**West Virginia State University**

**Faculty Senate Meeting**

**Friday, November 1, 2024**

**Called to order at 1:33 pm**

**Present:** Lena Lambert, Kellie Toledo, Michael Casey, Kerri Steele, Rob Wallace, Michael Fultz, Ed Lomax, Michael R. Anderson, Eyas Mahmoud, Debbie Williams, Justin McAllister, Naveed Zaman, Mickey Blackwell, Barbara Ladner, Azam Bejou, Matthew Bradley, LeighAnn Davidson, Saman Herath Bandara, Dr. Elisha M. Lewis, Eyas Mahmoud, Josh Martin, Mahinda Ranasinghe, Roy Simmons, Mary Sizemore, Derek Taylor, Emily Waugh

Approved Agenda, moved by Lena Lambert, seconded by Ed Lomax

Approved Minutes of October 4, 2024 Meeting, moved by Lena Lambert, seconded by Ed Lomax

**Reports and Announcements**

* + - 1. President Cage is out of town, so he is not in attendance.
			2. **Report from Senior VP for Strategic Finance, Operations and CIO Justin McAllister**
			**Budget Development Transparency:** He explained how WVSU develops the budget at the University. The administration has a commitment to responsible budgeting and transparency. The budgeting process is centralized, ensuring balanced budget as required by the WV State Budget Office. Decisions and priorities are set by the leadership at the top, with specific funding cascading down. We were able to have a balanced budget with HERF funds. Since HERF funding ended, we ended FY24 with ~$1 million in the red, in terms of revenues versus expenditures. We operate on a cash basis cycle, so it’s not that we aren’t paying bills but that our expenditures are bigger than our monthly income, and so we have to dip into reserves to stay out of immediate debt.
			The process is that fiscal Affairs reviews everyone’s budget, reviews contracts the university is bound to, and meets with each VP to go through each unit’s budget & ask for data collection to analyze holes in the budget. Then they compile new budget from that, which is sent to the VPs for review. Then it goes to cabinet and president. Once final budget is agreed upon in cabinet, it goes to BOG for approval. Tuition and fees are an important part of revenue. Tuition and fees committee has representation from across campus (faculty, EMSA, fiscal affairs, etc.) to determine tuition and fees for coming fiscal year. BOG has to approve. Recommendations on fees and tuition were sent back three times for this year. We can’t get the budget approved without tuition and fees approval. Our tuition and fees also have to be approved by HEPC.
			**Budget Overview** – The University, R&D corporation, and the Foundation are included. The University represents the largest portion of the budget. $50 million for University is the biggest piece of the pie (~73%) (Chair Davidson will send out the budget PPT). Tuition and fees make up about 33% of our revenue. We have ~15.5 million in grants (31%), but that includes deferred maintenance grants (usually grants are ~$3-4 million). The R&D corporation administers research grants, so that’s in R&D’s budget. The State appropriation ~$11.9 million.
			The Foundation projects revenues $3.9 million ($656K is unrestricted). VP McAllister thinks it includes endowment revenue.
			R&D revenue – extension & research make up large portion + state match of $5 million. Those funds mostly have specific regulations as federal dollars.
			**Overview of expenses:** academic affairs 34% (salaries, individual area budgets), business & finance 23% (includes bond repayment, facilities, dining hall, but not deferred maintenance. Other areas are salaries and individual budgets, too. Dean Zaman asked whether we are in line with other institutions in proportions. VP McAllister said that every campus is different. It depends a little on what you are looking at (how funds are identified). The budget of Enrollment Management and Student Affairs (EMSA) includes housing\* which is ~$2 million/year; that budget also includes funded scholarships and unfunded waivers. The funded portion is about $2.1 million. The unfunded portion is about $4 million. Some waivers are required by state law, but those are minimal compared to the other ones that are not funded. Some institutions are reimbursed by their foundation for ‘unfunded’ waivers. How waivers are issued is not always under VP McCallister’s control. Some are handed out by academic affairs, some by EMSA. Those are always ‘last dollars’ scholarships, funding student expenses not covered by other kinds of aid. Athletics is the largest portion of that aid.
			**Budget transparency and fiscal responsibility**: VP McAllister wants to provide access to all budgeting information. He decided to move away from Banner finance (where managers could log in and see their budgets), because it wasn’t properly updated. Now the State requires us to use WV Oasis, so Banner was secondary and was not correct unless manual entries were done and verified. Using one ledger system has reduced errors and confusion. Fiscal affairs has started sharing budget reports with all VPs. Now fiscal affairs is testing a viewing tool that will do data dumps daily, showing current revenue and expenses. It should roll out in January. Phase II will add encumbrance reports. He’s worked hard on checks and balances. Fiscal affairs signs off on all expenditures. We have to stay on top of cash flow. If we ever don’t have enough to make payroll, no payroll, statewide, can be made. There will be training for using the tool, organized by units. Fiscal affairs is working to make all trainings campuswide and available on demand. Dean Steele said that we need to know not only how much money but also what we are charged for (e.g., $75 background check is charged when hiring faculty). She said paper and business card expenditures have been denied. Mike asked how many students we need to meet budget (1389). Right now we have 443 students who have registered for spring. We need to get people advised and registered. We were under budget by ~50 FT students.
			Those who have questions about their budgets should come talk to VP McAllister with a view toward making the best experience we can for students. As of Oct. 31, we have 94 days cash on hand. (Cash on hand is the money we have to meet any obligations.) The worst cash position was in 2020, when WVSU would have been at negative 16 days, if we had paid all that we owed (this included $3 million owed to dining service). We don’t have any old unpaid bills now. The BOG asked about lack of tuition increases. VP McAllister says that there is a trend not to grow tuition as much as inflation. Institutions are cutting out-of-state tuition, offering discounts, and arranging partnerships, to attract students. One day’s obligation is $108K. The deficit is when what we expect to spend is more than our revenues (revenues minus expected spending), rather than unpaid bills. We are taking in less than we expect to spend, and we have had to cover the difference with cash left from last year. VP McAllister would like us regularly have 100 days of ‘cash on hand.’ What we have is a “structural deficit,” not the kind where we owe money we don’t have.
			Mickey Blackwell asked whether we have contingency plans if the election trashes the economy. VP McAllister said not really, just our cash on hand. We are not invested in the market (so we are not likely to suffer directly if the stock market falls), but we might suffer if students/families are affected. (The Foundation does have exposure, but R&D not so much.) The funding formula will be discussed at the next Senate meeting. Assistant VP Fultz reminded us that advising affects part of what the formula is based on.
			3. **Interim Provost Deborah Williams reported** that Fultz is monitoring registrations compared to last year. We are up 62 overall students and 17 in FTE compared to this point in the registration process last year, so we’re running a little ahead. Academic Affairs is also working with VP Young on advising and working with others to improve advising process. Fultz will be sending out lists of not-yet-registered students to academic leaders, for them to contact advisors. The ARGOS system, to which deans have access, provides information about who has registered in which programs. The funding formula’s reference to “30-60-90-120” relates to how many students have earned those milestones toward graduation.
			VP Williams noted that we need to have a University statement on artificial intelligence (AI). A committee headed by Dean Wallace, including representatives from all colleges and Chair Davidson, will be working on an update to our academic integrity policy. There will be a 30-day comment period on what they propose. The committee is also working on a syllabus statement about AI. It will be sent out by Monday to allow campus constituents to start commenting on it.
			VP Williams reminded us that we have a BOG attendance policy, which includes a requirement that we not penalize students for University-approved absences. Michael Casey is available to answer questions. One requirement is that faculty members work with students who have an attendance accommodation under the BOG policy (#69). VP Williams urged faculty members to do everything they can to work with these students. She said that having official accommodations makes it easier for faculty members, who then don’t have to make value judgments.
			VP Williams asked that we start thinking about possible micro-credentials in our areas; Registrar Simmons is on a statewide work group on micro-credentials.
			Some preliminary work is happening to train advisors in the advising center in aspects of each major curriculum. She urged faculty advisors to document any issues and to share with them, so those in the advising center can improve.
			4. **BOG Faculty Representative Jeffrey Pietruszynski** could not attend, so VP Williams reported that the cybersecurity program has received permission to plan. ABET visitors were here the middle of October to consider accreditation of our engineering program. ABET gave us a clean bill of health, specifying some improvements in safety equipment and procedures. We expect to get word on ABET and on cybersecurity in July of 2025. Social Work also had an accreditation visit in mid-October. VP Williams would like to have one or two students at every BOG meeting as part of academic affairs report. Two honors students, Alexander Bailey and Ahmad Zaman, reported to the BOG on a summer internship they attended. VP Williams also reported that $50 million has been transferred to WVSU’s account for the new agriculture building. The groundbreaking ceremony will be on Nov. 19. VP Patricia Schuman reported to the BOG that capital campaign is moving along at a good clip.
			5. **Advisory Council of Faculty Representative Barbara Ladner** reported that the ACF’s retreat would be held November 8 & 9. The issues to be discussed include AI, possible DEI legislation, campus carry implementation, statewide library services, the Level Up initiative (dual enrollment), OER, micro-credentialing, and virtual or blended courses. Lomax moved approval; Lambert seconded. Report was approved.
			6. EPC did not meet this month

**Old Business/Updates/Announcements**

1. **Progress on Senate priorities** for 2024-25
* **IT:** Progress is proceeding on the instructional classroom technology list and the relocation directory
* **Faculty Lecture Series:** There will be a faculty lecture on November 14, location TBA. Someone noted that students might want to know about the lectures. We were reminded that people who have received PEER funding have to send abstract to faculty lecture series folks to be eligible for future funding.
* **Physical Facilities:** Updates are being made. Any other issues should be sent to Chair Davidson. There is a deferred maintenance website link [<https://sites.google.com/wvstateu.edu/wvsudeferredmaintenance/home>]
1. **Electronic Portfolios** and Faculty Plans are due to the deans by Monday, November 4. Department chairs need work with candidates to make sure that their recommendations for faculty applying for retention, promotion, and/or tenure, along with portfolios, are shared with the College Dean. The shared portfolio needs to include the signed self report and letter from chair. Department Chairs need to forward the remaining evaluated faculty self-reports to their college dean by November 18.

**New Business**

1. **Future State Committee:** The NCUBO consultants have done 26 zoom interviews. There were 160 at all forums, and 98 surveys were submitted (surveys were from faculty, staff, students; the survey asked respondents to identify their group, but NCUBO hasn’t shared that breakdown). They are taking all the information they have received and are compiling the information into a SWOT analysis. Then will give a report to the Future State committee with recommendations about what WVSU’s priorities should be. The qualitative presentation should be to committee by end of the weekend. The ‘roadmap’ will identify when each areas will be considered, and there will be material sent out as they identify things that need to be addressed or that need further input. Nothing will take place without input from areas. Consultants will make recommendations to Future State committee, who will make recommendations to President/cabinet, who will make recommendations to the BOG. They may identify some ‘low-hanging fruit’ to address sooner.
2. **Constitution & By-Laws - Academic Appeals/Faculty Grievance:** The executive committee is proposing deleting the committee from the By-Laws. Ladner said that this needs senate vote, but not full faculty. [Chair Davidson has since found that the Faculty Grievance Committee is listed in the Constitution, so a full faculty vote will be needed.]
3. **Disability & Accessibility Resources:** Michael Casey explained a proposal for a Fundamental Alteration Protocol, because WVSU needs to fulfill federal requirements. BOG policy developed for access to individuals for disabilities. There can be some limits to accommodations, but there needs to be a process on setting limits or deny accommodations. The decision process includes whether it’s necessary and disability related, and deliberation about whether it’s reasonable. Casey is putting it together an ‘administrative procedure’ to present to cabinet. For the required decision process, there needs to be a committee to identify what’s essential to the courses and determine whether the accommodation is a ‘fundamental alteration.’ He asked for volunteers to send an email to Chair Davidson to express interest. Ladner suggested that Casey send out his ideas to get responses, rather than asking faculty members to come up with ideas. Chair Davidson will send out what Michael sends her. We have to have a deliberative process to be able to say, ‘no.’ Blackwell asked about how/whether faculty members refuse to comply. Casey said we are legally bound to abide by the decision of the committee, and academic affairs may have to deal with it.
4. **Faculty Senate Chair parking space issue:** Chair Davidson reported that when the visitors lot next to Wallace Hall was repaved/repainted the word “Reserved” was baked into the asphalt. Parking asked whether she would like to have it reserved for the Faculty Senate Chair. Chair Davidson wanted everyone to know that she did not ask about it. Ladner and Blackwell moved and seconded that there should be a reserved parking place for the Faculty Senate Chair. Dean Wallace raised the issue that construction has taken a lot of spaces, so some faculty can’t find a spot (which they’ve paid for). Resolution passed with one abstention. Fultz suggested sharing the idea with staff council, so that they can look into a reserved space for the chair of the Staff Council.

Adjourned 3:22 pm.

\*EMSA’s budget does not include the bond payment; we still owe $36 million, which was refinanced in 2021; originally private-public arrangement, but it was refinanced with HEPC, which lowered payment and interest and included debt for renovating Dawson, ~$2 million; debt payment on Monroe Complex/football building pays off in ~14 years.