

**West Virginia State University Board of Governors  
Erickson Alumni Center, Grand Hall  
November 10, 2016  
Minutes**

**1. Call to Order and Roll Call**

Dr. Smith called the meeting of the West Virginia State University (WVSU) Board of Governors (BOG) to order at 12:14 p.m. She recognized new Board member Charles “Chuck” E. Jones and administered the ceremonial oath of office.

**Present:** Dr. Guetzloff, Mr. Jones, Mr. Konstanty, Mr. Lipscomb, Mrs. Pitchford, Dr. Smith, Mrs. Squirts, Mr. Swingle, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

**2. Verification of Appropriate Notice of Public Meeting**

Dr. Smith announced the verification of appropriate notice of public meeting.

**3. Review and Approval of Meeting Agenda**

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

**4. Review and Approval of Minutes of Previous Meetings**

Mr. Konstanty motioned for approval of the minutes of the September 15, 2016 meeting, and Ms. Pitchford seconded the motion. The motion carried.

**5. Reports from Board Committees**

**Institutional Advancement:**

Dr. Smith chaired the Committee and presented the report.

- Two new employees were introduced to the Committee – Assistant Vice President for University Advancement Sue Woodward and Director of Annual Giving and Stewardship Ulysses Tucker.
- The Committee received a comparative gift report. The number of donors increased from 383 last year to 567.
- A cash flow report was presented, which showed the University received major gifts in the amount of \$25,000 and \$120,000. Several proposals are pending and mid-year appeals were mailed.
- University Advancement staff is working on initiatives to get faculty and staff more involved in giving. Fundraising training will be held for deans and academic department chairs.
- The Committee received an update on events. The Black and Gold Gala will take place on April 7, 2016. Staff is considering making the Fall Festival on the Quad (F<sup>2</sup>Q) an annual event and creating an endowed scholarship from the proceeds.
- Homecoming registration increased 25 percent. The National Alumni Association elected new officers. Dr. Lateef Saffore was elected as president, and Belinda Fuller was installed as the executive director.

- The Committee was informed about the new Yellow Jacket West Virginia statewide chapter. Carl Chadband is serving as the acting president, and the chapter's goals include networking, recruiting, and fundraising.

#### Presidential Review:

Mr. Konstanty chaired the Committee and presented the report.

- The Committee reviewed BOG Policy #36 and discussed the annual review process.
- Committee discussion was held about addressing the annual review for this year given that President Jenkins has been in the position for four months. Each institution is required to submit an annual review by the end of December each year.
- The Committee agreed to make a recommendation to the full Board that a communication be sent to the Chancellor outlining a plan to hold the annual review beginning in August 2017. Dr. Smith stated the letter should be from the Board chair and that the Committee chair draft the letter. Dr. Thralls motioned that the Board approve the recommendation from the Committee, and Mr. Jones seconded the motion. The motion carried. Mr. Konstanty said he would forward a draft letter to Dr. Smith by next week.

#### Bylaws and Policy Review:

Mr. Konstanty chaired the Committee and presented the report.

- The Committee elected Mr. Konstanty as chair and Mr. Williams as presiding officer in absence of the chair.
- The Committee is tasked with reviewing the bylaws as it relates to committee appointments, as well as reviewing BOG Policies #36 and #61.
- The Committee plans to meet again in December. Dr. Smith previously requested to have any potential revisions presented to the full Board in January. However, due to timeframes outlined in BOG Policy #1, the Committee may need additional time to bring revisions back to the Board.

#### Recruitment and Retention:

Mr. Konstanty chaired the Committee and presented the report.

- The Committee received a report on the 30-day census.
- Total enrollment for fall 2016 is 3,514, an increase of 11 percent over last year. There is enrollment growth in both graduate and undergraduate students. In-state enrollment is up by 7.6 percent and out-of-state increased 22.4 percent compared to fall 2015.
- The Committee discussed retention initiatives including more proactive advising of students, reviewing course scheduling, and utilizing more EMAS features to monitor students better.

#### Audit:

Mr. Williams participated by conference call. As a result, Ms. Pitchford chaired the Committee and presented the report.

- The Committee received an update on the financial statement audit. The University is awaiting information from the State of West Virginia to finalize the report for submission. To date, there are no findings.

- Committee discussion was held on auxiliary accounts, particularly Student Union Operation, Athletics, and Parking.

#### Academic Policies:

Ms. Pitchford chaired the Committee and presented the report.

- The Committee reviewed the updated draft Compact. Tom Bennett provided an overview on updates, which included the 30-day census information.
- The Committee approved changes to the Compact, and the updated document will be presented to the full Board later on the agenda.

#### Finance:

Mr. Williams participated by conference call. As a result, Mr. Swingle chaired the Committee and presented the report.

- The Committee received reports on auxiliary funds pertaining to the June 30 report. They also reviewed the draft financial statement audit.
- The Committee requested additional information from President Jenkins and the administration, specifically a report on various degree programs including headcount of students in the programs, the number of full-time and adjunct faculty, and revenue and costs of the programs.
- The BOG Budget Report will be presented to full Board later on agenda.

#### **6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel, and Property Matters**

Mr. Konstanty motioned for approval to go into executive session, under the authority of West Virginia Code §6-9A-4 to discuss legal, personnel, and property matters. Mr. Lipscomb seconded the motion, and the motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mr. Swingle, and Mr. Lipscomb seconded the motion. The motion carried. Dr. Smith asked for the record to reflect that the Board only discussed items related to the topics listed, that no decisions were made in executive session, and no motions or votes were taken.

#### **7. Report from the University President**

President Jenkins began his report by reflecting on Homecoming and acknowledged Pat Schumann and Belinda Fuller for their hard work in making it a success. He reported that the number of alumni participating in Homecoming continues to grow, with 425 registered participants, a 25 percent increase over 2015. More than 4,000 alumni and friends were on campus for the parade, tailgating and football game. President Jenkins also thanked members of the Board for participating in Homecoming.

##### **a. University Reports Forwarded by Board Committees**

Item 7.a.i: President Jenkins provided an update on new retention initiatives. This fall, a one-stop shop was created for first-time freshman to get all their questions answered and get assistance with Admissions, financial aid, academic advising, registration, and payment processing. The event was held on October 24, 2016, and 102 freshmen and 27 upperclassmen participated. President Jenkins said he is altering the Retention and

Student Success Council to ensure that the University has a retention plan with a coordinating enrollment plan in order to enroll, retain, and graduate more students.

Item 7.a.ii: President Jenkins asked Melvin Jones to provide the BOG Budget Report. Mr. Jones said the report is for July E&G expenses and revenue and is on a modified cash basis. He noted that staff was not able to run reports for August and September due to issues with payroll entries. Dr. Guetzloff asked if the revenue was adjusted. Mr. Jones stated the target is 8.33 percent for expenses and total income is 10.21 percent, which is ahead of target. Mr. Jones provided an update on expenses for each area. He reminded the Board that the report is preliminary and that some revenue had not been received since the semester had not begun and there are carry over items from June. For this reporting period, revenue is at 10.2 percent and expenses are at 9.6 percent, yielding a one-month surplus of \$134,000. For auxiliary accounts, Dining Food Services and Faculty Housing have positive net activity. Overall, the accounts have a \$111,000 surplus. Mr. Jones said Business and Finance staff are preparing for a potential mid-year cut by the State.

Item 7.a.iii: President Jenkins said he brings before the Board's review the HEPC Compact Submission found in the Appendix of the Board packet. As reported by Ms. Pitchford, the Academic Policies Committee has thoroughly reviewed the Compact for submission to the Higher Education Policy Commission by the December 1 deadline, thereby recommending it to the full Board for approval. Dr. Thralls noted that the Committee also approved authorizing staff to make necessary technical edits prior to the submission. In addition, Ms. Pitchford said a column will be added pertaining to information outlined on page 11 regarding student access for 2015-2016 and 2017-2018. Mr. Bennett explained that the 2016-17 data is not included because it comes from the HEPC; therefore, the figure is a combination of the University's data and the HEPC's data. He further explained that the University reports on institution-only data and the HEPC reports on statewide data. The information has not been updated because the HEPC just received the 30-day census, and the University is awaiting their data. Dr. Smith asked that the additional column and technical edits be included in the motion. In addition, she requested a footnote for the first graph on page 16 to explain that was prior to the separation of the community and technical college. Another footnote is to be added to indicate that enrollment data for fall 2015 included withdrawn students. Mr. Konstanty motioned that the Board approve the updated Compact submission as presented with the appropriate staff adding the column and footnotes as discussed and allow staff to make non substantive changes as needed. Dr. Thralls seconded the motion, and the motion carried.

## **8. Other Matters**

Mr. Konstanty reminded the Board that the Earl Lloyd Classic and Wingate Classic would be held this weekend. Mr. Lipscomb added that Kevin Lloyd will be on campus and is still seeking signature for a postage stamp in honor of his father.


## **9. Next Meeting Date**

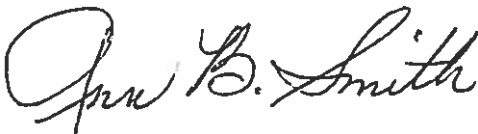
January 25-26, 2017. Dr. Smith said a new group photo will be taken on January 26.

**10. Adjournment**

With there being no further business, the meeting adjourned at 2:41 p.m.

Respectfully submitted,

  
William Lipscomb  
Vice Chair

Approved:  \_\_\_\_\_  
Dr. Ann Brothers Smith  
Chair