

**Glenville State College  
Board of Governors Meeting  
December 15, 2004  
Louis Bennett Hall Conference Room  
Glenville, West Virginia**

Members Present: Mrs. Marjorie Burke, Chair  
Mr. Ronald Blankenship, Vice Chair  
Mr. R. Terry Butcher  
Mr. Les Facemyer  
Mr. R. Fred Radabaugh  
Ms. Frances Schmetzer  
Mr. Gary Arbogast, Faculty Representative  
Ms. Mary Alltop, Staff Representative  
Ms. Nicole Maxwell, Student Representative

Members Absent: Ms. Laura Kurtz Kuhns  
Mr. Joseph Peters

Staff Present: Dr. Robert N. Freeman, President  
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. Chris Tilsley, Auditor, Hayflich and Steinberg

## **Call to Order**

Chairperson Marjorie Burke called the meeting to order at 12:35 p.m. A quorum was established.

## **Approval of October 20, 2004 Minutes**

IT WAS MOVED BY FRED RADABAUGH TO APPROVE THE MINUTES OF THE OCTOBER 20, 2004 MEETING. TERRY BUTCHER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

## **Public Comment**

None.

**Presentation of the FY2004 Audit by Hayflich & Steinberg** - Mr. Chris Tilsley, an auditor with the accounting firm Hayflich and Steinberg, presented the college's audited financial report for the year ended June 30, 2004. He announced that GSC received the highest rating, an unqualified report. He indicated that there were no problems or findings and concluded that the college is in compliance with all standard accounting practices.

## **President's Report**

- a. Report on Staff Activities** – Mary Alltop reported that the staff council had a successful fundraiser, raising \$335.00 for the Ginny Grottendieck Scholarship fund. She also noted that the staff council will be awarding staff development/presidential scholarship money to staff at the beginning of January.
- b. Report on Faculty Activities** - Gary Arbogast reported that the faculty senate has been working on arranged courses, college calendar, recommendations for Faculty Marshals, senate constitution in reference to SB448, course overload policy, and smoking policy. He noted that faculty senate hopes to focus more attention to retention and recruiting next semester.
- c. Report on Student Activities** - Nicole Maxwell reported that the student government revised their constitution by adding a non-traditional student representative. They raised over \$300.00 for the Lance Armstrong Foundation and are looking at the smoking policy. She also noted that students missed having a study day before finals this semester.
- d. Report from GSC Foundation** - President Freeman provided GSC Foundation financial statements to the Board. He indicated that he was very pleased with the audit. He reported that the annual fund mailings went out several weeks ago and another mailing is expected to go out before Christmas. The annual report from last year and a reminder that contributions are tax deductible will also be included in the mailings. He announced that the Campus Campaign mailing also went out and staff are submitting contributions. The Betty Heater music scholarship has been established with an endowment of \$50,000.00. The scholarship will be awarded to five

students each year in the amount of \$500.00, in music or music education. Several contributions have been received for the new established Montrose and Williams scholarships. President Freeman announced that the Alumni Association had two Christmas events in Parkersburg and Clarksburg and both were well attended with over 50 people at each event. Another event is being planned for January 29<sup>th</sup> in Charleston. He noted that Alumni are responding well to the new newsletter.

- e. Update on Enrollment for fall 2004** – President Freeman disseminated enrollment data to the Board including a news letter from HEPC highlighting colleges that had increases in enrollment. He also provided an enrollment report from HEPC referencing headcount and FTE for West Virginia Public Colleges and Universities. He indicated that GSC’s enrollment was actually down more than indicated by HEPC. This was because of the date used to gather the data versus actual current numbers. He announced that GSC currently has a headcount of 1316 and FTE of 1134.
- f. Current Budget Information** – Dr. Freeman made reference to the budget report on page eight of the Board book. He indicated that GSC is approximately \$170,000.00 short of the projected budget. He met with faculty and staff last Thursday and shared that the College will address the shortfall without the loss of any positions. He also noted that the shortfall will not have any impact on the students or services to the students. He anticipates budget cuts of \$325,000.00 for next year with only limited tuition increases by the legislature.
- g. Construction/Planning Update**
- *Robert F. Kidd Library*- Dr. Freeman reported that there will be a bid conference on December 22<sup>nd</sup> for the library renovations. He anticipates awarding a bid late January and renovations to begin in February.
  - *Heflin Student Center*- Dr. Freeman announced that the College accepted a bid yesterday for the renovations of the Heflin Student Center from Massaro Corporation. He anticipates the renovations to begin in January. He noted that the asbestos removal should be completed by the end of this week. He would like to have a ground breaking ceremony in late January for the Heflin Student Center.
  - *Science Building* – Dr. Freeman indicated that the College has five million dollars to renovate the science building. The Science and Math staff is preparing a list of materials needed to provide information for the program statement. Dr. Freeman noted that he is working with Congressman Mollohan and Minnie Hamilton Health Care Center to produce a new Science Building. He announced that the Congressman is in the process of providing funding for a feasibility study to be done regarding the new science building. He indicated that the five million dollars would be held and used toward the new science building if a new building is constructed. After a discussion regarding what is expected to happen to the current science building, Dr. Freeman agreed to ask that the feasibility study include what will become of the current science building upon construction of a new building.
  - *Master Plan Development* – Dr. Freeman noted that the master plan will be presented to the Board for approval at the February meeting. He indicated that he will send a preliminary plan to the Board in early January for their review and suggestions.
  - *Strategic Planning Process* – Dr. Freeman reported that the strategic plan would be available to the Board at the April meeting. He noted that he plans to hold a community forum regarding the strategic plan and ask for comments from the community.
- h. Legislative Activities** - Dr. Freeman indicated that he has been in contact with the legislators and had conversations regarding the Fairmont branch being built in Flatwoods. He anticipates that the Governor elect will be very supportive of higher education and looks forward to working with him.

- i. **Report on Land Resources State Licensure Exam Passage Percent** – Dr. Freeman provided a report to the Board regarding Land Resources state licensure exam passage percentages and noted that due to the small amount of students in the program, if only one student fails the exam it impacts the total percentage of passage rates for GSC’s students. He also made note of some strategies that are currently being implemented by the faculty in Land Resources to help students pass the exam. He indicated that Dr. Butler is continuing to monitor the program. After a discussion in reference to how often the licensure exams are offered and what the cost is to take the exam, Dr. Freeman indicated that he would obtain the information and report his findings to the Board.
- j. **Report on Changes in Presidential Compensation as a result of SB448** – Dr. Freeman made reference to proposed changes in the HEPC Title 133 Series 5 policy on page nine of the Board book regarding guidelines for governing boards in employing and evaluating presidents. He noted that the new policy will merely bring the old policy up to schematic standards. He asked that the Board voice any concerns they may have regarding the new policy to Chairperson Burke, so she could forward their concerns to the HEPC.
- k. **Update on Logo Development** – Dr. Freeman referred to the logos on page seventeen of the Board book. He indicated that the logos shown in the book are just examples and may not look exactly like the clock tower photos upon rendering. He also noted that the College is not planning to spend a lot of time on the new rendering of the logo.

Ms. Schmetzer announced to the Board that she plans to will her home on High Street to the College.

President Freeman and Chairperson Burke thanked Ms. Schmetzer on behalf of the Board and the College for remembering her alma mater with such a generous gift to the College.

## **Committee Reports**

### **Committee of the Whole**

Chairperson Burke asked that Dr. Freeman speak about the proposed revisions to the travel policy.

President Freeman reported that Higher Education was presently the only organization in the state to reimburse for single day meal expenses. Dr. Freeman made reference to the proposed policy changes in the Board book and noted if the changes are approved, GSC would be in compliance with other state agencies. After a discussion regarding the proposed changes in the travel policy,

IT WAS MOVED BY LES FACEMYER THAT THE BOARD OF GOVERNORS APPROVE THE AMENDED GLENVILLE STATE COLLEGE PERSONNEL TRAVEL POLICY 21 AS PROPOSED CONTINGENT UPON ANY TECHNICAL CHANGES AS COMMUNICATED BY THE HIGHER EDUCATION POLICY COMMISSION CHANCELLOR’S OFFICE. FRED RADABAUGH SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

## **Old Business**

- Update on Board of Governors Training for January 2005

Chairperson Burke passed out a Board member availability chart for the Board to review and discuss regarding a date to hold the Board training.

President Freeman announced that Chancellor Mullen has committed \$2000.00 to the College for Board training and has agreed to send members of his staff to provide training, including Bruce Walker, Esquire, to provide legal counsel.

After a discussion regarding the Board availability for training,

IT WAS MOVED BY TERRY BUTCHER TO HOLD THE BOARD OF GOVERNORS TRAINING ON JANUARY 19, 2005. FRAN SCHMETZER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

It was further decided by the Board to plan to have the training at Stonewall Resort from approximately 9:00 a.m. – 4:00 p.m.

Dr. Freeman asked that the Board provide him suggestions regarding what type of training they would like as soon as possible, so he could submit it to the Chancellor.

After a discussion regarding issues and topics that the Board would like to focus on at the training, the Board determined and conveyed to President Freeman a suggestion list.

Dr. Freeman agreed to forward the list of suggestions to Chancellor Mullen.

## **New Business**

None.

## **Adjournment**

With no further business and hearing no objection, Chairperson Burke adjourned the meeting at 2:54 p.m.

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Teresa Sterns  
Executive Assistant to the President