

Glennville State College
Board of Governors

October 11, 2001

Agenda

1. Call to order
2. Roll call/establishment of a quorum
3. Approval of the minutes of July 27, 2001, and August 30, 2001
4. Public Comment Period
5. Presentation: Student Health Services: Ms. Melissa Hinterer
6. President's Report
 - a. Introduction of Dr. Ed Smith
 - b. Memorial Service
 - c. Administrative Reorganization
 - d. Enrollment
 - e. Residence hall occupancy rates
 - f. Pioneer Village
 - g. Fitness Center
 - h. Special Appropriations for FY 2002
 - i. Legislative Correspondence
 - j. McClenney Report on Community and Technical College
 - k. College Leadership Council
 - l. Searches being conducted
 - m. Update on Campus Security
 - n. Office of Civil Rights
7. Student and Academic Affairs Committee
 - a. Compact and Master Plan Status Report – action item
 - b. *Series 9 – Academic Freedom, Professional Responsibility, Promotion and Tenure*
 - c. *Series 10 – Program Review*
 - d. *Series 11 – Submission of New Academic Programs and Discontinuance of Existing Programs*
 - e. General Education revisions
 - f. North Central Accreditation - update
 - g. Residence hall requirements – action item
 - h. Report on graduate program with Marshall University
 - i. Benedum Foundation Report
 - j. Homecoming – update

8. Community and Technical College Committee
 - a. New Mission Statement for the Community and Technical College – action item
 - b. Draft View Book
 - c. Report on Cooperative Program in Nursing
 - d. Cultural Programs in the Community and Technical College
9. Finance Committee
 - a. Plan for Raises for Classified Staff – action item
 - b. *Series 12 – Capital Project Management* (public comment period)
 - c. Informational item – Parking permit costs
10. Committee of the Whole
 - a. Transfer of Rules and Policies
 - b. *Series 4 – Rules, Guidelines and Other Policies by Governing Boards*
 - c. *Series 5 – Guidelines for Governing Boards in Employing Presidents or Other Administrative Heads of Institution*
11. Possible Executive Session
 - a. Lease/Purchase/Expansion of Nicholas County Campus
 - b. Non-classified Employees
12. Additional Board Action and Comments
13. Adjournment

**Glenville State College
Board of Governors Meeting
October 11, 2001
Heflin Student Union, Verona Mapel Room
Glenville, West Virginia**

Members Present: Mr. R. Terry Butcher, Chair
Mr. Terry Bean, Vice Chair
Mr. Ronald Blankenship
Mrs. Marjorie Burke
Dr. Willis J. Perry, Jr.
Mr. Joseph Peters
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Donald Southall
Mr. Gerald Hough, Faculty Representative
Ms. Linda Carney, Staff Council Representative
Mr. Brandon Riffle, Student Representative

Staff Present: Dr. Thomas H. Powell, President
Ms. Marty Armentrout, Vice President for Enrollment Services
Dr. Kathy Butler, Associate Vice President for Academic Affairs
Dr. Joe Evans, Senior Vice President for Academic Affairs
Mr. Robert Hardman, Vice President for Academic Affairs
Ms. Cheryl McKinney, Vice President for Student Life
Ms. Heidi Rice, Administrative Secretary of Public Relations
Dr. Debra Simon, Provost for the Community College
Ms. Teresa Sterns, Secretary to the President
Ms. Rosemary Thomas, Vice President for College Advancement

Guests Present: Ms. Melissa Hinterer

Call to Order

Chairman R. Terry Butcher called the meeting to order at 12:45 p.m. A quorum was established.

Approval of Minutes

IT WAS MOVED BY FRED RADABAUGH TO APPROVE THE MINUTES OF THE JULY 27, 2001 AND AUGUST 30, 2001 MEETINGS. GERALD HOUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

Approval of Agenda

IT WAS MOVED BY FRED RADABAUGH AND SECONDED BY GERALD HOUGH TO APPROVE THE AGENDA AS SUBMITTED.

APPROVED UNANIMOUSLY.

Public Comment

Ms. Theresa Cowan, Nursing Coordinator/Assistant Professor at Glenville State College, had a comment regarding the collaborative nursing program with Bluefield State College as submitted in the agenda. Ms. Cowan submitted a handout stating her concerns.

Ms. Ann Grogg, Administrative Secretary for the Division of Science and Mathematics and President of Staff Council at Glenville State College, had concerns to submit on Dennis Fitzpatrick's behalf. Chair R. Terry Butcher suggested Mr. Fitzpatrick be in attendance to voice his concerns. Ms. Grogg submitted Mr. Fitzpatrick's written comments to Chair R. Terry Butcher. Ms. Grogg expressed concerns on behalf of the GSC Staff Council regarding staff salaries.

Ms. Alison Witte, Nursing Instructor at Glenville State College, expressed concerns regarding the proposal of a collaborative nursing program with Bluefield State College.

Presentation

Ms. Melissa Hinterer, Campus Health Nurse, gave an update on Student Health Services. She discussed some of the accomplishments in the last year including contracting a physician to provide services to students in the Campus Health Center two hours a day. A collaborative program was established for family planning services with the Gilmer County Health Department and the Campus Health Center. A corporate wellness program, Pathways to Wellness, has been contracted through PEIA. This program assists

the Campus Health Center in providing employee wellness programs with incentives to PEIA insured employees.

President's Report

President Powell's report included the following:

- Introductions and New Appointments include: Ms. Heidi Rice, Administrative Secretary for Public Relations; Dr. Ed Smith, Director of Continuing Education; Mr. Kent Gamble, Director of Admissions; Mr. Larry Baker, Associate Vice President for Technology
- Glenville State College responded to the September 11th tragedy with a memorial service for the College and the community.
- Dr. Powell provided an administrative reorganization chart, included in the Board booklet, for the Board's information.
- Marty Armentrout, Vice President for Enrollment Services, discussed the enrollment data included in the Board booklet. The current headcount for Fall is 2130 and FTE's are down by 3%. Enrollment for first time Freshmen has increased 19.78% which is the best in the state as compared to the other state colleges and universities.
- Occupancy rate is low because Pickens Hall was originally designed for triple units and most students want single units.
- Pioneer Village is full and occupied. Mr. Brandon Riffle, Student Representative, commented that Pioneer Village was definitely a luxury.
- The new fitness center is now open. Ms. Cheryl McKinney, Vice President for Student Life, reported we have over 300 memberships in less than a month. The fitness center is open to the community.
- Dr. Powell reiterated that with the help of Board member, Marge Burke, we were awarded an additional \$440,000 for special project funding. This money will be used for renovations, deferred maintenance, and technology.
- Dr. Powell noted that colleges are not to lobby for monies without going through the HEPC as stated in a memo from Chancellor Mullen, which included an attached letter from the West Virginia House of Delegates Speaker Kiss and Chairman Michael. The letter stated any special project or programmatic funding requests from an institution be submitted to the House Finance Committee no later than September 30, 2001.
- Kay McClenney completed her report on Glenville State College and Bluefield State College in March. Dr. Powell highlighted certain areas of the report.
- Dr. Powell shared the College Leadership Council proposal. He has asked the staff, students, and faculty to send him comments on the proposal.
- Searches underway: Director of Public Relations, Director of Intercollegiate Athletics, Dean of Teacher Education, Human Resources Director, Chair of Social Sciences, and Vice President for Academic Affairs.
- Public Safety has been renamed Campus Security. Dr. Powell discussed each item listed on the Campus Security report to the Board. Dr. Powell asked the Board for more time to work on security issues regarding carrying firearms.

- Dr. Powell discussed the first edition of The Mercury for this semester. The Mercury advisor has resigned and Ms. Cheryl McKinney is seeking a new advisor for the student newspaper.

Committee Reports

Student and Academic Affairs Committee – Chairwoman Marjorie Burke reported the committee added “as amended” after “Compact and Master Plan” in the Compact and Master Plan Status Report Recommended Resolution on page 53. The committee made two amendments to the Compact and Master Plan Status Report. The first amendment is to the Community and Technical College Compact and Master Plan under Status Report, page 3, “Required Comment,” the roman numeral IV should be changed to roman numeral V because there is already and roman numeral IV. The second amendment is to the Baccalaureate Compact and Master Plan under Baccalaureate Status Report, page 2, fifth bullet down. The committee struck the following language, “An observation instrument has been designed to assess the classroom performances of the GSC faculty. The instrument will be field tested this semester and used to evaluate first year faculty.” The committee changed “a mentoring program has been implemented to provide needed support.” to “A mentoring program has been implemented to provide needed support for first year faculty.”

IT WAS MOVED BY WILLIS PERRY AND SECONDED BY TERRY BEAN TO APPROVE THE OCTOBER STATUS REPORT OF THE COMPACT AND MASTER PLAN AS AMENDED AND REQUESTS THAT THE PRESIDENT FORWARD THE REPORT TO THE HIGHER EDUCATION POLICY COMMISSION.

APPROVED UNANIMOUSLY.

Mrs. Burke stated the committee had a lengthy discussion regarding the Residence Hall General Housing Policy Resolution. The committee has decided to pass the resolution in regard to “freshmen” and asked for more information in regards to “all student athletes live on campus.” The recommended resolution was proposed by the committee that it be resolved that the Board of Governors now mandates that Glenville State College enforce the General Housing Policy for freshmen.

IT WAS MOVED BY GERALD HOUGH AND SECONDED BY FRED RADABAUGH TO MANDATE THAT GLENVILLE STATE COLLEGE ENFORCE THE GENERAL HOUSING POLICY FOR FRESHMEN.

APPROVED UNANIMOUSLY.

Dr. Perry asked if “and amend the Policy to require that all student athletes live on campus.” was part of the resolution. Mrs. Burke said it was not a part of the resolution and the committee asked for more information on requiring that all student athletes live on campus to be submitted at the November meeting. They will prepare a new resolution in November.

Dr. Perry also wanted to know if there were studies showing that certain housing arrangements/differences hinders enrollment. Ms. Cheryl McKinney said there were a number of issues and she will look for more information on this.

Rosemary Thomas gave a report on the Benedum Foundation. Mrs. Burke distributed a schedule of Homecoming events to everyone.

Community and Technical College Committee – Chairman Willis J. Perry, Jr. reported that the committee approved the Focus Statement for the Community and Technical College.

IT WAS MOVED BY FRED RADABAUGH AND SECONDED BY BRANDON RIFFLE TO APPROVE THE PROPOSED FOCUS STATEMENT FOR GLENVILLE STATE COMMUNITY AND TECHNICAL COLLEGE. (See attached)

APPROVED UNANIMOUSLY.

Dr. Perry stated the committee reviewed a draft of the view book and it will be finished for the next meeting.

A discussion took place regarding the collaborative program with Bluefield State College. Dr. Powell has been in discussion with Professor Witte, Professor Cowan, and Professor Caulfield regarding the program. He thinks if we get students started in the associate degree program they will continue on to a baccalaureate program. Dr. Powell does not think the program will interfere with the WVU collaborative program.

IT WAS MOVED BY WILLIS PERRY AND SECONDED BY DONALD SOUTHALL THAT THE BOARD OF GOVERNORS ENDORSE THE COLLABORATIVE NURSING PROGRAM WITH BLUEFIELD STATE COLLEGE AND GLENVILLE STATE COMMUNITY AND TECHNICAL COLLEGE.

APPROVED UNANIMOUSLY.

Business and Finance Committee – Chairman Fred Radabaugh reported the committee approved the plan for classified pay raises. A discussion took place regarding the Mercer schedule and how GSC salaries compare to the scale and to the market level of other salaries in the area.

IT WAS MOVED BY FRED RADABAUGH AND SECONDED BY TERRY BEAN TO APPROVE THE PROPOSED PLAN TO INCREASE CLASSIFIED STAFF SALARIES, ENSURING THAT ALL CLASSIFIED STAFF ARE COMPENSATED IN AN EQUITABLE MANNER, USING THE CLASSIFICATION SYSTEM APPROVED BY THE HIGHER EDUCATION POLICY COMMISSION AND AS PRESCRIBED BY LAW. AND FURTHER BE IT RESOLVED THAT THE PRESIDENT IS

DIRECTED TO DEVELOP A MERIT PAY RAISE PLAN FOR CLASSIFIED EMPLOYEES TO BE IMPLEMENTED BY JULY 1, 2002. (See attached)

APPROVED BY MAJORITY WITH LINDA CARNEY BEING THE ONLY DISSENT.

Mr. Radabaugh noted that Mr. Hardman and Dr. Powell will provide information regarding Series 12 later.

Committee of the Whole – Dr. Powell discussed the Transfer of Rules and Policies submitted by the HEPC and mentioned the Board of Governors will need to adopt these rules. Dr. Powell noted the HEPC Procedural Rules, Series 4 and 5, have been adopted and if the Board would like to change these we will make recommendations. Dr. Powell stated the Chancellor will have 30 days to approve policies of Boards and the Board will have an appeal process.

IT WAS MOVED BY FRED RADABAUGH AND SECONDED BY MARJORIE BURKE THAT THE BOARD MOVE INTO EXECUTIVE SESSION TO DISCUSS NON-CLASSIFIED EMPLOYEES AND THE PURCHASE OF NICHOLAS COUNTY CAMPUS.

APPROVED UNANIMOUSLY.

All staff members were asked to leave the room. Following the ending of the session, staff persons were invited back into the room.

IT WAS MOVED BY FRED RADABAUGH AND SECONDED BY MARJORIE BURKE THAT THE BOARD MOVE OUT OF EXECUTIVE SESSION.

APPROVED UNANIMOUSLY.

Post-Executive Session

IT WAS MOVED BY TERRY BEAN AND SECONDED BY DON SOUTHALL TO AUTHORIZE PRESIDENT POWELL TO MOVE FORWARD WITH THE LEASE/PURCHASE NEGOTIATIONS AND AGREEMENT LETTER WITH THE NICHOLAS COUNTY BUILDING COMMISSION WITH THE STIPULATION THAT PRESIDENT POWELL MAKE ANOTHER REQUEST FOR THE COMPLETE LOAN HISTORY FOR THE NICHOLAS COUNTY CAMPUS PROPERTY.

APPROVED UNANIMOUSLY.

IT WAS MOVED BY WILLIS PERRY AND SECONDED BY FRAN SCHMETZER TO RESOLVE THAT PRESIDENT POWELL HAVE PERMISSION TO INCREASE THE NUMBER OF NON-CLASSIFIED PERSONNEL TO 14 PERCENT OF OVERALL PERSONNEL AS PROPOSED.

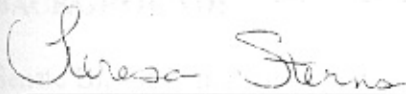
APPROVED UNANIMOUSLY.

A discussion took place regarding the October 25, 2001 Executive Committee meeting. It was decided to give Dr. Powell the charge to set the agenda and fax it to the Executive Committee for the November 9th meeting at Nicholas County Campus and cancel the Executive Committee meeting on October 25, 2001.

IT WAS MOVED BY MARGE BURKE AND SECONDED BY FRED RADABAUGH THAT THE MEETING BE ADJOURNED.

APPROVED UNANIMOUSLY.

The meeting was adjourned at 4:08 p.m.



Teresa Sterns
Secretary to the President