



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

February 24, 2021
1:00 p.m.

Mollohan Campus Community Center
Ballroom

**Glennville State College
Board of Governors Meeting
Schedule
2020-21**

All Executive Committee meetings will be held at 11:00 am in the Mollohan Campus Community Center, Room 319 ~~President's Conference Room in the Harry B. Heflin Administration Building~~. All Board of Governors meetings will be held in the Mollohan Campus Community Center, Ballroom ~~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 Mollohan Campus Community Center, Ballroom ~~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 22, 2020	Executive Committee
Tuesday, July 21, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Room 319</i>
Wednesday, August 5, 2020	Board of Governors & Committee Meetings <i>@ Mollohan Campus Community Center, Ballroom</i>
Wednesday, October 7, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Room 319</i>
Wednesday, October 21, 2020	Board of Governors
Tuesday, October 20, 2020 @ 10:00 am	Board of Governors & Committee Meetings <i>@ Stonewall Resort, Ballroom 2, 940 Resort Drive, Roanoke, WV 26447</i>
8:30 am - Board Governance Committee @ Ballroom 2	
8:30 am - Enrollment & Student Life Committee @ Oak Boardroom	
9:15 am - Academic Affairs Committee @ Ballroom 2	
9:15 am - Business & Finance Committee @ Oak Boardroom	
Wednesday, December 2, 2020	Executive Committee <i>@ Mollohan Campus Community Center, Ballroom</i>
Wednesday, December 16, 2020	Board of Governors
Wednesday, January 20, 2021 @ 9:00 am	Board of Governors - CANCELED
8:45 am - Board Governance Committee @ MCCC, Ballroom	
No other committees will meet on January 20, 2021	
Wednesday, February 3, 2021	Executive Committee
Wednesday, February 24, 2021	Board of Governors
Wednesday, April 7, 2021	Executive Committee
Wednesday, April 21, 2021	Board of Governors
Wednesday, June 2, 2021	Executive Committee
Wednesday, June 16, 2021	Board of Governors

Approved by the GSC Board of Governors June 10, 2020

Updated June 15, 2020; June 25, 2020; October 5, 2020; October 8, 2020, November 3, 4, & 20; December 16, 2020; February 15, 2021.
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BOARD OF GOVERNORS

February 24, 2021

MCCC, Ballroom

1:00 PM

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Special Recognitions/Presentations
 - A. Tim Marks, GSC Retiree
 - B. Mayor Dennis Fitzpatrick, City of Glenville
 - C. Eric Squires, Director, Office of Emergency Management
 - D. Alecia Martin, Interim Director of Academic Success Center (ASC)
 - E. Language and Literature Department – Dr. Jonathan Minton
 - F. David Hutchison, Vice President for College Advancement – “Day of Giving”
5. Constituent Comments
 - A. Alumni Council
 - B. Faculty Senate
 - C. Staff Council
 - D. Student Government Association
6. **Consent Agenda (Action Item)**
 - A. Minutes of the December 16, 2020 Meeting
 - B. Enrollment Comparison Reports
 - C. Cash Flow Projection Statement
 - D. YTD Budget Projection Report
 - E. Quarterly Financial Statement –*Document(s) will be provided at the meeting.*
7. Committee Reports
 - A. Executive Committee - Mike Rust, Chair
 - B. Board Governance and Human Resources Committee – Ann Green, Chair
 - C. Business and Finance Committee – Doug Morris, Chair
 - D. Enrollment and Student Life Committee – Steve Gandee, Chair
 - E. Academic Affairs Committee – Skip Hackworth, Chair

8. President and Staff Report
 - A. Student Scheduling Conflicts

9. Actionable Items
 - A. **GSC Administrative Policy 9 – Disposition of Surplus Equipment, Supplies and Materials**
(Action Item)

10. Announcements
 - A. Presidential Inauguration Events and Homecoming scheduled for Week of April 5, 2021.
 - B. Inauguration Ceremony will be held on April 9, 2021 at 2:00 pm in the Waco Center.
 - C. Inaugural Reception, Dinner, and Gala will follow the ceremony beginning at 6:00 pm in the Waco Center.

11. Adjournment

**Glenville State College
Board of Governors Meeting
December 16, 2020
MCCC, Ballroom
Glenville, West Virginia**

Members Present: Mr. Mike Rust, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Stephen Gandee
Ms. Ann Green
Mr. Tilden "Skip" Hackworth, Via Teleconference
Mr. Robert Marshall, Via Teleconference
Mr. Doug Morris
Mr. Joe Parsons
Mr. Greg Smith
Dr. Kevin Evans, Faculty Representative
Mr. Jason Gum, Staff Representative
Ms. Jasmine Tarman, Student Representative, Via Teleconference

Faculty & Staff Present: Ms. Stacy Adkins, Director, Academic Success Center (ASC)
Mr. Jeremy Carter, ASC Counselor & Hidden Promise Scholars (HPS) On-Campus Coord.
Ms. Maureen Gildein, Lecturer of Physical Education and Alumni Council President
Ms. Rita Helmick, Vice President for Administration
Mr. David Hutchison, Vice President for Advancement
Mr. Bert Jedamski, CFO
Ms. Caren Jenkins, Controller
Dr. Mark Manchin, President
Mr. Eric Marks, Information Technology Specialist
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Dr. Brian Perkins, Assoc. Professor of Forestry & Faculty Sen. Pres., via teleconference
Mr. Thomas Ratliff, Executive Director of Workforce & Community Development
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Executive Assistant to the President
Dr. Marjorie Stewart, Assoc. Professor of English & Faculty Sen. Vice Pres., via teleconference
Ms. Chelsea Stickelman, Director of Admissions & Staff Council Chair

Call to Order

Chairperson Mike Rust called the meeting to order at 1:30 pm.

Swearing In of New and Re-Appointed Board Members

Mr. Rust administered the Oath of Office to the following newly appointed and re-appointed lay members: Frederick W. "Joe" Parsons and Doug Morris.

A quorum was established.

Public Comment – N/A

Special Recognitions/Presentations – Stacy Adkins and Jeremy Carter presented a report on the Academic Success Center (ASC) and provided handouts that included: ASC Vision Statement, ASC Successes, chart of students currently registered, HPS Program relaunch plan, and other information.

Ms. Adkins and Mr. Carter reported the following:

- ASC registered 251 students and 69 are still in progress.
- Plan to host superintendent meetings again.
- Funding for the HPS Program could be restored depending on activities.
- HPS Summer Camps generally cost approximately \$50,000.

Mr. Morris inquired about the amount of funding needed to secure the HPS program.

David Hutchison responded that he would provide the information at the next meeting.

Constituent Comments

Alumni Council - Maureen Gildein, Alumni Council President, reported the following:

- There are 16 GSC alumni chapters in West Virginia and other states.
- *Pioneer Progress* magazine is currently being printed.
- Alumni Awards Banquet was held last Saturday in person, virtually, and live streamed.
- The next Alumni Council meeting will be held in February 2021.

Faculty Senate – Brian Perkins reported:

- Dr. Manchin invited the Senate, Staff Council, and Student Government to attend President Cabinet meetings.
- Kevin Evans shared results of the faculty survey with the Executive Committee at its last meeting.
- The Senate is:
 - Updating and revitalizing committees.
 - Reviewing the Board of Governors Overload Policy 25A, procedures for overload and how faculty are paid.
 - Planning to review how faculty are evaluated in spring.
- The fifteen credit hour teaching requirement is still an overwhelming issue with faculty.

Staff Council – Chelsea Stickelman reported:

- Council has been discussing changes to its constitution.
- Six staff members were awarded professional development funds toward pursuing masters and doctorate degrees.

- Board Policy 16 excludes coaches from being able to receive professional development funds. Staff Council is looking at ways to address the issue.

Student Government Association (SGA) – Jasmine Tarman reported that SGA has not met for a month due to COVID-19, so there are no updates to report.

Consent Agenda

Teresa Sterns noted that the below corrections will be made to the October 20, 2020 minutes.

1. Page 3 of the board packet, top of page in header, change “Glenville” to “Roanoke.”
2. Page 4 of the board packet, second sentence under “GSC and Foundation Relations Update” change “WV News” to “Metro News.”

GREG SMITH MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. JASON GUM SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Mike Rust reported:

- Committee met on December 2, 2020
- Set Today’s Board Agenda and discussed:
 - Financial Status of College.
 - Accounts Receivable.
 - Strategic Plan Update.
 - Master’s Program Letter of Support to the Higher Learning Commission.
 - Faculty Survey Results.
 - Number of GSC employees paid below the federal poverty level.
 - Donor “Thank you” letters.

Board Governance Committee - Ann Green, Chair, reported that the Committee discussed the following:

- Human Resources (HR) updates that included four new hires, one faculty retiring, and two faculty leaving.
- HR is administering COVID-19 testing for employees from 8:00 am – Noon, Monday – Friday.
- Requested members submit nominations for future Board members.
- Minor revisions need to be made to the current Board by-laws.
- Requests that the President’s Office invite local elected officials to join the Committee at its next meeting.

Business and Finance Committee - Doug Morris, Chair, asked Bert Jedamski to present the information discussed in the Committee meeting.

Mr. Jedamski reported that the Committee discussed:

- Current cash flow projection.
- Possibly requesting another loan of \$500,000 from the GSC Foundation.
- Accounts receivable issues and possible solutions.
- Tuition discounting analysis.

Enrollment and Student Life Committee – Steve Gandee reported that the Committee discussed issues affecting enrollment and student life. Jason Yeager provided and discussed an enrollment report and a draft student financial agreement.

Academic Affairs Committee – Gary Morris reported:

- A faculty scholarship summary was provided to the Committee.
- The financial impact of moving faculty from teaching 12 credit hours to 15 hours showed a savings of \$105,000 from fall to fall.
- The HLC ten year comprehensive visit is scheduled for September 2022.
- Discussed the graduate degree programs action item presented in the Board packet.
- Chelsea Stickelman and Ann Reed provided an update on a grant that was received to assist students on campus to graduate in a timely manner.
- In reference to page 14 of the Board packet, an Ad-hoc committee and sub-committees have been assigned to address long and short term accounts receivable issues. Upon recommendations from sub-committees, the Ad-hoc Committee will develop a plan and present it to the Board for possible action.
- The Board was provided booklets that included information from past and present efforts to implement a nursing program at GSC.

President's Report

Dr. Manchin reported on the status of a nursing program plan. He suggests starting a 2+2 program with West Virginia University (WVU) at minimal costs then later implement a four-year independent nursing program at GSC. He will invite Dean Tara Hulsey to the January Board meeting to discuss WVU's proposal for the nursing program.

Dr. Morris indicated that GSC will need updated equipment, two full-time faculty members, and a nursing lab to start the nursing program.

Chair Rust announced that the nursing plan is preliminary and a more in-depth discussion will take place at a special meeting scheduled in January. He requested that Dr. Manchin send the nursing program proposal, upon receipt from WVU, to the Board one week prior to the meeting in January.

Dr. Manchin further reported that as of today, there are no positive COVID-19 cases on campus.

Actionable Items

ANN GREEN MOVED TO ENDORSE AND APPROVE THE COLLEGE DEVELOPING AND IMPLEMENTING GRADUATE DEGREE PROGRAMS AT GLENVILLE STATE COLLEGE.
GREG SMITH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Rust announced the following:

- A special Board meeting has been scheduled for 9:00 am on Wednesday, January 20, 2021 to discuss and possibly take action on a nursing program proposal. The meeting will be held in the Mollohan Campus Community Center, Ballroom. The only committee that will meet that day is the HR & Board Governance.
- Next Executive Committee meeting is scheduled for February 3rd.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 2:39 p.m.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

From: Timothy Henline
 Sent: Friday, January 15, 2021 9:44 AM
 To:
 Subject: Weekly Enrollment Report - January 15, 2021

Enrollment Breakdown and Y2Y Comparison

<i>Returning Traditional & Online</i>					
Class	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Freshman	247	219	256	219	213.7
Sophomore	209	185	181	210	206.9
Junior	196	176	177	174	169.4
Senior	228	221	169	205	185.1
Other	0	2	8	2	0.6
Total	840	794	786	810	775.7

<i>New Traditional & Online</i>					
Student Type	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Trans/Readm	32	16	40	22	14.3
First-time	15	11	11	24	17.1
Other	2	0	1	0	4.6
Total	49	27	52	46	36.1

<i>External Programs</i>					
Program	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Dual Enroll	234	219	350	271	101.7
FCI Gilmer	91	76	100	95	63.73
Huttonville	97	96	84	62	47.2
Total	382	391	534	428	214.7

<i>Summary</i>					
Category	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Returning	840	794	786	810	775.7
New	49	27	52	46	36.1
External	382	391	534	428	214.7
Total	1,271	1,212	1,372	1,284	1026.4

Spring 2020 FTE Jan 15, 2020 = 1062.6

Additional SP21 Info

Rolling Enrollment	
11/9 - 1/4/2021	1039
1/3/2021	12
1/6/2021	39
1/7/2021	19
1/8/2021	10
1/11/2021	23
1/12/2021	14
1/13/2021	23
1/14/2021	33
1/15/2021	36
Total	1284

Spring 2020 Enrollment by Jan 15, 2020 = 1323

Full-time	Part-time
855	431

In-State	Out-of-Stat
916	171

*Does not include Dual Enroll

Mod Out-St	Foreign
24	13

DMAPS	Online Only
1	64

Def'n'tions:
 Freshman: < 31 credits earned
 Sophomore: 31-60.99 credits earned
 Junior: 61-90.99 credits earned
 Senior: 91+ credits earned
 Other: Transient & Non-Degree seeking students

Notes:
 *Not including DMAPS
 **Historical numbers are final semester counts
 ***FTE = total credits divided by 15
 ***Report populated 1/15/2020 9:00 am

Enrollment Breakdown and Y2Y Comparison

<i>Returning Traditional & Online</i>					
Class	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Freshman	247	219	256	218	216.6
Sophomore	209	185	181	212	202.9
Junior	156	176	177	174	173.3
Senior	228	221	169	206	186.8
Other	0	2	3	2	0.6
Total	840	794	786	812	780.2

<i>New Traditional & Online</i>					
Student Type	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Trans/Readm	32	16	40	27	19.3
First-time	15	11	11	28	30.0
Other	2	0	1	0	0.0
Total	49	27	52	55	49.3

<i>External Programs</i>					
Program	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Dual Enroll	234	219	350	282	102.6
FCI Gilmer	51	76	100	98	69.33
Huttonsville	97	96	84	74	55.33
Total	382	391	534	454	227.3

<i>Summary</i>					
Category	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Returning	840	794	786	815	780.2
New	49	27	52	56	49.3
External	382	391	534	457	227.3
Total	1,271	1,212	1,372	1328	1065.0

Spring 2020 FTE Jan 22, 2020 = 1086

Additional SP21 Info

<i>Rolling Enrollment</i>	
11/9/ -1/4/2021	1151
1/12/2021	14
1/13/2021	23
1/14/2021	33
1/15/2021	36
1/18/2021	38
1/19/2021	0
1/20/2021	13
1/21/2021	8
1/22/2021	12
Totals	1328

Spring 2020 Enrollment by Jan 22, 2020 = 1379

Full-time	Part-time
905	426

In-State	Out-of-State
938	178

*Does not include Dual Enroll

Mod Out-St	Foreign
24	13

DMAPS	Online Only
1	64

Definitions:

- Freshman: < 31 credits earned
- Sophomore: 31-60.99 credits earned
- Junior: 61-90.99 credits earned
- Senior: 91+ credits earned
- Other: Transient & Non-Degree seeking students

Notes:

- *Not including DMAPS
- *Historical numbers are final semester counts
- **FTE = total credits divided by 15
- ***Report populated 1/22/2021 9:00 am

Enrollment Breakdown and Y2Y Comparison

<i>Returning Traditional & Online</i>					
Class	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Freshman	247	219	256	217	215.1
Sophomore	209	185	181	212	213.7
Junior	156	176	177	172	173.5
Senior	228	221	169	208	187.8
Other	0	2	3	3	0.6
Total	840	794	786	812	790.7

<i>New Traditional & Online</i>					
Student Type	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Trans/Readm	32	16	40	32	22.3
First-time	15	11	11	36	31.5
Other	2	0	1	0	0.0
Total	49	27	52	68	53.8

<i>External Programs</i>					
Program	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Dual Enroll	234	219	350	293	104.1
FCI Gilmer	51	76	100	93	64.2
Huttonsville	97	96	84	80	61.87
Total	382	391	534	466	230.2

<i>Summary</i>					
Category	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Returning	840	794	786	812	790.7
New	49	27	52	68	53.8
External	382	391	534	466	230.2
Total	1,271	1,212	1,372	1,346	1074.7

Spring 2020 FTE Jan 29, 2020 = 1080.47

Additional SP21 Info

<i>Rolling Enrollment</i>	
11/9/-1/17/2021	1230
1/18/2021	38
1/20/2021	13
1/21/2021	8
1/22/2021	12
1/25/2021	16
11/26/2021	10
1/27/2021	5
1/28/2021	8
1/29/2021	6
Totals	1346

Spring 2020 Enrollment by
Jan 29, 2020 = 1382

Full-time	Part-time
907	439

In-State	Out-of-State
952	182

*Does not include Dual Enroll

Mod Out-St	Foreign
24	17

DMAPS	Online Only
1	69

Exceed Spring 2020 numbers

Definitions:

Freshman: < 31 credits earned
 Sophomore: 31-60.99 credits earned
 Junior: 61-90.99 credits earned
 Senior: 91+ credits earned
 Other: Transient & Non-Degree seeking students

Notes:

*Not including DMAPS
 *Historical numbers are final semester counts
 **FTE = total credits divided by 15
 ***Report populated 1/29/2021 9:00 am

Enrollment Breakdown and Y2Y Comparison

<i>Returning Traditional & Online</i>					
Class	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Freshman	247	219	256	217	215.3
Sophomore	209	185	181	211	211.6
Junior	156	176	177	169	172.6
Senior	228	221	169	208	188.1
Other	0	2	3	3	0.6
Total	840	794	786	808	788.2

<i>New Traditional & Online</i>					
Student Type	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Trans/Readm	32	16	40	29	21.1
First-time	15	11	11	36	31.7
Other	2	0	1	0	0.0
Total	49	27	52	65	52.8

<i>External Programs</i>					
Program	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Dual Enroll	234	219	350	298	104.9
FCI Gilmer	51	76	100	93	64.2
Huttonsville	97	96	84	81	61.47
Total	382	391	534	472	230.5

<i>Summary</i>					
Category	Spring 2018	Spring 2019	Spring 2020	Spring 2021	S20 FTE
Returning	840	794	786	808	788.2
New	49	27	52	65	52.8
External	382	391	534	472	230.5
Total	1,271	1,212	1,372	1,345	1071.5

Spring 2020 FTE Feb 5, 2020 = 1081.67

Additional SP21 Info

<i>Rolling Enrollment</i>	
11/9/-1/17/2021	1311
1/16/2021	10
1/27/2021	5
1/218/2021	8
1/29/2021	5
2/1/2021	1
2/2/2021	0
2/3/2021	1
2/4/2021	0
2/5/2021	4
Totals	1345

Spring 2020 Enrollment by
Feb 5, 2020 = 1384

Full-time	Part-time
898	440

In-State	Out-of-State
955	177

*Does not include Dual Enroll

Mod Out-St	Foreign
24	17

DMAPS	Online Only
1	67

Exceed Spring 2020 numbers

Definitions:

Freshman: < 31 credits earned
 Sophomore: 31-60.99 credits earned
 Junior: 61-90.99 credits earned
 Senior: 91+ credits earned
 Other: Transient & Non-Degree seeking students

Notes:

*Not including DMAPS
 *Historical numbers are final semester counts
 **FTE = total credits divided by 15
 ***Report populated 2/5/2021 9:00 am

Glenville State College
Cashflow Projection FY 2021

	Actual 12/18/20	Actual 12/25/20	Actual 1/1/21	Actual 1/8/21	Actual 1/15/21	Actual 1/22/21	Actual 1/29/21	Projected 2/5/21	Projected 2/12/21	Projected 2/19/21	Projected 2/26/21	Projected Mar-21	Projected Apr-21	Projected May-21	Projected Jun-21	Projected Jul-21	Projected Aug-21	Projected Sep-21	Projected Oct-21	Projected Nov-21	Projected Dec-21
FY 2019 Deposits (for reference only)	\$ 120,482	\$ 73,323	\$ 57,016	\$ 490,096	\$ 656,028	\$ 316,720	\$ 1,807,597	\$ 1,521,512	\$ 83,675	\$ 111,860	\$ 310,696										
Beginning Cash	\$ 1,003,440	\$ 892,491	\$ 664,478	\$ 1,989,517	\$ 2,027,323	\$ 1,951,110	\$ 2,165,010	\$ 2,519,204	\$ 3,515,467	\$ 4,214,188	\$ 5,906,319	\$ 5,370,410	\$ 4,267,143	\$ 4,741,280	\$ 3,375,835	\$ 1,733,491	\$ 1,702,731	\$ 1,956,011	\$ 1,771,629	\$ 3,595,286	\$ 2,471,518
Incoming:																					
Appropriations (approx 50% of PR)	40,000		1,471,736										1,411,736			1,611,736		150,000	1,611,736		
Federal COVID-19 Funds								2,081,794													
Current Cash deposits	290,271	11,904	11,773	38,146	402,029	98,885	252,037	1,717,217	1,445,436	75,308	100,674	1,043,972	1,197,640	293,794	264,595	482,743	2,158,519	1,420,857	2,357,160	701,471	558,791
Education & General																					
Auxillary																					
Capital																					
Gifts, Donations, WVHE grant	27,900				36,345	205,022	652,165		200,000												
Federal Grants	55,003							30,000				20,000	20,000	20,000		20,000	20,000	20,000	20,000	100,000	20,000
PAC Funds from Foundation																					
Scholarship funds from Foundation										150,000											
Capital Projects Bond Refinance Reimb.																					
Insurance Claims																					
Loan from Foundation		500,000																			
DMAPS Rental Income - HC																					
Available Cash	\$ 1,416,614	\$ 1,404,395	\$ 2,147,987	\$ 2,027,663	\$ 2,465,697	\$ 2,255,017	\$ 3,069,212	\$ 4,266,421	\$ 5,160,903	\$ 6,521,290	\$ 6,006,993	\$ 6,434,382	\$ 6,896,519	\$ 5,055,074	\$ 3,640,430	\$ 3,847,970	\$ 3,881,250	\$ 3,546,868	\$ 5,760,525	\$ 4,396,757	\$ 3,050,309
Outgoing:																					
AP Prior Year																					
AP Prior Yr - related parties only																					
Payroll costs total	502,578	432,885			452,391		482,560		525,000		525,000	1,050,000	1,050,000	1,050,000	985,000	1,530,000	985,000	1,050,000	1,050,000	1,050,000	1,525,000
Pcard Payments			132,161					95,164				200,000	350,000		350,000	175,000	175,000		350,000	175,000	175,000
Rents / leases																					
Aramark Services		134,279				50		74,878	78,000	63,000	63,000	252,000	315,000	189,000			325,000	260,000	325,000	260,000	130,000
Utilities	15,119	92,651				54,278	1,441	3,267	35,000			100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Cash Disbursement/Operating expenses	6,426	80,102	26,309	340	720	35,679	66,007	125,350	100,000	51,971		321,500	136,500	136,500	136,500	136,500	136,500	136,500	136,500	136,500	136,500
4499 Transfers to FAC								225,364													
Capital Projects & Insurance Claims								23,192	76,808			40,000									
Debt service & Capital Assessments					61,476			203,739	131,907		48,583	203,739	203,739	203,739	335,439	203,739	203,739	228,739	203,739	203,739	359,739
Insurance Claim Payments																					
Repayment of Loan from Foundation										500,000											
Repayment of Loan from Housing																					
Cash used	524,123	739,917	158,470	340	514,587	90,007	550,008	750,954	946,715	614,971	636,583	2,167,239	2,155,239	1,679,239	1,906,939	2,145,239	1,925,239	1,775,239	2,165,239	1,925,239	2,426,239
Ending Cash	\$ 892,491	\$ 664,478	\$ 1,989,517	\$ 2,027,323	\$ 1,951,110	\$ 2,165,010	\$ 2,519,204	\$ 3,515,467	\$ 4,214,188	\$ 5,906,319	\$ 5,370,410	\$ 4,267,143	\$ 4,741,280	\$ 3,375,835	\$ 1,733,491	\$ 1,702,731	\$ 1,956,011	\$ 1,771,629	\$ 3,595,286	\$ 2,471,518	\$ 624,070
Remaining State Funds Included in Bal.	\$ 242,986	\$ 242,986	\$ 1,477,722	\$ 1,477,722	\$ 1,237,722	\$ 1,237,722	\$ 997,722	\$ 997,722	\$ 757,722	\$ 757,722	\$ 517,722	\$ 37,722	\$ 969,458	\$ 489,458	\$ 9,458	\$ 836,736	\$ 366,736	\$ 46,736	\$ 1,188,472	\$ 718,472	\$ 13,472
Remaining Balance of unrestricted funds	\$ 649,505	\$ 421,492	\$ 511,795	\$ 549,601	\$ 713,388	\$ 927,288	\$ 1,521,482	\$ 2,517,745	\$ 3,456,466	\$ 5,148,597	\$ 4,852,688	\$ 4,229,421	\$ 3,771,822	\$ 2,886,377	\$ 1,724,033	\$ 865,995	\$ 1,589,275	\$ 1,724,893	\$ 2,406,814	\$ 1,753,046	\$ 610,598
Remaining Balanced w/o CARES \$2 million								\$ 3,148,597	\$ 2,852,688	\$ 2,229,421	\$ 1,771,822	\$ 886,377	\$ (275,967)	\$ (1,134,005)	\$ (410,725)	\$ (275,107)	\$ 406,814	\$ (246,954)	\$ (1,389,402)		

Glenville State College
Revised FY 2021 Budget Analysis
February 3, 2021

	FY 2020 Budget	FY 2021 Budget Approved June 2020	Corrections Based on Original Support	Revised FY 2021 Budget Based on Original Support	Recommended Changes based on YTD Actuals and Add'l Research	Draft Revised FY 2021 Budget	Total Increase/ (Decrease) From Original Approved FY 2021 Budget
Revenues:							
State Appropriation	6,446,942	6,446,942	-	6,446,942	-	6,446,942	-
On-campus ProgramTuition	8,190,865	7,715,555		7,715,555	343,967	8,059,522	343,967
Room revenue	3,728,443	3,510,471		3,510,471	(194,903)	3,315,568	(194,903)
Board revenue	2,580,600	2,520,800		2,520,800	(214,087)	2,306,713	(214,087)
Student & Course Fees	570,805	591,745	-	591,745	-	591,745	-
Less: Institutional Discounts	(2,484,607)	(2,133,000)	(112,000)	(2,245,000)	(486,441)	(2,731,441)	(598,441)
Net on-campus student revenue	12,586,106	12,205,570	(112,000)	12,093,570	(551,464)	11,542,106	(663,464)
Off-campus program revenue, net	1,074,456	1,170,000		1,170,000	(137,672)	1,032,328	(137,672)
Other revenue	1,347,475	1,800,000	(469,000)	1,331,000	197,500	1,528,500	(271,500)
Grants	607,240	500,000	-	500,000	925,000	1,425,000	925,000
Net Revenue-College activities	15,615,276	15,675,570	(581,000)	15,094,570	433,364	15,527,934	(147,636)
Total net revenue, incl. State approp	22,062,218	22,122,512	(581,000)	21,541,512	433,364	21,974,876	(147,636)
EXPENSES							
Payroll and benefits	12,786,355	12,375,756	906,727	13,282,483		13,282,483	906,727
Non-payroll	3,744,500	3,196,000		3,196,000	154,000	3,350,000	154,000
Food service cost	1,965,835	1,915,716		1,915,716	(115,716)	1,800,000	(115,716)
Interest on debt-(Bonds and PNC)	1,826,500	1,801,000		1,801,000	15,000	1,816,000	15,000
Utilities	1,225,000	1,048,000		1,048,000	378,000	1,426,000	378,000
Depreciation	2,375,000	2,395,000	-	2,395,000	-	2,395,000	-
Net expenses	23,923,190	22,731,472	906,727	23,638,199	431,284	24,069,483	1,338,011
Net Surplus/(Loss)	(1,860,971)	(608,960)	(1,487,727)	(2,096,687)	2,080	(2,094,607)	(1,485,647)

**Glenville State College Board of
Governors Meeting of February 24, 2021**

ACTION ITEM: DRAFT Amended Board Policy 9

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the proposed revised Board draft policy 9 for final filing with the Higher Education Policy Commission if no comments are received after the thirty-day comment period.

STAFF MEMBER: Dr. Mark A. Manchin, President

BACKGROUND:

Higher Education Policy Commission Series 4 requires that Glenville 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.

The attached draft policy 9 is being amended to incorporate language to include Board approval prior to the disposal of obsolete, surplus and unusable materials, supplies and equipment. New language was also included to remove disposition of real estate. The policy was submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for review and suggested revisions. The draft policy was posted on the College's website for a ten (10) day informal public comment period. There were no suggested revisions/comments received during the comment period.

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 policy will be submitted as a final draft policy 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 policy will be forwarded to the Higher Education Policy Commission for final approval.

GLENVILLE STATE COLLEGE POLICIES

ADMINISTRATIVE POLICY -9

DISPOSITION OF SURPLUS EQUIPMENT, SUPPLIES AND MATERIALS

9.1. General

1.1. Scope - This rule establishes Glenville State College procedures for the disposition of surplus equipment, supplies, and materials. This policy does NOT apply in any manner to the disposable disposition of any real estate, obsolete, surplus, unusable or in any condition whatsoever.

1.2. Authority – W.Va. Code §18B-5-7 and 59-3-1, et seq

1.3. -Effective Date – April 20, 2005

1.4. Revision of Former Policy – Repeals and replaces Glenville State College Policy 9 – Disposition of Surplus Equipment, Supplies and Materials [2005].

9.2. Disposition of Surplus Equipment, Supplies and Materials

2.1. The Board of Governors must approve the disposal of -obsolete, surplus and unusable materials, supplies and equipment. Upon approval by the Board, the President has authority to, either by (1) transfer to other governmental agencies or institutions, (2) by exchange or trade, or (3) by sale as junk or otherwise, or (4) donate said equipment, supplies, and materials with approval of the Board of Governors or their designee, as appropriate to any not-for-profit entity to promote public welfare.

2.2. The Chief Procurement-Financial Officer or designee shall identify and inventory the institution's obsolete, surplus and unusable materials, supplies and equipment and shall store these materials, supplies and equipment until such time as they may be disposed of in a manner consistent with state law and the rules, regulations and procedures of the BoardBoard of Governors Policy 9.

2.3. Under no circumstances shall any obsolete, surplus and unusable materials, supplies and equipment be sold, transferred or conveyed to any private person, firm or corporation other than at a public auction or by sealed bid or as otherwise provided in West VirginiaW. Va. Code § 18B-5-7.

2.4. The funds the institution receives from the sale of obsolete, surplus and unusable materials, supplies and equipment shall be deposited in the institutional account originally used to purchase said materials, supplies and equipment if such account is readily ascertainable,

minus any administrative costs associated with the disposal. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

9.3. Methods of Disposal of Obsolete, Surplus and Unusable Materials, Supplies and Equipment

3.1. Glenville State College may dispose of obsolete, surplus and unusable materials, supplies and equipment in one or more of the following manners:

3.1.1. Trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief ~~Procurement~~Financial Officer or designee;

3.1.2. Sale to the general public by sealed bid or at a public auction;

3.1.3. Transfer to municipal, county, state and federal agencies and institutions;

~~3.1.4. Utilizing~~Utilize the Surplus Property Division of the Department of Administration.

~~3.1.4.~~3.1.5. Donate to any not for profit entity to promote public welfare upon approval of the Board of Governors or their designee.

3.2. The chosen method should be one that has the best prospect of yielding the greatest return to the institution after the cost of the sale has been deducted from the revenue derived. Transfers to other governmental agencies and institutions should cover those aspects that will enhance the institution's public awareness in the local community and in the interest of providing a needed service to the community.

9.4. Trade In

4.1. The institution may take advantage of a trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief ~~Procurement~~Financial Officer or designee.

9.5. Sealed Bids or Public Auction

5.1. Sales by sealed bid or at a public auction may be conducted by the institution. The institution shall, in accordance with state law and the rules, policies and procedures of the Board, develop their own procedures for conducting sales by sealed bid or at a public auction; provided that

(a) at least ten days prior to the disposition an advertisement of such sale shall be published as a Class II legal advertisement, as provided in ~~West Virginia~~W.Va. Code § 59-3-1, et seq (which means two publications of a legal advertisement in a qualified newspaper occurring within a period of fourteen consecutive days with at least an interval of six full days within the period between the date of the first publication and the date of the second publication), in the county in which the equipment, supplies and materials are located;

(b) the procedures are documented and available to all who are interested in participating prior to the date for receipt of bids or the date of the auction; and

(c) that the institution has the right to reject all bids and that all sales are final.

5.2. Original documentation of the sealed bid process or auction shall be kept by the institution for a period of one year. After that date, the documentation may be reproduced and archived on microfilm or other equivalent method of duplication for review or auditing purposes.

9.6. Transfer to Municipal, County, State and Federal Agencies and Institutions

6.1. Transfers of obsolete, surplus and unusable materials, supplies and equipment may be made to municipal, county, state and federal agencies and institutions. The Chief ~~Procurement~~Financial Officer shall keep a record of such transfers containing the following information on each item:

- a. Inventory tag number, if applicable;
- b. Description;
- c. Model number, if applicable;
- d. Serial number, if applicable;
- e. Present value of the materials, supplies and equipment; and

These records shall be kept as a public record open to public inspection for a period of two years. These items shall be removed from the ~~institution's~~College's inventory.

9.7. Utilizing the Surplus Property Division of the Department of Administration

7.1. The ~~institution~~College may also dispose of obsolete, surplus and unusable materials, supplies and equipment through the Surplus Property Division of the Department of Administration; in such case, all of the rules and regulations of the Department of Administration shall be followed.

9.8. Reporting Requirements

8.1. All inventories of surplus equipment, supplies and materials sold shall be kept as a public record open to public inspection for a period of two (2) years, as provided in ~~West Virginia~~W. Va. Code §18B-5-7(b). The Board shall report semiannually to the Legislative Auditor all sales of commodities made during the preceding six months. The report shall provide an itemized listing of each commodity sold and include the inventory tag number, a description of the commodity, the name of the buyer and the price paid by the buyer. The dates for these reports are February 1 for the period of July 1 through December 31 and August 1 for the period of January 1 through June 30. The form and format of this report shall be as required by the Legislative Auditor.

9.9. Surplus Removal Contracts

9.1. Any contracts for removal of obsolete, surplus and unusable materials, supplies and equipment shall be issued by the Chief ~~Procurement~~Financial Officer in accordance with state law ~~and the policies, procedures and guidelines of the Board.~~

9.10. Donation of Equipment, Supplies, and Materials

10.1. Any equipment, supplies, or materials may be donated to a not for profit entity by the Chief Financial Officer in accordance with state law, Board of Governors Policy 9 and upon approval of the Board or their designee.

9.1011. Redeposit of Funds

~~1011.1.~~ All monies derived from the sale of obsolete, surplus and unusable materials, supplies and equipment must be redeposited as follows, provided the account originally used for the purchase is readily ascertainable, minus any administrative costs associated with such sale. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

~~1011.1.1. Purchases made from general revenue funds must be deposited according to FIMSOASIS~~

~~— requirements for refunds into the general revenue fund; and~~

~~1011.1.2. Purchases made from special revenue funds must be redeposited into the same~~

~~— fund from which the expenditure originally occurred.~~

Approvals:

President _____ Date

Chair of the Board _____ Date