGINAL COMMENTS CONCERNING POLICY 32

With Policy 32, there is nothing

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

Comments received during the thirty day comment period, submitted by Staff Council on July 13, 2018

16.3 Definitions

3.1 Unclear about what deems an employee an "academic administrator" and concern about compensation for the position(s) not being governed by the WV Higher Education Compensation Management Program. Is it feasible that employees in these positions could potentially be underpaid and that would be considered acceptable?

3.3 Information seems to be duplicated in Section 16.17; shouldn't this

9.2 Has this process been completed? Will these be available publicly once completed?

9.4 Staff recommend that it be included in the policy that this process will be coordinated by Human Resources to work with supervisors during the three year review cycle to ensure it is completed as intended (consistently across the campus) and in a timely fashion.

RESPONSE: Human Resources and the HEPC, in conjunction with the Job Classification Committee of HEPC are working on updating master specifications of job descriptions. They will be available upon completion. Human Resources will work with staff to complete campus specifications once these are completed.

16.11 Recruitment and Hiring

11.1 Some concern about referencing manuals that

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employees are allowed to go through both options if they feel unsatisfied, that should be included in the policy language. Also, are the two timeframes listed (five and ten days) business days or calendar days; option three clarifies business days so one and two should as well.

13.7.2.3 What is the rationale for five days here versus ten given in option two? In this option, does the employee response go directly to their supervisor or is it channeled to the supervisor through Human Resources? Please clarify what path the employee response is supposed to take.

RESPONSE:

Action: Policy will change to 5 days in each category for consistency and specify "business" days. Add the following under section 13.7.2., "Only one of the three options above for addressing the performance evaluation will be used."

16.15 Discipline and Misconduct

15.10 When will the "progressive discipline procedures as outlined in the employee handbook" be made available for employees to review?

RESPONSE: Revised handbook will be made available when the policy is approved and final.

16.17 Essential Employees

17.1 Information seems to be duplicated in section 16.3.3; shouldn't this reflect the same information that is listed in the Inclement Weather Policy (e mail to campus from President's Office on 1/9/18)?

RESPONSE: This is a general definition, not meant to be specific. Employees may refer to the Inclement Weather Policy for detail and guidance related to this comment.

16.18 Board of Governors Membership

18.1 Regarding the language about a faculty member with the rank of instructor or above...haven't those classifications for faculty changed (lecturer, etc.)? This should be updated to reflect the new terminology.

RESPONSE:

Action: Change language to

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 17

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

Comments received during the thirty day comment period, submitted by Staff Council

17.3 Annual Leave

3.1 For employees with over 15 years of service the request was made to allow them to accumulate more than the allotted 2 days per month rate of annual leave; perhaps 2.5 days per month. Additionally, the end of this section references the accumulation rates in Section 3.2 which is being stricken from the policy. Will it reference the new 3.2 (which is currently 3.3 and discusses employees working between 1,040 and 1,950 hours accumulating annual leave on a pro rata basis) or does this need reworded?

RESPONSE: Allowing accrual of more than the 2 days per month of annual leave is against

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

16.1. General

1.1. Scope – This Policy established procedures related to West Virginia Code §6C and §18B.

1.2. Authority – The Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201, et seq.; W. Va. Code §6C 2 1, et 1938,

Assistant Coaches, and/or any other title as determined by the

3.10. "Student Employee". An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. The employee category of "student employee" is for students who work at the institution in jobs or positions that are solely available to students enrolled at the institution, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

3.11. "Staff, Staff Member or Staff Employee" mean any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position. Staff are not eligible for salary increases until after six months of employment.

3.12. "Staff Council" means an elected council of staff employees that advises the President on matters pertaining to staff concerns, and is comprised of the officers of the staff, the staff Board of governors elected representative, the state advisory representative, and the elected constituency representatives.

This list is not exhaustive. Other relevant terms are defined in other sections of this policy.

16.4. Delegation of General Administration of Human Resources Practices to President

4.1. To enable GSC to function in a proper and expeditious manner and to advance GSC's mission and objectives, the GSC Board of Governors delegates to the President the following authority:

4.1.1. To administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.

4.1.2. To contract for supplemental health and welfare benefit and retirement plans for any or all employees in addition to the benefits the employees otherwise receive. Provided that if the supplemental employee benefit program incurs expense to GSC, the President shall first obtain approval from the GSC Board of Governors.

4.1.3. To adopt additional human resources internal procedures to effectuate the implementation of this policy or in the furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by the policy. Procedures implemented in accordance with this section will be made available to employees in the Human Resources Office and online.

4.2. All human resources practices and procedures shall be consistent with federal and state law and any policy adopted by the GSC Board of Governors.

4.3. The President may delegate the authority granted in this or any other section of this policy as appropriate.

16.5. Meetings On Human Resources Policies

5.1. The President or his/her designee shall meet at least quarterly with representatives of Staff Council and Faculty Senate to discuss the implementation and effectiveness of any human resources policies.

5.2. Where appropriate, the President or his/her designee shall make recommendations to the Board of

9.1. The Chief Human Resources

10.1.1.3.3. Identify the positions recommended for elimination and the reasons for the elimination;

10.1.1.3.4. Describe any reorganization of the department or other changes that will occur as a result of the RIF;

10.1.1.3.5. Any other matters required by the review committee or the Chief Human Resources Officer.

10.1.1.4. A RIF is not intended to be a performance management tool.

10.1.1.5. In situations where some, but not all of the positions within the same department may be eliminated, the Chief Human Resources Officer shall evaluate the performance, skills and qualifications of the individual employees potentially subject to the RIF. The Chief Human Resources Officer will oversee the review process in consultation with appropriate supervisors and will evaluate performance criteria, and provide seniority validations. Consideration shall be given to the following:

10.1.1.5.1. Performance: each employee's documented quality of work performance over the previous twenty four months as demonstrated in performance evaluations of record including, but not limited to, performance evaluations and disciplinary history;

10.1.1.5.2. Skills and qualifications: specific duties and responsibilities of each positions, the employee's knowledge and skills; and

10.1.1.5.3. Seniority, the length of service in the position as a GSC employee

10.1.1.6. If the employee did not receive a written performance evaluation for any year within the last twenty four months, for any such year that employee shall be deemed to have received a "valued performer" or an equivalent rating.

10.1.2. Equal Employment Opportunity and Affirmative Action

10.1.2.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti discrimination laws.

10.1.2.2. The Chief Human Resources Officer shall undertake an adverse impact analysis to determine that all RIF Plans under this Policy comply with this section.

10.1.2.3. GSC shall provide an employee at least ninety days written notice ("Notice Period") that his or her position will be eliminated as part of a RIF, unless the financial circumstances of GSC dictate a shorter notice period, as determined by the President.

10.1.3. Severance Agreement

10.1.3.1. GSC may but is not required to offer a severance package to an employee who is impacted by a RIF, if financially feasible.

10.1.3.2. All severance package agreements shall provide the employee forty five days from the date of receipt

(signs) a severance package agreement, the employee may revoke acceptance of the agreement within seven working days after execution.

10.1.3.3. GSC is not required to pay any severance benefits until after the expiration of the seven day revocation time period. No severance benefits will be paid to any employee who revokes execution of a severance package agreement.

10.1.3.4. Generally, the value of any severance package will not exceed the employee's annual base pay. Any severance shall be paid in installments.

10.1.3.5. GSC may also subsidize health insurance premiums for a predetermined period of time as appropriate.

10.1.3.6. Severance package agreements shall include a statement indicating the employee waives all claims against GSC, except for those claims that cannot be waived by law, and including any claims that could be raised in accordance with the West Virginia Public Employees Grievance Procedure set forth in W. Va. Code Section 6C 2 1, et seq.

10.1.3.7. Nothing in this section shall prevent GSC from implementing a RIF Plan if an employee declines to accept a severance package agreement.

10.1.4.

11.4. Academic Department Chair positions are at will administrative appointments not subject to the posting provisions outlined in the Staff or Faculty Search Manuals.

16.12. Staff Employee Probationary Period

one or more employees shall complete a training on performance management policies, procedures, and processes, as required by the Chief Human Resources Officer.

13.5. Each year the Chief Human Resources Officer shall offer training on performance management policies, procedures, and processes for newly appointed supervisors prior to completion of the performance evaluation process.

13.6. All supervisors shall be provided with refresher materials on performance management policies, procedures, and processes, minimally, every three years.

13.7. All non classified employees shall receive an annual written performance review based on the performance standards or annual goals established by the supervisor for the position, during the time period determined by the department, and approved by the Chief Human Resources Officer. Supervisors should also provide regular, informal feedback throughout the year. Before a performance review is completed, a supervisor shall solicit feedback from the employee's prior GSC supervisor if the employee has changed supervisors within the current performance review period.

13.7.1. Rights of year. ð

13.7.2.3. *Option Three (leave as is):* An employee shall be given 5 business days to respond in writing regarding the results of

15.5. All employees are required to respect the rights and feelings of others as well as to ensure that each employee's personal conduct is not harmful to others or to the College. All employees are expected to act professionally during working hours, (including but not limited to other persons, other staff, students, and the public).

15.8.19. Substantial and manifest neglect of duty;

15.8.20. Failure to effectively secure hazardous, medical, drug or other materials/supplies;

15.8.21. Requesting that a

military status, disability, genetic information, or other category that is protected under federal, state, or local

~~in a casual employee position are not eligible for benefits and are not covered by the classification program as set out in Series 8 of the Higher Education Policy Commission.~~

~~2.4. Student Employee. An employee enrolled at the College as a student and whose primary purpose for being at the College is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program as set out in Series 8 of the Higher Education Policy Commission.~~

~~2.5. Classified Employee. An employee who is covered by the provisions of the classification program outlined in this rule as set out in Series 8 of the Higher Education Policy Commission.~~

2.6. Exempt. Employees not covered by the Fair

5.2.

~~approval process which must be completed before a non-exempt employee may work beyond 37½ hours.~~

~~7.4. Employees may accumulate up to two hundred forty hours (240 hours) of compensatory time and shall be paid for all hours worked above the maximum accrual.~~

~~7.5. Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred eighty hours (480 hours) and shall be paid for all hours worked above the maximum accrual.~~

~~7.6. Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.~~

~~7.7. Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:~~

~~7.7.1. The average regular rate received by such employee during the first three years of the employee's employment; or,~~

~~7.7.2. The final regular rate received by such employee, whichever is higher.~~

~~7.7.3. An employee may not work overtime unless approved in advance.~~

~~16.8. **B**~~

~~8.1. The College will post all classified positions both internally and externally in order to provide employees adequate time to make application for positions.~~

~~8.2. Posting shall not apply to casual or temporary positions.~~

Approvals:

President _____ Date

Chair of the Board _____ Date

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 7

ANNUAL LEAVE, SICK LEAVE, MILITARY LEAVE AND OTHER LEAVES

2.5. Length of service shall be total years of service which includes experience with state institutions of higher education and other state agencies. Continuous service is not required to complete the required term. Annual appointment periods of nine (9) months or more shall be credited for one (1) year of service for annual leave calculation purposes.

2.6. A recognized institutional holiday occurring during an employee's leave period shall not be considered a day of leave, provided the employee is not in a terminal leave period.

2.7. Up to fifteen (15) days of annual leave may be transferred from other agencies of state government and state higher education institutions to Glenville State College. Certification of the balance which existed in the agency or institution from which the employee is transferring must accompany the request for transfer and bear the signature of an officer of that agency. A request for transfer must be made within one (1) year from the last day of employment with the other agency or institution.

2.8. When an employee transfers from other agencies of state government or from other state institutions of higher education to Glenville State College, the employee's accumulated sick leave may be transferred. Written verification of the accumulated amount of sick leave to be transferred must be provided by the state agency or institution of higher education where in the employee accumulated the sick leave within one (1) year of the date of employment with Glenville State College.

2.9. An employee is required to notify his/her supervisor immediately if ill or unable to work for any reason and to follow Glenville State College's established procedures for absence from work. The notification shall be given to the immediate supervisor or designee as determined by established procedure.

5.5. Sickleave for more than five (5) consecutive days

6.1. Any employee requesting a medical leave of absence without pay must provide the president or the president's designee through established procedures with satisfactory medical evidence (such as a statement from the attending physician) that he/she is unable to work. The medical statements shall include a diagnosis, prognosis, and expected date that the employee can return to work. If the evidence is satisfactory, the president or his/her designee may authorize a medical leave of absence without pay only for the period of disability specified by the attending physician.

6.2. The employee shall be expected to report to work on the first workday following expiration of the disability period. Failure of the employee to report promptly at the expiration of a medical leave of absence without pay, except for satisfactory reasons submitted in advance, shall be cause for termination of employment by Glenville State College. An employee, prior to return to duty, shall obtain satisfactory medical clearance to help ensure adequate protection and which shall indicate the employee's ability to perform his/her duties. Such medical clearances shall be presented in writing.

6.3. A medical leave of absence without pay may be granted for no more than a twelve (12) consecutive month period. Employees who may need an extended medical leave period and twelve

7.5. All annual leave must be exhausted before the parental leave begins. No more than a total of twelve (12) weeks of parental leave may be taken in any twelve (12) consecutive month period.

7.6. During the parental leave by an employee, Glensville State College shall continue group health insurance coverage provided that the employee pays the employer the full premium cost of such group health plan.

7.7. The position held by the employee immediately before the leave is commenced shall be held for a period not to exceed the twelve week period of the parental leave and the 2_0a1.22advTj4jf 0iis003>Tj /TT1 1 Tf -000361 0.-371720 .217

8.6. Use of donated credits may not exceed a maximum of twelve (12) continuous calendar months for any one catastrophic illness or injury. The total amount of leave received by transfer or withdrawn from a bank may not exceed an amount sufficient to ensure the continuance of regular compensation and shall not be used to extend insurance coverage pursuant to Section 13, Article 16, Chapter 5 of the Code, which relates to insurance coverage for state employees. The employee receiving donations of leave shall use any leave personally accrued on a monthly basis prior to receiving additional donated leave.

8.7. Direct transfer of leave or deposits into a leave bank may be inter institutional. The president or his/her designee shall notify in writing other

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ordered by proper authority, or for field training or active service for a maximum period of thirty (30) working days ordered or authorized under provisions of state law in any one calendar year. The term "without loss of pay" shall mean that the employee shall continue to receive normal salary or compensation, notwithstanding the fact that such employee does not receive other compensation.

Chair of the Board

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GLENVILL STATE COLLEGE POLICIES

ACADEMIC POLICIES

WEBBASED COURSES

32.1. General

1.1. Scope: This policy addresses various issues related directly to the development of