

**Glennville State College
Board of Governors**

November 13, 2002

Agenda

1. Call to order
2. Roll call/establishment of a quorum
3. Approval of the minutes of August 28, 2002
4. Approval of the agenda
5. Public Comment Period
6. President's Report
7. Committee Reports
 - a. Executive Committee
 - Transfer of Property
 - Crime Report for GSC
 - Compact and Master Plan Status Report – action item
 - LOCEA study and GSC plan
 - b. Business Affairs Committee
 - Budget reduction plan – action item
 - Follett Report to GSC
 - Wallace Bookstore Report
 - c. Student and Academic Affairs Committee
 - Bylaws of Academic Affairs Committee
 - Probation and Suspension policy
 - Status of ROTC program
 - Professional Development Schools
 - Faculty Evaluation Plan – action item
 - d. Community and Technical College Committee
 - Essential Conditions Report
 - Purchase of Nicholas County Building
 - LPN nursing proposal
 - Consultant's report

8. Old business
 - a. Sign for the intersections of 33/5
 - b. Softball field construction
9. New business
10. Executive Session
 - Weston Proposal - Community and Technical College
 - Chuck Wilson, Esq.
11. Adjournment

President's report

- a. Enrollment report – Fall 2002
- b. Status of NCA Review
- c. New grants
- d. Vision Plan for Gilmer County
- e. Hall of Fame induction
- f. Homecoming 2002
- g. Foundation – Annual Fund and unrestricted funds
- h. Statement on Intimidation Free Campus
- i. Peer selection process – HEPC

Glennville State College
Board of Governors Meeting
November 13, 2002
Heflin Student Union, Verona Mapel Room
Glennville, West Virginia

Members Present: Mr. R. Terry Butcher, Chair
Mr. Terry Bean, Vice Chair
Mr. Ronald Blankenship
Mrs. Marjorie Burke
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Donald Southall
Mr. Gerald Hough, Faculty Representative
Ms. Evie McPherson, Staff Representative
Ms. Jennifer Butler, Student Representative

Members Excused: Dr. Willis J. Perry
Mr. Joseph Peters

Staff Present: Dr. Thomas H. Powell, President
Dr. Gary Arbogast, Professor, Division of Business
Dr. Marty Armentrout, Vice President for Enrollment Services
Mr. Greg Bamberger, Director of Intercollegiate Athletics
Dr. Kathy Butler, Associate Vice President for Academic Affairs
Ms. Ronna Dittman, Executive Assistant to the President
Dr. Robert Freeman, Provost and Vice President for Academic Affairs
Mr. Robert O. Hardman, II, Vice President for Business and Finance
Dr. Debra Simon, Dean of Teacher Education
Dr. Skip Sullivan, Provost of the Community and Technical College
Dr. Phil Taylor, Chair, Division of Science and Mathematics
Ms. Rosemary Thomas, Vice President for College Advancement

Guests Present: Ms. Lara Davis (student)
Mr. Mike Ford (community)
Mr. Tom Hansberry (Executive Session presentation)
Mr. Frank Moots (Executive Session presentation)
Ms. Debbie Ratcliff (Executive Session presentation)
Mr. Larry Snyder (Executive Session presentation)
Mr. Randall Underwood (Executive Session presentation)
Mr. Charles W. Wilson, Esq. (Executive Session presentation)

Call to Order

Chairman R. Terry Butcher called the meeting to order at 12:37 p.m. Mr. Butcher stated a roll call had been taken and a quorum had been established.

Approval of August 28, 2002, Minutes

IT WAS MOVED BY MR. FRED RADABAUGH TO APPROVE THE MINUTES OF THE AUGUST 28, 2002, MEETING, AS AMENDED. MRS. MARJORIE BURKE SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Approval of Agenda

IT WAS MOVED BY MR. RONALD BLANKENSHIP AND SECONDED BY MR. FRED RADABAUGH TO APPROVE THE AGENDA AS SUBMITTED.

APPROVED UNANIMOUSLY.

Public Comment

None

President's report

- WVIAC report – President Powell distributed a letter support intercollegiate athletics sent by the WVIAC commissioner to the Higher Education Policy Commission.
- Percussion Ensemble – President Powell reported that the Percussion Ensemble had been invited to perform at both Snowshoe Resort and The Greenbrier. Praise for the ensemble was expressed by the President and members of the Board.
- Enrollment report for Fall 2002 – Dr. Marty Armentrout reported that enrollment figures for both headcount and FTE had increased over the Fall 2001 numbers.
- Status of NCA Review – President Powell shared that the NCA review was on track and praised Dr. Kathy Butler for her hard work in preparing for the review.
- New grants – President Powell reported that several new grants had been awarded to the College:
 - FIPSE - \$200,000 (technology)
 - USDA - \$210,000 (rural development)
 - Vandalia Heritage Foundation - \$200,000 (historic preservation)
 - Professional Development Schools - \$50,000 (PDS development)
 - Cooperative with Concord College – (history instruction)

- Vision Plan for Gilmer County – President Powell praised the vision plan and the support the plan is receiving from members of the community and the College.
- Hall of Fame induction – President Powell shared that five new members had been inducted into the Curtis Elam Athletic Hall of Fame.
- Homecoming 2002 – President Powell praised the College staff and community, particularly the Student Congress, for the success of Homecoming 2002.
- Foundation – Annual Fund and unrestricted funds – President Powell reported on the increase in funding from the Foundation for the College.

Upon the arrival of guests specific to an Executive Session presentation, President Powell requested that he be allowed to continue his report following the Executive Session.

Executive Session

IT WAS MOVED BY MRS. MARJORIE BURKE AND SECONDED BY MR. FRED RADABAUGH TO RECESS THE REGULAR SESSION FOR THE PURPOSE OF ENTERING INTO EXECUTIVE SESSION.

APPROVED UNANIMOUSLY.

With the permission of the Board, President Powell requested that Dr. Robert Freeman, Provost and Vice President for Academic Affairs; Mr. Robert O. Hardman, II, Vice President for Business and Finance; Dr. Skip Sullivan, Provost for the Community and Technical College; and Ms. Rosemary Thomas, Vice President for College Advancement, remain present.

IT WAS MOVED BY MR. GERALD HOUGH AND SECONDED BY MR. RONALD BLANKENSHIP TO ADJOURN THE EXECUTIVE SESSION OF THE BOARD AND RECOMMENCE THE REGULAR SESSION.

APPROVED UNANIMOUSLY.

Chairman Butcher requested that the record reflect that Mr. Gerald Hough had left prior to the commencement of the Executive Session and returned after the presentation, but prior to the adjournment of Executive Session.

IT WAS MOVED BY MR. GERALD HOUGH THAT THE PROPOSAL PRESENTED DURING EXECUTIVE SESSION BE TABLED TO FURTHER STUDY FINANCING. WITH NO SECOND, THE MOTION DIED.

IT WAS MOVED BY MR. RONALD BLANKENSHIP THAT THE BOARD NOT PURSUE THE PROPOSAL AS PRESENTED, UNLESS IT BECOMES EVIDENT IN THE NEAR FUTURE THAT FUNDING IS AVAILABLE AT NO COST TO THE COLLEGE. MR. GERALD HOUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

With the permission of the Board, President Powell continued his report:

- Statement on Intimidation Free Campus – President Powell shared that he was one of approximately 200 college presidents nationwide that had signed a commitment to an intimidation free campus. The commitment appeared in the New York Times. President Powell was the only West Virginia college or university president represented.
- Peer selection process – HEPC – President Powell shared information regarding the peer selection process.

Chairman Butcher asked that the record reflect that Mr. Gerald Hough excused himself from the meeting at 2:49 p.m. He further asked that the record reflect that Mrs. Evie McPherson was excused from the meeting, prior to the adjournment of Executive Session, due to another professional commitment.

Committee Reports

Executive Committee

- Transfer of Property

Chairman Butcher reported that the transfer of property from the Higher Education Policy Commission (HEPC) to Glenville State College would be on the agenda, and should be approved, at the next HEPC meeting on December 13, 2002.

- Crime Report for GSC

Chairman Butcher reported that the crime report for Glenville State College reflected a very low crime rate and that everyone involved should be proud that a safe campus environment is provided.

- Compact and Master Plan Status Report – action item

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE THE NARRATIVE COMPACT AND MASTER PLAN STATUS REPORT AS PRESENTED. MR. TERRY BEAN SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

- LOCEA study and GSC plan

Chairman Butcher referred discussion of this item to President Powell who stated that the plan was moving forward and that he and Chairman Butcher would be meeting with the Chancellor for a review. President Powell indicated that the Glenville State College Board of Governors would be asked, by the Higher Education Policy Commission, to form a plan of action. Chairman Butcher reminded everyone that there is a plan in place, the Compact and Master Plan.

Business Affairs Committee

- Budget reduction plan – action item

Committee Chair Fred Radabaugh indicated the committee had reviewed the plan as proposed and recommended that the plan be approved with one line item deleted – the \$20,000 reduction for Enrollment Services.

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE THE BUDGET REDUCTION PLAN AS PROPOSED AND AMENDED WITH NO REDUCTION TO THE ENROLLMENT SERVICES LINE ITEM. MR. DONALD SOUTHALL SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

- Follett Report to GSC

Chairman Radabaugh referred this item to Robert O. Hardman, II, Vice President of Business and Finance for an update. Mr. Hardman reported that, to date, Glenville State College had received \$127,670 in commissions from Follett since they assumed the management of the bookstore.

- Wallace Bookstore Report

Chairman Radabaugh referred this item to Mr. Hardman for comment. Mr. Hardman advised that there is little expectation of recovering any of the losses other than a portion of the performance bond, in the amount of \$75,000. Furthermore, he indicated that there was a post-petition claim for additional costs determined after the initial petition was filed and that the attorneys had been given the authority to negotiate terms of settlement.

- Purchase of Nicholas County Building – action item

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE PURCHASE OF THE NICHOLAS COUNTY BUILDING IN SUMMERSVILLE, WEST VIRGINIA, FOR THE AGREED UPON PRICE OF \$1,335,000. MR. TERRY BEAN SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

- Authorization to Sign Checks – action item

IT WAS MOVED BY MR. FRED RADABAUGH THAT THE BOARD OF GOVERNORS AUTHORIZES THE PROPOSED LIST OF OFFICERS/EMPLOYEES TO SIGN CHECKS DRAWN ON LOCAL BANK ACCOUNTS. MR. TERRY BEAN SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

Student and Academic Affairs Committee

- Bylaws of Academic Affairs Committee

Committee Chairperson Marjorie Burke called upon Dr. Robert Freeman, Provost and Vice President for Academic Affairs to report on this information items. Dr. Freeman explained the process and purpose of the bylaws. Mrs. Burke requested that the Board of Governors be provided with the minutes of this committee's meetings, as well as those of the Faculty Senate and College Leadership Council.

- Probation and Suspension policy

Mrs. Burke called upon Dr. Freeman to explain the policy and its purpose.

- Status of ROTC program

Mrs. Burke called upon Dr. Debra Simon, Dean of Teacher Education, to report on the status of the ROTC program. Dr. Simon reported that there was some concern regarding the program and that President Powell remained committed to the program. Dr. Simon and President Powell will be meeting with ROTC administrators at West Virginia State College on December 10, 2002, in this regard.

- Professional Development Schools

Dr. Simon advised that a grant to develop Professional Development Schools in our ten county service area had been awarded and that Flatwoods Elementary School would be the first PDS.

- Faculty Evaluation Plan – action item

Mrs. Burke called upon Dr. Freeman to provide some explanation for the plan and its purpose. On behalf of the committee, Mrs. Burke recommended approval of the plan with three amendments.

IT WAS MOVED BY MRS. MARJORIE BURKE THE FACULTY ROLE MODEL SECTION I.E. ADVISEMENT BE AMENDED WITH THE FOLLOWING:

9. Working with students who are on academic probation.

MS. FRANCES SCHMETZER SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

IT WAS MOVED BY MRS. MARJORIE BURKE THE USES FOR FACULTY ANNUAL EVALUATIONS, POST-TENURE REVIEW SECTION BE AMENDED BY ADDING THE FOLLOWING:

. . . college support activities. At the end of the development plan, faculty who have not made satisfactory progress may be subject to reassignment, early retirement, probation, salary freeze, or termination.

MR. FRED RADABAUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

IT WAS MOVED BY MRS. MARJORIE BURKE THE EVALUATION INSTRUMENT FOR THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS BE DELETED FROM THE PLAN. MR. DONALD SOUTHALL SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

IT WAS MOVED BY MRS. MARJORIE BURKE THAT THE BOARD OF GOVERNORS APPROVE THE COMPREHENSIVE FACULTY EVALUTATION SYSTEM AS PROPOSED AND AMENDED. MR. FRED RADABAUGH SECONDED THE MOTION.

APPROVED UNANIMOUSLY.

President Powell advised the Board that he would outline, at the next meeting, how administrative personnel are evaluated at the College.

Community and Technical College Committee

- Essential Conditions Report

Committee Vice-Chair Ronald Blankenship reported on the Essential Conditions Report and brought attention to Items 5, 6, and 7 regarding separate boards for Community and Technical Colleges.

- LPN nursing proposal - information item

President Powell thanked Dr. Skip Sullivan, Provost for the Community and Technical College, for his hard work on this program. Dr. Sullivan advised that if approved, the program will be implemented in Fall 2003 and that there are 84 people on the waiting list.

- Consultant's report

Dr. Sullivan advised that Dr. Dennis Merrill had visited the Community and Technical College to review for preparation of his report. Dr. Sullivan also advised that he had visited York Technical College as well.

Old Business

- New sign

President Powell reported that he is still awaiting approval from the Secretary of Transportation, Mr. Fred VanKirk, for the installation of the new sign at the intersections of routes 33 and 5. A temporary sign is currently in place, and the new sign will be in the style of the existing signs at the north entrance and at Morris Stadium, without the electronic portion.

- Softball field

President Powell advised that we would soon be breaking ground on the new softball field and that until it is constructed, the Glenville State College girls' softball team would be on the road.

New Business

President Powell advised that Board approval of quantitative data on the Compact and Master Plan would be required in mid-December. He further advised that the NCA self-study report would be distributed for Board review in mid-December as well.

With the Board's permission, President Powell will mail out or e-mail ballots for approval of both items. Should any Board member wish, a conference call will be arranged for discussions.

By Board consensus and at the direction of the Board chair, President Powell will proceed on that basis.

Hearing no objection, the Chair adjourned the meeting at 3:49 p.m.



Ronna Dittman

Executive Assistant to the President