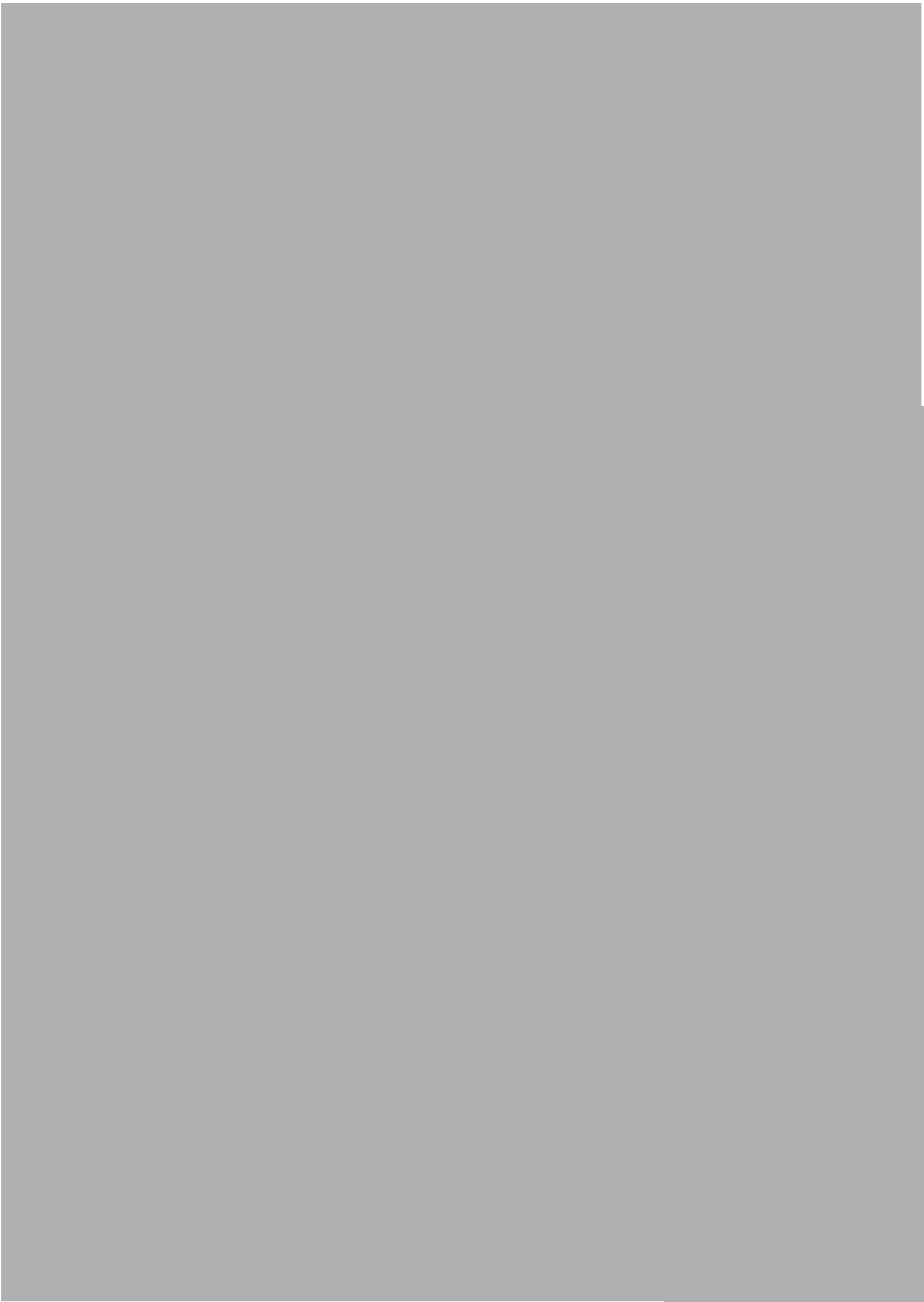


November 29, 2017
12:30 p.m.

Waco Center
Hall of Fame Room



GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
NOVEMBER 29, 2017

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Approval of Minutes for October 18, 2017 (Action Item)
4. Public Comment

GlenvilleStateCollege
Boardof GovernorsMeeting
October18,2017
WacoCenter,Hall of FameRoom
Glenville,West Virginia

MembersPresent: Mr. GregSmith,Chairperson
Mr. TimButcher,ViceChair
Mr. Mike Forbes
Mr. StephenGandee
Mr. RichardHeffelfinger
Mr. RalphHolder
Ms. SueMorris
Mr. Mike Rust
Mr. LarryBaker, Faculty Representative
Mr. DustinCrutchfield,Staff Representative
Mr. J.CameronWoods,Student Representative

MembersAbsent: Dr. William Deel

StaffPresent: Dr. TracyL. Pellett, President
JohnBeckvold, Vice President for Business b s e n t

Call to Order

Chairperson Greg Smith called the meeting to order at 12:56pm.

A quorum was established.

Approval of Minutes

IT WAS MOVED BY RALPH HOLDER TO APPROVE THE MINUTES OF THE AUGUST 23, 2017 MEETING AS PRESENTED. RICH FELDING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Updates

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

The Board discussed the year-to-date financial budget. Mr. John Beckvold announced that the College is on target for what was budgeted. He reminded the Board that the budget is currently being done on a cash basis and beginning next fiscal year the budget will be prepared on an accrual basis. The audit report was completed on an accrual basis.

Executive Committee

Greg Smith, Chair, reported that the Committee discussed GSC Tuition and Fees Policy 44 and miscellaneous discounts currently being awarded to students. President Pellett provided a budget update and noted that equipment lab fees collected by the College are now being allocated to appropriate departments. The College is inviting volunteers to serve on committees to review current bylaws and policies that need updating. The Committee set the agenda for this meeting and further discussed the bond. To re

Student and Academic Affairs Committee

Ralph Holder, Chair, requested Mr. Vineyard provide a report to the Board.

Mr. Vineyard presented an overview of the Academic Success Center on behalf of Dr. Gary Morris. He referenced pages 17-18 of Dr. Morris' report included in the book and pointed out the diversity and NASA grants that we have received. The report also mentioned the success of the center in increasing the number of students who graduate with a degree in a STEM field.

Dave Hutchison announced that the College will be hosting the IOGA basketball tournament again this year and discussed the planning that has been completed thus far.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 2:22pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

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

Highlights

1. **Instructional Support Fee**– This has been brought before the faculty senate, department chairs, and the student government association. Our initial proposal was to charge a fee for each credit taken above 15 credit hours, however it was pointed out by all three groups that there were plans of study in the catalog that required students to take more than 15 hours in a given semester (there are currently plans of study that contain 16, 17, and 18 hours in a given semester). Based on this, the faculty recommended that we charge for credit hours taken starting at 19 hours or higher. However, revenue collected at 19 hours and beyond would not help cover the expense of paying faculty overloads, which students taking high credit hour counts would contribute to. We are proposing that the fee therefore be set at \$300 for every credit taken above 17 credit hours. This will have minimum impact on students (134) and degrees (8), but bring in sufficient cash flow (\$72,000) to help cover faculty overloads, based on numbers from this fall semester. This analysis has also been brought to our attention how many programs have plans of study that have students taking 16 or more credit hours in a given semester and as a result we are, through the curriculum committee, starting the process of cleaning these up. This item is being presented for action by the board at this meeting.
2. **Academic Calendar**– We have outlined the academic calendar for Summer 2018, Fall 2018, and Spring 2019. One new element being incorporated into Glenville State College's academic calendar is a J term (January term), which is a 10 day term that will be held prior to the beginning of the spring semester. Curriculum will be built around a 4.5 hour instructional block, for each of the ten days (this follows the federally mandated credit hour to clock hour expectation). This term will be an opportunity to offer courses that students may need to repeat before enrolling in the spring semester, internships, research, courses in the international program, or special topics courses that could not otherwise be offered during the regular semester. This will also facilitate students completing college in four years.
3. **Academic Success Center**– Is now fully staffed with six academic success counselors and is

Glennville State College
Instructional Support Fee or ISF
To Begin Fall 2018

I. Background

Students currently pay a tuition rate of \$3,670 for 12 or more credit hours and WV code 18B-10-1 prevents state higher education institutions from charging students tuition for credit hours taken greater than 12 hours.

19 -25	53	10,800	21,600	32,400
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Table 3: Plans of Study that Have More than 15 Hours in a Given Semester (2017 – 2018 Catalog)

Credit hours above 15 in a given semester	Approximate number of plans of study that have listed credit hours in a semester	Range of semesters this occurs
16	37	1 – 5
17	20	1 – 3
18	8	1 – 2

Table 4: Student Head Count Grouped by Number of Credit Hours Taken Spring 2017

Credit Hours Taken	Student Head Count	Cumulative Head Count Beyond 15
1-15	1025	-
16	153	153
17	79	232
18	97	329
19	41	370
20	18	388
21	20	408
22	6	414
23	8	422
24	3	425
25	0	0

II. Proposal

To cover instructional overload expenses it is being proposed that an Instructional Support Fee (ISF) be applied to students taking credit hours beyond 15 credit hours.

There are three points at which an ISF would cover instructional overload expenses (using overloads for fall 2017), based on the data presented above:

1. Start charging \$100/credit hour for 16 credit hours or higher = \$96,800. This would impact 37 academic programs and 509 students this semester.
2. Start charging \$200/credit hour for 17 credit hours or higher = \$91,800. This would impact 20 academic programs and 217 students this semester.

3. Start charging \$300/credit hour for 18 or more credit hours or higher = \$72,600. This would impact 8 academic programs and 134 students this semester.

We propose the third option, as it would impact the fewest number of students (134) and academic programs (8), while still covering overloads expenses (\$72,600).

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Office of Admissions

November 2017

Submitted by: Marty Carver, Vice President of Enrollment Management

May 19, 2018(Saturday)	Blue& White Visit Day
June 16, 2018(Saturday)	Blue& White Visit Day(SummerRegistrationDay)
June 26, 2018(Tuesday)	Transfer Tuesday(Visit Day)
July 18, 2018(Wednesday)	PEE Orientation
July 27, 2018	

Business & Finance

Interpretative Rules to institute the changes that will provide WVU and Marshall University with more autonomy in academic and HR matters, pursuant to HB2815. The Rules that are subject to revision are Series 1, 22, 32, 33, and 53, which can be viewed at <http://www.wvhepc.edu/resources/rulesandpolicies>. This is the time when institutions are invited to make suggestions that can be incorporated into the revisions. Suggestions can be made directly to Dr. Corley Dennison who is in charge of overseeing the revision process. There will be a 30-day commentary period when institutions may voice concern over the draft revisions. (This was shared by Gary Morris in his last BOG report).

- x Several ACF members shared concerns about conflicts between the faculty and senior administrators at their institutions. The concerns expressed were broadly related to governance and personnel practices.
- x Mark Goldstein announced that West Virginia Association of Developmental Educators (WVADE) will hold its annual meeting at North Bend State Park Lodge on October 20, 2017. The conference is particularly intended for educators who teach corequisite and freshman orientation courses. A corequisite education webinar will be offered in November. Another webinar focusing on quantitative reasoning will be offered in Spring 2018. (This was attended by Avan McHenry from GSG who instructs Math 106)
- x The next ACF meeting will be held on Friday, November 17, 2017 in Charleston, WV, after the HEPC meeting.

Challenges

ACF

- x Funding for HERA and finding a breakdown of how much this is going to cost each institution when the funding goes away in 2018.
- x Release time to meet with legislators

Highlights

Faculty Senate (Met on September 26th, October 10th and October 24th)

- x Discussed terminal degree and scholar 08 t

- x Senators expressed concern about 24/7 parking, and paying additional fees for football game parking. There is no standing meeting scheduled for the parking committee. Football parking is supposed to be a fundraiser, but not well communicated.
- x Dr. Morris discussed with each department what they consider scholarly works; they are aware that departments have different scholarship but we need an overview of what GSC considers scholarship for the FARs.
- x Faculty Marshals were nominated and approved. The Senate secretary will send a note to Dr. Pellet reflecting this.

Challenges

Faculty Senate

- x Working on dealing with the transparency now implemented by the administration.

College Advancement

Office Updates

- x Joined the CAS Network (Council for Advancement and Support of Education) will be a wonderful resource to educate, train and sharpen our advancement team's tools
- x Initiated a search for a Director for Athletic

Planned Giving

- x Preparing mailing for end of the year giving

Alumni Council

Council Goals

- x To increase Glenville State College Alumni participation in various college activities and programs.
- x To increase awareness of Glenville State College to prospective students and alumni.
- x To facilitate alumni networking and enhance career opportunities.

Staff Initiatives

- x Improve communication through social media
- x Increase number of events across the State
- x Increase number of chapters within awareness chapter events

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

Highlights

1. Thirty new wireless access points have been installed in Pioneer Village. This will allow every student in every room access to ample wireless signal. Twenty new surveillance cameras are being installed at Pioneer Village. The complex originally had eight cameras for coverage. Over the years, IT added three cameras bringing the total to eleven. Once complete, the entries to each house and staircases will be covered from the bottom floors.
2. The core switch, firewall, and internet shaper (slows down Facebook & speeds up administrative internet needs) is to be installed the Friday after Thanksgiving. This equipment is no longer serviceable. The end user should see better speeds to shared drives, Office 365 applications, and the internet in general.
3. The College received the general contract from ImageX, the website

Highlights

1. Homecoming

- a. Homecoming received positive reviews for SGA sponsored Homecoming events. The Homecoming dance and chili cook off both had great student attendance. Also, several members of the community commented on how smoothly the parade went. The reviews

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Submitted by: Dustin Crutchfield

Highlights

1. Classified Staff Council held a meeting on September 19, 2017. Several items were discussed including adding Staff Council members to the Human Resources Policy Review Committee, Grottendieck Scholarship applications, and pay grade and policy changes. Appointments were also made to vacant representative positions.
2. Classified Staff Council held another meeting on October 17, 2017. Several items were on the agenda:
 - a. Discussed employee incentive programs, fundraising, welcome packets for new employees, and the application deadline for professional development funds;
 - b. Reviewed Reduction in Force/furlough policies from other institutions;
 - c. Received an update from GSC's WV Advisory Council of Classified Employees (ACCE) representative regarding implementation of HB 2542 at other campuses and how some institutions are approaching the classified/non classified structure. It was also noted that as some schools opt to make their entire staff non classified, the group is concerned that their organization may become irrelevant and that staff members at these institutions will lose the collective representation that ACCE provides.
 - d. Approved a proposal to amend the Staff Council constitution to allow for separate or combined positions of secretary and treasurer. Review process and voting will take place later.
3. Progress has continued on securing donations to the general Staff Council account and the Ginny Grottendieck Scholarship account. Donor forms were distributed during Homecoming as well as payroll deduction paperwork to those on campus.
4. Council members are continuing to meet with the administration and discuss the topic of how staff are to handle inclement weather, power outages, and other emergencies, so that a plan is in place for the future (especially for employees with responsibilities critical to the safe operation of the College).

Challenges

1. Lack of updated guidelines for campus staff in the form of a Staff Handbook. Council plans to continue working with Human Resources to ensure that the Staff Handbook remains a priority both before and after new BOG policies are put in place for HB 2542.

Attachments/Enclosures: None submitted.

Student Life & Athletics

November 2017

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

Highlights/Challenges

Highlights:

1. Laundry equipment (washers & dryers) at Goodwin Hall and Pioneer Village will be

Activities Survey, Fall 2017

Student A

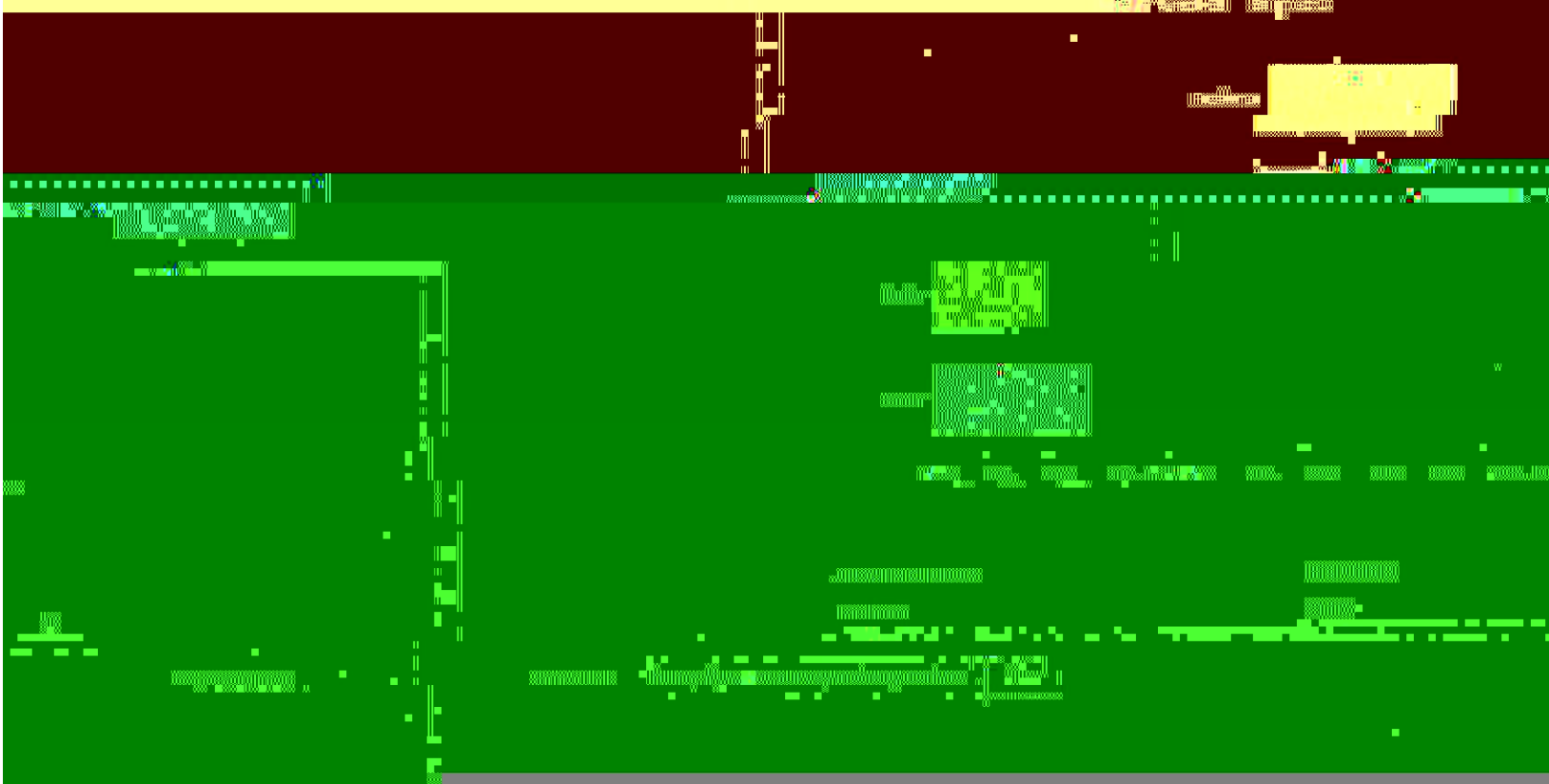
QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Q1

What is your

Answered: 68

Gender? ...
0



Q3

Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

Fridays

Between 9 pm

Between 7 pm

Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

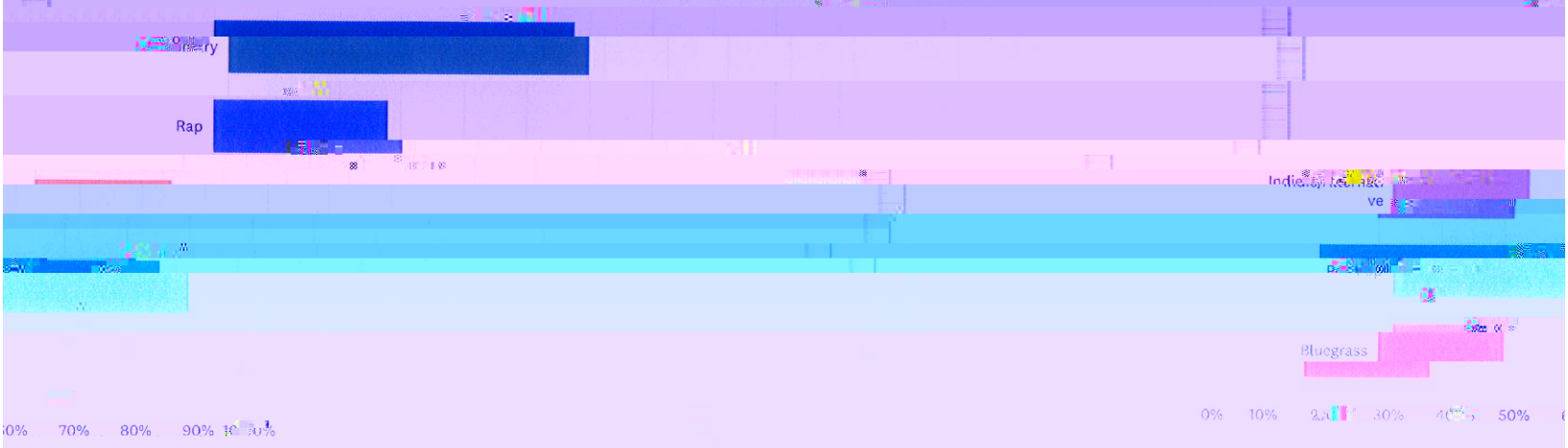
Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

Students' responses show that they understand the concept of a function.

What would you assign (or assign) your favorite genre(s) of music? (Select 1 for the best)

Answered: 64 Skipped: 4



RESPONSES

Genre	Percentage	Count
Rap	57.81%	37
Pop	28.13%	18
Country	21.88%	14
Bluegrass	20.31%	13

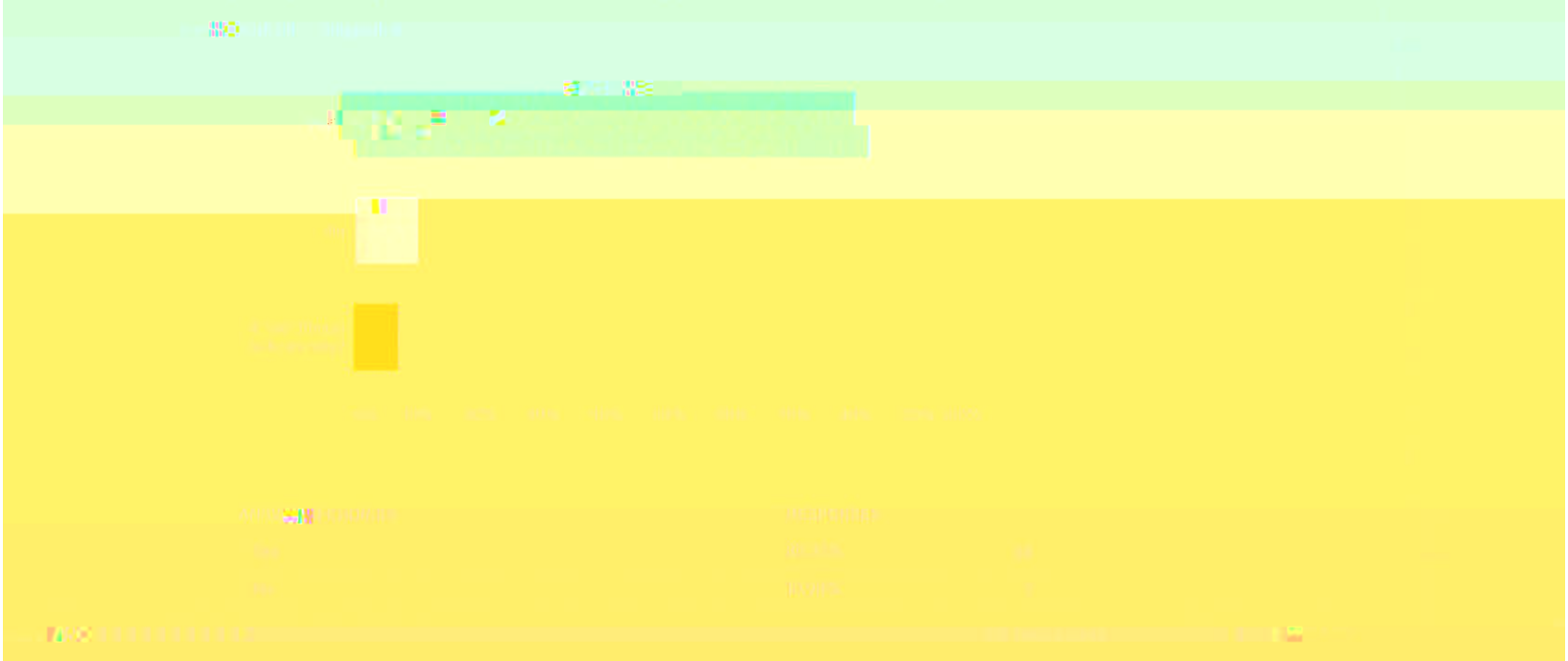
ANSWER CHOICES

Genre	Percentage	Count
Rap	57.81%	37
Pop	28.13%	18
Country	21.88%	14
Bluegrass	20.31%	13

Total Responses: 64
Total Points: 64

Q7

Do you participate in Student Organizations on campus?



Q8

Weekend Activities would prompt you to stay, why not? (Check all that apply)

what type of on can

red: 57 Skipped: 11

Answer

in Adventure

intramural

Not really interested in events that are offered	54.69%	35
I have a full/part time job	35.94%	23
I don't want to be involved in school activities	7.81%	5

Total Responses: 64

Q10

What would make you more likely to participate in student activities or school programs? (only one answer)

Answered: 67 Skipped: 1



Glenville State College Board of Governors
Meeting of November 29, 2017

ACTION ITEM: Decrease in Tuition for Summer 2018

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves to decrease the cost of tuition for Summer 2018 by twenty five percent.

STAFF MEMBER: Dr. Tracy Pellett
Mr. John Beckvold

BACKGROUND:

Summer is a time when students can speed time to degree completion, focus their attention on one or two classes, retake previously failed courses, enhance their grade point average, and enhance retention. The problem is that the tuition rate of \$306 per credit for resident and \$692 per credit non resident in the summer as well as an online fee in excess of \$150 has made the cost of completing one three credit course difficult for students to afford (over \$1,000 for residents and over \$2,000 for non residents). Price is particularly an issue with students that have traditionally exhausted their Pell Grant and other funding during the regular academic year.

To increase student summer school enrollment, it is proposed that resident tuition be decreased 25% per credit (\$76.50) or to \$229.50. This will reduce the cost of a three credit course to \$688.50 for a total savings of \$229.50 per three credit course. In addition, it would be proposed that additional non resident and metro costs be waived to encourage those students to enroll. Approximately 242 headcount enrollment at the \$690 three credit revenue rate would be necessary to equal the 182 headcount at the three credit \$918 revenue rate. While 60 more students at the discounted rate would be necessary to break even financially, resultant increases in credit obtainment and time to degree and retention would be additionally positive.

Pell eligible students will be particularly encouraged to enroll in at least 6 credits as it would allow them to have most if not all of the cost being covered by Pell funding.

Glenville State College Board of Governors
Meeting of November 29, 2017

ACTION ITEM: Decrease in Tuition for FY2019

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves to decrease tuition for FY2019 by two percent dependent on state allocations remaining stable.

STAFF MEMBER: Dr. Tracy Pellett
Mr. John Beckvold

BACKGROUND:

In an effort to increase enrollment and decrease the total cost of attendance, it is proposed that tuition be decreased by two percent for FY2019 pending no additional state cuts in appropriations. By decreasing tuition, Glenville State should be more marketable and competitive with other State institutions. An anticipated decrease in revenue of \$136 per student or total decrease of approximately \$162,416 will be realized as based on a two percent tuition decrease with a total 1,045 on campus students. However, a relative savings of more than \$600,000 in tuition discounts will substantially replace the decrease in tuition revenue. Decreasing tuition should have a positive influence on enrollment while decreasing tuition discounting will have a positive influence on the financial viability of the College.

Glenville State College Board of Governors
Meeting of November 29, 2017

ACTION ITEM: Increase in Instructional Support Fee

COMMITTEE: Business