



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

December 10, 2021
2:00 p.m.

Mollohan Campus Community Center
Ballroom

**Glennville State College
Board of Governors Meeting
Schedule
2021-22**

All Board of Governors meetings will be held in the Mollohan Campus Community Center (MCCC), Ballroom at 1:00 pm in person unless otherwise noted in the schedule. You may access meeting via teleconference at 1.866.453.5550 Enter PIN: 5376505#.

Executive Committee of the Board

All Executive Committee meetings will be held at 11:00 am via ZOOM at:

Join Zoom Meeting

<https://zoom.us/j/91229060765?pwd=anZrV1JQTEVCdGI4ZS9zL1FnUU9Jdz09>

Meeting ID: 912 2906 0765

Passcode: GSC

or

Dial by your location:

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 912 2906 0765

Passcode: 896721

All Other Committees of the Board

All other committees will meet on the day of the Board meetings in the Mollohan Campus Community Center (MCCC), Ballroom at the following specified times unless otherwise noted in the schedule. You may access meetings via teleconference at 1.866.453.5550 Enter PIN: 5376505# unless otherwise noted.

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, August 4, 2021

Executive Committee

Wednesday, August 18, 2021

Board of Governors & Committees

@ Stonewall Resort, Pecan Room,

940 Resort Drive, Roanoke, WV 26447 or

via Join Zoom Meeting @ <https://zoom.us/j/93504894580>

Meeting ID: 935 0489 4580

Thursday, August 19, 2021

Emergency Meeting @ 8:20 am

To add Presidential Compensation

@ Stonewall Resort, Pecan Room,

to the Presidential Evaluation Discussion

940 Resort Drive, Roanoke, WV 26447

Monday, August 30, 2021

Special Mtg. of Board of Governors @ 10:00 am

Meeting will be broadcast via Zoom - <https://zoom.us/j/98280299662?pwd=OERjVWIsRktxMmcyZER6V2dSMTI6Zz09>

Meeting ID: 982 8029 9662 Passcode: GSC OR **By Phone** +1 929 205 6099 US (New York)
Meeting ID: 982 8029 9662 Passcode: 644123

Monday, September 20, 2021

Special Mtg. of Board of Governors @ 10:00 am

Meeting will be broadcast via Zoom - <https://zoom.us/j/96306911070?pwd=Vk1UWnVQYzhnUHJkamNtbFRXMUdCdz09>

Meeting ID: 963 0691 1070 Passcode: GSC OR **By Phone:** +1 929 205 6099 US (New York)
Meeting ID: 963 0691 1070 Passcode: 529234

Wednesday, October 6, 2021

Executive Committee

Wednesday, October 20, 2021

Board of Governors

Committees will meet as posted above with the exception of the below meetings:

Enrollment & Student Life Committee will meet in the MCCC, Room 319 at 9:00 am (*This meeting may also be accessed at 1.866.453.5550 Enter PIN: 275586#*)

Student & Academic Affairs Committee will meet in the MCCC, Ballroom at 9:00 am

Business & Finance Committee will meet in the MCCC, Ballroom at 10:15 am

Friday, October 29, 2021

Special Mtg. of Board of Governors @ 2:00 pm

Meeting will be broadcast via Zoom - <https://zoom.us/j/94070909763?pwd=K1k4Um5lc3Vha2tWakpxbFI0Mk16UT09>

Meeting ID: 940 7090 9763 Passcode: GSC OR **By Phone:** +1 929 205 6099 US (New York)
Meeting ID: 940 7090 9763 Passcode: 065513

~~Wednesday~~ Thursday, November 17 18, 2021

Executive Committee

~~Wednesday~~ Friday, December 10 8, 2021

Board of Governors will begin at 2:00 pm

Academic Affairs Committee meeting will begin at 1:00 pm

Wednesday, February 2, 2022

Executive Committee

Wednesday, February 16, 2022

Board of Governors

Wednesday, April 20, 2022

Executive Committee

Wednesday, May 4, 2022

Board of Governors

Wednesday, June 1, 2022

Executive Committee

Wednesday, June 15, 2022

Board of Governors

Approved by the GSC Board of Governors June 16, 2021.

Updated August 11, 2021; August 19, 2021; August 23, 2021; September 16, 2021; October 12, 2021; October 21, 2021; November 30, 2021.



BOARD OF GOVERNORS

December 10, 2021

MCCC, Ballroom

1:00 PM

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Public Comment Period
4. Special Presentations
 - A. Fine Arts Department Update – *Jason Barr, Chair*
5. Constituent Comments
 - A. Alumni Council - *Doug Patterson, President*
 - B. Faculty Senate - *Brian Perkins, President*
 - C. Staff Council - *Eric Marks, Chair*
 - D. Student Government Association - *Nic McVaney, President*
6. **Consent Agenda (Action Item)**
 - A. Minutes of the Special October 29, 2021 Meeting
 - B. Cash Flow Projection Statement
 - C. Accounts Receivable Report
7. Committee Reports
 - A. Executive Committee - *Mike Rust, Chair*
 - B. Board Governance and Human Resources Committee – *Ann Green, Chair*
 - C. Enrollment and Student Life Committee – *Steve Gandee, Chair*
 - D. Academic Affairs Committee – *Skip Hackworth, Chair*
 - E. Business and Finance Committee – *Doug Morris, Chair*
8. President's Report
9. Discussion/Actionable Items
 - A. **Delegation of Powers**
 - B. **Revised FINAL DRAFT GSC Personnel Policy 25B - Overload Pay**

10. Announcements

A. Commencement – December 11, 2021 at 10:00 am in Waco Center

11. Adjournment

**Glenville State College Board of Governors
Meeting of December 10, 2021**

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. Mark Manchin, 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 items are included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the Special October 29, 2021 Meeting
2. Cash Flow Projection Statement
3. Accounts Receivable Report

**GLENVILLE STATE COLLEGE BOARD OF GOVERNORS
SPECIAL MEETING – OCTOBER 29, 2021 AT 2:00 PM
VIA ZOOM**

Members Present: Mr. Mike Rust, Chairperson
Mr. Stephen Gandee, Vice Chair
Dr. Kathy Butler
Ms. Ann Green
Mr. Tilden “Skip” Hackworth
Ms. Alexandria Lay
Mr. Joe Parsons
Dr. Kevin Evans, Faculty Representative
Mr. Cody Moore, Staff Representative
Mr. Nic McVaney, Student Representative

Members Absent: Mr. Robert Marshall
Mr. Doug Morris

Faculty & Staff Present: Ms. Denise Campbell, Nursing Consultant for MU/GSC Consortium
Ms. Bridget Carr, Student Support Services: Teacher/Counselor
Mr. Dustin Crutchfield, Director of Public Relations & Marketing
Ms. Rita Helmick, Vice President for Administration & General Counsel
Mr. David Hutchison, Vice President for Advancement
Dr. Mark Manchin, President
Dr. Gary Morris, Provost & Vice President for Academic Affairs
Mr. Jesse Skiles, Director of Athletics
Mr. Trae Sprague, Director of Residence Life
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Jason Yeager, Vice President for Enrollment & Student Life

Others Present: Mr. Ryan Quinn, Charleston Gazette

Call to Order

Chairperson Mike Rust called the meeting to order at 2:04 pm.

A quorum was established.

Minutes

Ms. Teresa Sterns announced that the minutes have been amended to add Tom Ratliff’s name under the section “Faculty & Staff Present.”

SKIP HACKWORTH MOVED TO APPROVE THE OCTOBER 20, 2021 MEETING MINUTES
AS AMENDED. STEVE GANDEE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

GSC/Marshall Nursing Program Consortium Agreement

Dr. Manchin referred to the agreement and pointed out that an amended agreement was prepared to reflect recommendations and changes suggested by Ms. Alex Lay, Dr. Gary Morris, and Mr. Bert Jedamski. The amended agreement was included to the Board packet on October 28, 2021 and emailed to the Board.

Dr. Kevin Evans announced that faculty reviewed the agreement and proforma. He reported that one faculty member expressed concern regarding GSC's cumulative net revenue table. The faculty member addressed the concern to CFO Bert Jedamski but was dissatisfied with the response.

Dr. Manchin asked Dr. Evans to communicate to the faculty member that he is willing to meet to address the faculty member's concern.

KATHY BUTLER MOVED TO APPROVE THE DRAFT MOU TO ESTABLISH A NURSING CONSORTIUM AGREEMENT BETWEEN MARSHALL UNIVERSITY AND GLENVILLE STATE COLLEGE AS AMENDED. ANN GREEN SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

GSC's Change from College to University Status

Dr. Gary Morris noted that comments received on the surveys sent regarding the College's plan to change to university status were favorable. The majority of responses indicated a preference of renaming the College to Glenville State University after the change in status is confirmed. Dr. Morris reported that Mr. Dustin Crutchfield is preparing a FAQ (frequently asked questions) page to post on the College's website to address concerns regarding the change from college to university.

Mr. Hackworth requested the FAQ sheet be presented to the Board for review prior to posting it on the website.

JOE PARSONS MOVED TO APPROVE GLENVILLE STATE COLLEGE'S APPLICATION FOR CHANGE IN STATUS FROM COLLEGE TO UNIVERSITY AND SUBMITTAL TO WV HEPC FOR APPROVAL PRIOR TO ITS DECEMBER 3, 2021 MEETING. KEVIN EVANS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Surplus Property Auction

Ms. Ann Green inquired if the surplus property auction will involve real estate.

President Manchin responded that it will not involve real estate.

JOE PARSONS MOVED TO APPROVE FOR THE COLLEGE TO HOLD A SURPLUS PROPERTY AUCTION. CODY MOORE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Rust adjourned the meeting at 2:24 pm.

Mike Rust
Chairperson

Teresa Sterns
Executive Assistant to the President

Glennville State College
Cashflow Projection FY 2022

	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Beginning Cash	\$ 2,397,513	\$ 4,067,064	\$ 5,909,584	\$ 6,278,791	\$ 7,902,864	\$ 6,136,119	\$ 4,724,011	\$ 5,093,761	\$ 6,482,514	\$ 4,274,763	\$ 4,727,431	\$ 3,171,179
Incoming:												
Appropriations (approx 50% of PR)	1,587,560	-	100,000	1,587,560	-	50,000	1,537,562	-	-	1,487,556	-	1,500,000
Prior Year Appropriations (FY 2021)	96,706			-		-	-	-	-	-	-	-
Federal COVID-19 Funds	621,685	-	-	272,774	-	-	-	-	-	-	250,000	250,000
Current Cash deposits	867,357	1,581,582	1,357,577	2,233,986	264,734	884,420	754,587	3,594,152	497,648	1,135,511	209,147	495,641
Education & General	30	-	486	-	1,236,680	-	-	-	-	-	-	-
Auxillary	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Gifts, Donations, WVHE grant	1,014,964	1,500,000	658,233	251,193	53,439	-	-	-	-	-	-	-
Federal Grants	-	-	-	64,013	-	50,000	30,000	30,000	30,000	30,000	-	30,000
PAC Funds from Foundation	-	-	-	-	-	100,000	-	-	-	100,000	-	-
Scholarship funds from Foundation	-	-	-	-	-	-	-	250,000	-	-	-	-
East Bonds Reimbursement	50,003	-	-	-	-	-	-	-	-	-	-	-
Insurance Claims	-	-	-	-	-	-	-	-	-	-	-	-
Loan from Foundation	-	-	-	-	-	-	-	-	-	-	-	-
DMAPS Rental Income - HC	-	-	-	-	-	-	-	-	-	-	-	-
Available Cash	<u>\$ 6,635,818</u>	<u>\$ 7,148,646</u>	<u>\$ 8,025,880</u>	<u>\$ 10,688,317</u>	<u>\$ 9,457,717</u>	<u>\$ 7,220,539</u>	<u>\$ 7,046,160</u>	<u>\$ 8,967,913</u>	<u>\$ 7,010,162</u>	<u>\$ 7,027,830</u>	<u>\$ 5,186,578</u>	<u>\$ 5,446,820</u>
Outgoing:												
AP Prior Year												
AP Prior Yr - related parties only												
Payroll costs total	1,474,372	895,253	1,008,229	1,016,539	1,028,195	1,504,172	975,000	1,100,000	1,100,000	1,100,000	1,100,000	1,450,000
Pcard Payments	-	-	-	-	196,600	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Barnes & Noble Bookstore Services	-	-	-	-	400,000	-	-	400,000	-	-	-	-
Aramark Services	-	-	117,439	335,257	240,649	130,000	195,000	260,000	260,000	325,000	195,000	-
Utilities	172,765	73,936	102,672	110,782	65,282	-	100,000	100,000	100,000	100,000	100,000	100,000

Glennville State College

Cashflow Projection FY 2022

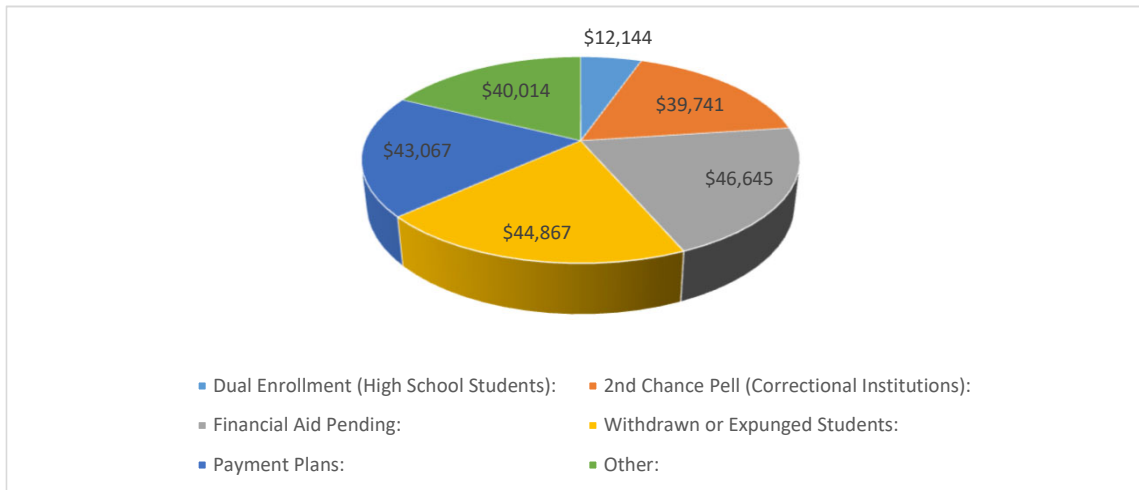
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Cash Disbursement/Operating expenses	393,419	59,114	254,104	506,003	99,262	153,457	106,500	106,500	106,500	106,500	106,500	106,500
4499 Transfers to FAC	243,527	6,860	11,532	456,369	1,052,711	-	-	-	-	-	-	-
Capital Projects & Insurance Claims	50,003	-	-	74,604	10,000	-	-	-	-	-	-	-
Debt service & Capital Assessments	228,899	203,899	253,113	203,899	228,899	433,899	203,899	203,899	253,899	203,899	203,899	384,899
Insurance Claim Payments	5,769	-	-	-	-	-	-	-	-	-	-	-
Repayment of Loan from Foundation	-	-	-	-	-	-	-	-	-	-	-	-
Energy Savings Loan Payments	-	-	-	25,000	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000
HEPC Ed Grant Payments	-	-	-	57,000	-	-	67,000	10,000	10,000	110,000	10,000	10,000
Aramark Grant Payments	-	-	-	-	-	-	30,000	30,000	630,000	80,000	25,000	110,000
Cash used	<u>2,568,754</u>	<u>1,239,062</u>	<u>1,747,089</u>	<u>2,785,453</u>	<u>3,321,598</u>	<u>2,496,528</u>	<u>1,952,399</u>	<u>2,485,399</u>	<u>2,735,399</u>	<u>2,300,399</u>	<u>2,015,399</u>	<u>2,436,399</u>
Ending Cash	<u>\$ 4,067,064</u>	<u>\$ 5,909,584</u>	<u>\$ 6,278,791</u>	<u>\$ 7,902,864</u>	<u>\$ 6,136,119</u>	<u>\$ 4,724,011</u>	<u>\$ 5,093,761</u>	<u>\$ 6,482,514</u>	<u>\$ 4,274,763</u>	<u>\$ 4,727,431</u>	<u>\$ 3,171,179</u>	<u>\$ 3,010,421</u>
Remaining State Funds Included in Bal.	\$ 827,560	\$ 394,658	\$ 34,658	\$ 1,143,228	\$ 691,331	\$ 28,331	\$ 1,082,893	\$ 599,893	\$ 116,893	\$ 1,121,449	\$ 638,449	\$ 1,413,949
Remaining Energy Savings Loan in Bal.	\$ 957,129	\$ 957,129	\$ 957,129	\$ 932,129	\$ 932,129	\$ 832,129	\$ 732,129	\$ 632,129	\$ 532,129	\$ 432,129	\$ 332,129	\$ 232,129
Remaining HEPC Ed Grant in Bal.	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 943,000	\$ 943,000	\$ 943,000	\$ 876,000	\$ 866,000	\$ 856,000	\$ 746,000	\$ 736,000	\$ 726,000
Remaining Aramark Grant Funds		\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,470,000	\$ 1,440,000	\$ 810,000	\$ 730,000	\$ 705,000	\$ 595,000
Remaining Balance of unrestricted funds	<u>\$ 1,282,375</u>	<u>\$ 2,057,797</u>	<u>\$ 2,787,004</u>	<u>\$ 3,384,507</u>	<u>\$ 2,069,659</u>	<u>\$ 1,420,551</u>	<u>\$ 932,739</u>	<u>\$ 2,944,492</u>	<u>\$ 1,959,741</u>	<u>\$ 1,697,853</u>	<u>\$ 759,601</u>	<u>\$ 43,343</u>

Accounts Receivable Update

Student AR Balances - Point In Time, Trend Comparison

Semester Based Balances								
As of Date	Fall, 2019	Spring, 2020	Summer, 2020	Fall, 2020	Spring, 2021	Summer, 2021	Fall, 2021	Spring, 2022
9/1/2020	\$ 242,196	\$ 171,846	\$ 90,804	\$ 4,786,668				
10/2/2020	\$ 243,672	\$ 163,738	\$ 40,382	\$ 2,858,126				
11/29/2020	\$ 241,396	\$ 158,608	\$ 35,843	\$ 1,347,950				
8/17/2021	\$ 215,810	\$ 124,081	\$ 10,564	\$ 471,272	\$ 177,476	\$ 93,331	\$ 7,987,033	
10/11/2021	\$ 213,054	\$ 123,025	\$ 6,184	\$ 418,020	\$ 114,232	\$ 13,560	\$ 597,865	
11/29/2021	\$ 211,848	\$ 122,250	\$ 6,259	\$ 406,299	\$ 107,420	\$ 10,042	\$ 226,478	\$ 5,975,924

Fall, 2021 AR Balance Composition		
Category	Net Amount Due	Student Count
Dual Enrollment (High School Students):	\$ 12,144	87
2nd Chance Pell (Correctional Institutions):	\$ 39,741	18
Financial Aid Pending:	\$ 46,645	17
Withdrawn or Expunged Students:	\$ 44,867	38
Payment Plans:	\$ 43,067	26
Other:	\$ 40,014	10
Total Fall, 2021 AR Balance as of 11/29:	\$ 226,478	196



Additional updates and details to be provided in the Business & Finance Committee Meeting

**Glenville State College Board of Governors
Meeting of December 10, 2021**

ACTION ITEM: Delegation of Powers

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approve the proposed revised Delegation of Powers.

STAFF MEMBER: Dr. Mark A. Manchin, President

BACKGROUND:

The current Delegation of Powers was approved on February 13, 2006. Since that time, many changes have occurred within the institution. The Delegation of Powers need to be revised to reflect those changes along with minor technical changes.

**RECOMMENDATION TO BOARD OF GOVERNORS:
AMENDMENTS TO DELEGATION OF POWERS**

West Virginia Code §18B-2A-4 sets forth powers, duties and responsibilities of the Board of Governors of each public higher education institution in the state. This document enumerates those powers, duties and responsibilities that the Glenville State College Board of Governors wishes to retain for itself and those that it chooses to delegate to the President of the College pursuant to West Virginia Code § 18B-2A-4(t). Given its legal responsibility for the College, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are delegated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

The Glenville State College Board of Governors retains the following powers and duties:

1. Determining the financial, business and education policies of the College. [§18B-2A-4(a)]
2. Approving the master plan for the College. [§18B-2A-4(b)]
3. Approving a ten-year campus development plan.
4. [see #5 below [§18B-2A-4(q)]] [see #5 below [§18B-2A-4(q)]] Subject to W. Va. Code § 18B-1B, approving all academic degree programs offered by the College. [§18B-2A-4(i)]
5. Submitting to the commission or council, as appropriate, any data or reports requested by the commission or council within the time frame set by the commission or council. [§18B-2A-4(q)]
6. Soliciting voluntary support. [§18B-2A-4(m)]
7. Appointing a President for the College, subject to W. Va. Code § 18B-1B-6. [§18B-2A-4(n)]
8. Subject to federal and state laws and regulations, managing personnel matters related to the President of the College, including but not limited to

compensation, changes in salary, discipline, and dismissal. [§18B-2A-4(k), (w)]

9. Conducting written performance evaluations of the President, pursuant to W. Va. Code § 18B-1B-6. [§18B-2A-4(o)]
10. Delegating and revoking, within prescribed standards and limitations, the part of its power and control over the business affairs of the College to the President of the College as necessary and prudent to enable the College to function in a proper and expeditious manner and to meet the requirements of the master plan and compact. [§18B-2A-4(t)]
11. Adopting, amending, or repealing rules, guidelines, or policy statements of the Board of Governors consistent with rules of the Commission. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
12. Establishing tuition and fees, consistent with Commission rules. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
13. Issuing and redeeming revenue bonds. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
14. Approving capital projects, consistent with any guidelines of the Commission. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]

The Glenville State College Board of Governors hereby delegates the following duties and responsibilities to the President of the College until further notice and unless revoked, in whole or in part, by action of the Board of Governors.

1. Controlling, supervising and managing the financial, business, and education policies and affairs of the College. The Board of Governors shall be provided reasonable prior notice of any loan to, or other financial obligation of, the College exceeding \$50,000 in the aggregate, including but

not limited to subsequent yearly agreements for materially the same loan or obligation. [§18B-2A-4(a)]

2. Directing the development of, and periodic updates to, a master plan for the College in accordance with W. Va. Code § 18A-2A-4(b). [§18B-2A-4(b)]
3. Directing the development of, and periodic updates to, a ten-year campus development plan in accordance with W. Va. Code § 18A-19. [§18B-2A-4(c)]
4. Prescribe for the College in accordance with its master plan and compact, specific functions and responsibilities to achieve the goals, objectives, and priorities established in W. Va. Code §§ 18B-1 and 18B-1D to meet the higher education needs of its area of responsibility and to avoid unnecessary duplication. [§18B-2A-4(d)]
5. Developing and maintaining an administrative organization and campus governance structure to facilitate both input into policy development and effective utilization of the resources required to achieve the College's goals and mission. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
6. Directing the preparation of an appropriation request for the College, which relates directly to missions, goals and projections found in the master plan and the compact. [§18B-2A-4(e)]
7. In consultation with the Board of Governor's, considering, revising, and submitting for review and approval to the commission or council, as appropriate, an appropriation request on behalf of the College. [§18B-2A-4(f)]
8. Directing the preparation of any data or reports requested by the commission or council within the time frame set by the commission or council. [§18B-2A-4(q)]
9. Consulting, cooperating, and coordinating with the State Treasurer and the State Auditor to update as necessary and maintain an efficient and cost-effective system for the financial management and expenditure of

appropriated and non-appropriated revenue at the College, which system shall ensure that properly submitted requests for payment are paid on or before the due date but, in any event, within fifteen days of receipt in the State Auditor's Office. [§18B-2A-4(v)]

10. Directing the preparation of, and presentation to the Board of Governors for approval, the annual operating and capital budgets; in addition, making budgetary allocations and supervising the expenditure of all funds. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
11. [See #8 above] Providing and transferring funds and property to certain corporations pursuant to West Virginia Code § 18B-12-10. [§18B-2A-4(s)]
12. Transferring funds from any account specifically appropriated for the College's use to any corresponding line item in a general revenue account at any agency or the College as long as the transferred funds are used for the purposes appropriated. [§18B-2A-4(x)]
13. Transferring funds from appropriated special revenue accounts for capital improvements of the College to special revenue accounts at agencies or the College as long as the transferred funds are used for the purposes appropriated in accordance with W. Va. Code § 18B-19. [§18B-2A-4(y)]
14. Reviewing, at least every five years, all academic programs at the College and addressing the viability, adequacy and necessity of each program in relation to established state goals, objectives and priorities, the master plan, the compact, and the education and workforce needs of the College's responsibility districts. [§18B-2A-4(g)]
15. Directing the conducting of periodic studies of the College's graduates and their employers to determine placement patterns and effectiveness of the education experience. [§18B-2A-4(g)]
16. Ensuring that the sequence and availability of academic programs and courses offered by the College are such that students may complete

programs in the time frame normally associated with program completion. [§18B-2A-4(h)]

17. Ensuring that the needs of nontraditional college-age students are appropriately addressed and assuring core coursework completed at the College is transferable to any other state institution of higher education for credit with the grade earned. [§18B-2A-4(h)]
18. Administering a system for the hearing of employee grievances and appeals therefrom, consistent with state code and Higher Education Policy Commission policies and procedures. [§18B-2A-4(l)]
19. Employing and supervising all faculty and staff at the College. [§18B-2A-4(p)]
20. Utilizing faculty, students, and staff in institution-level planning and decision making when those groups are affected. [§18B-2A-4(j)]
21. Subject to federal and state laws and regulations, administering a system for the management of personnel matters, including, but not limited to, discipline for employees at the College. [§18B-2A-4(k)]
22. In consultation with the appropriate chancellor and the Secretary of the Department of Administration, developing, updating as necessary, and maintaining a plan to administer a consistent method of conducting personnel transactions, including, but not limited to, hiring, dismissal, promotions, changes in salary or compensation and transfers at the College, and each personnel transaction shall be accompanied by the appropriate standardized system or forms, as appropriate, which shall be submitted to the respective governing board and the Department of Administration. [§18B-2A-4(w)]
23. Soliciting and utilizing or expending voluntary support, including financial contributions and support services, for the College. [§18B-2A-4(m)]
24. Entering into contracts or consortium agreements with the public schools, private schools, or private industry to provide technical, vocational, college

preparatory, remedial, and customized training courses at locations either on campuses of the College or at off-campus locations in the College's responsibility districts. The Board of Governors shall be provided reasonable notice of any contracts or consortium agreements regarding changes to existing programs or creation of new programs prior to formal execution or formal public announcement thereof. [§18B-2A-4(r)]

25. Abiding by any existing rules setting forth standards for accepting advanced placement credit for the College; provided that individual departments of the College, with approval of the faculty senate, may require higher scores on the advanced placement test than scores designated by such rules when the credit is to be used toward meeting a requirement of the core curriculum for a major in that department. [§18B-2A-4(u); NTD: Is this relevant to GSC?]
26. Purchasing or acquiring all necessary materials, supplies, equipment and printing required. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
27. Preparing and submitting to the Board of Governors, by November 1 of each year, an annual report on the College's performance in relation to the master plan and compact. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
28. [See #22 above] In consultation with the Board, acquiring legal services that are necessary, including representation of the Board of Governors, the College, employees, and officers before any court or administrative body. The counsel may be employed either on a salaried basis or on a reasonable fee basis. [§18B-2A-4(z)]
29. Contracting and paying for any disability insurance for a class or classes of employees at the College. [§18B-2A-4(aa)]
30. In consultation with the Board, contracting and paying for any supplemental employee benefit; provided, that the Board of Governors has the sole power and discretion to institute supplemental benefit programs that incur institutional expense. [§18B-2A-4(bb)]

31. Granting tenure, promotion, and sabbatical leaves (except when requested by the President). [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
32. Hearing student appeals when appropriate. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
33. Granting tuition and fee waivers. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
34. Directing the preparation of the College catalog. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
35. [See #2 above] Overseeing and leading the College's athletic program and ensuring compliance with all NCAA, OCR, conference rules, policies and procedures. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
36. Ensuring the safety, security and maintenance of all buildings and grounds. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
37. Serving as liaison with the GSC Foundation and GSC Alumni Board and coordinating activities, programs and contracts between the foregoing bodies and the College. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
38. Communicating to the Board the current condition and potential problems facing the College. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]
39. Representing the College before external public and private sector constituencies. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]

40. Communicating the needs of the college to the governor, legislators, other state, federal and local officials, and citizens of the state. [not part of specifically enumerated powers & duties of governing boards under §18B-2A-4]

41. The above are the complete delegations from the Glenville State College Board of Governors to the President, and all powers, duties, responsibilities delegated by previous governing boards, including representations and understanding, oral or written, not specifically embodied herein in writing are superseded and shall not have any force or affect whatsoever.

Approved by the Board of
Governors
January 16, 2002

Revised and Approved by the
Board of Governors
February 13, 2006

Revised and Approved by the
Board of Governors
ENTER DATE OF APPROVAL

**Glennville State College Board of Governors
Meeting of December 10, 2021**

ACTION ITEM: **Revised FINAL DRAFT Amended Board Policy 25B**

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the proposed revised Board final draft policy 25B for final filing with the Higher Education Policy Commission.

STAFF MEMBER: Dr. Gary Morris, Provost & Vice President for Academic Affairs

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.

After the final draft policy was submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) and posted on the College's website for a thirty (30) day public comment period for review and suggested revisions, it was discovered that Sections 5.3 and 6.1 were conflicting. Section 5.3 read that the pay was to be calculated based on the class the faculty member was teaching. Section 6.1 read that pay was based on what an adjunct received for teaching the same course. There was no reference that indicated varied pay for adjuncts. The Faculty Senate re-wrote the first sentence in section 6.1 to match the text in Section 5.3 to read "Overload pay shall be calculated based on the courses the faculty member has agreed to teach," as outlined in the Faculty Handbook. Since the October 20, 2021 meeting, Faculty Senate reviewed the policy again and recommended a few more changes. Updated changes were made to Sections 3.1, 5.3, and 6.1 and are as follows: Section 3.1- added: A faculty member's teaching load (credit hours) is calculated based on contact hours as shown in the faculty handbook. Sections 5.3 and 6.1 added the following after the word "teach": beyond their contractual agreement.

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 revised final 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. A revised final draft policy 25B was sent to the Board for review on September 29, 2021. At its meeting on October 20, 2021, the Board requested more time to review and add other revisions to the final draft policy if needed.

If approved, the policy will be forwarded to the Higher Education Policy Commission for final approval.

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 25B

OVERLOAD PAY

25B.1. General

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

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

1.3. Effective Date –

1.4. Revision of Former Policy- 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.

Faculty member's carrying a teaching overload can compromise the quality of their teaching and compete with other faculty responsibilities. Faculty are encouraged to exercise due diligence when weighing an offer to teach overload in addition to their contractual obligations and duties.

25B.3. Defined

3.1 An overload is defined as the addition of a course that would result in more contact hours than are required in the faculty member's 9-month contract period. A faculty member's teaching load (credit hours) is calculated based on contact hours as shown in the faculty handbook.

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25B.4. General Expectations of Faculty

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

4.1.1. To teach and advise undergraduate students at Glenville State College. This

includes:

- a. Teaching and administrative assignments as prescribed by the faculty member's annual contract.
- b. Fulfilling required office hours and additional daily office hours during those weeks when advising activities are concentrated.

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

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

25B.5. Conditions Governing the Granting of Overload Pay

5.1. The Provost/Vice President for Academic Affairs or their designee ~~will~~ may offer faculty ~~teaching loads~~ overloads 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.~~

5.2. ~~Should~~ If an overload assignment ~~is~~ be necessary, the Provost/Vice President for Academic Affairs or their designee may make an offer to the faculty member in a reasonable amount of time.

5.3. Overload pay shall be calculated based on the courses constitute be for those courses that the faculty member has agreed to teach beyond their contractual agreement are offered in addition to the courses already scheduled for the current or pending semester.

5.4 Overloads shall require a written agreement denoting the agreed remuneration for course instruction prior to the start of the course and courses with enrollment less than 100% (10 students) will be prorated.

5.5. Once the Provost/Vice President for Academic Affairs or their designee and the faculty member have signed the agreement, the terms of the agreement cannot be altered, modified, or changed, unless both parties agree to the alteration, modification, or change in an addendum to the original contract.

5.6. ~~An individual~~ F ~~Faculty members~~ s may not assign ~~themselves~~ themselves an overload.

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

25B.6. Compensation

6.1. ~~Overload pay shall be calculated based on the courses the faculty member has agreed to teach beyond their contractual agreement. Overload pay compensation will be at the current rate that an 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 an overload assignment. Such approval, intended to address an emergency or unusual circumstance only, shall not exceed one semester in duration.

DRAFT