

**West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
January 25, 2017
Minutes**

1. Call to Order and Roll Call

Dr. Smith was unable to attend until later in the afternoon due to travel. Mr. Lipscomb called the meeting of the West Virginia State University Board of Governors to order at 4:03 p.m. and chaired the meeting until Dr. Smith arrived.

Present: Dr. Guetzloff, Mr. Jones, Mr. Kelley, Mr. Konstanty, Mr. Lipscomb, Ms. Shafer, Dr. Smith, Mr. Swingle, and Dr. Thralls. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Dr. Smith verified the appropriate notice of public meeting.

3. Review and Approval of Meeting Agenda

Mr. Konstanty motioned for approval of the agenda as presented, and Mr. Kelley seconded the motion. The motion carried.

4. Roundtable Discussions

Mr. Lipscomb said the meeting was being held in accordance with West Virginia Code to provide an opportunity for campus constituent groups to share their thoughts and ideas about the University. Each group was allotted time on the agenda to participate in a roundtable discussion.

- Item 4.a: Mr. Lipscomb welcomed the classified staff in attendance. He noted that Mrs. Squirts was unable to attend and acknowledged her for her service as the classified staff representative on the Board. Mr. Lipscomb opened the floor for discussion. Mr. David Hays said Classified Staff Council Chair Robin Tabor was also unable to attend, and he would share general comments on her behalf. He stated that the Classified Staff Council meets monthly and staff are encouraged to attend the meetings to learn about and discuss items important to classified staff. A holiday luncheon was held before the break. The event was well attended and a great boost for morale. He thanked the President's Office and everyone who participated for their support.

President Jenkins encouraged everyone who was present to take the opportunity to dialogue about the University, discussions that are taking place in their areas, identify things we continue to be or need to begin working on, etc. Some faculty were present during staff session. Ms. Kim Cobb commented on the updates to the University Union with painting, furniture, flags, and campus photos. She said students have expressed how much they like the renovations. President Jenkins said we would continue to look at areas to refresh and revive across campus.

Mr. Hays said one point from the Classified State Council was annual leave taken during holiday breaks and staff being forced to take leave on specific days. For the holiday leave policy. President Jenkins said he discussed this with Ms. Tabor, and he provided background information to the Board and constituents present. He explained one reason the University closes for break is to reduce costs on utilities. Discussion was held on a rule that requires employee to work the day before and the day after a holiday break in order to be paid during the holiday. President Jenkins stated there are six holidays to use throughout the year at his discretion, per state code. He said he would look at the concern further and consider new employees who do not have enough leave time to take off without pay. Mr. Melvin Jones said employees can work during the breaks if it is preapproved by their supervisor, but the facility are not brought fully online; one exception to this is employees who work directly with students because students are not on campus during the breaks. Mr. Tom Bennett noted that the rule to work the day before and day after a holiday break in order to receive pay is a state personnel rule.

Another matter brought before the Board was the tuition waiver. Mr. Hays stated some staff would like to be able to take an online course, which is not covered under the policy. President Jenkins explained that the policy was made effective so that staff could register for a course before the semester began, and the University was still in contract negotiations with Learning House for the online course process. In addition, online courses were not included in the policy because it was yet to be determined how chargeback fees would occur. Since that time, the University learned there would not be any chargeback issues, and President Jenkins is looking to amend the policy. He said the administration also look at how employees take class during their lunch break, and a structure should be put in place for this piece. He will follow-up in writing about taking online courses.

Mr. Sean McAndrews said he received a tuition waiver last semester, the class had no additional fees, and he was still charged an additional \$400. He said the waiver does not cover everything. President Jenkins said he was unaware of this and would follow-up as appropriate. A staff member referred to the handbook online that states employees could take a paid-for course during business hours if approved by supervisor and asked if the tuition waiver policy overrides that. President Jenkins stated the tuition waiver should supersede what is outlined in the handbook. He said he wants to make it as easy as possible for employees to continue their education, but we must have a checks and balances system in place to best serve our students. Mr. Hays said classified staff felt they do not receive enough information about the budget. President Jenkins said he is planning a budget town hall meeting where he will share data and other information.

Mr. Lipscomb commented on several films featuring alumni that were recently released or are in production stages, such as *Hidden Figures* featuring Katherine Johnson. A documentary on Earl Lloyd will be shown on campus in February, and a documentary on Coach Mark Cardwell is in the works for the upcoming year. President Jenkins challenged everyone when traveling, shopping around town, etc. to

wear State gear or have State items that show support of the University. He expressed the importance and value in having pride in the place where you work, learn, and live. Mr. Lipscomb thanked everyone for their commitment to the University and the work they do each day.

Item 4.b: Dr. Smith welcomed the faculty members in attendance. She acknowledged Dr. Guetzloff for his service as the faculty representative on the Board and noted that he is actively engaged in all of its proceedings. The floor was opened for discussion. Dr. Tim Ruhnke informed the Board that Faculty Senate chair Dr. Richard Ford could not attend due to illness, and Vice Chair Dr. Ron Baker is teaching a class. Dr. Ruhnke shared copies of a document with the Board on behalf of Dr. Ford for their review. Dr. Smith stated the document is related to personnel matters. She said the Board has one employee, the President, and personnel matters should be brought before the administration. Discussion was held on employee contracts; Dr. Smith clarified that the Board does not get involved in contracts issued to employees by the President. She explained the contract process the institutional governing boards follow for presidents in the state system. Dr. Sonja Armstrong commented that some faculty might have a misunderstanding of the role of the Board with regard to personnel contracts and felt the subject is moot.

Dr. Ruhnke said the second item in the document pertains to budget practices. He expressed concerns about how areas are given a budget for the year, but not made aware of all of the constraints, upcoming cuts, etc. President Jenkins said he met with the Faculty Senate Executive Committee earlier that week, and budget matters were discussed as a part of the meeting. The group felt good about measures the administration is putting into place and that the University is moving in a positive direction. He further stated that the administration is looking at a zero-base budget model and budgeting from actual revenue and not projections. In addition, there will be adjustments to how purchasing cards are restricted. He said the University has to continue reducing spending, looking at duplication of services, combining areas/offices, etc. in order to meet the budget cuts and fiscal challenges.

Dr. Ruhnke said the third item related to the size of the administration compared to the number of students. Dr. Armstrong concurred and said the University's sister institutions do not have as many vice presidents. Dr. Smith commented that sister institutions do not have land-grant status, which accounts for one of the vice presidents. President Jenkins said the Chief of Staff serves as a vice president due to him keeping the duties over legislative affairs.

President Jenkins said he is looking at the University's entire process and feels these conversations are very helpful when looking at how it is structured. Dr. Smith encouraged more faculty to come to Board meetings throughout the year to hear information and discussion first-hand. Dr. Ruhnke expressed appreciation for being able to have real dialogue with the President about sensitive issues. Mr. Swingle commented that he is actively involved because of relationship he had with faculty when he was a student at State.

Dr. Ginta Palubinskas said some faculty take students on field trips and the students complete a permission slip, but she asked about a liability form. She noted that University vehicles are used when she takes students to the legislature. President Jenkins said he has been discussing documentation for student-athletes when traveling and will look into a release of liability form for all students. Mr. C. Jones commented that the University might not be able to be completely removed from any liability. Mr. Konstanty agreed and said whether there is a permission slip or liability waiver signed by a student and there is an auto accident, the forms would not likely avoid actionable consequences. President Jenkins stated if faculty and staff traveling with students are acting within the scope of authority and responsibility and if an accident happens, the state insurance and counsel would support the University. He said he would have further discussions about this topic and follow-up appropriately. Dr. Smith thanked faculty for attending. President Jenkins expressed appreciation for their dedication to students and supporting the University's endeavors.

- Item 4.c: Dr. Smith welcomed students and acknowledged Ms. Shafer for her service as the student representative on the Board. Mr. Kelley asked if any of the students present are receiving scholarships through the Foundation, and seven indicated they are. Dr. Smith commended the students and thanked them for their active leadership roles. She then opened the floor for discussion. Mr. Josh Lucas said he has spoken with other students the last few days about financial aid, and concerns were expressed about transparency. He asked if there is a way to develop a clear schedule of financial aid fees that students could access upon their acceptance of financial aid. President Jenkins affirmed there is and said he also wants students and parents to have information on what it will cost for them to attend the University so they know the bottom line dollar amount to better plan long term. Ms. Amanda Anderson said there is a schedule of fees online for the current academic year. Staff have been working on a financial aid award letter with estimated budgets based on particular situations. Because there are three different levels, several variables can affect tuition and fees. Staff are also constantly discussing how to make the information easier for students to understand. Mrs. Anderson provided information on communication efforts with students throughout the admission and registration process. Mr. Lucas said he is pleased to hear that procedures are changing or being implemented, but noted that students are not aware of this. Ms. Anderson asked what staff could do to improve processes. One student said there seems to be a lack of organization in the financial aid office. She realizes there are times when students are not being responsible in providing what is needed, but many times students are completing and providing what was requested and additional information is needed after they submit the required documents. Ms. Anderson said another piece staff are working on is a freshman checklist and asked if those types of things would be helpful to returning students, as well, and the students felt it would. President Jenkins asked Ms. Anderson to arrange a focus group to get feedback from students about financial aid and admissions processing. Dr. Smith recognized Mr. Elijah Roberts President of the Student Government Association and asked him to share any comments. He said the students around the table come from different backgrounds, and he is excited about opportunity for them to share information with the Board.

Another student commented that the disbursement process has greatly improved since she first enrolled, but it is still a challenge for students and she would like the University to look at direct deposit for disbursements. She also stated that she is an art major and has concerns about the lack of security measures in the Davis Fine Arts building to protect the artwork and equipment. Other schools have swipe cards and she felt this might be a good solution because it could track who is entering the art studios and spaces. President Jenkins said he met with Business and Finance staff this week about changing the banking partner for processing financial aid checks to improve and speed up the process. With regard to safety and securing buildings, he said last year the University received funding for safety and conducted a safety audit on campus. A new camera system is currently being installed that ties into Public Safety. Mr. Melvin Jones commented that when student is working on campus late, they could call Public Safety for an escort to or from their vehicle. He asked the student to let his office know about the door she mentioned that does not open and close so it can be addressed. President Jenkins said the University is always looking at ways to improve safety. He has been discussing with some of the faculty about training students to serve as safety officers, and he hopes to have a student safety officer program implemented by fall. Dr. Guetzloff asked if Davis was receiving a swipe system entry. Mr. M. Jones said not currently, but he could work with the dean to determine hours of operation and discuss how to enhance security in the building.

Mr. Roberts said he has been living in Sullivan Hall the majority of this academic year, and there is a key card entrance that students not living in the hall can access. He said his card did not work and the door was always unlocked. Ms. Anderson said she was not aware of this and will follow-up with Residence Life and Public Safety. Mr. Roberts said there is also an issue with the code entry in Dawson and students sharing the code. Ms. Anderson said conversations have been held about how ensure codes are secured best as possible. Students should also be responsible by not sharing the codes. Mr. Jones said, as funding comes available, the University is moving toward everyone having a personal access code. Ms. Anderson noted that communication is extremely important and if issues are arising or there are repeat offenses with access to dorms, students need to inform staff so they can address them and be proactive as possible.

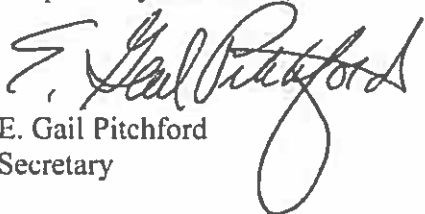
A student commented about concerns with the advising process. She said she has not had many issues, but knows other students who have fallen a year behind because of advising. It would be beneficial for advisors to know more about the students and their personal situation to help advise them in a more practical way. President Jenkins said we are discussing how to improve advising although he feels we have a good process in place. He agreed faculty should get to know their students well enough to where there is a quality engagement to help build a sequence of courses that work best for student. Dr. Kumara Jayasuriya said the University is starting a student-advising center and faculty advisors are going to have a training session. Dr. Guetzloff said another new effort is the 60- and 90-credit check. Dr. Smith asked how information on this would be disseminated to students. Dr. Guetzloff stated

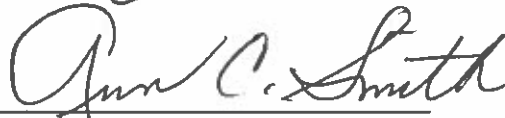
communication is done via emails and social media. The new EMAS system will be able to alert students once it is fully implemented. Mr. Lucas asked where students find information about Board meeting dates. Mr. Tom Bennett said the information is provided on the University's website and is posted on the Secretary of State website. President Jenkins said the Board meetings will also be added to the calendar on home page of website. Dr. Smith thanked the students and expressed appreciation for sharing their thoughts and concerns with the board.

5. **Next Meeting Date**
January 26, 2017

6. **Adjournment**
With there being no further business, the meeting was adjourned at 6:40p.m.

Respectfully submitted,


E. Gail Pitchford
Secretary

Approved: 
Dr. Ann Brothers Smith
Chair