



# GLENVILLE STATE COLLEGE

## AGENDA

Glenville State College  
Board of Governors

February 5, 2020  
1:00 p.m.

Waco Center  
Hall of Fame Room

**Glenville State College  
Board of Governors Meeting  
Schedule  
2019-20**

All Executive Committee meetings will be held at 11:00 am in the President’s Conference Room in the Harry B. Heflin Administration Building. All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, at 1:00 pm unless otherwise noted in the schedule.

All other committees will meet on the day of the Board meetings unless otherwise scheduled by the committee chair. All other committees will meet in the Waco Center, Hall of Fame Room at the following specified times unless otherwise noted in the schedule.

**All Other Committees**

Board Governance Committee at 8:00 am	Enrollment and Student Life Committee at 9:00 am
Academic Affairs Committee at 10:00 am	Business and Finance Committee at 11:00 am

**Schedule**

Wednesday, July 24, 2019	Executive Committee
Wednesday, July 24, 2019	Enrollment Management Committee 8:15 am @ Admissions Office, Conference Room
Wednesday, July 24, 2019 <b>SPECIAL EMERGENCY MEETING</b> <i>* No committee meetings will be held.</i>	Board of Governors – 12:00 pm Heflin Administration Building, President’s Office Conference Room
Wednesday, August 7, 2019 <i>* No committee meetings will be held.</i>	Board of Governors @ Ike and Sue Morris’ Residence 2888 US Hwy. 33 East, Glenville, WV
Wednesday, October 9, 2019	Executive Committee
Wednesday, October 23, 2019	Board of Governors
Friday, November 8, 2019 <b>SPECIAL MEETING</b> <i>* No committee meetings will be held.</i>	Board of Governors – 1:00 pm Heflin Administration Building, Room 213A Conference Room
Wednesday, November 13, 2019	Executive Committee
Wednesday, December 4, 2019	Board of Governors
<del>Wednesday, January 22, 2020</del>	<del>Executive Committee</del>
Thursday, January 23, 2020	Executive Committee
Wednesday, February 5, 2020	Board of Governors
Wednesday, April 1, 2020	Executive Committee
Wednesday, April 15, 2020	Board of Governors
Wednesday, May 27, 2020	Executive Committee
Wednesday, June 10, 2020	Board of Governors

Approved by the GSC Board of Governors June 12, 2019  
Updated June 22, 2019  
Updated October 29, 2019  
Updated November 13, 2019  
Updated December 12, 2019

# **GLENVILLE STATE COLLEGE BOARD OF GOVERNORS**

**February 5, 2020**

**WACO Center**

1. Call to Order
2. Establishment of a Quorum
3. Public Comments
4. Constituent Comments
  - a. Faculty Senate
  - b. Staff Council
  - c. Student Government Association
5. Consent Agenda\*
  - a. Minutes of the December 4, 2019 Meeting
  - b. Board Members' Reports
6. Committee Reports
  - a. Executive Committee/Chair Report
    - i. Reminder to Committee Chairs and Ex-Officio Administrators – Committee Agendas
    - ii. Reminder regarding Special BOG's meeting – March 28, 8:30 AM
  - b. Board Governance and Human Resources Committee
    - i. Institutional Staff Training Update
    - ii. Provost and Presidential Search Updates
    - iii. Report/Discussion regarding December BOG's Retreat
    - iv. Approval of Revisions to Policies – Part I\*
  - c. Business and Finance Committee
    - i. Current Budget Impacts
    - ii. Actions Taken to Mitigate FY20 Operating Budget Impacts
    - iii. Approval of FY21 Fees and Board Rates\*
    - iv. Update on Preliminary Discussions Regarding FY21 Budget
    - v. Contractual Relationships Report

- d. Enrollment and Student Life Committee
    - i. Spring Enrollment Update
    - ii. Fall Enrollment Update
    - iii. Retention
  
  - e. Academic Affairs Committee
    - i. The Collaborative Project Update
    - ii. Nursing Update
    - iii. Education Program and Accreditation Update
    - iv. Additional Academic Programming Updates
    - v. HLC Update
    - vi. Workforce and Community Development Update
7. Campus Updates – (Interim President Nelson and Administrative Leaders)
- a. Government Affairs Update
  - b. Graduation Followup/Placement Initiative
  - c. Athletic Programming Update
  - d. Updated BOG's Agenda Topics Calendar
8. Announcements
9. Adjournment

\*Denotes action item

**Glenville State College Board of Governors  
Meeting of February 5, 2020**

**ACTION ITEM:** Consent Agenda

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it RESOLVED that the Board of Governors approves the Consent Agenda as proposed.

**STAFF MEMBER:** Dr. Kathleen Nelson, Interim President

**BACKGROUND:**

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following item is included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the December 4, 2020 Meeting

**Glennville State College  
Board of Governors Meeting  
December 4, 2019  
Waco Center, Hall of Fame Room  
Glennville, WV**

Members Present: Mr. Greg Smith, Chairperson  
Mr. Tim Butcher, Vice Chair  
Ms. Ann Starcher Green  
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

Members Absent: Mr. Stephen Gandee  
Mr. Tilden "Skip" Hackworth

Faculty & Staff Present: Ms. Stacy Adkins, Director for Academic Success Center  
Mr. John Beckvold, Vice President for Business & Operations  
Mr. Marty Carver, Vice President for Enrollment & Student Life  
Mr. Dustin Crutchfield, Director of Public Relations and Marketing  
Mr. Adrian Duellely, Director of Student Activities  
Mr. Tim Henline, Lecturer of Business & Faculty Senate President  
Mr. David Hutchison, Vice President for Advancement  
Ms. Michelle Lang, Academic Success Counselor  
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 and Staff Council Chair  
Dr. Matthew Thiele, Assistant Professor of English and Department Chair  
Dr. Fred Walborn, Professor of Psychology

Others Present: Dr. Joe Evans, Faculty Emeriti  
Mr. Brandon Jones, SGA Parliamentarian  
Mr. Sheldon Mullens, Student

### **Call to Order**

Chairperson Greg Smith called the meeting to order at 1:03 pm.

### **Swearing in of new Board member**

Mr. Smith administered the Oath of Office to newly appointed lay member Ann Starcher Green.

A quorum was established.

### **Public Comment**

N/A

### **Constituent Comments**

The following provided a brief report to the Board regarding their constituent groups:

- Tim Henline, Faculty Senate President
- Chelsea Stickelman, Staff Council Chair
- Brandon Jones, SGA Parliamentarian

### **Consent Agenda**

Mr. Smith announced that the minutes are being removed from the consent agenda and voted on separately. He noted that the October 23, 2019 minutes need to be amended on page five, under "Nursing Subcommittee," the last bulleted item at the bottom of the page, change the word "visibility" to "feasibility."

MIKE RUST MOVED TO APPROVE THE CONSENT AGENDA WHICH INCLUDES ITEMS 5; B-E ONLY AS PRESENTED. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

MIKE RUST MOVED TO APPROVE THE AMENDED OCTOBER 23, 2019 MINUTES. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Committee Reports**

#### **Executive Committee/Chair Report**

Greg Smith reported:

- Committee met on November 13, 2019.
- Set December Board Agenda and discussed:
  - The three retention items listed on the agenda along with the Hidden Promise Scholars Program status and requested individuals be present at this meeting to provided updates on all.
  - Strategic Institutional Aid Major Initiatives that are included on the agenda.
  - The Pierpont/GSC nursing program collaboration progression.
- All Committee Chairs and Ex-Officio Administrators need to provide an agenda at every Committee meeting.

Dr. Nelson also requested that all committees take minutes at their meetings. She reminded all that the committees may meet at any time and date; however, the meetings must be noticed.

### **Board Governance Committee**

Tim Butcher reported that the Committee's discussion included the following:

- Board By-laws
- Board Training
- Governance
- Evaluations for the Board and Board members
- Human Resources Policy
- Salary Issues
- Provost and President Searches
- Staff Development and Training Modules

### **Business and Finance Committee**

Mike Rust reported that the auditors provided a report of the College's most recent audit and it received a clean opinion. The College suffered a deficit and the Committee will be addressing issues at the first of the year. The Board will be receiving financial statements on a quarterly basis. The Committee recommends approval of the FY2019 audit as it was presented. In order for the dual enrollment program to be competitive, the Committee recommends approval of reducing the tuition for dual enrollment.

MIKE RUST MOVED TO APPROVE THE FY2019 AUDIT AS PRESENTED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

MIKE RUST MOVED TO APPROVE THE REDUCTION OF THE PER CREDIT HOUR FEE FOR DUAL ENROLLMENT COURSES FROM \$50 TO \$25 EFFECTIVE FOR SPRING 2020. COLTON RING SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

### **Enrollment and Student Life Committee**

Marty Carver provided a packet to the Board and announced/reported:

- Thanks goes to Flying W for its support toward the E-Sports program.
- Applications are down at this time.
- A strong number of inquiries have been received.
- Hopes to put a focus group together to come up with retention initiatives.
- Referenced page 106 in the Board packet and noted that there has been a lot of student activities, including e-sports and intramurals offered for Fall 2019.



## **Academic Affairs Committee**

Dr. Gary Morris announced that once the program review for the Regents Bachelor of Arts has been approved, it will be submitted to the Higher Education Policy Commission for approval.

RALPH HOLDER MOVED TO APPROVE THE PROGRAM REVIEW FOR THE REGENTS BACHELOR OF ARTS (RBA). ANN GREEN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Dr. Morris announced that the student academic assessment reports are done on an annual basis. He requested that the approval of academic awards, changes to program length or credits, and elimination of academic awards item be moved to the February 2020 meeting due to the Curriculum Committee's last date to work on all is December 10<sup>th</sup>.

Mr. Smith agreed to move it the February 2020 agenda.

## **Hidden Promise Scholars (HPS) and Academic Success Center (ASC) Update**

Stacy Adkins provided a brief update on the Hidden Promise Scholars program and the Academic Success Center, which included the following:

- Program fosters post-secondary education for students lacking aspiration or family support.
- Currently, there are 140 Scholars on campus.
- There are approximately 1200 Scholars in 10<sup>th</sup>-12<sup>th</sup> grades.
- Cutback had to be made to the program due to sustainability and funding thus the reason the program no longer does trips or summer camps.
- 83% Scholars were retained from Fall 18 to Fall 19.
- Admissions is going to take over the recruitment of the HPS.
- The ASC provides individual orientation with students
- The Center began in Fall 2017 and was developed from the core foundation of HPS.
- There have been over 3000 appointments scheduled for tutoring and study hall this semester.
- A mass report is generated at the end of the semester to see what students have registered for the next semester.
- In Fall 2018, 312 students were enrolled. 165 of those students registered in Spring 2019, 139 did not due to personal reasons and financial aid, the remaining students transferred.
- Funding is provided mostly by tuition discounting and some funding from donors.

Mr. Smith requested that Stacy bring ideas back to the Board for funding the program and how to enhance the program.

The following presented a brief report and summary to the Board:

- Fred Walborn – Collaborative Project
- Dustin Crutchfield – Public Relations Update
- Jesse Skiles – Athletic Statistics Report
- Tom Ratliff – Disseminated handouts regarding upcoming events from Workforce and Community Development

## Announcements

Mr. Smith announced the following:

- This evening at 5:30 – 7:00 in front of Presidents’ Auditorium:  
“Sharing the Spirit” reception and Reader’s theatre performance of “A Christmas Carol” directly following in the Presidents’ Auditorium.
- December 5 & 6 – HEPC Board of Governors Summit in Lewisburg.
- December 6<sup>th</sup> at 7:00 in the Fine Arts Center Auditorium - Jazz Band annual Christmas Concert.
- December 14<sup>th</sup> – Commencement @ 10:00 am in the Waco Center. Platform party will robe at 9:45 am.
- December 19<sup>th</sup> – Graduation at Huttonsville Correctional Center at 1:00 pm. Let Teresa know if you intend to participate in the platform party.
- Next Board meeting is scheduled for February 5<sup>th</sup>.

## Adjournment

With no further business and hearing no objection, Chairperson Smith adjourned the meeting at 3:12 pm.

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Greg Smith  
Chairperson

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Teresa Sterns  
Executive Assistant to the President

**Glennville State College Board of Governors  
Meeting of February 5, 2020**

**ACTION ITEM:** Draft Board Policies

**COMMITTEE:** Committee of the Whole

**RECOMMENDED RESOLUTION:** Be it RESOLVED that the Board of Governors approve the proposed Board draft policies for final filing with the Higher Education Policy Commission if no comments are received after the thirty-day comment period.

**STAFF MEMBER:** Dr. Kathleen L. Nelson, President

**BACKGROUND:**

Higher Education Policy Commission Series 4 requires that Glennville State College Board of Governors follow a series of steps for the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect.

All of the attached draft policies were submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions. The draft policies were also posted on the College's website for a fourteen (14) day public comment period per GSC Policy 10. Any suggested revisions/comments received during the comment period along with responses are attached behind each policy.

In compliance with Series 4, the Board must approve final draft policies/rules and submit these for comment for a period of thirty (30) days. If approved, the current draft policies will be submitted as final draft policies for the thirty (30) day public comment period and brought back to the Board with any revisions made after public comment for final approval within ten days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

**GLENVILLE STATE COLLEGE POLICIES  
ADMINISTRATIVE POLICY 1**

**CHANGE IN THE ORGANIZATION OF COLLEGES, SCHOOLS, DIVISIONS, DEPARTMENTS OR  
OTHER ADMINISTRATIVE UNITS**

**1.1. General**

1.1. Scope - This policy establishes Glenville State College procedures to change administrative organization within the College.

1.2. Authority - W.Va. Code §18B-1-6

1.3. Effective Date – April 19, 2006

1.4. Repeal of Former Rule -Revises and replaces Title 131, Series 2 of the Board of Directors of the State College System. This policy supersedes any or all previous GSC policies in reference to changes in the organization of colleges, schools, divisions, departments or other administrative units.

**1.2. Policy**

2.1. The College may implement changes in the organization of colleges, schools, divisions, departments or other administrative units within the College which are at or above the departmental level for organizational efficiency or administrative purposes only. The president of the College shall inform the Board of Governors of any such change prior to its implementation and the Chancellor of any changes regarding the implementation of a major new program, service or structure. The president shall inform the Chancellor by written notification of any such change at least thirty (30) days prior to its implementation. The Board of Governors, however, reserves the right to consider and take action on any change which affects the mission of the College or otherwise has statewide impact.

2.2. The President's written notification to the Board of Governors and the Chancellor shall confirm that appropriately elected faculty, classified staff, student representatives and/or organizations were consulted prior to implementing any organizational change to which this provision applies.

2.3. The organizational changes to which this provision applies do not include staff changes for existing positions within the College or organizational changes below the departmental level.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair of the Board

## GLENVILLE STATE COLLEGE POLICIES

### ADMINISTRATIVE POLICY 3

#### DRUGS AND ALCOHOL POLICY

##### 3.1. General.

1.1. Scope – Glenville State College expects its employees and students to obey the law and to take personal responsibility for their conduct. This policy applies to the college community, including faculty, staff, administrators, students and visitors to the campus, including contractors, sub-contractors, volunteers and service providers.

1.2. Authority - W. Va. Code ~~§-§\_18B-1-6;\_§60A-4-401;~~ and in compliance with:

- The Drug-Free Workplace Act of 1988 (Public Law 101-690);
- The 1989 amendments to the Drug-Free Schools and Communities Act (Public Law 101-226); and
- The Education Department General Administrative Regulations (EDGAR) Part 86.
- Anti-Drug Abuse Act of 1988.

1.3. Effective Date – ~~August 11, 2010~~

1.4. ~~Repeal/Revision~~ of Former ~~Rule/Policy~~ – ~~Repeals/Revises~~ and replaces Glenville State College ~~Personnel Policy 3 – Drug and Alcohol – Alcoholic Beverages on the Glenville State College Campus effective April 19, [2006] [2010].~~

##### 3.2. Policy Statement.

2.1. The Glenville State College Board of Governors recognizes the importance of a safe, efficient and healthy work and educational environment. Being under the influence of any illegal drug or alcohol on campus or at college sponsored functions poses serious risks to a person's health and safety, and jeopardizes public trust that has been placed in the institution. In recognition of the serious effects of alcohol and drug abuse on the safety and performance of students and employees, this policy provides standards of conduct and clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. This policy certifies that as an employer who contracts and receives funding from federal agencies, Glenville State College will meet requirements of the law for providing a "drug-free workplace."

2.2. Glenville State College will maintain a workplace free of the illegal use of drugs. The unlawful manufacture, distribution, sale, dispensing, possession or use of illegal drugs, the abuse or improper use of prescribed drugs, and the use of alcohol on Glenville State College property or as part of any sponsored function is prohibited. Reporting to work, class or any college sponsored function under the influence of alcohol or illegal drugs is prohibited.

2.3. Legally prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's ability, job performance or the safety of others.

2.4. Any person who violates the policy shall be subject to disciplinary action. When reasonable suspicion exists that an independent contractor, volunteer or employee has reported to work under the influence of alcohol, illegal drugs, or is impaired due to abuse or misuse of controlled substances or prescribed medications, the individual may be subject to assessment and disciplinary action, or termination of the service agreement. The College will impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined in this policy. All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Sanctions may include, but are not limited to a requirement that the person participate in a drug abuse assistance or rehabilitation program. College sanctions will be imposed consistent with procedures used in disciplinary actions for students and employees.

### **3.3. Alcoholic Beverages on Campus**

3.1. The possession or use of alcoholic beverages is prohibited on or in property or facilities (including student housing) of Glenville State College except as hereafter provided:

3.1.1. In dwellings located thereon and occupied as a family residence; and

3.1.2. Where the serving of wine, beer or other alcoholic beverages is approved by the President, on a case by case basis consistent with the following rules:

3.1.2.1. Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.

3.1.2.2. No person under the legal drinking age will be served.

3.1.2.3. Alternative non-alcoholic beverages and food will be served.

3.1.2.4. No person under the age of twenty-one (21) will be allowed to serve wine, beer or other alcoholic beverages and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.

3.1.2.5. No state funds will be used to purchase wine, beer or other alcoholic beverages.

3.1.3. Requests to serve alcohol must be filed with the President's Office using the *Request to Serve Alcoholic Beverages* form.

3.2. The selling of beer, wine or other alcoholic beverages during athletic events is prohibited.

### 3.4. Definitions

4.1. "Illegal drugs" mean controlled substances defined by any state or federal regulatory body authorized to designate substances as such.

4.2. "Conviction" means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

### ~~3.5. General Provisions~~

#### ~~5.1. Criminal Sanctions~~

~~5.1.1. Federal Trafficking Penalties include substantial fines and imprisonment up to life. For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U.S. Drug Enforcement Administration.~~

~~5.1.2. West Virginia Law provides penalties dependent upon the classification of the controlled substance, the particular activity involved, and whether multiple convictions are involved. WV Code §60A-4-401 contains penalties for prohibited acts involving scheduled substances. For the most recent and complete West Virginia penalties for prohibited acts involving controlled substances, visit the Web site of the West Virginia Legislature.~~

#### ~~5.2. Dangers and Health Risks of Drug Abuse~~

~~Substance abuse and drug dependency are problems of staggering proportions in our society today. They are the leading causes of preventable illness, disability and death in the United States. Alcohol/chemical dependency is a disease that affects not only individuals, but every component of the family system, workplace and the community. Chemical abuse not only includes alcohol and illegal drugs, but also prescription drugs as well.~~

##### ~~5.2.1. Drug Abuse in the Workplace~~

- ~~• The law requires the institution to make employees aware of the danger of drugs in the workplace.~~
- ~~• Drugs can make an individual feel able to handle tasks that are too much or too dangerous for him/her. They make one careless and likely to forget important safety steps. They may alter one's sense of time, space and distance which may result in an increased frequency of accidents at work.~~
- ~~• Drug abuse can cause lateness and absenteeism, increasing the workloads of others.~~
- ~~• Drug abuse can cause criminal activity, including theft of employees' personal property.~~
- ~~• Drug abuse can cause major error in work performed, risk harm to all campus constituents and violate the public trust.~~

##### ~~5.2.2. Individual Health Risks~~

- ~~Alcohol and other drug dependencies are diseases with identifiable symptoms, including behavior changes, blackouts, denial, mood swings and loss of control. The disease injures the individual economically, socially, physically and psychologically. Work performance is impaired, depression often occurs and behavior often goes against values.~~
- ~~Persons who suffer from chemical dependency are victims of a progressive, potentially fatal disease. Alcoholism/addiction affects people of all ages, economic status and race. The National Institute on Drug Abuse reports that ninety-seven percent of chemically-dependent people have responsible jobs, a home and a family.~~
- ~~Alcoholism is a disorder that has profound psychological and biological patterns. The course of the disorder is usually progressive and physical dependence can develop. Short term effects of alcohol abuse include depression, gastritis, liver disease, domestic violence and the potential for accidents. Chronic alcohol abuse can produce irreversible changes including dementia, cirrhosis of the liver and heart disease.~~

#### 5.2.3. ~~Impact on Family/Friends~~

- ~~Families are gravely affected by a chemical abusing member. Effects may include feelings of insecurity, guilt, fear, isolation, anger and resentment. Infants and children of chemical abusive mothers often have low birth weight and may exhibit a variety of developmental problems including low self-esteem, inability to trust others and an increased risk for chemical abuse and dependency.~~
- ~~The lifestyle of the abuser often affects the economic well being of their family in the form of unemployment potential, stealing from family members and the cost of obtaining the alcohol or drug itself.~~
- ~~Chemical dependency is treatable. With an understanding of the disease and its impact on lives, family members and friends can take steps to help reduce enabling behaviors and encourage the abusing member to seek treatment.~~

#### 5.2.4. ~~Counseling and Treatment Resources~~

- ~~For students, assistance and information concerning substance abuse and its treatment may be obtained from the Nurse Specialist.~~
- ~~Employees may obtain assistance and information from the Office of Human Resources.~~
- ~~Glenville State College, in providing any contact information for counseling, treatment and rehabilitation programs, is in no way affiliated with these agencies. Glenville State cannot accept liability for any services, treatment or counseling provided by these agencies or their employees or any acts of malfeasance by same.~~

### **3.6. Responsibilities and Procedures**

6.1. Faculty, supervisors and administrators will be required to assume primary responsibility for the day-to-day enforcement of this policy and to take appropriate personnel action.



6.2. As a condition of employment, college employees agree to abide by the terms of this policy. Also, employees engaged in the acquisition, administration or performance of a federal grant or contract, either directly or indirectly, agree to notify the Office of Human Resources of any criminal drug or alcohol related conviction, for violations occurring in the workplace, no later than five (5) working days after the conviction. After review of the reported incidents and determination of reporting requirements, the appropriate unit administrator will notify the federal granting agency within ten (10) days after receiving notice of a conviction from an employee or otherwise receiving actual notice of such conviction.

6.3. The Office of Human Resources is responsible for the development and distribution of drug and alcohol abuse awareness and prevention policy for employees, in compliance with the Drug-Free Workplace Act of 1988, which includes:

- ~~Distribution of this policy to each employee and collection of signed “Drug Awareness Certification Form.”~~ This distribution may be in writing or electronic.
- Maintaining a copy of this policy in an accessible location and posting the policy on the College web site.
- Inclusion of a hard copy of this policy for all new employees.

6.4. The ~~Office of Student Affairs~~Vice President of Enrollment and Student Life is responsible for the development and distribution of a drug and alcohol abuse awareness and prevention policy for students, in compliance with the Drug-Free Schools and Communities Act, which includes:

- Annual distribution of this policy or information contained herein, to every student taking one or more classes for credit. The distribution may be accomplished by publication of this policy in electronic or printed format in the Student Handbook.
- A biennial review of the program’s effectiveness and the consistency of the enforcement of sanctions.

6.5. The ~~Executive~~ Vice President ~~(for Business and Finance)~~Operations or his designee is responsible for ensuring that contractors, sub-contractors, or volunteers for services paid by federal grants certify that they commit to and comply with the terms and conditions of this policy.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board \_\_\_\_\_ Date

## **EMPLOYEE DRUG AWARENESS**

### **CERTIFICATION FORM**

I, \_\_\_\_\_, certify that I have received a copy of  
Glenville State College Personnel Policy 3A, Drug and Alcohol Policy.

I agree to abide by the terms of this policy and I am aware that with any violation of this policy,  
I will be subject to disciplinary action, up to and including dismissal. I may also be required to  
participate in a drug abuse assistance or drug rehabilitation program.

In addition, I understand that under federal law and as a condition of employment, if I am  
convicted of any drug or alcohol related criminal offense for a violation occurring in the  
workplace, I must report this conviction to the Office of Human Resources within five (5) days  
of the conviction.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RETURN THIS FORM TO THE OFFICE OF THE PRESIDENT

# Request to Serve Alcoholic Beverages

Name of Organization:

If a Glenville State College Organization, Name of Campus Sponsor:

Name of Person Completing this Form:

Relationship to Organization:

Date of Birth:

Date of Function:

Location:

Duration:

Purpose of Function:

Who Will Be Serving:

**Alcoholic Beverages on Campus Policy**

No person under the legal drinking age will be served.

Alternative non-alcoholic beverages and food will be served.

**No person under the age of twenty-one (21) will be allowed to serve wine, beer or other alcoholic beverages and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.**

No state funds will be used to purchase wine, beer or other alcoholic beverages.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Rejected

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President's Signature

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Date

## **GLENVILLE STATE COLLEGE POLICIES**

### **ADMINISTRATIVE POLICY 5**

#### **~~POLICIES ON~~ USE OF INSTITUTIONAL FACILITIES**

##### **5.1. General.**

1.1. Scope - This rule governs use of institutional facilities by persons or groups.

1.2. Authority - W. Va. Code §18B-1-6

1.3. Effective Date - ~~May 14, 2003~~.

1.4. Repeal-Revision of Former Rule-Policy -Revises-Repeals and replaces Title 131, Series 55 of the Board of Directors of the State College System and Glenville State College Policy 5 – Policies on Use of Institutional Facilities [2003].

##### **5.2. Policy Introduction.**

2.1. Facilities of Glenville State College are intended for use in the conduct of its educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions.

2.2. In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

##### **5.3. By Off-Campus Groups or Individuals (Nonstate Employee).**

3.1. It is the policy of the Board of Governors to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the College. The community use of a College facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.

3.2. Use of campus facilities by noncampus individuals or organizations will be permitted within the following guidelines:

(a) Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the College;

(b) The nature of the activities of the noncampus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion,

or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States;

(c) A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the College shall be executed by the campus sponsor and also be signed by a responsible officer of the noncampus organization desiring to use a campus facility;

(d) All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the College for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the College, except for public or nonprofit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the College.

#### **5.4. By Campus Groups for Nontraditional Programs (State Employee).**

4.1. To encourage the use of College facilities, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

(a) Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: (a) extra compensation for the activity be paid from funds other than state appropriations; and (b) the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with College policy and, where twelve (12) month employees are involved, annual leave is taken. The president or his designee will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time;

(b) ~~All revenues and expenditures shall be handled by the business office of the College or the business office of the campus unit involved.~~ All revenues from these programs shall be deposited into the an appropriate state ~~special~~ revenue account. Charges for special services provided by the College may be deducted from revenues; however, the College may require that a deposit be made in advance for such services;

(c) A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the president or his designee. Said agreement

shall establish the responsibilities of the College and the sponsor, including detailed financial obligations to the College from revenues. All agreements must ensure that the College will receive reimbursement for all identifiable direct and indirect costs;

(d) Programs must be sponsored by the College. The name to be used for the program is left to the discretion of the president;

(e) All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement;

(f) All publicity must indicate that checks for payment of fees are to be made payable to Glenville State College and not to an individual or outside organization;

(g) Adequate insurance must be underwritten by the sponsors of the program.

**5.5. Selling of Articles on College Campuses.**

All solicitation and selling of products and articles upon property under the jurisdiction of the Board of Governors is prohibited except by organizations and groups directly connected with the College and upon written approval of the president or his designee.

**5.6. General.**

6.1. The president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used, along with any other forms needed to execute this policy.

6.2. It is not the intent of this policy to cover noncredit instruction offerings.

Approvals:

\_\_\_\_\_

President

\_\_\_\_\_

Chair of the Board

# **GLENVILLE STATE COLLEGE POLICIES**

## **ADMINISTRATIVE POLICY 10**

### **POLICY ON POLICIES**

#### **10.1. General**

1.1. Scope - This policy establishes the process for adoption, amendment, or repeal of policies and posting and publication of policies by the Glenville State College Board of Governors

1.2. Authority - ~~WV~~ W. Va. Code §18B-1-6

1.3. Effective Date – ~~April 8, 2015~~

1.4. Revision of Former Policy - Revises and replaces Glenville State College Administrative Policy 10 – Policy on Policies [2006][2015].

#### **10.2. Purpose**

2.1. It is the purpose of the Board to encourage and facilitate, to the greatest reasonable degree, an active participatory governance process for the institution. To that end, this policy shall be implemented to encourage and foster notice and an opportunity for comment as to all institutional policies which come before the Board for review.

#### **10.3. Definitions**

3.1. The term “rule” shall be defined as it is in WV Code §18B-1-6(c). The current definition is quoted below:

3.1.1. §18B-1-6(c)(1) - "Rule" means any regulation, guideline, directive, standard, statement of policy or interpretation of general application which has institution-wide effect or which affects the rights, privileges or interests of employees, students or citizens. Any regulation, guideline, directive, standard, statement of policy or interpretation of general application that meets this definition is a rule for the purposes of this section

3.1.2. §18B-1-6(c)(2) Regulations, guidelines or policies established for individual units, divisions, departments or schools of the institution, which deal solely with the internal management or responsibilities of a single unit, division, department or school or with academic curricular policies that do not constitute a mission change for the institution, are excluded from this subsection, except for the requirements relating to posting.



3.2. The term “policy” as it is used by the Board shall be synonymous with the term “rule” defined in 3.1 above.

3.3 The term “administrative procedure” means any regulation, guideline, directive, standard, or statement of policy or interpretation of future effect that does not qualify as a “rule.”

#### **10.4. Application**

4.1. This policy shall apply to the adoption, amendment, or repeal of any policy of the Board of Governors. It does not apply to administrative policies/procedures or guidelines established by administrators of the college for individual units, divisions, or departments which deal solely with internal management or responsibilities of those units, divisions, or departments. This policy does not apply to academic curriculum policies which do not constitute a mission change and which are developed and implemented by academic committees. This policy does not apply to subject-matter not included within the scope of Series 4 of the Policy Commission.

#### **10.5. Adoption, Amendment, and Repeal of Policies**

5.1. The Board authorizes the president and his/her staff to initiate the rulemaking process on its behalf.

5.1.1. If the process is initiated by the president and his/her staff, the policy shall be brought to the Board for approval only after the appropriate notice and comment period requirements have been met for the intent to draft, amend, and/or repeal policies.

5.1.2. The board may also approve emergency policies before the normal notice and comment period. A policy approved as an emergency must be approved, following the normal procedures in this policy, within 3 (three) months of its emergency approval or it shall expire.

5.1.3. The Board authorizes the president and his/her staff to make modifications to a proposed policy in response to comments.

5.2. The Board will approve policies in a manner consistent with all applicable laws, policies, and procedures of the state of West Virginia and all relevant governing authorities.

5.3. The Office of the President shall notify the following individuals of a request for comment/suggestions on a proposed policy:

5.3.1. The GSC faculty senate president.

5.3.2. The GSC ~~classified~~ staff council president.

5.3.3. The GSC student government president.

5.3.4. The Chancellor of the Higher Education Policy Commission.

5.4. The same individuals will be notified of an intent to draft, amend, or repeal a policy and a date noted when comments regarding the intent to draft, amend, or repeal the policy are to be returned to the Office of the President.

5.5. Any policy subsequently drafted and considered for adoption will be circulated in draft form to the same individuals and a date noted when comments on the draft are to be returned to the Office of the President. ~~The timeframe for such comments shall not be less than 14 (fourteen) days. The final proposed policy shall be sent to the Chancellor 15 (fifteen) days prior to the Board of Governors' formal adoption of the policy.~~

5.6. A final draft of the policy being considered shall be sent to the same individuals and parties with an explanation of any changes and a summary of comments received. Comments will also be solicited regarding the final draft policy and a date noted when comments regarding the final draft policy are to be returned to the Office of the President. The timeframe for such comments shall be 30 (thirty) days.

5.7. A public comment notice will be posted on the GSC Board web page on all final draft policies for a period of 30 (thirty) days.

5.8. If comments are received during the 30 (thirty) day comment period, the final draft policy, along with comments received, will be posted on the College's website for ten 10 (ten) calendar days before final Board of Governor's action is taken.~~presented to the Board for final approval.~~ If no comments are received during the 30 (thirty) day comment period, the policy will be forwarded to the Higher Education Policy Commission for final approval, provided that the Board has provided notice that a policy which receives no comment during the 30 (thirty) day comment period will be forwarded the Higher Education Policy without further Board action.

5.9. Paper copies of all policies and proposed policies may be accessed in the Office of the President.

5.10. Electronic copies of all policies and proposed policies will be available for viewing on the GSC Board of Governors web page.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

## GLENVILLE STATE COLLEGE POLICIES

### PERSONNEL POLICY 18

#### ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE

##### 18.1. General

1.1. Scope - This policy relates to academic freedom and responsibility, appointment, promotion, tenure, non-reappointment or dismissal of faculty, and grievance procedures for matters pertaining to faculty. The policy sets forth the major elements which need to be incorporated by the college as it formulates institutional policy relating to faculty issues, as required by HEPC Series 9.

1.2. Authority ~~— W. Va. Code §§ 18B-1-6, 18B-1B-4, and 18B-7-4;~~ Also, and Higher Education Policy Commission Series 9

1.3. Effective Date: ~~— February 18, 2004~~

1.4. Repeat-Revision of former-Former rule-Policy - Repeals and replaces Series 36 of Title 131 Procedural Rule of the Board of Directors of the State College System of West Virginia effective July 30, 1997, and Glenville State College Policy 18 – Academic Freedom, Professional Responsibility, Promotion, and Tenure[2004].

##### 18.2. Academic Freedom and Professional Responsibility

2.1. Academic freedom at Glenville State College is necessary to enable the institution to perform its societal obligation as established by the Legislature and the Higher Education Policy Commission. The Board recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the institution and campuses under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

2.2. Through the exercise of academic freedom, members of the academic community freely study, discuss, investigate, teach, conduct research, and publish, depending upon their particular role at the institution. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities. All faculty members shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties, which may include designated instruction, research, extension service, and other professional duties. Activity for pecuniary return that interferes with one's obligations to the institution should be based upon an understanding, reached before the work is performed, with the authorities of the institution. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside the institution, they shall be free from institutional censorship or discipline.

2.3. The concept of academic freedom is accompanied by an equally important concept of academic responsibility. The faculty member at Glenville State College is a citizen, a member of a learned profession, and a representative of an educational institution. As such, a faculty member, together with all other members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom for all members of the community. The faculty member has the responsibility of contributing to institutional, campus and departmental missions in teaching, research, and service, as defined by institutional policy. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesperson for the institution in which he or she holds an appointment.

2.4. In addition to meeting the primary responsibilities of addressing institutional missions in teaching, research, and service according to one's campus, all faculty have an obligation to foster the quality, viability, and necessity of their programs. The financial stability of a program and recruitment of an adequate number of students depend in part on the faculty. The common goal of quality must be nurtured and responsibility for it shared by all. Integrity, objectivity, and service to the purposes and missions of the institution are expected.

2.5. Faculty interests and skills change, disciplines evolve, and new professions or fields of study emerge. All faculty members are responsible for remaining current in their disciplines. All are encouraged to explore opportunities for further developing a versatile range of knowledge and skills that are important to the institution. Through individual initiative and faculty development programs, faculty members are encouraged to grow in competency in their own disciplines and strengthen their interests in related fields.

2.6. As members of an academic community, faculty members also are expected to participate in decisions concerning programs and in program review processes.

### **18.3. Faculty: Ranks and Definitions**

3.1. The faculty at Glenville State College shall be those appointees of the ~~president's designee~~President or his/her designee. The faculty are those so designated by the designee and may include, but are not limited to, such professional personnel as librarians, faculty equivalents, academic professionals, and those involved in off-campus academic activities.

3.2. Faculty may fall into one of the following classifications:

3.2.1. Tenured: Those faculty members who have attained tenure status as determined by the ~~president's designee~~President or his/her designee. Tenured appointments are full-time (1.00 FTE) for the academic year.

3.2.1.1. Under special circumstances, if requested by the faculty member and approved by the ~~president's designee~~President or his/her designee, a fulltime tenured appointment may be converted to a part-time tenured appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a fulltime tenured appointment or, if the faculty member chooses not to return to a full-time tenured appointment, the faculty member's employment will cease. This section does not apply to actions associated with phased retirement programs.

3.2.2. Tenure-Track: Those faculty members who have been appointed on a full-time (1.00 FTE) basis and have been designated by the ~~president's designee~~President or his/her designee as being in a tenure-track position.

3.2.2.1. Under special circumstances, if requested by the faculty member and approved by the ~~president's designee~~President or his/her designee, a fulltime tenure-track appointment ~~may~~ be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year per occurrence. At the conclusion of the approved time period or extension thereof, the faculty member will return to a full-time tenure track appointment or, if the faculty member chooses not to return to a full-time tenure-track appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment at least one-half the contract period will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

3.2.3. Clinical-Track: Those faculty members who have been appointed by the ~~president's designee~~President or his/her designee and have been designated as being in a clinical-track position. Their appointment may be full-time (1.00 FTE) or part-time.

3.2.4. Librarian-Track: Those faculty members who have been appointed by the ~~president's designee~~ President or his/her designee and have been designated as being in a librarian-track position. Their appointment may be full-time (1.00 FTE) or part-time.

3.2.5. Non-tenure-Track: Those faculty members who have been appointed by the ~~president's designee~~ President or his/her designee but have not been appointed in a tenure-track, clinical-track, librarian-track, term, or tenured status. Their appointment may be full-time (1.00 FTE) or part-time. Non-tenure-track faculty may also include faculty equivalents or academic professionals, whose primary duties are non-instructional, but who may hold a secondary appointment that is instructional in character. No number of non-tenure-track appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

3.3. Faculty appointed to tenured or tenure-track positions at Glenville State College shall be appointed in one of the following ranks:

3.3.1. Professor;

3.3.2. Associate Professor;

3.3.3. Assistant Professor; or

~~3.3.4. Instructor~~

3.4. Faculty appointed to clinical-track positions shall be appointed to one of the following ranks:

3.4.1. Professor, with the designation of-;

3.4.2. Associate Professor, with the designation;

3.4.3. Assistant Professor, with the designation; or

3.4.4. Instructor, with the designation

3.5. Faculty appointed to librarian-track positions at Glenville State College may be appointed to one of the following ranks:

3.5.1. Librarian;

3.5.2. Associate Librarian;

3.5.3. Assistant Librarian; or

3.5.4. Staff Librarian

3.6. Clinical-track and librarian-track faculty hold appointments that are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Clinical-track and librarian-track faculty appointments are only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

3.7. Additional ranks are permitted at Glenville State College through the use of the title prefix designation "extension;" such additional ranks are excluded from and in addition to those ranks covered by the provisions of the West Virginia Code.

3.8. Other appropriate titles which more accurately indicate the nature of the position may be used.

3.9. Persons assigned full-time or part-time to administrative or staff duties may be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff title, following consultation with appropriate academic units. Such persons will be informed in writing at the time of the appointment whether the faculty rank is as a tenured, tenure-track, clinical-track, librarian-track, or non-tenure-track member of the faculty. Administrative or staff personnel who are not appointed to a faculty position are not faculty and therefore are not entitled to the protections provided by this policy.

3.10. Clinical-track, librarian-track, and non-tenure-track faculty hold non-tenurable appointments which may be part-time or full-time and are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. These appointments are for a specified period of time as set forth in the notice of appointment. Since the faculty member thus appointed is not on the tenure track, the notice provisions set out in Section 10.5 below do not apply.

3.11. Non-tenure-track appointments shall have one of the following titles:

3.11.1. Any of the faculty ranks, but designated visiting, research, clinical, extension, or adjunct, as applicable to describe the connection or function;

3.11.2. Lecturer or senior lecturer;

3.11.3. Assistant, designated as research, clinical, or adjunct, as applicable to describe the connection or function.

3.12. Non-tenure-track full-time (1.00 FTE) faculty appointments may be used only if one or more of the following conditions prevail:



3.12.1. The position is funded by a grant, contract, or other source that is not a part of the regular and on-going source of operational funding.

3.12.2. The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

3.12.3. The appointment is for the purpose of filling an essential teaching post immediately, pending a permanent appointment through a regular search and screening process. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.

3.12.4. The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed six years.

3.12.5. The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.

3.12.6. Appointment or reappointment to a non-tenure-track full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

3.13. The ~~president's designee~~ President or his/her designee shall make all tenured, tenure-track, clinical-track, librarian-track, and non-tenure-track appointments after consultation with appropriate faculty and other collegiate units.

3.14. Every faculty contract at Glenville State College shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.

3.15. Every such contract shall be in writing, and a copy of the document shall be furnished to the person appointed. Such document shall contain the terms and conditions of the appointment, as delineated in Section 17 of this policy.

## 18.4. Faculty: Types and Conditions of Appointment

4.1. Full-time appointments to the faculty of Glenville State College, other than those designated as clinical-track, librarian-track, or non-tenure-track, shall be either tenured or tenure-track.

4.2. All clinical-track, librarian-track, and other non-tenure-track appointments, as defined in Section 3 of this policy shall be neither tenured or tenure-track, but shall be appointments only for the periods and for the purposes specified, with no other interest or right obtained by the person appointed by virtue of such appointment.

4.3. The appointment of a person to a full-time position on any campus is made subject to the following conditions:

4.3.1. The appointee shall render full-time service to the campus to which appointed. Glenville State College expects its faculty to give full professional effort to assignments of teaching, research and service. It is, therefore, considered inappropriate to engage in gainful employment outside the institution that is incompatible with the faculty member's contractual commitment to the institution.

Moreover, it is considered inappropriate to transact personal business from one's institutional office when it interferes with institutional duties and responsibilities. Glenville State College shall establish a program of periodic review of outside services of appointees to guide faculty members.

4.3.2. If outside employment or service interferes with the performance of the regular institutional duties and responsibilities of the appointee, the ~~president's designee~~President or his/her designee has a right to (a) require the appointee to cease such outside employment or service which interferes with institutional duties and responsibilities of the appointee, (b) make such adjustments in the compensation paid to such appointee as are warranted by the appointee's services lost to the institution and by the appointee's use of institutional equipment and materials, or (c) dismiss for cause as set out in Section 12 below.

4.3.3. The college may permit and encourage a reasonable amount of personal professional activity, such as consulting, by a faculty member outside the faculty member's duties and responsibilities of employment by and for the college, provided such activity: (1) further develops the faculty member professionally and (2) does not interfere with duties and responsibilities to the college.

4.4. If the status of a faculty member changes from non-tenure track, clinical-track or librarian-track to tenure-track, the time spent at the College may, at the discretion of the ~~president's designee~~President or his/her designee, be counted as part of the tenure-track period.

### **18.5. Joint Appointments**

5.1. If, in the event, a faculty member has a joint appointment to Glenville State College and another higher education institution, the following will apply:

Faculty members may be appointed to perform academic duties at Glenville State College, which duties may include teaching, research, counseling, or other services. For administrative purposes, Glenville State College or the other college shall be designated the faculty member's "home campus." That institution shall be responsible for granting promotions, raises in salary, and tenure: Provided, however, that when cause therefore shall occur, appropriate counseling, disciplinary action, and the like shall be the responsibility of the institution where the occurrence arose.

5.2. The conditions and the details of the faculty member's joint appointment, including the designation of the "home campus," and any other arrangements, shall be specified in the agreement between the faculty member and the presidents' designees of the institutions sharing the faculty member's services. A joint appointment will be made only with consent of the faculty member.

5.3. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home campus."

### **18.6. Emeritus Status**

6.1. Emeritus status is an honorary title that may be awarded to a retiring faculty member or administrator for extended meritorious service. Glenville State College shall establish a policy regarding emeritus status and file the policy with the Policy Commission and the Board. There is no salary or emolument attached to the status other than such privileges as the institution may wish to extend.

### **18.7. Promotion in Rank**

7.1. Within the following framework, Glenville State College shall establish, in cooperation with the faculty or duly-elected representatives of the faculty, guidelines and criteria for promotion in rank, such guidelines to be in conformity with institutional guidelines:

7.1.1. There shall be demonstrated evidence that promotion is based upon a wide range of criteria, established by the college and in conformance with this document and appropriate to the mission of Glenville State College. Examples include but are not

limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to promotion shall rest with the College.

7.1.2. There shall be demonstrated evidence that, in the process of making evaluations for

promotions, there is participation of persons from several different groups, including but not limited to: peers from within and without the particular unit of the institution, supervisory administrative personnel such as the department/division chairperson and the Vice President for Academic Affairs, and students.

7.1.3. There shall be no practice of granting promotion routinely or solely because of length of service, or of denying promotion capriciously.

7.1.4. The college shall provide copies of its guidelines and criteria for promotion to the Higher Education Policy Commission and the Board of Governors and shall make available such guidelines and criteria to its faculty.

7.2. Promotion shall not be granted automatically, but shall result from action by the ~~president's designee~~ President or his/her designee, following consultation with the appropriate academic units.

## **18.8. Faculty Resignations**

8.1. A faculty member desiring to terminate an existing appointment during or at the end of the academic year, or to decline re-appointment, shall give notice in writing at the earliest opportunity. Professional ethics dictate due consideration of the institution's need to have a full complement of faculty throughout the academic year.

## **18.9. Tenure.**

9.1. Tenure is designed to ensure academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation, as well as regular evaluation by peer and administrative personnel, is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional duties and responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the profession attractive to persons of ability. There shall be demonstrated evidence that tenure is based upon a wide range of criteria, established by the College in conformance with this document and appropriate to the mission of Glenville State College. Appropriate examples include but are not limited to: excellence in teaching; accessibility to students; adherence to professional standards of conduct; effective service to the institution, college, or department; experience in higher education and at the institution; possession of the earned doctorate, special competence, or the highest earned degree appropriate to the teaching field; continued professional growth; and service to the people of the State of West Virginia. Other examples may include but are not limited to: publications and research; professional and scholarly activities and recognition; and significant service to the community. Ultimate authority regarding the application of guidelines and criteria relating to tenure shall rest with the College.

9.2. In making tenure decisions, careful consideration shall be given to the tenure profile of the College, projected enrollment patterns, staffing needs, current and projected mission of each department/division, specific academic competence of the faculty member, and preservation of opportunities for infusion of new talent. The College shall be mindful of the dangers of losing internal flexibility and accountability to the citizens of the State as the result of an overly tenured faculty.

9.3. Tenure shall not be granted automatically, or solely because of length of service, but shall result from action by the ~~president's designee~~President or his/her designee, following consultation with appropriate academic units.

9.4. Tenure may be granted at the time of the appointment by the ~~president's designee~~President or his/her designee, following consultation with appropriate academic units.

9.5. Tenure may be attained only by faculty who hold the rank of Assistant Professor or above.

9.6. A faculty member who has been granted tenure shall receive yearly renewals of appointment unless dismissed or terminated for reasons set out in Sections 12, 13, or 14 below.

#### **18.10. Tenure-Track Status**

10.1. When a full-time faculty member is appointed on other than a clinical-track, librarian-track, non-tenure track or tenured basis, the appointment shall be tenure-track.

10.2. During the tenure-track period, the terms and conditions of every reappointment shall be stated in writing, with a copy of the agreement furnished the individual concerned.

10.3. The maximum period of tenure-track status normally shall not exceed seven years. Before completing the penultimate year (the "critical year") of a tenure-track appointment, any non-tenured faculty member shall be given written notice of tenure, or offered a one-year written terminal contract of employment. During the tenure-track period, faculty members may be granted tenured appointment before the sixth year of service if the critical year has been officially changed, such appointment to be based upon criteria established by the institution and copies provided to the Board and to the Policy Commission.

~~10.3.1. Glenville State College may establish policies to accommodate unusual situations,  
—— such policies to be approved by the Board and reported to the Policy Commission.~~

10.4. During the tenure-track period, contracts shall be issued on a year-to-year basis, and appointments may be terminated at the end of the contract year. During said tenure-track period, notices of non-reappointment may be issued for any reason that is not arbitrary, capricious, or without factual basis. Any documented information relating to the decision for non-retention or dismissal shall be provided promptly to the faculty member upon request.

10.5. For those appointed on or before March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision:

10.5.1. By letter post-marked and mailed no later than December 15 of the second academic year of service; and

10.5.2. By letter post-marked and mailed at least one year before the expiration of an appointment after two or more years of service in the institution.

10.6. For those appointed after March 8, 2003, after the decision regarding retention or non-retention for the ensuing year has been made by the institution's president or designee, the tenure-track faculty member shall be notified in writing of the decision by letter post-marked and mailed no later than March 1.

10.7. Notice of non-retention shall be mailed "Certified Mail-Return Receipt Requested."

10.8. Failure to provide timely notice of non-retention to tenure-track faculty would lead to the offer of renewal of appointment for an additional year, but would not prejudice further continuation after that additional year.

10.9. Faculty appointed at times other than the beginning of the academic year may choose to have those periods of appointment equal to or greater than half an academic year considered as a full year for tenure purposes only. Such decision should be made at the time of the appointment, and must be made by the end of the fiscal year in which the appointment began. Tenure-track appointments for less than half an academic year may not be considered time in probationary status.

10.10. Following receipt of the notice of non-retention, the faculty member may appeal such non-retention decision by requesting from the ~~president's designee~~President or his/her designee a statement of reasons and then filing a grievance as provided in Section 15 of this policy. The request for a statement of reasons shall be in writing and mailed to the ~~president's designee~~President or his/her designee within ten working days of receipt of the notice of non-retention.

### **18.11. Faculty Evaluation**

11.1. All faculty shall receive yearly written evaluations of performance directly related to duties and responsibilities as defined by the institution, such evaluations to be made normally by the ~~department/division chairperson~~Provost or his/her designee or the equivalent.

11.2. Evaluation procedures shall be developed at the college level, and copies sent to the Governing Board and the Policy Commission and filed in the Central Office. Such procedures must be multidimensional; criteria shall include but not be limited to peer evaluations, student evaluations, and evaluations by immediate supervisors.

### **18.12. Dismissal**

12.1. Causes for Dismissal: The dismissal of a faculty member shall be effected only pursuant to the procedures provided in these policies and only for one or more of the following causes:

12.1.1. Demonstrated incompetence or dishonesty in the performance of professional duties, including but not limited to academic misconduct;

12.1.2. Conduct which directly and substantially impairs the individual's fulfillment of institutional responsibilities, including but not limited to verified instances of sexual harassment, or of racial, gender related, or other discriminatory practices;

12.1.3. Insubordination by refusal to abide by legitimate reasonable directions of administrators;

12.1.4. Physical or mental disability for which no reasonable accommodation can be

made, and which makes the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties;

12.1.5. Substantial and manifest neglect of duty; and

12.1.6. Failure to return at the end of a leave of absence.

12.2. Notice of Dismissal for Cause: The ~~president's designee~~ President or his/her designee shall initiate proceedings by giving the faculty member a written dismissal notice by certified mail, return receipt requested, which dismissal notice shall contain:

12.2.1. Full and complete statements of the charge or charges relied upon; and

12.2.2. A description of the appeal process available to the faculty member.

12.3. Prior to giving the faculty member a written dismissal notice, the ~~president's designee~~ President or his/her designee shall notify the faculty member of the intent to give the written dismissal notice, the reasons for the dismissal, and the effective date of the dismissal. The faculty member shall have an opportunity to meet with the designee prior to the effective date to refute the charges.

12.4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. ~~Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.~~

### **18.13. Termination Because of Reduction or Discontinuance of an Existing Program**

13.1. A tenured or tenure-track faculty member's appointment may be terminated because of the reduction or discontinuance of an existing program at Glenville State College as a result of a review of the program, in accordance with the appropriate rule relating to review of academic programs, provided no other program or position requiring equivalent competency exists. If, within two years following the reduction or discontinuance of a program, a position becomes vacant for which the faculty member is qualified, the campus shall make every effort to extend first refusal to the faculty member so terminated.

13.1.1. Every effort should be made to reassign an individual to instructional or non-instructional duties commensurate with the faculty member's training and



experience, and offers of release time or leaves of absence should be made to enable such persons to acquire capabilities in areas in which their services would be required by the campus. Faculty development programs and funds should be used to facilitate such reassignments.

13.2. Campus policy for accommodating major reduction in, or discontinuance of, an existing program shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Campuses should utilize appropriate program change policies.

13.3. The ~~president's designee~~ President or his/her designee shall initiate proceedings by giving a faculty member written notice of such non-retention by certified mail, return receipt requested.

13.4. The dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

#### **18.14. Termination Due to Financial Exigency**

14.1. A faculty member's appointment may be terminated because of a financial exigency, as defined and determined by the Governing Board. Institutional plans for meeting a financial exigency shall be developed through a collaborative assessment by representatives of administration and faculty, approved by the governing board, and reported to the Policy Commission prior to implementation. Institutions should utilize appropriate program change policies.

14.2. The ~~president's designee~~ President or his/her designee on a campus shall initiate proceedings by giving the faculty member written notice of termination by certified mail, return receipt requested, which notice shall contain:

14.2.1. A delineation of the rationale used for the determination of a financial exigency;

14.2.2. A copy of the implementation procedures used by the campus related to the financial exigency and a delineation of the rationale used for the termination of the faculty member; and

14.2.3. A description of the appeal process available to the faculty member.

14.3. To the extent financially feasible, the dates of formal notification for tenured and tenure-track faculty shall be those specified in Section 10 of this policy.

#### **18.15. Faculty Grievance Procedure**

15.1. A faculty member wishing to grieve or appeal any action of the institution or Governing Board may utilize the procedures set out in W. Va. Code §29-6A.

#### **18.16. Alternative Informal Procedure for the Resolution of Conflict**

16.1. The College may provide alternative procedures to those set out in West Virginia Code §29-6A for the resolution of conflicts.

#### **18.17. Notification of Terms and Conditions of Faculty Appointments**

17.1. Glenville State College has a large measure of flexibility in determining the form and style whereby faculty are notified each year of the terms of their appointment. When an initial appointment is made, however, or when the conditions of the appointment change, it is crucial that the faculty member be fully informed of the terms and conditions of employment. While a formal contract may not be necessary each year, the College may choose one of several means of notifying faculty about their appointments: a personal letter, a formal contract, or a combination of a letter with a standard contract attached.

17.2. The letter of appointment or contract should state the following:

17.2.1. That the appointment (to the specified position) is offered in accordance with the provisions of institutional policy, and of the college's faculty handbook or other publications.

17.2.2. That the appointment is tenured, tenure-track, clinical-track, librarian-track, or non-tenure-track as defined in this policy.

17.2.3. That the rank (in case of a tenured, clinical-track, or tenure-track appointment) is Professor, Associate Professor, Assistant Professor, or Instructor, including a clinical-track designation, as appropriate, or

17.2.4. That the rank (in case of a librarian-track appointment) is Librarian, Associate Librarian, Assistant Librarian, or Staff Librarian.

17.2.5. That the appointment is full-time (1.00 FTE) or part-time with the FTE identified.

17.2.6. That it is a terminal contract (whenever appropriate).

17.2.7. That it is a joint appointment with another institution (whenever appropriate), with the home campus specified.

17.2.8. The beginning and ending dates of the appointment.

17.2.9. For tenure-track appointments, the academic year in which tenure must be awarded (the "critical year").

17.2.10. The total salary for the appointment.

17.2.11. That, consistent with the provisions of this policy, employment is subject to the fulfillment of the duties and responsibilities of the position.

17.2.12. That the specific assignments of the position will be determined by the designated representative of the college.

17.2.13. That any special conditions which are included in the appointment be made a part of the contract only if they are signed by the faculty member and the designated representative of the college.

17.2.14. That acceptance of the appointment will be specified by the faculty member's signing, dating, and returning a copy of the letter or contract to the designated representative of the college within a reasonable time, which should be specified.

17.3. Renewal letters, or letters that simply inform the faculty member of a change in salary, need not contain all of the information listed above, but it is appropriate to refer to the earlier letter or contract.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

**GLENVILLE STATE COLLEGE AMENDED DRAFT POLICIES – Posted January 13, 2020 for comment**

Comments received during the informal 14-day comment period and responses to comments.

**PERSONNEL POLICY 18 - ACADEMIC FREEDOM, PROFESSIONAL RESPONSIBILITY, PROMOTION, AND TENURE**

**Comments submitted by: Dr. Brian R. Perkins**

12.4 - The change to section 12.4 will effectively eliminate tenure at GSC by enabling the college to offer unreasonable, reduced-salary, or additional-work contracts to faculty members. If the faculty member didn't want to work for that reduced salary then they would lose their tenure. Theoretically faculty could be offered a contract that paid them minimum wage and with their refusal to sign it would eliminate their tenure.

If there is some other reason or justification for striking the last sentence in this section, I would be happy to know what that is.

12.4. Faculty who refuse to sign or execute an offered annual contract or notice of appointment or reappointment by the date indicated by the institution for its execution, or who fail to undertake the duties under such document at a reasonable time, shall be deemed to have abandoned their employment with the institution and any rights to tenure or future appointment. ~~Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document.~~

**Comments submitted by: Academic Policy Committee**

Section 12.4 concerning the removal of the last sentence from the section. It currently reads, "Faculty objecting to terms of such document do not waive their objections to such terms by signing or executing the document." It is the understanding of the committee in order to change the conditions of a contract, the law requires that both parties consent to the change. However, the faculty contract is fashioned through two components, (1) the contract signed on an annual basis, and (2) the faculty handbook, as denoted in the annual contract. By removing the objection language from this draft policy, the committee believes it became prohibitive to the faculty member to file an objection under certain circumstances. For instance, if a new proposed faculty responsibility to be outlined in the faculty handbook was still under review through the shared governance process at the end of a spring semester, there remains the potential that a faculty member would be acceptable to signing the contract with the current policy in place, but would be objectionable to a policy if it were to change in the following fall semester. The committee suggests leaving the last sentence in Section 18.12.4 to enable a faculty member to retain employment and have the ability to object to a revised policy.

Additionally, concern was raised about the West Virginia Code §29-6A and whether the grievance process delineated under the state law would even be applicable to an employee who did not want to sign the contract due to their objection, due to the fact that the new reading of the policy would deem the faculty member no longer an employee, and would therefore not be entitled to the grievance procedure.

In essence, the committee raised concern about whether under the new language a faculty member would lose tenure.

The committee requests the administration to reconsider this proposed change and leave the aforementioned language in place.

**Response:**

1. Tenure, if applicable, and terms are addressed within a contract. If a faculty member objects to the tenure and/or terms in his/her contract, he/she may choose to sign it and may refuse or choose not to sign the contract.
2. The grievance procedure for employees is addressed in Glenville State College Policy 16, Section 16.16. and the definition of "employee" as set forth in W. Va. Code § 6C-2-2(e)(1) reads " 'Employee' means any person hired for permanent employment by an employer for a probationary, full- or part-time position."

## GLENVILLE STATE COLLEGE POLICIES

### PERSONNEL POLICY 19

#### STAFF DEVELOPMENT

##### 19.1. General.

1.1. Scope - This policy establishes guidelines relating to staff training and development programs.

1.2. Authority - ~~West Virginia~~ W. Va. Code § 18B-1-6, and 18B-7-5.

1.3. Effective Date – ~~June 13, 2018~~

1.4. Revision of Former Policy - Repeals and replaces Series 41 of Title 131 Interpretive Rule of the Board of Directors of the State College System of West Virginia effective July 2, 1990, Glenville State College Board of Governors Policy 19 Staff Development [2004][2018].

##### 19.2. Purposes of Staff Training and Development

2.1. Understanding that the scope of campus training and development programs may be different in terms of the types of programs and activities offered and supported, there should be some consistency among institutions. A basis for Glenville State College's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by- products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

2.2. The President and administrators at Glenville State College have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.

2.3. Glenville State College has the responsibility for providing financial and logistical support to operate its staff training and development program.

##### 19.3. Definition of Staff Training and Development

3.1. Training and development activities will differ in breadth in relation to the needs and resources of Glenville State College. The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement,

personal and career development, instructional development, and research and scholarship, where appropriate.

#### **19.4. Staff Eligibility and Participation**

4.1. Any person who is an employee of Glenville State College is eligible for staff training and development at the College in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

#### **19.5. Board of Governors of Glenville State College: Roles and Responsibilities**

5.1. The board shall:

5.1.1. Require Glenville State College to develop and operate a staff training and development program appropriate to the needs and resources of the institution.

5.1.2. Require that Glenville State College support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Board the status of their staff training and development programs.

~~5.1.3. Establish direction, priorities and plans for staff development.~~

~~5.1.4. Serve as a clearinghouse of information on programs, conferences, training, materials, research and other matters relevant to staff development.~~

5.1.5. Sponsor and support statewide and regional conferences and workshops on staff development on a regular basis.

5.1.6. Assist Glenville State College in establishing, upgrading, evaluating or refining staff development programs and in developing techniques and procedures for assessing the effectiveness of staff development programs.

#### **19.6. College: Roles and Responsibilities**

6.1. The president or his/her designee shall establish a functioning staff training and development program. The College may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the College's needs and resources. If the college provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. An advisory committee at the College, which is representative of affected employees, may be used to assist in the initial development of the program and with its on-going administration. Through these programs, the College shall conduct in-house professional development activities.

6.1.1. The College program shall include the following:

6.1.1.1. A method for identifying training and development needs.

6.1.1.2. A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.1.1.3. An annual written report on training and development activities, including a summary of financial resources dedicated to the program, that is distributed on the campus and to the Board of Governors.

6.2. The president or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.

~~6.3. The president and administrators at Glenville State College have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.~~

~~6.4. Glenville State College has the responsibility for providing financial and logistical support to operate its staff training and development program.~~

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair of the Board



## **GLENVILLE STATE COLLEGE POLICIES**

### **PERSONNEL POLICY 20**

#### **FACULTY DEVELOPMENT**

##### **20.1. General**

1.1. Scope.— Regarding the establishment of a faculty development policy for higher education faculty at Glenville State College.

1.2. Authority.— W. Va. Code §§ 18B-1-6, ~~and W. Va Code §18B-7-5~~

1.3. Effective Date.— ~~April 19, 2006~~

1.4. ~~Repeal~~ Revision of Former ~~Rule~~ Policy ~~-Revises~~ Repeals and replaces Title 131, Series 64 of the Board of Directors of the State College System. ~~This policy supersedes any or all previous Glenville State College policies in reference to faculty development and revises Glenville State College Policy 20 - Faculty Development [2006].~~

##### **20.2. Purposes of Faculty Development**

2.1. Teaching, expanding knowledge and creativity, and devoting knowledge to public service are the primary goals of Glenville State College. These goals are achieved primarily by and through the faculty. Therefore, the efforts of the Board of Governors and the President in supporting, developing, and renewing the faculty members directly involved in helping West Virginians learn are vitally important to accomplishing the mission and goals of Glenville State College.

2.2. The Board of Governors recognizes the general and specific benefits derived from efforts to improve faculty members' professorial and professional effectiveness. Students rely on current, knowledgeable, and relevant instruction and benefit from research that improves teaching skill and knowledge. The people and economy of West Virginia benefit from new applications of a knowledge and technology that enable more and better jobs, a higher standard of living, and enhanced knowledge and quality of life. The faculty and individual faculty members benefit from being able to teach, acquire new knowledge, serve public needs, and perform institutional and professional roles more effectively. Glenville State College benefits from enhanced capacity and flexibility to carry out its missions in an era where it is more practical to enhance or renew skills and knowledge of existing faculty members.

2.3. Therefore, the Board of Governors affirms the unique, integral contribution of faculty members to the mission of higher education: Teaching, producing scholarly work that contributes to knowledge and creativity, and serving public and College needs. The Board

further recognizes through its policy and actions that the knowledge and skills of the faculty and individual faculty members need to be developed, maintained, supported, and renewed, and that the primary responsibility for accomplishing these ends resides at the College.

### **20.3. Definition of Faculty Development**

3.1. Faculty development includes all activities designed to improve faculty performance in all aspects of their professional lives as teachers stimulating and guiding student learning, as scholars, advisers, designers and evaluators of academic programs and courses, academic leaders, contributors to public service, participants in College decisions, and in other faculty roles for achieving the College's mission. Recognized beneficial components of faculty development are evidence through professional scholarly and creative development, personal development, and organizational development.

3.2. Examples of valid, tangible faculty development activities include, but are not limited to: Sabbatical or academic leaves to complete a doctorate, expand existing knowledge, learn a new field needed in the curriculum, or achieve other purposes; workshops for improving faculty teaching skills; workshops and internships to enhance faculty roles in academic leadership; seed money grants that enable faculty to pursue larger, external grants or contracts; projects to improve student advising or assessment of student learning; summer grants or summer mini-sabbaticals to develop a needed new program or course, conduct research on teaching, or accomplish other beneficial aims; attendance at academic conferences and meetings; and programs to better orient faculty members and improve their skills.

### **20.4. Faculty Eligibility and Participation**

4.1. Eligibility. Any person who is a full-time or part-time faculty member of Glenville State College is eligible for faculty development as described in this policy. Full-time faculty members, including division and department chairpersons, are eligible to apply for all faculty development activities. Part-time faculty members are eligible to apply for all faculty development activities and awards except sabbatical leaves, leaves without pay, and mini-grants. In supporting faculty development for full-time or part-time faculty members, factors to be considered include the potential benefits and costs to the College, the academic program, and the faculty member.

4.2. Participation. As noted elsewhere in this policy, faculty members are responsible for improving their professional effectiveness and for encouraging and motivating other faculty members to participate in faculty development activities.

## **20.5. College Roles and Responsibilities**

5.1. Governance roles. The president or the president's designee, in consultation with the faculty, shall implement this policy on faculty development.

5.1.1. The president or the president's designee, in consultation with the faculty shall establish and implement a Faculty Development Program that is functioning and operating. The College may have a separate program for faculty development or a professional development program combining faculty development with other professional development according to the College's needs and resources. If a combined professional development program is established, the appropriate groups representing the participants shall be consulted and involved in creating and operating that program. Through these Faculty Development or Professional Development Programs, the College shall conduct in-house faculty and professional development activities. Cooperation with the Faculty Development Programs of other colleges and universities is also encouraged. The College is responsible for assessing faculty development needs and for utilizing a variety of development activities appropriate to its mission to meet the development needs of less experienced probationary faculty and experienced, tenured faculty. The College will strive for a balance of individual-oriented and group-oriented development activities to achieve a well-functioning program, and should periodically evaluate the results of their program.

5.1.2. The president and chief academic officer have the responsibility to exert leadership and support of faculty development since such administrative support is instrumental to achieving the personal and College benefits of faculty development.

5.1.3. The president, in consultation with the faculty, should establish appropriate organizational structures, procedures, standards, and criteria for operating and assessing a Faculty Development Program. ~~These structures may include a Professional Development Committee and any other structures appropriate to the mission and needs of the College.~~

5.2. Financial roles. Research and experience show that faculty development is most effective when dependable, consistent funding enables proper planning and implementation of development programs. In order to achieve continuity of financial support for faculty development, the College will establish a benchmark level of financial commitment to faculty development which will be met or surpassed each year. The level of financial effort should be appropriate to the College's mission and needs, and should be adjusted annually to reflect changes in mission and needs.

5.2.1. The College has the responsibility to pursue funding for faculty development, including applying for such faculty development grants or funds as the Board of Governors may provide, pursuing other government or private grants or contracts, reallocating existing campus resources, or allocating funds from the institutional collection or faculty improvement fees.

## **20.6. Individual Faculty Member Professional Development: Roles and Responsibilities.**

6.1. Faculty members, in accordance with the best traditions of higher education, have a responsibility to improve their effectiveness in carrying out their professional roles.

6.2. Applicants for individual faculty development awards shall complete a request for professional development funding or a letter of request for other types of requests for professional development involvement. Specific guidelines regarding request and award of sabbatical leave are outlined in GSC Policy 14, Sabbatical Leave.

6.3 Applicants for faculty developments awards must submit requests for funding to the Professional Development Committee within the timeline established and published by the Committee each academic year.

6.4 It is the responsibility of the ~~Provost or his/her designee~~ Professional Development Committee to review all individual faculty member applications for professional development funding and to award funding based upon predetermined and published criteria. The Professional Development Committee shall establish guidelines for allocations and shall recommend the awarding of funds on a fair and equitable basis. These guidelines shall be nonpartisan, fair and meaningful, and developed with the intent of affording faculty with opportunities to enhance their knowledge and skills. The recommendations of the Faculty Professional Development Committee shall be forwarded to the ~~chief academic officer~~ Provost who shall make all individual faculty professional development awards.

6.5. In accepting award of a faculty development funding, the faculty member is responsible for using award funds for the legitimate purposes specified in his/her request proposal.

6.6. A faculty member shall file with the president or the president's designee a written final report of development activities, results, and anticipated benefits to the faculty member and institution. (A written final report may not be appropriate for all development projects.)

6.7. Faculty members engaging in development activities are responsible for sharing their new learning or skills with other colleagues via publication, report, seminar, workshop, tutoring, or other appropriate ways of communicating among professionals.

## **20.7. Funding**

7.1. Funding for faculty development activities may come from appropriated funds, government grants or contracts, private grants or contracts, or institutionally collected fees or faculty improvement fees.

7.2. Institutional faculty development programs, grants, and activities are subject to availability of appropriated and other funds for those purposes. As noted before, the Board of Governors has the responsibility for making a good faith effort to ensure that adequate funding is available.

**20.8. Authorized Expenditures**

8.1. Compensation to individuals. Funds allocated for faculty development may be used to compensate or pay expenses for faculty members who are pursuing additional academic study or training, engaging in scholarship or other creative activity, pursuing teaching and instructional improvement, or performing other responsibilities consistent with Board of Governors and College policy.

8.2. Institutional support. Permissible support activities include, but are not limited to, providing equipment and materials necessary for improving teaching, conducting research, or pursuing other valid development activities.

8.3. All expenditures must be consistent with Glenville State College policy and regulations.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair of the Board

## GLENVILLE STATE COLLEGE POLICIES

### PERSONNEL POLICY 23

#### GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE COLLEGE

##### 23.1. General

1.1. Scope – This rule establishes guidelines for the Glenville State College Board of Governors to use in employing and evaluating presidents or other administrative heads of the institution.

1.2. Authority - ~~West Virginia Code~~ W. Va. Code §§ 18B-1-6, 18B-1B-4, 18B-1B-6, and 18B-1B-7, 18B-1B-6, 18B-1-6

1.3. Effective Date – ~~October 19, 2016~~

1.4. ~~Repeal-Revision~~ of former-Former rule-Policy - Repeals and replaces ~~Glenville State College Personnel Policy 23 [2004]~~ and Series 59 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective May 17, 1993, Glenville State College Policy 23 – Guidelines for Employing and Evaluating the President at Glenville State College[2004] [2016].

##### 23.2. Development of a Search Process and Search Committee

2.1. Upon the occurrence of a vacancy in the position of President at Glenville State College, the Board of Governors will undertake a search for a new president. The Board is responsible for the search, both procedurally and financially. The Board shall adopt procedures governing the search and shall designate an individual to chair the search committee. The procedure shall be approved by the Higher Education Policy Commission prior to being implemented and shall require, at the least, that:

2.1.1. A search committee will be appointed by the Chair and approved by the Board. The committee will include, at a minimum, the Chair, Vice-Chair, past Chair(s) two Board members other than College constituent representatives, a member of the faculty, a member of classified staff, a member of the non-classified staff, a student representative, and two additional citizen members. The Board secretary will serve as the staff member administrative assistant for the search committee.

2.1.2. A statement of characteristics and qualities which the President should possess will be developed by the search committee and used by the Board in soliciting and evaluating candidates.

~~2.1.3. If a search committee is appointed it shall include representation of faculty,~~

~~students, and staff.~~

2.1.4. A position announcement ~~will~~shall be prepared detailing the characteristics and qualities sought in a new President and transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.

2.1.5. Interviews with the finalists will be conducted on campus and that during the ~~Campus-campus~~ visits, students, ~~classified employees~~ staff, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments solicited and evaluated by the Board. Interviews with semi-finalists, at the option of the ~~governing board~~ search committee, may or may not be conducted on campus.

2.1.6. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees, past employment, criminal and credit checks.

~~2.2. The Board, at its discretion, may appoint additional students, faculty, staff, community leaders, alumni, or other citizens to any search committee it appoints.~~

2.3. Candidates may be considered through their own application or by nomination.

2.4. Members of the Board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates, without their consent, to anyone not a member of the Board, ~~or~~ search committee, or authorized agents or staff as designated in the search procedures approved by the Commission until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit.

2.5. At the request of the Board of Governors, the Higher Education Policy Commission may provide the Board with staff assistance to manage the search process, or the Board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search in whatever manner the board may choose.

2.6. The Board shall confer with the Chancellor and agree to a method and process for Policy Commission members to attend interviews of the finalists, or schedule their own, ~~and approve the final selection of a president by the Board. The Board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and agendas and minutes of meetings involving the search.~~ A presidential appointment must be approved by the Commission.

2.7. Terms of compensation and contract discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Policy Commission and any compensation agreed to must be approved by the Policy Commission.



2.8. Interim presidents appointed by the Board, until a permanent president is employed, must be approved by the Policy Commission. An individual, with approval of the Policy Commission, may be pre-designated as an interim president to fill an unforeseen vacancy in the presidency.

### 23.3. Presidential Evaluation

3.1. The Board will conduct a formal and structured written performance evaluation of the President every ~~third~~-year of his/her employment. The President's performance shall be evaluated in relation to the duties and responsibilities assigned the President by the Board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the Board.

3.2. The Board will appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, staff of the Board including faculty, staff, students, and persons who are knowledgeable in higher education matters to assist in its evaluation of the President in a way deemed most appropriate by the Board.

3.3. The Board committee, visiting team, or other body chosen by the Board, shall visit the campus to receive the views of the President, board members, administrators, faculty, ~~classified employees~~staff, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus ~~may~~shall be arranged.

3.4. The Board will use the report of its committee, visiting team, or other body chosen to assist in its own written evaluation of the President. The Board's evaluation shall be reported to the President, ~~and~~ Chancellor, and Chair of the Higher Education Policy Commission.

3.5. The Board may request from the Chancellor evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college presidents and provide any other assistance in performing the evaluations.

3.6 After reviewing the evaluations, the Board of Governors shall make a determination by majority vote of its members on continuing employment and the compensation level for the President in accordance with subsection (a) of W. Va. Code §18B-1B-6(a).

~~3.6. In addition to the formal evaluation every three years, the President will be evaluated annually by the Executive Committee of the Board.~~

### 23.4. Presidential Compensation

4.1. The Board will determine the total compensation package and terms of employment of the President. ~~These~~All must be consistent with commission guidelines and approved by the Higher Education Policy Commission.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

## GLENVILLE STATE COLLEGE POLICIES

### PERSONNEL POLICY 24

#### FACULTY SALARIES

##### 24.1. General

1.1. Scope – The purpose of the Glenville State College faculty salary policy is to establish a fair, equitable process for determining the initial and continuing salary for all faculty.

1.2 Authority – W.Va. Code § ~~18B-8-2(a)~~~~18B-3~~, W.Va. Code §~~18B-8-3(a)~~

1.~~3~~2. Effective Date: - ~~April 19, 2006~~

1.~~4~~3. - ~~Repeal/Revision~~ of Former ~~Rule/Policy~~ – ~~This policy supersedes any or all policies in reference to faculty salaries. Repeals and replaces Glenville State College Policy 24-Faculty Salaries [2006].~~

##### 24.2. Initial Salaries

2.1. The salary offered to a faculty member at the time of hiring is based on several factors. These are:

2.1.1. Market factors as related to demand in similar disciplines at peer institutions

2.1.2. The rank at which the faculty member is employed.

2.1.3. The salary range of existing faculty with the same level of preparation and experience.

2.1.4. Other specialized factors as related to the particular situation.

2.2. The recommendation for the initial salary is prepared by the Vice President for Academic Affairs ~~following consultation with the appropriate department chair~~. This recommendation is forwarded to the President who tenders the offer to the prospective faculty member.

##### 24.3. Promotion in Academic Rank

3.1. To the extent that sufficient funds are available, a faculty member will receive a 10% salary increase for a promotion in rank from assistant to associate professor and a 10% salary increase for promotion to the rank of Professor. Personnel moving from a non-tenure track position to a tenure-track faculty position will be considered as an initial hire and will be subject to the provisions of this policy. The decision as to whether or not there are sufficient funds available

to award salary increases for faculty promotions will be made by the Board of Governors as part of the annual budget development process.

3.2. -If in the event, the Board of Governors believes that a 10% salary increase due to promotion in academic rank is not financially feasible for that given fiscal year, the faculty member may choose to defer acceptance of the earned promotion until the level of salary increase for promotion in rank is acceptable to the faculty member.

3.3. -When funds are available for salary increases for faculty, funds for promotion increase and equity adjustments – if any- would have the highest priority among the allocation of funds for salary increases.

#### **~~24.4. Equity Adjustments~~**

~~4.1. In the event a faculty member or department chair feels that a salary inequity exists, the recommendation for remediation is forwarded to the Vice President for Academic Affairs. The recommendation should include:~~

~~———— 4.1.1. Faculty member's current salary.~~

~~4.1.2. Years of service.~~

~~4.1.3. Faculty member's department/program rank utilizing the Faculty Role Model/Merit System for the past three years.~~

~~4.1.4. Specific examples of other faculty members with similar years of service,  
———— preparation and ranking on the Faculty Role Model/Merit System on which the  
———— inequity recommendation is based.~~

~~4.2. The Vice President for Academic Affairs will review the above information as well as other  
———— available documentation and forward a recommendation to the President.~~

#### **~~24.5. Raises in Faculty Salaries (Merit)~~**

~~5.1. At Glenville State College all annual increases in faculty salaries are based on merit. The level of merit is determined utilizing the Faculty Role Model and Merit System. This annual review of faculty is designed to assist with the improvement of the faculty member's performance across the evaluative domains and to provide data for the development of a merit recommendation. All of these activities are conducted within the guidelines established by the Comprehensive Faculty Evaluation System (approved by the Board of Governors, fall 2002).~~

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

**GLENVILLE STATE COLLEGE AMENDED DRAFT POLICIES – Posted January 13, 2020 for comment**

Comments received during the informal 14-day comment period and responses to comments.

**PERSONNEL POLICY 24 – FACULTY SALARY POLICY**

**Comments submitted by:** Academic Policy Committee

Discussion concerned whether this policy was mandated under state code and the committee suggests that the administration review to determine if it is mandated by state code.

Section 4.1 - The committee recommends moving this language to the faculty handbook.

**Response:**

1. Section 1.2 – W. Va. Codes have no relevance to policy due to § 18B-3 relating to doctoral granting public universities and § 18B-3(a) was repealed in 2000.
2. W. Va. Code § 18B-8-2(a) will be included as it mandates that a governing board shall promulgate and adopt a faculty salary rule.
3. Administration will take into consideration including Section 4.1 to the faculty handbook.

# **GLENVILLE STATE COLLEGE POLICIES**

## **PERSONNEL POLICY 25A**

### **PRODUCTIVITY OF FACULTY AND ADMINISTRATORS**

#### **25A.1. General**

1.1. Scope – This policy establishes Glenville State College’s procedures in regard to faculty and administrative productivity.

1.2. Authority – West Virginia Code §18B-7-7 and §18B-7-8

1.3. Effective Date – April 19, 2006

1.4. Repeal of Former Rule – This policy supersedes any and all previous GSC policies in reference to productivity of faculty and administrators.

#### **25A.2. Productivity of Faculty and Administrators**

2.1. Administrators shall be at least ten (10) percent more productive than administrators at similar peer institutions as approved by the Glenville State College Board of Governors.

2.1.1. Administrators shall be defined as employees in senior-level positions that should be reported to the CUPA (College and University Personnel Association) administrator survey guidelines.

2.1.2. In addition to their regular administrative duties, all campus administrators holding faculty rank shall teach at least one course during each eighteen-month employment period or conduct appropriate academic research in lieu of teaching. Teaching and/or research conducted by administrators shall be evaluated in accordance with institutional faculty evaluation procedures. The President shall certify annually to the board, institutional compliance with this provision.

2.1.3. Appropriate measures of productivity will be compared with equivalent data for similar peer institutions as approved by the Board. Such measures shall include the number of administrators as a percent of total full-time employees and the average administrator salary as compared to the appropriate peer average in addition to such other measures as may be prescribed by the Glenville State College Board of Governors.

2.2. The average number of student credit hours taught per faculty FTE shall be at least ten (10) percent greater than the average during the most recent year for which comparable data are available at similar peer institutions in other states as approved by the Board of Governors. That productivity shall be based upon the average number of student credit hours generated per full-time faculty member at Glenville State College. Where appropriate, the institutions shall develop means to relate credit hours to contact hours. The population of faculty will be consistent with those reported in the federal IPEDS (Integrated Postsecondary Education Data System) survey.



Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

Intent to REPEAL

**GLENVILLE STATE COLLEGE AMENDED DRAFT POLICIES – Posted January 13, 2020 for comment**

Comments received during the informal 14-day comment period and responses to comments.

**PERSONNEL POLICY 25A – PRODUCTIVITY OF FACULTY AND ADMINISTRATORS**

**Comments submitted by:** Academic Policy Committee

Some members of the committee offered historical information concerning the origination of this policy as it was required by HEPC and/or the West Virginia legislative body and that the policy was required to be adopted.

The committee recommends the administration to consider if HEPC and/or the West Virginia legislative body still requires this policy to remain.

**Response:**

1. The Commission's general counsel reviewed the intent to repeal and did not indicate that an institution is mandated/required to promulgate and adopt a policy relating to the productivity of faculty and administrators.

## **GLENVILLE STATE COLLEGE POLICIES**

### **PERSONNEL POLICY 25B**

#### **OVERLOAD PAY**

##### **25B.1. General**

1.1. Scope - This policy establishes a uniform overload pay policy for faculty members.

1.2. Authority – W. Va. Code §§ 18B-8-3, ~~and~~ §18B-8-6.

1.3. Effective Date – ~~August 23, 2006~~

1.4. ~~Repeal-Revision~~ of Former ~~Rule-Policy- This policy supersedes any or all previous Glenville State College policies in reference to overload pay for faculty.~~ Repeals and replaces Glenville State College Policy 25B – Overload Pay [2006].

##### **25B.2. Purpose**

2.1. Like other professionals, Glenville State College faculty are not paid for hourly work. Instead, they are paid an annual salary and are expected to handle all professional duties without daily supervision. Glenville State College endorses creative and innovative professionalism. College teaching requires one's commitment to a profession more than to any specified hours of work. All faculty are expected to teach a full credit load, to pursue appropriate professional development activities, and to render professional service to the college community. This commitment frequently transcends normal working hours.

##### **25B.3. General Expectations of Faculty**

3.1. Faculty members at Glenville State College are expected to fulfill the following general areas of responsibility:

3.1.1. To teach and advise undergraduate students at Glenville State College. This includes:

- a. Teaching a minimum of 12-credit hours per semester (24-hours per academic year) or the equivalency for other teaching or administrative assignments.
- b. Fulfilling a minimum of ~~10.5~~ hours per week of posted office hours and additional daily office hours during those weeks when advising activities are concentrated.

3.1.2. To engage in professional development activities that keep faculty current in their fields of teaching.

3.1.3. To provide professional service to the college, the community, and the service region.

#### **25B.4. Conditions Governing the Granting of Overload Pay**

4.1. The ~~department chair~~ Provost or his/her designee will assign faculty course schedules each semester based on the curricular needs of the academic program. Understanding that teaching loads for specific disciplines may traditionally vary due to the nature of the discipline, there may be instances in which a faculty member may qualify for overload pay. ~~In such cases, the following will apply:~~

~~4.1.1. In order to be considered for overload pay, the faculty member must demonstrate that he/she is fulfilling all faculty responsibilities in addition to accepting a teaching load that exceeds the normally accepted teaching load for that specific discipline.~~

~~4.1.2. If an additional course is added to the schedule that would otherwise be taught by an adjunct faculty member, the faculty member who agrees to teach the additional course is eligible for consideration for overload pay.~~

~~4.1.3. If conditions are met, the department chair will recommend to the Vice President for Academic Affairs that a faculty member receive overload pay for any course beyond the normally assigned teaching load for that department.~~

~~4.1.4.4.1.1.~~ A faculty member has the right to decline the offer to teach an overload.

#### **25B.5. Compensation**

5.1. Overload pay compensation will be at the current rate that an ~~adjunct~~ terminally degreed adjunct faculty member would receive for teaching the same course. Under emergency or other unusual circumstances, the President may approve a recommendation from the Provost that a faculty member be paid pro-rata for teaching and overload assignment. Such approval, intended to address an emergency or unusual circumstance only, shall not exceed one semester in duration.

Approvals:

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President

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Chair of the Board

**GLENVILLE STATE COLLEGE AMENDED DRAFT POLICIES – Posted January 13, 2020 for comment**

Comments received during the informal 14-day comment period and responses to comments.

**PERSONNEL POLICY 25B - OVERLOAD PAY**

**Comments submitted by:** Dr. Matthew M. Thiele

4.1 - I object to transferring authority for assigning faculty course schedules from Department Chairs to the Provost or his/her designee. I am comfortable keeping that authority with Department Chairs. Recent provosts have attempted to select designees outside of the academic departments, which has caused unnecessary confusion, error, and discord.

Revising where the authority to assign faculty course schedules resides without amending the Roles and Responsibilities of Department Chairs in the Faculty Handbook will create confusion and discord.

**Comments submitted by:** Academic Policy Committee

The members of the committee recommend the administration defines what will be identified at this institution as 'terminal degrees'. It was recognized by the committee that different institutions define which terminal degrees they will accept in their programs. It is suggested that these are defined for our programs at Glenville State College.

**Response:**

1. A department chair is a designee of the Provost.
2. The administration will begin the process of defining 'terminal degrees' by the end of spring 2020.

## **GLENVILLE STATE COLLEGE POLICIES**

### **ACADEMIC POLICY 27**

#### **GRADE POINT AVERAGE FOR ASSOCIATE AND BACCALAUREATE DEGREES**

##### **27.1. General**

1.1. Scope - Policy regarding grade-point average required for associate and baccalaureate degrees.

1.2. Authority - ~~West Virginia~~ W. Va. Code §§ 18B-2A-4, 18B-1-6, and Higher Education Policy Commission Series 22, Section 4.3.

1.3. Effective Date – ~~June 13, 2018~~

1.4. Revision of Former Policy - Revises and replaces Glenville State College Board of Governors Policy 27 - Grade Point Average for Associate and Baccalaureate Degrees [2006] [2018].

##### **27.2. Grade-Point Average Required for Graduation**

2.1. Quality points are based on the following point values for each semester hour of credit: "A" - 4, "B" - 3; "C" - 2; "D" - 1 and "F" - 0. The grade point average to be computed for graduation purposes (not necessarily each semester) shall be based upon all work for which the student has registered with the following exceptions:

2.1.1. Courses with grades of "W" ~~and "WP"~~.

2.1.2. Courses in remedial and/or developmental education.

2.1.3. Courses taken on a credit/no credit, pass/fail or satisfactory/unsatisfactory basis where a passing grade is earned.

2.1.4. Courses taken on an audit basis.

2.1.5. Courses which have been repeated under the "D/F Repeat Provisions" of this policy.

2.1.6. Courses which are covered under the "Discretionary Academic Forgiveness Provisions" of this policy.

### 27. 3. D and F Repeat Provisions

3.1. If a student earns a grade of "D" or "F" (including failures due to regular and/or irregular withdrawal) on a course taken prior to the receipt of a baccalaureate degree, and if that student repeats the course prior to the receipt of the baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. In upper division courses, a student may formally repeat up to eight credit hours of a grade of "C" with the written permission of the appropriate head of the academic unit where the student's major is housed. The privilege of the "D" and "F" repeat is capped at 21 credit hours including any request for a "C" repeat in an upper division course.

### 27.4. Discretionary Academic Forgiveness Provisions

4.1. Glenville State College will, under the following conditions, extend academic forgiveness to a student who so requests. Under academic forgiveness provisions certain "D," "F," and "FIW" ~~or "WF"~~ grades will be disregarded for purposes of the grade-point average required for graduation. Such calculation does not apply to requirements for graduation with honors. A student who has completed an associate or baccalaureate degree is not eligible to receive academic forgiveness. Academic forgiveness will be granted only once for any student.

4.1.1. The student must request academic forgiveness to the Registrar within the first semester of re-enrollment and must complete within two consecutive semesters at least twelve (12) hours of required courses with no grade lower than "C" in order to qualify for academic forgiveness.

4.1.2. The student must not have enrolled as a full-time student in any college or university during the four consecutive academic years immediately preceding the readmission semester.

4.1.3. Only "D," "F," and "FIW" ~~or "WF"~~ grades for courses taken at least four years prior to the request may be disregarded for grade-point average computation.

4.1.4. In cases in which "D," "F," and "FIW" ~~or "WF"~~ grades are disregarded for grade-point average computation, these grades shall not be deleted from the student's permanent record.

4.1.5. Once a "D" is disregarded for purposes of grade-point average computation, the credit earned is also disregarded.



4.1.6. The Registrar will notify the student of the decision regarding the request for academic forgiveness within four weeks following the end of the semester of request.

4.1.7. An action taken by another institution in academic forgiveness for a student who transfers to Glenville State College is not binding. The College maintains the right to accept or not accept such an action. Similarly, another institution may not recognize academic forgiveness that has been extended by Glenville State College.

4.1.8. Students in the Regents Bachelor of Arts Degree Program are covered by a different academic forgiveness policy. However, if otherwise eligible, a student in the Regents Bachelor of Arts Degree Program may elect to receive academic forgiveness under the terms of this policy or to have grades for some courses forgiven under the terms of this policy and forgiven for other courses under the rules of the Regents Bachelor of Arts Degree Program. A student entering the Regents Bachelor of Arts Degree Program should contact the Registrar's Office or the Regents Bachelor of Arts Degree Program Coordinator for additional information.

4.1.9 Grades disregarded under academic forgiveness are not included in the 21 credit hour cap.

4.3. Institutional policies regarding academic forgiveness shall be stated in the institutional catalog.

### **27.5. Application Only to Graduation Requirements**

5.1. Institutional officials shall make clear to students the fact that this regulation pertains only to graduation requirements and not to such requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Approvals:

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President

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Chair of the Board

## GLENVILLE STATE COLLEGE POLICIES

### TUITION AND FEES POLICY 44

#### 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~~ W. Va. Code § 18B-10-5, 18B-10-7, and 18B-1-6

1.3 Effective Date – ~~February 9, 2011~~

1.4 ~~Repeal~~ Revision of Former ~~Rule~~ Policy – ~~Repeals~~ Repeals and replaces Glenville State College ~~Tuition and Fees~~ Policy 44 – Awarding of Undergraduate Tuition Waivers Assistance Awards effective June 7, [2006][2011].

##### 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 totaling no more than ten percent (10%) of the value of tuition and fees assessed for all FTE undergraduate students registered during the previous fall semester. By adoption of this policy, the Glenville State College Board of Governors adopts the statutory value.

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 ten percent (10%) 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 or staff 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. An eligible dependent does not include those participating in dual enrollment courses.

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

## 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 appropriate ~~Vice President~~Cabinet member 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. Employees must make arrangements to make up missed work time with their immediate supervisor. Full-time regular ~~classified employees~~staff members can apply for release time using the appropriate HR form. Release time must be approved by the appropriate ~~Vice President~~Cabinet member and may not exceed one release per departmental unit per semester. 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 employee must have been employed for a minimum of one (1) year prior to requesting tuition waivers for spouse, dependent, and/or himself/herself 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 fees only 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 or any fees.

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. A full time waiver can be split between eligible dependents and spouses, if they are not full-time students. If there are more eligible waiver requests than waiver hours available in a given semester, the waivers shall be distributed proportionately. Waivers will be apportioned by the President. ~~based upon recommendations of the appropriate Vice President.~~

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

2.3.4.3 Registration for classes will be by regular enrollment procedures.

### ~~44.3 Reporting~~

~~3.1 The Scholarship Committee will submit a report on the awards to the President by May 30<sup>th</sup> of each year.~~

~~3.1.1 Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.~~

~~3.1.2 Each award recipient should be listed within the single category which reflects the primary reason a tuition assistance award was granted.~~

~~3.2 The President will submit the awards report received from the Scholarship Committee to the Board of Governors by June 30<sup>th</sup> of each year. The awarding of undergraduate fee waivers shall be entered in the minutes of the meetings of the governing board.~~

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

**GLENVILLE STATE COLLEGE AMENDED DRAFT POLICIES – Posted January 13, 2020 for comment**

Comments received during the informal 14-day comment period and responses to comments.

**TUITION AND FEES POLICY 44 – AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS**

**Comments submitted by:** Academic Policy Committee

Sections 2.2 - The committee pointed out that in light of the current financial state of the institution the administration may want to consider revising this policy.

Section 2.3.1 - The committee is suggesting bring about more inclusivity as it is limited by the second sentence, which states, “Spouse will be verified by marriage certificate that conforms to WV state marriage laws.” The question was raised about recognizing other state marriage laws.

Section 2.3.2.1 - The amendments include the term ‘Cabinet member’ but the section does not define a ‘Cabinet member’. The committee suggests defining these members.

**Response:**

1. Text will be added to the last sentence in Section 2.3.1.3 to read, “...,or to the state laws in which the marriage certificate was granted.”
2. In the last sentence of Section 2.3.3.4, words “President’s Cabinet” will be changed to “President.”

## GLENVILLE STATE COLLEGE POLICIES

### POLICY 47

#### MEETINGS OF THE BOARD OF GOVERNORS

##### 47.1. General

1.1. Scope - This policy establishes Glenville State College's procedures for meetings of the Board of Governors.

1.2. Authority – W. Va. Code §§ 6-9A-1 through 10, §18B-1-6, §18B-2A-1, and §18B-6-4b

1.3. Effective Date – ~~April 19, 2006~~

1.4. ~~Revision of Former Policy - This policy supersedes any or all previous GSC policies in reference to meetings of the~~Repeal and replaces Glenville State College ~~Board of Governors~~Policy 47 – Meetings of the Board of Governors [2006].

##### 47.2. Organization

2.1. Officers shall be elected in June of each year for a one year term commencing on July 1 and ending on June 30 of the following year. Officers may not serve more than ~~two~~four consecutive terms in the same office.

2.2. There shall be ~~three~~five standing committees: the Executive Committee, the Board Governance and Human Resources Committee, the Business and Finance Committee, the Enrollment and Student Life Committee, and ~~the Student and~~the Academic Affairs Committee.

2.2.1. The Executive Committee shall consist of the officers of the ~~Board of Governors, the chairs of the Business and Finance and Student and Academic Affairs Committees~~four other standing committees listed in section 2.2. of this policy, and the Board's immediate past chair.

2.2.2. ~~The Business and Finance and Student and Academic Affairs~~All other standing Committees~~committees~~ shall consist of Board members and chairs appointed by the Chair of the Board. Each Board member shall be assigned to ~~either the Business and Finance or Student and Academic Affairs Committee~~a committee.

2.3. Members may be appointed by the Chair of the Board to special or ad hoc committees.

2.4. All committees shall review and make recommendations to the Board on matters assigned by the Chair of the Board or the Executive Committee.



### 47.3. Meetings of the Board

3.1. The Board shall meet not less than six (6) times per year, including an annual meeting each June. At the annual meeting, the Board shall establish a schedule of meetings for the following fiscal year. Special meetings may be held at the call of the Chair, the President, or upon written request to the chairperson by three Board members. The schedule of meetings will be posted on the College internet web site.

3.2. ~~The majority of M~~meetings will occur on the Glenville State College campus in Glenville, West Virginia.

3.3. The ~~chairperson of the Glenville State College Board of Governors~~President's Office will notify all Board members ~~and the President~~ at least five days in advance of all regular and special meetings and at least one day in advance of all emergency meetings.

3.4. Members may participate in Board and committee meetings by telephonic or other electronic means which permit the voice or video identification of the member.

3.5. A quorum of ~~seven~~a majority of the members actually serving is required to conduct business on matters requiring a vote of the Board.

3.6. Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five days prior to the date of the meeting.

3.7. The Glenville State College Board of Governors will give advance notice to the public by posting the ~~and news media of~~ the date, time, place, and agenda of all regular meetings on the College's website. The agenda for current Board meetings will be available in the President's Office and posted on the College's internet web site at least three (3) working days before the Board meeting.

3.8. Members of the public and news media may record open meeting sessions of the Glenville State College Board of Governors. The Board of Governors may reasonably control the placement and use of cameras and other equipment so as not to unduly interfere with the meeting.

3.9. At the discretion of the Chair, persons who desire to address the Board shall be required to register to do so at least ten (10) minutes prior to the time the scheduled meeting is to convene.

The Board may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.

3.10. All meetings of the Board and the committees shall be open to the public unless a specific exception applies. The Board or a committee may vote to hold an executive session (closed to the public) during its meeting for any of the reasons authorized under W. Va. Code § 6-9A-4. A motion to hold an executive session must identify the authorization in W. Va. Code § 6-9A-4 for the executive session and be approved by a majority of the members present. ~~While m~~Minutes of the executive session ~~may will not~~ be taken, ~~and~~ no decisions will be made in executive session other than the decision to leave executive session and return to open session.

~~3.11. Meetings will be conducted according to Robert's Rules of Order subject to the suspension of any rule by a majority vote of the Board or committee.~~

3.12. The Glenville State College Board of Governors will keep written minutes of all regular Board meetings and will make them available to the public once approved by the Board, within a reasonable time after the meeting. These minutes will include: date, time and place of meeting; name of each member present and absent; measures proposed; and the results of all votes taken. Voting by secret or written ballot is prohibited. An archive of all approved minutes of the Board will be maintained at the GSC web site.

3.13. The notice provisions of this policy shall not apply in the event of an emergency requiring immediate official action. Notice of an emergency meeting may be filed at any time prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.

3.14. At least once a year the chair will schedule a time for the Board to meet with the faculty senate and staff council to address the Board on matters of concern to the respective group in compliance with W. Va. Code §§ 18B-6-3(g) and 18B-6-6(g).

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

## GLENVILLE STATE COLLEGE POLICIES

### POLICY 50

#### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

##### 50.1. General.

1.1. Scope – This rule sets forth the Glenville State College Board of Governors' Equal Employment Opportunity and Affirmative Action Policy.

1.2. Authority -- ~~West Virginia~~W. Va. Code §§ 18B-1-6, and 18B-2A-4

1.3. Effective Date - ~~April 8, 2015~~

1.4. Revision of Former Policy - This policy repeals and replaces Glenville State College Policy 50 – Equal Employment Opportunity and Affirmative Action [2011][2015].

##### 50.2. Policy.

2.1. —Discrimination and harassment of certain protected classes is prohibited by: (a) West Virginia Human Rights Act of 1967; (b) Title IX of the Civil Rights Act of 1972; (c) Equal Employment Opportunity Commission interpretative guidelines issued in March, 1980; (d) Titles VI and VII of the Civil Rights Act of 1964; ( e) Vietnam Era Veterans Readjustment Act; (f) Sections 503 and 504 of the Rehabilitation Act; (g) Executive Order 11246; (h) Immigration Reform and Control Act of 1986; (i) Equal Pay Act; (j) Age Discrimination Act; (k) Americans with Disabilities Act;(l) Disabled Veterans Act; and (m) the Genetic Information Nondiscrimination Act of 2008.

2.2. —Glenville State College is an Equal Opportunity Affirmative Action Institution that does not discriminate on the basis of race, sex, age, disability, veteran status, religion, color, ancestry, marital status, gender, sexual orientation or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Glenville State College also does not discriminate based upon genetic information in the areas of employment or employee health insurance benefits.

##### 50.3. Implementation, Complaint Procedures and Disciplinary Action

3.1. —~~Unless t~~The President ~~designates other individuals, the institution's Title IX/Equal Employment Opportunity/Affirmative Action Coordinator/ADA Compliance Officer and his/her designee~~ is responsible for implementing this policy in accordance with State and Federal law and pursuant to any other Glenville State College Policy or administrative procedures established by the President.

3.2. —The President or Title IX/Equal Employment Opportunity/Affirmative Action Coordinator/ADA Compliance Officer (upon approval by the President) may establish administrative procedures to implement this policy including but not limited to, establishing procedures for the investigation and disposition of complaints.

3.3. —Violators of this policy may be subject to disciplinary sanctions. Appropriate disciplinary actions for students may include but are not limited to counseling, educational sanctions, disciplinary probation, suspension or expulsion. Employees who violate this policy may be subject to disciplinary action up to and including suspension without pay and employment termination. All other violators will be sanctioned as appropriate and in a manner not inconsistent with this policy and/or other Glenville State College policy. Complaints that allege an act of sexual violence, sexual misconduct or other criminal law violation may be referred to the appropriate law enforcement authorities for prosecution.

**50.4. Affirmative Action Plan.**

4.1. —The Title IX/Equal Employment Opportunity/Affirmative Action Coordinator/ADA Compliance Officer shall prepare an Affirmative Action Plan by January 1 of each calendar year. The Plan shall be available on the College web site or through the Office of Human Resources.

Approvals:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Board

\_\_\_\_\_  
Date

**Glenville State College Board of Governors  
Meeting of February 5, 2020**

**ACTION ITEM:** Fees and Board Rate for FY21

**COMMITTEE:** Business and Finance

**RECOMMENDED RESOLUTION:** Be it RESOLVED that the Board of Governors approves the fees and board rates for the FY21 academic year as proposed.

**STAFF MEMBER:** Mr. John Beckvold

**BACKGROUND:**

The fees and board rate for FY21 are to fund educational and operational costs not covered by other sources, and to sustain various strategic initiatives. Housing and tuition are not included in this resolution.

**NOTE:** The FY21 Fees Schedule will be provided under separate cover.

Glenville State College  
Significant College Contractual Relationships

**Revenue:**

1. DMAPS use of Morris Training Center and LBH for related housing
2. Pepsi-Marketing contract
3. Huttonsville Correctional Center-teaching inmates
4. FCI Gilmer-teaching inmates
5. Approx. 16 WV county school systems-teaching students
6. Energy Service Group-Energy Buy-back contract

**Expenses:**

**Student focused-**

- 1 Aramark-food service and catering
- 2 ETS (Educational Testing Service)-Monitoring and hosting standardized testing
- 3 Caldwell & Gregory-washer/dryers for dormitories
- 4 Adirondack Solutions-Software to manage student housing
- 5 E-Follett-Textbooks on-line
- 6 Panopto-On-line video content management
- 7 Pearson Education-On-line classroom resources
- 8 College Bound Selection Service-purchasing of student names
- 9 EAB-marketing to prospective students
- 10 EBSCO-Library database services
- 11 OCLC-Library database services
- 12 Minnie Hamilton health Services-Student health services
- 13 Mongoose-Student and prospect messaging service
- 14 Scantron-Student teacher background checking
- 15 Williams & Fudge-Collection of past due student accounts
- 16 Key Recovery-Collection of past due student accounts.

**Maintenance and facilities-**

1. Thyssen-Krupp-Elevator maintenance and inspection
2. Ehrlich-pest control
3. WVNET-Hosting and maintenance of many computer databases and software

**Athletics-**

1. BSN-Purchase of athletic clothing and gear
2. Mountain East Conference-athletic representation
3. Vivature-Training and medical training records

**General**

1. The Registry-Presidential and CFO professional services
2. HEPC-Required under WV State Code
3. Rydin-Parking Management
4. Hayflich, CPA's- Audit services
5. SafeCollege-employee training
6. Agile Networks-Vehicle fleet management
7. BRIM-General insurance
8. GSC Foundation-Line or Credit, Scholarships, expense reimbursement
9. HLC-Accreditation
10. NEOGOV-employment listing and resume collection
11. Pauley Group-Reference checking for candidates
12. Goodhire-Background checking for employees
13. Kronos-Employee timekeeping system