



GLENVILLE STATE COLLEGE

AGENDA

Glenville State College
Board of Governors

November 29, 2017
12:30 p.m.

Waco Center
Hall of Fame Room

Glennville State College
Board of Governors Meeting
Schedule
2017-2018

All Executive Committee meetings will be held at 11:00 a.m. in the President's Conference Room in the Administration Building. All Board of Governors meetings will be held in the Waco Center, Hall of Fame Room, unless otherwise noted. The Enrollment Management Committee meetings will begin at 10:00 a.m. and all other Committee meetings will begin at 11:00 am. Board meetings will begin at 12:30 p.m., with a noon luncheon prior to the meeting, unless otherwise noted as well.

Wednesday, August 9, 2017	Executive Committee
Wednesday, August 23, 2017 <i>* The only committee meeting that will meet is the Business and Finance Committee at 3:00 pm at 2888 US Hwy. 33 East, Glennville, WV</i>	Board of Governors– 1:30 p.m. @ Ike and Sue Morris' Residence 2888 US Hwy. 33 East, Glennville, WV
Wednesday, September 27, 2017	Executive Committee
Wednesday, October 18, 2017	Board of Governors
Wednesday, November 15, 2017	Executive Committee
Wednesday, November 29, 2017	Board of Governors
Wednesday, January 24, 2018	Executive Committee
Wednesday, February 7, 2018	Board of Governors
Wednesday, April 4, 2018	Executive Committee
Wednesday, April 18, 2018	Board of Governors
Wednesday, May 30, 2018	Executive Committee
Wednesday, June 13, 2018	Board of Governors

**GLENVILLE STATE COLLEGE
BOARD OF GOVERNORS
NOVEMBER 29, 2017**

AGENDA

1. Call to Order
2. Establishment of a quorum
3. Approval of Minutes for October 18, 2017 (*Action Item*)
4. Public Comment Period
5. Updates included in Board materials
6. Executive Committee
 - a. Report from Greg Smith, Chair
7. Business and Finance Committee
 - a. Report from Rich Heffelfinger, Chair
 - b. Decrease in Tuition for Summer 2018 - (*Action Item*)
 - c. Decrease in Tuition for FY2019 - (*Action Item*)
 - d. Increase in Instructional Support Fee - (*Action Item*)
8. Enrollment Management Committee
 - a. Report from Steve Gandee, Chair
9. Student and Academic Affairs Committee
 - a. Report from Ralph Holder, Chair
10. President's Report
11. Announcements
 - a. Commencement is scheduled for December 8, 2017
(*Two ceremonies will be held at 11:00 am and 2:00 pm*)
12. Adjournment

**Glennville State College
Board of Governors Meeting
October 18, 2017
Waco Center, Hall of Fame Room
Glennville, West Virginia**

Members Present: Mr. Greg Smith, Chairperson
Mr. Tim Butcher, Vice Chair
Mr. Mike Forbes
Mr. Stephen Gandee
Mr. Richard Heffelfinger
Mr. Ralph Holder
Ms. Sue Morris
Mr. Mike Rust
Mr. Larry Baker, Faculty Representative
Mr. Dustin Crutchfield, Staff Representative
Mr. J. Cameron Woods, Student Representative

Members Absent: Dr. William Deel

Staff Present: Dr. Tracy L. Pellett, President
Mr. John Beckvold, Vice President for Business & Finance
Mr. Marty Carver, Vice President for Enrollment Management
Ms. Sheri Goff, Financial Aid Assistant & Advisory Council for Classified Staff Rep.
Mr. David Hutchison, Vice President for Advancement
Mr. Jason Phares, Information Technology Manager
Ms. Teresa Sterns, Executive Assistant to the President
Mr. Rusty Vineyard, Vice President for Student Life & Athletics

Call to Order

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

A quorum was established.

Approval of Minutes

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

MOTION CARRIED UNANIMOUSLY.

Public Comment

N/A

Updates

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

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

Executive Committee

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

Business and Finance Committee

Rich Heffelfinger, Chair, reported that the Committee discussed the audit and the bond refinance.

Mr. Beckvold provided an overview of the bond refinance process and indicated it was a good investment that will give the College stability.

Enrollment Management Committee

Steve Gandee, Chair, reported that some students had to be housed in the Conrad at the beginning of the semester due to overflow in the residence halls. Mr. Carver and Ms. Reed both provided reports during the Committee meeting that indicated current enrollment and retention numbers. He further reported that institutional enrollment committees that have not met in the past are now holding meetings. Mr. Gandee encouraged all to attend the Enrollment Management Committee meetings beginning at 10:00 am prior to Board meetings.

Student and Academic Affairs Committee

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

Mr. Vineyard presented an overview of the Academic Success Center on behalf of Dr. Gary Morris. He referenced pages 17-18 of Dr. Morris' report included in the book and pointed out the diversity and NASA grants that were awarded. He further provided a report regarding student affairs and athletics which included an update on the fitness center renovation and the construction of a new weight room at the Waco Center.

Professor Larry Baker discussed updates regarding faculty senate and the Advisory Council of Faculty that have occurred since his report was submitted. He requested that all be afforded an additional two weeks to submit Board reports to allow more updated information to be included in the report.

The Board discussed the good press that the College has been getting via Twitter, the new fitness center, and the percent of students that graduate from Glenville State College.

Mr. Rust requested that the percent of students who obtain gainful employment within six months after graduation be provided at the next Board meeting.

President's Report

President Pellett reported the following:

- Glenville State College has more students that it has had in the last four years as a whole and more students in residence halls.
- Mr. David Hutchison has been named Interim Vice President for Advancement.
- The College is working with Minnie Hamilton Health Systems to reanalyze the contract in an effort to offer more services to the College nurse, faculty, staff, and students and provide a nurse practitioner to see patients and write prescriptions.
- A plan is being prepared to present to the Board at its next meeting regarding tuition discounting which will include aligning aid with student needs.
- Dr. Pellett expects the College will offer criminal justice and business programs on-line next year.
- The College will be working on a new website design in the next three months, so it will not have to be tech assistant dependent.

Mr. Smith asked if any of the members disagreed with changing the signature cards at the bank from Peter B. Barr and Robert O. Hardman II to Tracy L. Pellett and John Beckvold. There were no members signifying disagreement.

Announcements

Mr. Smith made the following announcements:

- Hall of Fame Induction Banquet will be held on Friday, October 20, 2017 @ 6:00 pm at the Waco Center Atrium
- Fall Open House will be held on Saturday, October 21, 2017 beginning at 9:00 am.
- Homecoming is Saturday, October 21, 2017/GSC vs. Fairmont @ 1:00 pm.
- Inauguration is scheduled for November 10, 2017 @ 4:00 pm in the FAC Auditorium
- The next Executive Committee meeting is scheduled for November 15, 2017.
- The next full Board meeting is scheduled for November 29, 2017.

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

Adjournment

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

Greg Smith
Chairperson

Teresa Sterns
Executive Assistant to the President

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

Highlights

1. **Instructional Support Fee** – This has been brought before the faculty senate, department chairs, and the student government association. Our initial proposal was to charge a fee for each credit taken above 15 credit hours, however it was pointed out by all three groups that there were plans of study in the catalog that required students to take more than 15 hours in a given semester (there are currently plans of study that contain 16, 17, and 18 hours in a given semester). Based on this, the faculty recommended that we charge for credit hours taken starting at 19 hours or higher. However, revenue collected at 19 hours and beyond would not help cover the expense of paying faculty overloads, which students taking high credit hour counts would contribute to. We are proposing that the fee therefore be set at \$300 for every credit taken above 17 credits hours. This will have minimum impact on students (134) and degrees (8), but bring in sufficient cash flow (\$72,000) to help cover faculty overloads, based on numbers from this fall semester. This analysis has also been brought to our attention how many programs have plans of study that have students taking 16 or more credit hours in a given semester and as a result we are, through the curriculum committee, starting the process of cleaning these up. This item is being presented for action by the board at this meeting.
2. **Academic Calendar** – We have outlined the academic calendar for Summer 2018, Fall 2018, and Spring 2019. One new element being incorporated into Glenville State College’s academic calendar is a J-term (January term), which is a 10 day term that will be held prior to the beginning of the spring semester. Curriculum will be built around a 4.5 hour instructional block, for each of the ten days (this follows the federally mandated credit hour to clock hour expectation). This term will be an opportunity to offer courses that students may need to repeat before enrolling in the spring semester, internships, research, courses in the international program, or special topics courses that could not otherwise be offered during the regular semester. This will also facilitate students completing college in four years.
3. **Academic Success Center** – Is now fully staffed with six academic success counselors and is fully operational in Clark Hall. The ASC is a corner stone of Glenville State College’s effort to increase student retention by providing our students with support for disability, peer tutoring, Veterans Affairs, academic services, peer-mentoring, career services, Hidden Promise Scholars, dual-enrollment, and at-risk student advising. The counselors are currently engaged advising more than 70 at risk students for the upcoming spring semester. The ASC is also offering extended tutoring hours for all students leading up to finals. They organized a successful Career and Graduate Exposition in the Mollohan Campus Community Center Ballroom on October 24th. There were 49 Vendors and 10 Alumni/Community Members in attendance for the Expo, and more than 200 GSC students visited this event.
4. **Off-campus programming** – We offered a second term for the fall semester at FCI Gilmer with two additional courses. We are offering 7 classes at FCI, 23 classes at HCC, and dual enrollment classes at 13 high schools for the upcoming spring semester. We are working on streamlining

the registration and application process for HS students, so that it occurs as early as possible. Rachel Adams is now coordinating the off-campus programs. As of November 6th, off-campus programs have contributed 619 students to our enrollment numbers: 321 dual enrollment, 58 FCI, 137 HCC, and 103 DMAPS.

5. **Commencements** – There will be a December 4 graduation at 12 pm at FCI Gilmer for 10 inmates. The on-campus graduation will be December 9 in the Fine Arts Center. The WACO Center is not an option, as there will be two basketball tournaments that day. In response to concerns that there will not be sufficient room for the 90+ graduates that may show up with their guests, graduation will be split into two separate ceremonies to accommodate faculty, students, and all of their guests.
 - 11:00 a.m. will be for graduates from the following programs: Elementary Education, Biology, Biology Education, Chemistry, Chemistry Education, General Science Education, Health and Human Performance, Mathematics Education, and Natural Resource Management.
 - 2:00 p.m. will be for graduates from the following programs: Art, Behavioral Science, Business, Criminal Justice, English Education, English, General Studies, History, Music, Music Education, Social Studies Education, and Regents.
6. **On-line program** – The online task force is making progress toward launching four academic degrees to be offered completely on-line: AA General Studies (milestone), BS Business Administration, BS Criminal Justice, and BA Bluegrass Music Concentration. This new delivery format for these degrees that we already deliver in a traditional format is considered a *substantive change* by the Higher Learning Commission, so an application requesting permission to offer these programs on line needs to be submitted for approval to HLC. As part of this application process, approval is needed from the Board of Governors to deliver content completely on line. To meet this requirement, a proposal will be presented to the Board of Governors for approval at its next meeting.

Attachments/Enclosures:

1. ISF proposal submitted for faculty consideration with data used for submitted resolution to BOG.
2. Proposed academic calendar for 2018 – 2019. This is a new format for the academic calendar that includes color coding and the J-term, which is scheduled to begin January 3, 2019.

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

I. Background

Students currently pay a flat tuition rate of \$3,670 for 12 or more credit hours and WV code 18B-10-1 prevents state higher education institutions from charging students tuition for credit hours taken greater than 12 hours. All programs at Glenville State College meet WV State's mandate to be 120 credit hours, so that students can take 15 credit hours each semester and finish their degrees in four years. However, students taking more than 15 hours potentially contribute to increase course enrollment numbers, which could increase the number of course sections that need to be offered, and in turn increase faculty overloads, which for the current semester of Fall 2017 will amount to more than \$70,000. This is an added, variable, expense to Glenville State College, for which the College currently has no fiscal mechanism to address.

Table 1: Student Head Count Grouped by Number of Credit Hours Taken Fall 2017

Credit Hours Taken	Student Head Count	Cumulative Head Count Beyond 15
1-15	1098	-
16	292	292
17	83	375
18	81	456
19	26	482
20	12	494
21	8	502
22	4	506
23	1	507
24	1	508
25	1	509

Table 2: Revenue Generated from Three Different Fee Rates with Four Different Starting Points for the Fees

ISF credit hour range	Student head count	Revenue generated at \$100/credit hour taken	Revenue generated at \$200/credit hour taken	Revenue generated at \$300/credit hour taken
16 - 25	509	96,800	193,600	290,400
17 - 25	217	45,900	91,800	137,700
18 - 25	134	24,200	48,400	72,600

19 -25	53	10,800	21,600	32,400
--------	----	--------	--------	--------

Table 3: Plans of Study that Have More than 15 Hours in a Given Semester (2017 – 2018 Catalog)

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

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

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

II. Proposal

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

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

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

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

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



Glennville State College

Summer 2018

Academic Calendar

DRAFT 11/05/17

Legend

School In Session
First Day of Semester/Session
Last Day of Term/Semester
Add/Drop
Final Exams
No Classes

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>Summer 10 Week Term</u>	
May 2018	
14	Classes Begin
14-15	Add/Drop Classes
28	Memorial Day (Campus Closed)
June 2018	
15	Apply for July Graduation
18	Withdraw with a "W"
July 2018	
4	Independence Day (Campus Closed)
18	Classes End/Withdraw from College
19	Final Exams
23	Final Grades due by noon

<u>First 5 Week Term</u>	
May 2018	
14	Classes Begin
14-15	Add/Drop Classes
28	Memorial Day (Campus Closed)
31	Withdraw with a "W"
June 2018	
13	Classes End/Withdraw from College
14	Final Exams
15	Apply for July Graduation
18	Final Grades due by noon

<u>Second 5 Week Term</u>	
June 2018	
18	Classes Begin
18-19	Add/Drop Classes
July 2018	
4	Independence Day (Campus Closed)
5	Withdraw with a "W"
18	Classes End/Withdraw from College
19	Final Exams
23	Final Grades due by noon



Glenville State College 2018-2019 Academic Year Calendar

Draft 11/5/17

Legend

School In Session
First Day of Semester/Session
Last Day of Term/Semester
Add/Drop
Mid-Term/Final Exams
No Classes

August 2018	Page 14 of 35
6-10	Prep Week
13	Full Semester & Session I Begins
13-17	Drop/Add (Full & Session I)
September 2018	
7	Mid-Term for Session I
10	Four-week grades due
12	Last Day Withdraw from Session I course with "W"
October 2018	
1-5	Mid-Term for Full Semester
5	Final Exams / Last Day Session I
8	Mid-Semester grades due & Session II Begins
8-9	Drop/Add Session II
19	Fall Recess
19	Last Day Withdraw from a Full Semester course with "W"
29	Spring Advising Begins
November 2018	
2	Mid-Term Session II
2	Last Day to Withdraw from Session II course with "W"
12-16	Priority Spring Registration
19-23	Thanksgiving Break
30	Full Semester & Session II Ends
December 2018	
3-6	Final Exams
8	Graduation
10	Grades Due at noon
24-31	Winter Break (Campus Closed)
January 2019	
1	New Year's Day (Campus Closed)
3	Mini-session Begins
3-4	Drop/Add Mini-session
16	Mini-Session Ends
17-18	Prep Days
22	Full Semester & Session I Begins
22-25	Drop/Add (Full & Session I)
February 2019	
15	Mid-Term for Session I
18	Four-week grades due
20	Last Day to Withdraw from a Session I course with "W"
March 2019	
4-8	Mid-Term for Full Semester
8	Final Exams / Last Day Session I
11-15	Spring Break
18	Mid-Semester grades due & Session II begins
18-19	Drop/Add for Session II
29	Last Day to Withdraw from a Full Semester course with "W"
25	Fall & Summer Advising Begins
April 2019	
8-12	Priority Fall & Summer Registration
12	Mid-Term for Session II
17	Last Day to Withdraw from a Session II course with "W"
May 2019	
10	Full Semester & Session II Ends
13-16	Final Exams
18	Graduation
20	Grades due at noon
28	Classes Begin (Full & Session I)
28-29	Drop/Add (Full & Session I)
June 2019	
10	Last Day to Withdraw from a Session I course with "W"
21	Final Exam/Last Day Session I/Last Day to Withdraw from Full Session course with "W"
24	First Day of Session II
24-25	Drop/Add (Session II)
July 2019	
8	Last Day to Withdraw from Session II course with a "W"
19	Final Exam / Last Day
22	Grades due at noon

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Submitted by: *Marty Carver, Vice President of Enrollment Management*

Highlights/Challenges

Highlights

1. The Office of Admissions Recruitment Plan has been revised for fall 2018. This year's plan demands greater focus on the Primary Market. To accomplish this, the top 12 WV counties have been elevated to the Primary VIP market. The Primary VIP market also includes all Hidden Promise, PEEP, and Legacy students. In addition, some initial sources with a proven track record for producing students may be included.
2. The AutoProcess/Communication Plan has been greatly modified to support the recruitment plan. The AutoProcess is a fully automated system that assists with communication to prospective students. This communication includes scheduled calls, sending email, postcards, and letters. This year's communication plan includes tracks for the following:
 - Future Year Inquiries (<= HS Sophomore)
 - Junior Inquiries
 - Senior Inquiries (Primary VIP & Primary)
 - Senior Inquiries (Secondary)
 - Senior Inquiries (Tertiary)
 - Senior Applicants
 - Transfer Inquiries
 - Transfer Applicants
 - Admitted (All)
 - Senior Applicants – Parents
 - Senior Admitted – Parents
 - Senior Registered – Parents
 - High School Counselors

The AutoProcess includes communication from admissions, financial aid, student life, residential life, academic departments, student organizations, alumni and parents of current students. (See attachment for a Sample Track)

3. The 2017-2018 Admission Event schedule has been finalized

October 21, 2017 (Saturday)	Fall Open House (Fall Preview) *Homecoming
November 18, 2017 (Saturday)	Blue & White Visit Day
December 29, 2017 (Friday)	Spring 2017 Documentation Deadline
January 6, 2018 (Saturday)	Blue & White Visit Day
February 3, 2018 (Saturday)	Winter Open House (Winter Preview) *Tailgate
March 17, 2018 (Saturday)	Blue & White Visit Day
April 7, 2018 (Saturday)	Early Registration Week (Day 1)
April 9-13, 2018 (Monday-Friday)	Early Registration Week (Days 2-6)
April 28, 2018 (Saturday)	Spring Open House (Spring Preview)

May 19, 2018 (Saturday)	Blue & White Visit Day
June 16, 2018 (Saturday)	Blue & White Visit Day (Summer Registration Day)
June 26, 2018 (Tuesday)	Transfer Tuesday (Visit Day)
July 18, 2018 (Wednesday)	PEEP Orientation
July 27, 2018 (Friday)	Fall 2018 Documentation Deadline
Daily Visits (Monday-Friday)	10:00 AM & 2:00 PM

Challenges

1. Accurate Report/Comparison Data: This has been an ongoing issue for many years but it is vital that it be corrected. *Initiative:* Working with the institutional research office to correct this issue.
2. Lack of mail communication: Last year, the only mail communication sent to prospective students was required items, postcards (limited #), and acceptance packets. *Initiative:* Developing 10 to 15 themed postcards to highlight the many exciting aspects of GSC. Postcards will only be used within the Primary Market. Themes include:
 - Inquiry Thank You
 - Be a Pioneer (General Info)
 - Academics
 - Student Life
 - Resident Life
 - GSC Value
 - Financial Aid
 - Transfer Specific
 - Alumni Success
 - Campus Visit
 - Application Thank You
 - Acceptance Congrats – Parent

Submitted by: *John Beckvold, Vice President for Business and Finance*

Financial

- Met the October 15 deadline for submission of final audited financial statements.
- Working to get monthly reports of YTD actual results versus budget by department. Expected to be presenting to Finance Committee before meeting in November.
- Carefully monitoring cash flow on a weekly basis. Beginning to pay down older accounts payable. Cash flow solid through this semester.
- VP Beckvold to participate in WVHEPC/Governor's Committee to study financial funding structure of State Higher Education. Participated in three meetings to date.
- Constructed model to understand relationship between tuition discounting improvement offsetting tuition rate decreases.
- Reconciled Housing Corporation accounts in the post-refinancing world, where Housing has no debt and no student housing, only Conrad and faculty/staff transitional housing.
- Evaluating possible investment alternatives for \$2.4M Bond Reserve Fund to improve on low yield from United Bank.

Operations

- Permanent controller search concluded. New Controller is Caren Jenkins, alum '95 and life-long, Glenville resident. Started November 5.
- Participated in discussions to update Minnie Hamilton contract. Proposing for lower costs and added services.
- Entertaining proposals and evaluating options of replacing traditional bookstore with on-line, integrated alternative.

Facilities

- Work continues on selected projects designated for use of bond proceeds.
- Careful use of county inmates as work crew to refurbish Pickens.
- Held auction disposing of large quantity of unused College furniture and equipment, most of which has been stored for many years. Net proceeds of about \$6,000.
- Increased "Tobacco Free Zone" messaging around campus and redeployed smoking receptacles away from high traffic areas, further isolating tobacco users.

Submitted by: *Larry R. Baker, Faculty Representative*

Highlights

ACF - Advisory Council of Faculty

- The Advisory Council of Faculty (ACF) met on Thursday, October 12, 2017 at New River CTC, Beaver, WV, following the Council for Community and Technical College Education (CCTCE) meeting, which took place earlier the same day. Below are the highlights of the ACF meeting.
- Mark Goldstein reported that the CCTCE had a fairly short meeting that was limited to reports, briefings, and updates due to the absence of a quorum.
- The ACF report focused on the potential impact of the loss of HERA funds (app. \$5.4 million) on many learning, training, and professional development programs. Since students and faculty members from all over the state benefit from these programs, every higher learning institution in West Virginia has a stake in seeing that these funds are restored to the HEPC.
- The Advisory Council of Classified Employees (ACCE) report shed some light on the likely effects of HB 2542 on classified employees. Passed in the 2017 legislative session, HB 2542 gave higher learning institutions more flexibility to make personnel decisions.
- The Eastern West Virginia Community and Technical College (E WVCTC) report provided an overview of a "Ten-Year Facilities Master Plan" to modernize its main campus in Moorefield and Technology Center in Grant County. The renovation plan, whose projected cost is \$1.5 million, was developed by WVU engineering students and their instructors with green practices and sustainability principles in mind.
- The Academic Affairs report offered new updates on programs that are trending upward and downward across the state. Programs that are trending consistently in a negative direction, such as Mountwest CTC's Hospitality Management program, may be eliminated given the current budgetary constraints.
- The 26th West Virginia Great Teachers Seminar will be held on June 18-21, 2018 at North Bend State Park. This could be the last GTS due to the elimination of the HERA funds after the current fiscal year. Instructors from all departments and institutions are encouraged to attend.
- Reservations are now open for ACF's annual retreat, which will be held on July 13-15, 2018 at Blackwater Falls State Park.
- ACF's Civility Commission update: Dr. Corley Dennison, the HEPC's Vice Chancellor for Academic Affairs, has met with the VPAA's of various colleges and universities to discuss and establish good practices of peaceful conflict management. ACF is currently planning a workshop on the subject in Spring 2018, which will be led by a Human Resources expert of national renown. New administrators and faculty who have recently assumed administrative roles are especially invited to this workshop. The workshop will focus on mediation, academic bullying, and healthy conflict resolution techniques. Dr. Dennison has indicated that there is enough money in his budget to support the event.
- All the state's higher learning institutions have endorsed ACF's goals and initiatives for the current academic years, with the exception of WVU that has tabled the vote.
- Harry Baxter, Chair of the Legislative Affairs Committee at Fairmont State University, encouraged ACF representatives to invite state legislators to their respective campuses to speak at a public event and take questions.
- The HEPC is currently in the process of revising a number of Legislative, Procedural, and

Interpretative Rules to institute the changes that will provide WVU and Marshall University with more autonomy in academic and HR matters, pursuant to HB 2815. The Rules that are subject to revision are Series 11, 22, 32, 33, and 53, which can be viewed at <http://www.wvhepc.edu/resources/rules-and-policies>. This is the time when institutions are invited to make suggestions that can be incorporated into the revisions. Suggestions can be made directly to Dr. Corley Dennison who is in charge of overseeing the revision process. There will be a 30-day commentary period when institutions may voice concerns over the draft revisions. (This was shared by Gary Morris in his last BOG report).

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

Challenges

ACF

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

Highlights

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

- Discussed terminal degree and scholarship being more defined by GSC administration. Subcommittees reported findings at both October meetings. Terminal degree definition proposal is to be forwarded to administration in November.
- Definition of terminal, lecturer, and the addition of visiting track has been completed. The addition of ABD (All But Dissertation) to be completed in November and forwarded to administration for consideration.
- Discussed of program reviews with faculty senate and Dr. Morris for clarification.
- Discussion of lab hours to count as 2/3 credit hour as majority of institutions now practice. Motion made, motion carried. Forwarded to Administration for consideration.
- Discussed Instructional Support Fee or ISF provided by administration for comment and feedback. This has now gone out to be discussed at departmental meetings.
- Great Teachers Seminar dates were announced for this summer.

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

Challenges

Faculty Senate

- Working on dealing with the transparency now implemented by the administration.
- Better communications both within the faculty and faculty senate with administration.
- Working out timelines to submit comments to administration and vice versa.
- Department representative's dissemination of information from faculty senate to department members and department chairs concerning faculty senate issues seems to be lacking at times. Possible cause may be too many overload hours, reports like CAEP, HLC, and assessment duties at this time to ensure solid communications. Quicker return of draft minutes from secretary may also help alleviate communication issues and this will hopefully be resolved very soon.

College Advancement and Alumni Relations

November 2017

Submitted by: *David Hutchison, Interim Vice President for Advancement & Exec. Director Foundation*College Advancement**Office Updates**

- Joined the CASE Network (Council for Advancement and Support of Education) will be a wonderful resource to educate, train and sharpen our advancement teams tools
- Initiated a search for a Director for Athletic Fundraising and a search for a Coordinator for the Annual Fund & Alumni Relations

Current Initiatives:Annual Fund

- Call Star Program over \$20,000 already (250+ donors), only \$11,000 in 2016
- Peer to Peer Program – a new program up to \$5000 so far (has potential)
- Private Donations – only \$5000 to date
- Annual Day of Giving – November 28th (\$15,000 start-up thanks to Mike and Nancy Rust)
- Silver Coin Project – with Mark Downey's Timber donation of \$35,000. Plan to purchase silver coins with the donations to sell at \$100 each. The goal is to sell 1,500 coins and launch this winter.

New Endowments / Scholarships in progress

- Aroma of the Andes Coffee – Endowment / Royalty
- Dr. Jim Hern – Science Scholarship
- Wes Bergeloh – Education Scholarship in honor of his spouse
- Dave Freshwater – Scholarship for students who live in Roane County, WV
- Mary J. Griffith – Early stages of planning
- Warden & Joanne Rice – revising scholarship so all WV students may apply

Match Programs

- Challenging GSC graduates who are State Farm Insurance Agents to donate funds that in turn are matched by the State Farm Franchise. Goal is to raise \$20,000.

Redevelopment of Past Programs

- President's Circle – any donor that gives \$1000 to annual fund for unrestrictive purposes.
- President's Ambassador's – friends willing to be mentors and partners to educate our students.

Transformation of the Pioneer Athletic Club

- Restructure to an organization that includes a director and a full active council
- Council members will represent all sports and be strategically chosen within the state
- Promote Events at the Waco Center and at other GSC facilities
- Raise Scholarship Dollars

Planned Giving

- Preparing mailing for end of the year giving

Alumni CouncilCouncil Goals

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

Staff Initiatives

- Improve communication through social media
- Increase number of events across the State
- Increase number of chapters within the Alumni Association
- Create Alumni groups by academic departments (ex. Teachers Education, Land Resources, etc.)

The tables below recap the activities for the period 09/12/2017 through 10/5/2017:

Donor Level	Fiscal Year Through 09/12/2017		Fiscal Year Through 10/5/2017	
	# Donations	Gifts \$	# Donations	Gift \$
< \$100	30	1,158.46	159	\$5,966.49
\$100 – 499	53	9,564.28	223	\$33,419.20
\$500 – 999	13	7,907.69	22	\$12,561.91
\$1,000 – 2,499	15	22,476.05	23	\$33,598.03
\$2,500 – 4,999	4	16,315.25	11	\$37,099.27
\$5,000 – 9999	5	26,910.00	9	\$52,618.76
\$10,000 – 24,999	1	10,000.00	2	\$21,408.42
\$25,000 – 99,999	1	48,974.79	4	\$243,899.70
100,000 – 999,999	1	760,116.00	1	\$778,416.00
1,000,000 +				
Totals	123	903,422.52	454	\$1,218,987.78

The following table denotes gifts by category for the fiscal year:

	# Donors	Gift \$
Repeat at same level	66	\$32,051.21
Increased giving	93	\$1,107,340.36
New donors	113	\$12,602.11
Recovered > 2 years	141	\$41,814.91
Decreased	41	\$25,179.29
Totals	454	\$1,218,987.88

Office of Technology Report to the Board of Governors

November 2017

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

Highlights

1. Thirty new wireless access points have been installed in Pioneer Village. This will allow every student in every room access to ample wireless signal. Twenty new surveillance cameras are being installed at Pioneer Village. The complex originally had eight cameras for coverage. Over the years, IT added three cameras bringing the total to eleven. Once complete, the entries to each house and staircases will be covered from the bottom floors.
2. The core switch, firewall, and internet shaper (slows down Facebook & speeds up administrative internet needs) is to be installed the Friday after Thanksgiving. This equipment is no longer serviceable. The end user should see better speeds to shared drives, Office 365 applications, and the internet in general.
3. The College received the general contract from ImageX, the website vendor that was chosen. Efforts are being made to solidify this contract, so work can commence on the redevelopment of the website.
4. Ten of the new 100 computers have been installed in the Academic Success Center. This will aid in academic services to our students in need. Twenty new computers have been installed in the Library open computer lab. Ten computers have been used to replace the oldest lab computers on campus in the Piano Lab. Twenty-five computers will replace the Land Resources computer lab during Thanksgiving week. IT is also working to complete setup of the new digital art computer lab in the Fine Arts Gallery.

Challenges

1. IT encountered some compatibility issues connecting the new fiber switch to some older model switches on campus stalling the installation that was to occur in September. IT reached out to the vendor with configuration files, so that they can mock up a test scenario. IT is doing the same on campus to rectify the issues.

Student Government Association Report to the Board of Governors **November 2017**

Submitted by: *J. Cameron Woods; President, Student Government Association*

Highlights

1. Homecoming
 - a. Homecoming received positive reviews for SGA sponsored Homecoming events. The Homecoming dance and chili cookoff both had great student attendance. Also, several members of the community commended us on how smoothly the parade went as well as the amount of attendance we had.
 - b. The Homecoming Committee will meet on November 7th to debrief and discuss what can be improved upon for next year's Homecoming.
2. Halloween Spooktacular
 - a. SGA hosted a Halloween Spooktacular while partnering with campus organizations. Bridget Carr coordinated the event on SGA's behalf. SGA invited children from the community, which was the target audience. The event allowed each student organization to set up carnival type games on Clark Hall lawn where children could come to campus and win prizes and candy. SGA had an overwhelmingly positive response from members of the community as well as faculty and staff on campus. The event had high attendance and was well received by the community. SGA now plans to make this as an annual event.
3. Parking Fines
 - a. SGA has been diligently working with the GSC Parking Committee as well as Chief of Public Safety Ron Taylor to produce a proposal in order to reduce the fees set for parking fines on campus.
4. Fall 2017 Student Organization Banquet
 - a. SGA is in the process of planning a student organization banquet which will be held on November 16th at 6 PM. The banquet will recognize all students graduating in Fall 2017 who are an active member of a campus organization.

Challenges:

1. December Commencement
 - a. Many students are displeased on the location of Commencement. SGA will be working in collaboration with the Office of Academic Affairs to see if a resolution can be achieved.

Classified Staff Council Report to the Board of GovernorsNovember 2017

Submitted by: *Dustin Crutchfield*Highlights

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

Challenges

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

Attachments/Enclosures: None submitted.

Student Life & AthleticsNovember 2017

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

Highlights/ChallengesHighlights:

1. Laundry equipment (washers & dryers) at Goodwin Hall and Pioneer Village will be completely replaced before Christmas.
2. Hosted an alternative to alcohol event on October 30th. Scott Maloney, speaker, shared his personal story involving an alcohol event that nearly took his life. We had over 225 participants in attendance.
3. Conducted a Student Activities Survey regarding programming. (See attachments)
4. Finalized the purchase of \$190,000 of new fitness equipment to be installed the week of December 11th in the Mollohan Center.

Challenges:

1. Shuttle Vans continue to be a challenge. Reliability is the main concern, the vans are old and are continuously broken down. Additionally, have aesthetic problems as well (Broken windshields, body rust, etc.). The maintenance of these vehicles has been moved from Residence Life to maintenance and facilities for better upkeep.
2. Improved door security at the WACO Center and Fieldhouse. A small group tasked by the President is working on a plan to better secure all facilities.
3. Mental Health continues to be an issue at Glenville State. Our current counselor is completely booked from week to week. The College is in need of an additional counselor.

Attachments/Enclosures:

1. Student Activities Survey



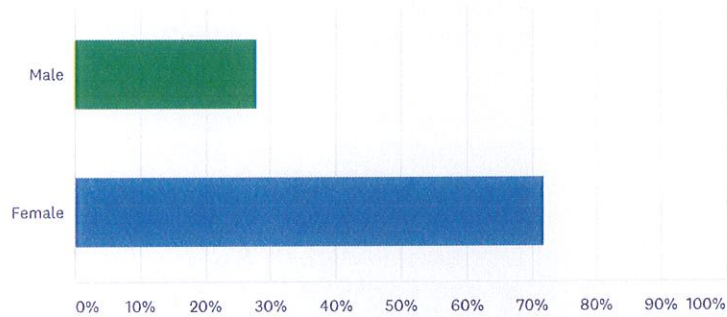
Student Activities Survey Fall 2017

QUESTION SUMMARIES DATA TRENDS INDIVIDUAL RESPONSES

Q1

What is your Gender?

Answered: 68 Skipped: 0

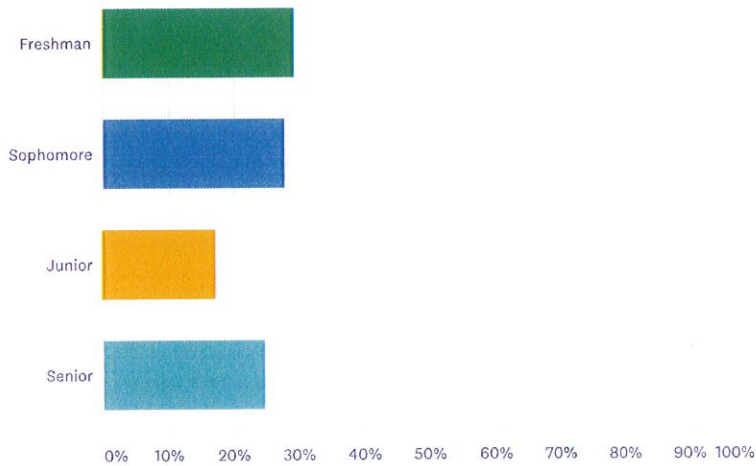


ANSWER CHOICES	RESPONSES	
Male	27.94%	19
Female	72.06%	49
TOTAL		68

Q2

What is your Class Rank?

Answered: 68 Skipped: 0



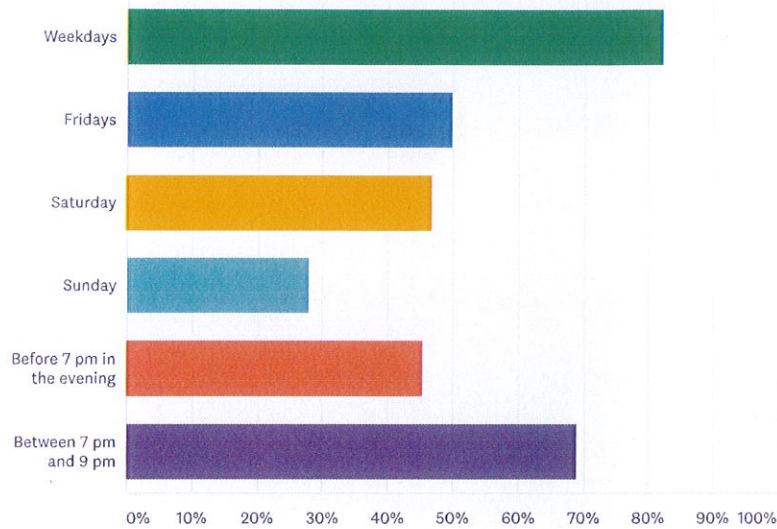
ANSWER CHOICES	RESPONSES	
Freshman	29.41%	20



Q3

Student Activities should schedule programs (Please check all that apply)

Answered: 68 Skipped: 0



ANSWER CHOICES	RESPONSES	
Weekdays	82.35%	56
Fridays	50.00%	34
Saturday	47.06%	32
Sunday	27.94%	19
Before 7 pm in the evening	45.59%	31
Between 7 pm and 9 pm	69.12%	47

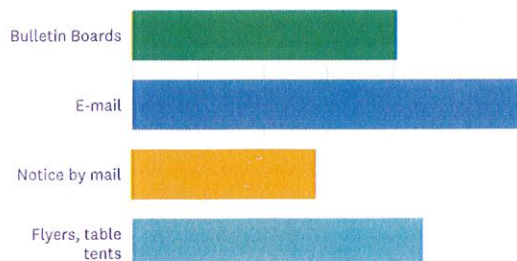
Total Respondents: 68

Comments (3)

Q4

The best way/s to inform me of upcoming events is/are (Select 1 for the best)

Answered: 68 Skipped: 0



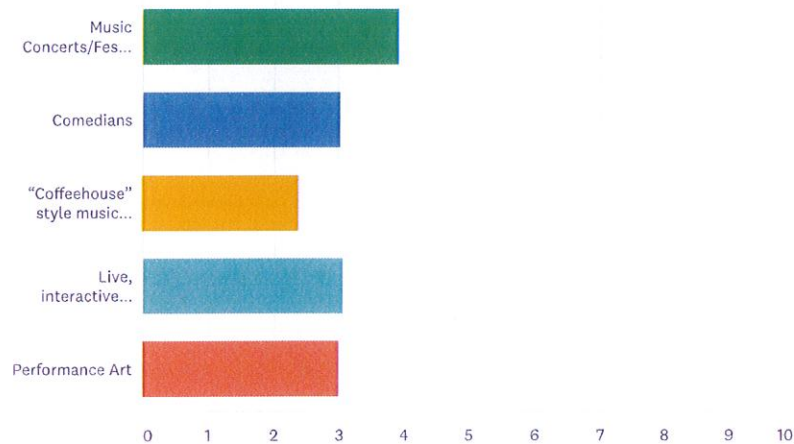


	1	2	3	4	5	6	7	TOTAL	SCORE
Bulletin Boards	5.77% 3	17.31% 9	21.15% 11	19.23% 10	15.38% 8	13.46% 7	7.69% 4	52	4.08
E-mail	70.31% 45	9.38% 6	1.56% 1	7.81% 5	0.00% 0	4.69% 3	6.25% 4	64	6.03
Notice by mail	4.00% 2	14.00% 7	8.00% 4	8.00% 4	14.00% 7	6.00% 3	46.00% 23	50	2.84
Flyers, table tents	6.25% 3	31.25% 15	20.83% 10	10.42% 5	14.58% 7	10.42% 5	6.25% 3	48	4.48
Facebook	6.00% 3	14.00% 7	22.00% 11	26.00% 13	14.00% 7	18.00% 9	0.00% 0	50	4.18
Twitter	11.54% 6	5.77% 3	17.31% 9	17.31% 9	13.46% 7	15.38% 8	19.23% 10	52	3.62
Instagram	3.92% 2	15.69% 8	7.84% 4	9.80% 5	21.57% 11	21.57% 11	19.61% 10	51	3.27

Q5

Please rate the following events by your interest in seeing them on our campus in the future (Select 1 for the best)

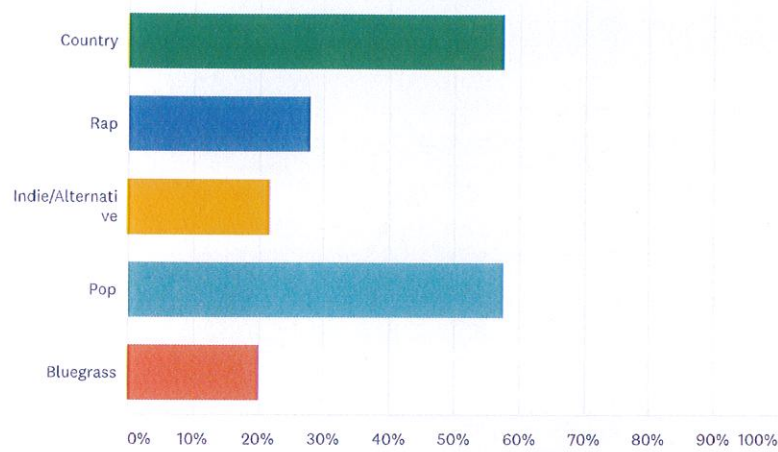
Answered: 65 Skipped: 3



	1	2	3	4	5	TOTAL	SCORE
Music Concerts/Festivals	50.91% 28	18.18% 10	10.91% 6	12.73% 7	7.27% 4	55	3.93
Comedians	15.79% 9	21.05% 12	28.07% 16	21.05% 12	14.04% 8	57	3.04
"Coffeehouse" style music sessions	6.67% 4	23.33% 14	13.33% 8	16.67% 10	40.00% 24	60	2.40
Live, interactive game shows	18.33% 11	23.33% 14	23.33% 14	18.33% 11	16.67% 10	60	3.08
Performance Art	19.30% 11	17.54% 10	22.81% 12	26.32% 15	14.04% 9	57	2.99

What would you say is/are your favorite genere(s) of music? (Select 1 for the best)

Answered: 64 Skipped: 4



ANSWER CHOICES	RESPONSES
Country	57.81% 37
Rap	28.13% 18
Indie/Alternative	21.88% 14
Pop	57.81% 37
Bluegrass	20.31% 13

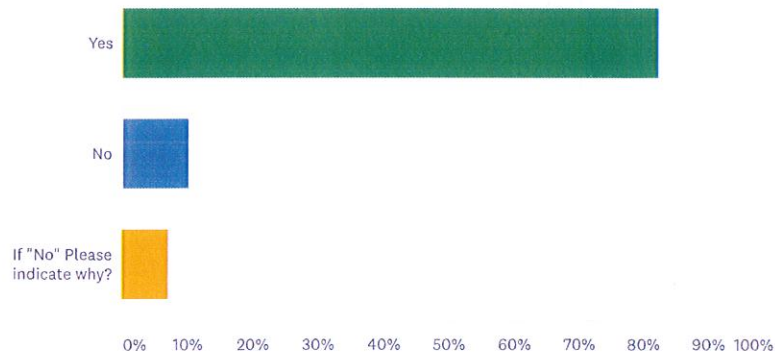
Total Respondents: 64

[Comments \(9\)](#)

Q7

Do you participate in Student Organizations on campus ?

Answered: 68 Skipped: 0

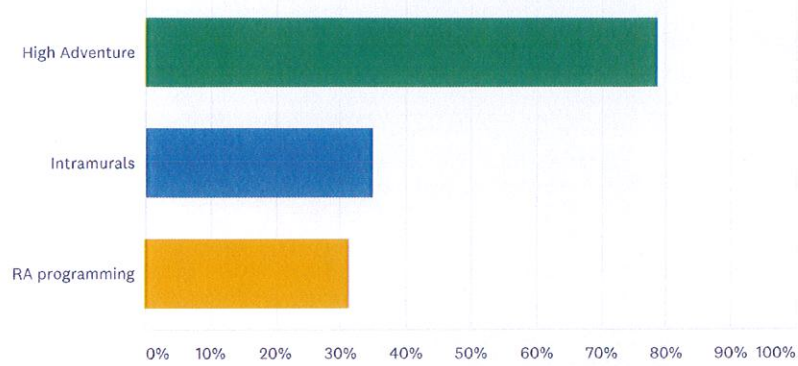


ANSWER CHOICES	RESPONSES
Yes	82.35% 56
No	10.29% 7

Q8

What type of Weekend Activities would prompt you to stay on campus? (Choose all that apply)

Answered: 57 Skipped: 11



ANSWER CHOICES	RESPONSES	Count
High Adventure	78.95%	45
Intramurals	35.09%	20
RA programming	31.58%	18

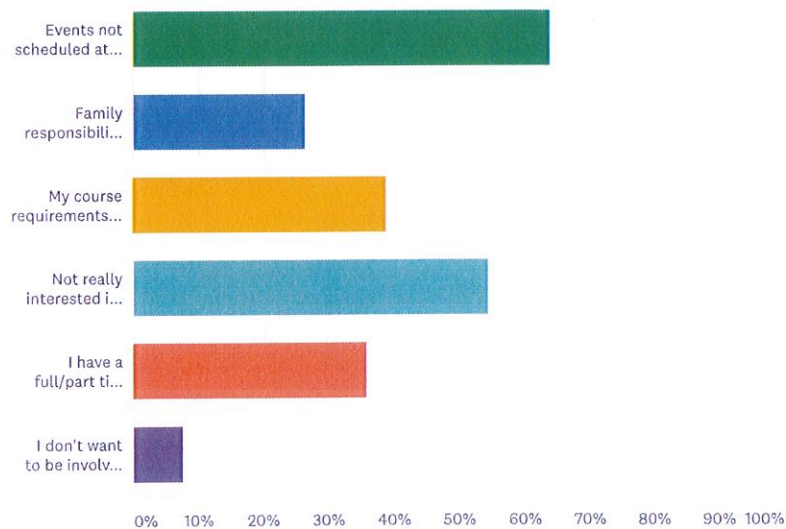
Total Respondents: 57

[Comments \(10\)](#)

Q9

What prevents you from attending GSC sponsored events? (Choose all that apply)

Answered: 64 Skipped: 4



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

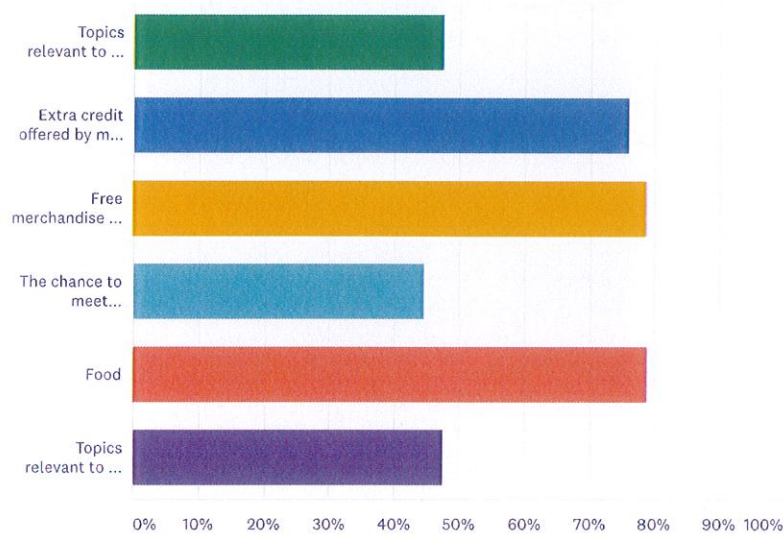
Total Respondents: 64

[Comments \(2\)](#)

Q10

What would make you more likely to participate in student activities sponsored programs? (Choose all that apply)

Answered: 67 Skipped: 1



ANSWER CHOICES	RESPONSES	
Topics relevant to my course of study or career path	47.76%	32
Extra credit offered by my instructors	76.12%	51
Free merchandise or giveaways	79.10%	53
The chance to meet influential people	44.78%	30
Food	79.10%	53
Topics relevant to my personal life	47.76%	32

Total Respondents: 67

[Comments \(5\)](#)

Powered by SurveyMonkey

[Check out our sample surveys](#) and create your own now!

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

ACTION ITEM:	Decrease in Tuition for Summer 2018
COMMITTEE:	Business and Finance
RECOMMENDED RESOLUTION:	Be it RESOLVED that the Board of Governors approves to decrease the cost of tuition for Summer 2018 by twenty-five percent.
STAFF MEMBER:	Dr. Tracy Pellett Mr. John Beckvold

BACKGROUND:

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

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

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

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

ACTION ITEM: Decrease in Tuition for FY2019

COMMITTEE: Business and Finance

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

STAFF MEMBER: Dr. Tracy Pellett
Mr. John Beckvold

BACKGROUND:

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

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

ACTION ITEM: Increase in Instructional Support Fee

COMMITTEE: Business and Finance

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the *Instructional Support Fee* (ISF) be applied to students taking 18 credit hours or more at a rate of \$300/per credit hour effective fall 2018.

STAFF MEMBER: Dr. Tracy Pellett
Mr. John Beckvold

BACKGROUND:

Students currently pay a flat tuition rate of \$3,670 for 12 or more credit hours and WV code 18B-10-1 prevents state higher education institutions from charging students tuition for credit hours taken greater than 12 hours. All programs at Glenville State College meet WV State's mandate to be 120 credit hours, so that students can take 15 credit hours each semester and finish their degrees in four years. However, students taking more than 15 hours potentially contribute to increase course enrollment numbers, which could increase the number of course sections that need to be offered, and in turn increase faculty overloads, which for the current semester of Fall 2017 will amount to more than \$70,000. This is an added, variable, expense to Glenville State College, for which the College currently has no fiscal mechanism to address.

It is being proposed that an *Instructional Support Fee* (ISF) be applied to students taking 18 credit hours or more at a rate of \$300/per credit hour as it would impact the fewest number of students (134) and academic programs (8), while still covering overloads expenses by generating revenue of \$72,600.