

**Glenville State College
Board of Governors Meeting
October 20, 2004
Heflin Student Union, Verona Mapel Room
Glenville, West Virginia**

Members Present: Mrs. Marjorie Burke, Chair
Mr. R. Terry Butcher
Ms. Laura Kurtz Kuhns
Mr. R. Fred Radabaugh
Ms. Frances Schmetzer
Mr. Gary Arbogast, Faculty Representative
Ms. Mary Alltop, Staff Representative
Ms. Nicole Maxwell, Student Representative

Members Absent: Mr. Ronald Blankenship, Vice Chair
Mr. Les Facemyer
Mr. Joseph Peters

Staff Present: Dr. Robert N. Freeman, President
Dr. Kathy Butler, Vice President for Academic Affairs
Ms. Ronna Dittman, Director , GSC Foundation
Mr. Robert O. Hardman, II, Vice President for Business and Finance
Ms. Cheryl McKinney, Vice President for Student Life
Ms. Teresa Sterns, Executive Assistant to the President

Guests Present: Mr. David Corcoran, Jr.

Call to Order

Chairperson Marjorie Burke called the meeting to order at 12:40 p.m. A quorum was established.

Approval of August 18, 2004 Minutes

IT WAS MOVED BY FRED RADABAUGH TO APPROVE THE MINUTES OF THE AUGUST 18, 2004, MEETING. LAURA KURTZ KUHN'S SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Public Comment

None.

President's Report

- a. **Report on Staff Activities** – Mary Alltop reported that the staff professional development funds have been awarded . The Ginny Grottendieck scholarship was awarded and the staff council will be making a decision on a fund raiser to fund the scholarship.
- b. **Report on Faculty Activities** – Gary Arbogast reported that the faculty have been wrestling with drafting an overload pay policy. They have also been reviewing the Higher Education Legislative agenda.
- c. **Report on Student Activities** – Nicole Maxwell reported that the students have started a campaign to encourage students to vote and recently distributed absentee voting forms at different locations around campus. The students are planning a mock rally of Presidential debates. Syrus from Real World visited campus to talk to students about voting. Nicole indicated that they received good feedback about homecoming.

President Freeman extended congratulations to Student Government and Student Life for a job well done on Homecoming.

- d. **Report from GSC Foundation** – Ronna Dittman reported that total revenues are up from last year with an increase of \$366,864.00. Faculty and Staff giving have also increased from last year by 1%. A new program is being developed for the naming of Pioneer Village buildings. It will provide ongoing support of the facility because the buildings may be named in honor of the donor if donor gives a one-time gift of \$100,000.00 or a pledge of \$10,000.00 for ten years. Ronna also announced that they are in the initial phases of beginning a \$25 million dollar capital campaign. She also reported that a donor has recently shown interest in providing a substantial amount of scholarship funds for students from Webster County. Annual Fund mailings consisting of a donor giving report and request for contributions will begin in October and continue through November, and spring 2005. Two phonathons are being planned for December 2004 and spring 2005. Last year's phonathon brought in a net total of \$14,804.00. Ms. Dittman announced that a Montrose scholarship is being developed. A brochure is being put together to distribute to past Montrose and Williams award winners requesting they contribute to the scholarship. Alumni

brunch went very well and had over 100 attendees. Ms. Dittman extended thanks to Ms. Debra Nagy for all of her efforts in organizing the Alumni brunch and awards.

President Freeman announced that a report from the Foundation will be added permanently to the agenda. He also indicated that he would keep the Board informed of the capital campaign.

After a brief discussion, Chairperson Burke requested that President Freeman provide a copy of the Foundation audit and/or financial statement to the Board of Governors.

- e. **Update on Admission Data** - Dr. Freeman reported that the current FTE is 1167 and headcount is 1318. FTE is down a little over 3% and headcount is down 4% from last fall. He stated that the College is in the process of hiring a new Director of Continuing Education to work with high schools, FCI-Gilmer, and area businesses to help bring enrollment up. Michelle Wicks is also working with her staff to implement new strategies to increase enrollment. Dr. Freeman noted that losing the CTC, along with Fairmont recruiting EEP students and students in career/tech centers within GSC's area, has made a great impact on GSC's enrollment.
- f. **Quarterly Budget Information** – Dr. Freeman referred to the budget report in the board book. He noted that as of September 30, 2004 GSC is \$816,265.00 to the good in revenues over expenses. He thanked Mr. Hardman for all of his efforts in working with the budget.
- g. **Construction/Planning Update**
 - Robert F. Kidd Library* – Dr. Freeman reported that the bid documents will be up for bid in November and construction should begin in January. He anticipates completion of the construction by spring or early summer of 2005.
 - Heflin Student Union* – The renovation proposal was approved by the Higher Education Policy Commission at the October 15th meeting. A town meeting is required for the process of asbestos removal and it will be held on October 21st at 6:00 p.m. in GSC's AB Auditorium with Pinnacle Construction. Dr. Freeman complimented Mr. Hardman for all of the work he did with HEPC to get the project approved. He also announced that the construction documents are ready. Dr. Freeman voiced his concerns with the project budget and noted that the bidding projects have changed due to the rise in price of materials because of the demand. It is anticipated that construction will be completed by summer or early fall of 2006.
 - Science Building* – Dr. Freeman announced that the College will be receiving \$5 million from bonds to renovate the Science Building. Dr. Butler is working with a committee of faculty and staff to develop a list of needed renovations to the facility.
 - Master Plan Development* – Dr. Freeman noted that the committee is gathering data in terms of a facility master plan. He expects the plan to be completed and presented to the Higher Education Policy Commission by March 2005, as mandated.
 - Strategic Planning Process* – Dr. Freeman reported that the committee assessed various groups both on and off campus to complete surveys. The committee will be summarizing the surveys and completing the planning process by December.
- h. **Legislative Activities** – Dr. Freeman is contemplating that there will be another unity agenda from the colleges this year. He made reference to *The State Report Card on Higher Education* in the board book and noted that West Virginia has made improvements this year in all areas except affordability. He anticipates that this will cause pressure on the legislature not to increase tuition rates. He noted that the issue of affordability is nationwide and GSC's tuition compares fairly with other schools in the nation.
- i. **Financial Aid Summary** – Dr. Freeman referred to the financial aid summary, included in the board book, and noted that GSC students received over \$9 million in financial aid in 2003-04. He recognized Ms. Lay and her staff for doing a wonderful job in distributing the funds to students.
- j. **WVIAC Equivalency Statistics** - Dr. Freeman made reference to the statistics report and noted that GSC gave only 24 equivalency scholarships to athletes in 2003-04.

- k. **Performance of High School Students Enrolled in Public Colleges and Universities, Fall 2003** – The report included in the book for September 2004 was replaced with a handout of an updated report for October 2004. The September 2004 report included inaccurate data. Dr. Freeman reported that he contacted Chancellor Mullen after he reviewed the published data reported by the Higher Education Policy Commission. After speaking to the Chancellor, it was determined that when GSC added the new Gen Ed courses in 2002, we coded the courses using category 32 which included the area of developmental studies. It was determined to be an appropriate category at that time. This year, the Higher Education Policy Commission decided to count all of category 32 as developmental studies courses and did not contact GSC before reporting that data to the public. The data has now been corrected for ten counties within GSC's area. Dr. Freeman indicated that GSC does not deny we made a mistake, but HEPC should have checked the data before publishing it. He noted that it was clearly an unfortunate set of circumstances for all.

Committee Reports

Student and Academic Affairs Committee

Fran Schmetzer served as sub-chair for the committee and asked Dr. Butler to give a report to the Board on the compact goals.

Dr. Butler gave a report on the compact goals and noted that the GSC long-term goals may be higher this year as compared to last year due to an effort to align them with WV Higher Education goals. There was a discussion regarding the licensure passage rates which raised some concern. The passage rate of students taking the licensure exam for Land Resources was much lower than in recent years. After the discussion,

IT WAS MOVED BY FRAN SCHMETZER THAT THE BOARD OF GOVERNORS APPROVE THE 2004 COMPACT PROGRESS REPORT AND REQUESTS THAT THE PRESIDENT FORWARD THE REPORT TO THE HIGHER EDUCATION POLICY COMMISSION AS PROPOSED. FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY FRAN SCHMETZER THAT THE THE PRESIDENT PROVIDE A REPORT TO THE BOARD OF GOVERNORS BY NOVEMBER 30TH AS TO WHAT STEPS ARE BEING TAKEN TO REMEDIATE THE PERCENTAGE OF STUDENTS WHO PASS THE STATE EXAM FOR LICENSURE IN LAND SURVEYING. NICOLE MAXWELL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

President Freeman indicated that he would present a report to the Executive Committee of the Board at the December 1st meeting.

Gary Arbogast suggested that the Board might want to consider state and national benchmark data in which to compare licensure passage percentage data with the College's data.

Fran Schmetzer replied that the committee had asked for the same data and found that there was not any data available.

Committee of the Whole

Chairperson Burke reported that she had recently learned from the Higher Education Policy Commission that it is illegal to use proxies and noted that the Board needed to take action in reference to the bylaws. She asked Dr. Freeman to update the Board regarding the discussion at the last meeting in reference to the bylaws and electronic voting.

President Freeman made reference to the proposed resolution regarding revising the bylaws to include language relating to telephone and electronic voting.

After a discussion concerning electronic voting,

IT WAS MOVED BY LAURA KURTZ KUHNS TO AMEND THE PROPOSED RESOLUTION REGARDING THE ADDITION TO THE BYLAWS AND STRIKE THE WORD E-MAIL IN SECTION 4.5, AT THE BEGINNING OF LINE FOUR. FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

IT WAS MOVED BY FRED RADABAUGH THAT THE BOARD OF GOVERNORS APPROVE THE ADDITIONS TO THE BOARD OF GOVERNORS BYLAWS SECTION 4.5 AND SECTION 5.2.5 AS AMENDED. LAURA KURTZ KUHNS SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Old Business

None.

New Business

Chairperson Burke made reference to the memo that was sent regarding board training. She handed out rental facility rates for the Board to review.

After a lengthy discussion, the consensus of the Board was to schedule a training workshop for the Board between January 8th and 13th, 2005.

Chairperson Burke asked President Freeman and Ms. Kurtz Kuhns to facilitate the training workshop. It was decided to hold the board training at Stonewall Resort with Ms. Kurtz Kuhns handling the conference room reservations/rental and President Freeman handling the lunch arrangements.

President Freeman indicated that he would poll the board members in reference to the dates between January 8th and 13th and let the Board know the overall consensus.

Chairperson Burke asked President Freeman to read the proposed resolution for Donald Southall.

President Freeman read the following resolution:

Whereas Mr. Donald E. Southall is a native of Jackson County, West Virginia; and, is married to Eleneva Kee Southall; and, has a son, Jeffrey E. Southall married to Debra Southall; and a grandson, Jeffrey Scott Southall; and,

Whereas Mr. Southall earned a Bachelors degree from Glenville State College in 1979; received a Masters degree in 1980 from West Virginia College of Graduate Studies; and,

Whereas Mr. Southall faithfully retired from the United States Marine Corps and United States Coast Guard in 1975 with 22 years of service; and,

Whereas Mr. Southall served as the Director of Social Services, Attendance, and Public Relations; and, served as Coordinator of Health Services for Roane County Board of Education from 1980 - 1996; and,

Whereas Mr. Southall served as Supervisor for the Little Kanawha Soil Conservation District from 1997 - 2003; and,

Whereas Mr. Southall served as a member of the Board of Directors of Roane County Chamber of Commerce from 1984-1985; and served as the Board President in 1985; and,

Whereas Mr. Southall has been actively involved as a member of the Spencer Church of Christ; and, a past member of the American Legion Post #21; and, served on the Roane County Family Healthcare Inc. Board of Directors from 1983-1984; and, a member of the Rotary International, serving as President of the Spencer Rotary from 1988-1989; and,

Whereas Mr. Southall faithfully served as the Roane County Director for the 1984 Reagan/Bush campaign; and, served as a Delegate at the West Virginia Republican State Convention in June 2004; and,

Whereas Mr. Southall served as a member on the Glenville State College Board of Advisors, and on the Glenville State College Board of Governors from 1998 – 2004; and,

Whereas Mr. Southall has maintained his commitment to the *Renaissance of Shared Values*; and,

Whereas Mr. Southall has answered the College's calling of *Tradition, Innovation, Leadership* and *Community* in his role as a member of the Glenville State College Board of Governors;

Now therefore be it resolved that the President of Glenville State College and the Board of Governors express our appreciation to Mr. Donald E. Southall for his commitment to Glenville State College and to his service on the Board of Governors.

Recorded this 20th day of October the year of our Lord, 2004.

IT WAS MOVED BY TERRY BUTCHER THAT THE BOARD OF GOVERNORS APPROVE THE RESOLUTION FOR DONALD SOUTHALL AS PROPOSED AND THAT IT BE PRESENTED TO MR. SOUTHALL AT AN APPROPRIATE TIME BY A MEMBER OF THE COLLEGE. FRAN SCHMETZER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Adjournment

With no further business and hearing no objection, Chairperson Burke adjourned the meeting at 2:20 p.m.

Teresa Sterns
Executive Assistant to the President