

**Glennville State College
Board of Governors Meeting
October 23, 2019
Waco Center, Hall of Fame Room
Glennville, WV**

AMENDED

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Mr. Tilden "Skip" Hackworth
Mr. Ralph Holder
Mr. Robert Marshall
Mr. Doug Morris
Mr. Mike Rust
Dr. Kevin Evans, Faculty Representative
Mr. Jason Gum, Staff Representative
Mr. Colton Ring, Student Representative

Faculty & Staff Present: Mr. John Beckvold, Vice President for Business & Operations
Mr. Marty Carver, Vice President for Enrollment & Student Life
Mr. David Hutchison, Vice President for Advancement
Dr. Gary Morris, Interim Provost & Vice President for Academic Affairs
Dr. Kathleen Nelson, Interim President
Mr. Thomas Ratliff, Executive Director of Workforce & Community Development
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Ms. Chelsea Stickelman, Director of Admissions
Dr. Matthew Thiele, Assistant Professor of English

Others Present: Dr. Joe Evans, Professor Emeritus
Dr. Gary Gillespie, Professor Emeritus
Mr. Jim Meads, Professor Emeritus
Mr. Harry Rich, Professor Emeritus

Call to Order

Chairperson Greg Smith called the meeting to order at 1:01 pm.

Swearing in of new Board member

Mr. Smith administered the Oath of Office to the following newly appointed lay members:
Tilden "Skip" Hackworth and Robert Marshall.

A quorum was established.

Public Comment

N/A

Consent Agenda

Mr. Smith announced that the minutes are being removed from the consent agenda and voted on separately. He noted that the August 7, 2019 minutes need to be amended on page seven, under "Bluegrass," change the bulleted item to read, "GSC will be exploring the development of a major in Appalachian Culture/History."

MIKE RUST MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES BOARD OF GOVERNORS REPORTS ONLY. SKIP HACKWORTH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

RALPH HOLDER MOVED TO APPROVE THE AMENDED AUGUST 7, 2019 MINUTES.
MIKE RUST SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Greg Smith removed item 6.a.i. Letter regarding Roundabout from the agenda until further information is received. He reported that the Committee:

- Set today's agenda.
- Reviewed the WV Invests Program proposal and the analysis of the impact it would have on GSC Land Resources for consideration of adding it to the full BOG agenda. The Committee agreed that it should become part of FY21 planning in the areas of tuition, fees, and program development. The proposal was previously brought to the Board; however, no plan of action on how additional students would be obtained to make up for the lost revenue was provided.
- Discussed the following:
 - Addition of Wildlife Management and Wildlife Biology majors.
 - Composition of a letter to the WV Dept. of Highways indicating concerns regarding the new Roundabout construction.
 - Addition of Board Committees and revision of current ones.
 - Board agenda topics calendar for FY20 .
 - Provost and Presidential Search plan and processes.
 - Process for leadership performance reviews.

- Dr. Nelson provided a report on campus updates to the Committee.
- The WV HEPC Board of Governors Summit will be held on **Friday, December 6, 9:00 a.m. – 3:00 p.m. at the West Virginia School of Osteopathic Medicine in Lewisburg**. Board members who attend will receive 6 hours of training credits.

Approval of Board of Governors Best Practices

Dr. Nelson referenced the following included in the Board packet:

- Best Practices and reminded the Board of its fiduciary and academic enterprise responsibilities and the Higher Learning Commission’s (HLC) expectations.
- Board agenda topics calendar and noted it is for FY20; however, dates may change accordingly but topics should remain the same. It will be the Boards responsibility to ensure the new president and president’s cabinet follows through with the calendar for FY21.
- The Board should begin preparing recommendations for new member appointments to submit to the Governor to replace Board members with expired terms and upcoming members whose terms will be expiring in June.
- Board By-laws – Dr. Nelson recommended the following revisions:
 - Add a Board of Governance/Human Resources Committee to assist in Board trainings, etc. and include the nominating committee responsibilities within the Committee.
 - Realign the current committees to the following administrative structure:
 1. Board of Governance and Human Resources
 2. Business & Finance
 3. Academic Affairs
 4. Enrollment and Student Life
 - Unstack the committee meeting times and dates to allow all Board members to attend all committee meetings if they choose to do so.
 - Add an invited comment period as a standing agenda item on all future Board meeting agendas for the Faculty Senate President, Staff Council Chair, and the SGA President to share ideas, challenges, etc. If any members serve as Board member representatives, another member of the particular group should present the comments.

After a discussion by the Board that included some concerns that the Best Practices document should be used as a guideline and the agenda topics calendar title should be amended to include “Proposed Agenda Topics Calendar,”

TIM BUTCHER MOVED TO APPROVE THE BOARD OF GOVERNORS BEST PRACTICES AS PRESENTED. KEVIN EVANS SECONDED THE MOTION.

MOTION FAILED UNANIMOUSLY.

TIM BUTCHER MOVED TO APPROVE THE BOARD OF GOVERNORS BEST PRACTICES AS PRESENTED. THIS DOCUMENT SHOULD BE USED AS A GUIDELINE FOR IMPROVEMENT AND MONITORED THROUGHOUT THE YEAR. IT SHALL BE REVIEWED ANNUALLY. COLTON RING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY

Approval of Agenda Topics Calendar

JASON GUM MOVED TO APPROVE THE PROPOSED AGENDA TOPICS CALENDAR FY20 AS PRESENTED OR AS AMENDED. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Business and Finance Committee

Mr. Smith assigned the President and President's Cabinet to consider appointing a Business Leadership Development Committee to discuss internships, partnerships, scholarships and collaborate with businesses in the area.

Dr. Nelson responded that an administrative team has been developed to serve those areas. Tom Ratliff is the senior administrator leading the team. The team is academically based but also includes community development. The President's Cabinet will discuss ideas for increasing more business development involvement and report back to the Board.

Mike Rust, Chair of the Business and Finance Committee reported the following:

- Discussed the Finances of the College.
- Audit was completed on time with some challenges. The Auditors will present the audit at the Board's December 4th meeting.
- An investor call will be conducted on November 8th regarding the bond refinancing. Piper Jaffrey suggested that Dr. Nelson and John Beckvold join the call. Mr. Rust suggested all members of the Committee also join the call.
- John Beckvold is preparing a contingency plan and a cash flow statement through FY20-21 to present at the December Board meeting.

Approval of the Planning and Budget Time Line for FY21

MIKE RUST MOVED TO APPROVE THE PLANNING AND BUDGET TIME LINE FOR FY21 AS PROPOSED. TIM BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Enrollment Management Committee

Steve Gandee reported the following:

- Marty Carver provided the committee with an enrollment update that included 425 new students for fall compared to 382 last year.
- Retention number dropped by 30 students.
- Admissions staff is expanding the recruitment area to North Carolina and the New England states.

The following questions were presented to and responded by Marty Carver:

- Q. Are we still pursuing the Hidden Promise Scholars (HPS) Program?
A. Admissions is teaming with the Academic Success Center and taking over recruitment of the HPS but not taking the program over.
- Q. Does the College track why students do not come back to GSC?
A. Yes. The Academic Success Center and Registrar's Office tracks those students.
- Q. Has a press release been published on the eSports program?

A. No, the program still needs \$70K in funding to complete building renovations.

The following were requested by the Board:

- Provide a report to the Board indicating why students do not come back to GSC.
- Include a HPS update to the December meeting packet.
- An individual to be present at future Board meetings to present a retention update.
- Provide an EAB update report at the December Board meeting.
- Submit a report to the Board identifying how GSC's athlete graduation rates compare to other institutions in the MEC.
- Present a report indicating how many of the 35 students that were on opening day athletic rosters quit the team but stayed in school.
- Add job prospectus to the degree programs inventory.

The Board recessed at 2:52 pm.

The Board reconvened at 3:05 pm.

Academic and Student Affairs Committee

Ralph Holder asked Jesse Skiles, Tom Ratliff, David Hutchison, and Gary Morris to provide reports on their respective areas.

Jesse Skiles referenced the athletic update on page 29 and pointed out that the final roster numbers exceeded the roster goals. The student athletic roster goal for fall 2020 is 450.

Tom Ratliff provided a GSC at Huttonsville (HCC) Campus newsletter that the HCC students created to all and reported:

- Second Chance Pell enrollment increased from 163 last fall to 178 this fall.
- Working with business partners to develop certificate programs for industries' employee base.
- Expanding dual enrollment numbers and coordinating E-Learning sites with partner schools.
- Planning to offer a one credit hour drone course to partner dual enrollment schools. Once the course is completed, students should be prepared to pass the test to obtain a drone pilot license.

David Hutchison reported:

- The annual fund campaign is at approximately \$23K.
- 20 members have joined the Womens Leadership Circle.
- Sold nearly 50 "Club 1872 Pioneer Vantage" tickets to alumni, friends, and donors.
- Reviewing GSC Foundation By-laws
- Day of Giving is scheduled for February 2020.

Gary Morris reported:

- The College has over 20 different assessment reports. He will request that the Academic Assessment Committee compile a summary report of the results to provide to the Board.
- Nursing Subcommittee
 - Met twice since the last Board meeting
 - It was requested that the College hire a feasibility study consultant to do a cost analysis, demand of degree, etc.

- Dr. Nelson and Dr. Morris recently met with Pierpont CTC regarding collaborating to offer a nursing program. They still need to meet with Corley Dennison at WV HEPC to confirm approval to collaborate with Pierpont.
- Dean Tara Hulsey at WVU contacted Dr. Morris in May 2019 and indicated that WVU had no interest in collaborating with GSC.
- The College is developing three degree programs: Appalachian Culture/History (FY21), Wildlife Management (FY20), and Wildlife Biology (FY20) and one certificate program in Bluegrass (FY21).
- The recent Higher Learning Commission (HLC) visit report was positive and indicated that the Institution responded affirmatively to the nine concerns that prompted the Focus Visit. The College should receive a final report in mid-November.

Campus Updates

Dr. Nelson reported:

- Conversation Day was held on October 17th with 240 people gathering in the Ballroom for the day. Discussions focused on the college's strengths and recommendations to strengthen the learning community. A survey of the day was administered to all who attended. The results will be provided to the Board once all are received.
- Human Resources (HR) is working on providing online trainings for staff to participate in.
- The Student Complaint Policy and form for reporting complaints have been revised and posted online. Both were presented at the Meet and Confer meetings prior to implementation. The complaints will be housed in the Academic Affairs Office.
- The nine units that report directly to the President will be engaging in a mini continuous quality improvement review to identify how and where to make improvements within their respective areas. Four units will do a review this year and five are scheduled to do a review next year.
- Dr. Nelson will be conducting leadership performance reviews this year that includes administrators and some constituents.
- Dr. Nelson provided members with flash drives that included the FY20 Operational Plan. The College will begin working on the FY21 plan in March or April.
- The following committees have been seated for searches due to interim positions: HR Director and Provost. A Vice President for Business and Operations and a Presidential search still needs to be conducted. Dr. Nelson proposed the Board's approval to Chair the Presidential Search Committee. She further proposed a search procedure that included the following documents for approval: Presidential Position Posting, Search Committee Guide, and Search Committee Meeting Calendar. A budget has been established by Dr. Nelson and John Beckvold.

Mr. Gandee indicated he has concerns with the new student complaint policy and would like to discuss it further.

Dr. Nelson will place the new Student Complaint Policy on the agenda for the December Board meeting. She requested that Mr. Gandee send his comments/concerns to Greg Smith. She will schedule a meeting with Steve, Tim Butcher, and Greg Smith to discuss the comments/concerns prior to the December meeting.

Presidential Search

Approval of Search Committee Chair, Presidential Posting, and Committee Composition

After a discussion by the Board, an amended resolution was presented for approval.

MIKE RUST MOVED TO APPROVE THE PRESIDENTIAL SEARCH COMMITTEE CHAIR, PRESIDENTIAL POSTING, AND PROPOSED COMMITTEE COMPOSITION FOR THE PRESIDENTIAL SEARCH COMMITTEE AS PRESENTED PLUS ANY ADDITIONAL MEMBERS APPROVED BY THE BOARD. COMMITTEE APPROVAL BY THE BOARD WILL BE BY A SEPARATE MEETING TO BE ANNOUNCED. RALPH HOLDER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Smith requested that a letter of congratulations be issued campus-wide on behalf of the Board thanking everyone for their team efforts in Homecoming.

Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 5:01 pm.

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President