



GLENVILLE
STATE UNIVERSITY

AGENDA

**Glenville State University
Board of Governors**

**September 23, 2026
9:30 a.m.**

**Louis Bennett Hall
Hyperflex Room 351**

**Glenville State University
Board of Governors
Meetings Schedule
2026-27**

Board of Governors Meetings

All Board of Governors meetings will be held in the Waco Center, Rooms A227/228 at 9:30 am in person unless noted otherwise in the schedule.

Committees of the Board

All committees will meet beginning at 9:00 am via Zoom on the dates listed in the schedule unless noted otherwise. Committees will meet in the following order:

1. *Board Governance and HR Committee*
2. *Enrollment and Student Life Committee*
3. *Academic Affairs Committee*
4. *Business and Finance Committee*
5. *Athletics Committee*
6. *Executive Committee*

Join Zoom Meeting (Committee and Board of Governors meetings)

<https://us06web.zoom.us/j/3896758045?pwd=d29TWjNlZmx1S0FYenhzcjJ1MzJCQT09>

Meeting ID: 389 675 8045

Passcode: GSU

or

Dial by your location: +1-929-205-6099 US (New York)

Meeting ID: 389 675 8045

Passcode: 551330

Schedule

Wednesday, September 9, 2026	All Committees of the Board
Wednesday, September 23, 2026	Board of Governors
Wednesday, October 14, 2026	All Committees of the Board
Wednesday, October 28, 2026	Board of Governors
Wednesday, November 18, 2026	All Committees of the Board
Friday, December 11, 2026	Board of Governors
Wednesday, February 3, 2027	All Committees of the Board
Wednesday, February 24, 2027	Board of Governors
Wednesday, April 21, 2027	All Committees of the Board
Friday, May 7, 2027	Board of Governors
Wednesday, June 9, 2027	All Committees of the Board
Wednesday, June 23, 2027	Board of Governors

Approved by the GSU Board of Governors June 24, 2026.



BOARD OF GOVERNORS
September 23, 2026
Louis Bennett Hall, Hyperflex Room 351
9:30 AM

AGENDA

1. Call to Order
2. Swearing-In of newly elected Board Member (*Staff Representative*)
3. Establishment of a quorum
4. Public Comment Period
5. Constituent Updates
 - A. Alumni Council - *Dustin Crutchfield, Director of Alumni Relations*
 - B. Faculty Senate – *Gregory Lieving, President*
 - C. Staff Council - *Eric Marks, Outgoing Chair*
 - D. Student Government Association – *Graylin Floyd, President*
 - E. Wage Compression Standing Committee – *Tegan McEntire, Chair*
6. **Consent Agenda (Action Item)**
 - A. Minutes of the June 24, 2026 meeting
 - B. Cash Flow Projection Statement
 - C. Accounts Receivable Report
7. Committee Reports
 - A. Executive Committee - *Ann Green, Chair*
 - B. Board Governance and Human Resources Committee – *Rick Simon, Chair*
 - C. Enrollment and Student Life Committee – *Skip Hackworth, Chair*
 - D. Academic Affairs Committee – *Kathy Butler, Chair*
 - E. Business and Finance Committee – *Doug Morris, Chair*
 - F. Athletics Committee – *Bob Marshall, Chair*
8. President’s Report
9. Discussion/Actionable Items
 - A. **Projects Update** (*Possible Action Item*)
 - B. **Final Draft Policies** (*Action Item*)
 - GSU Administrative Policy 5 – Use of Institutional Facilities – *Tom Ratliff*
 - GSU Administrative Policy 8 – Regulating Speed, Flow & Parking of Vehicles on Campus – *Duane Chapman*
 - GSU Personnel Policy 16 – Human Resources Administration – *Tegan McEntire*
 - GSU Tuition and Fees Policy 45A – Reduced Tuition and Fee Program for State Residents Who Are At Least Sixty Years of Age – *Mari Clements*
 - C. **College of Business Resolution** (*Action Item*) – *Mari Clements*
 - D. **Board of Governors Retreat Schedule** (*Discussion Item*) – *Ann Green*

10. Announcements

- A. College of Business Ribbon Cutting following lunch in the LBH, Hyperflex Room 351.
- B. Board to meet with Mari Clements re: HLC visit following Ribbon Cutting.

11. Adjournment

Submitted by: *Dustin Crutchfield, Director of Alumni Relations*

Report for Board of Governors

- Homecoming Weekend is scheduled for Friday, October 23 and Saturday, October 24; planning is underway with input from the Homecoming Committee.
 - Theme is “Glencella” (celebrating music festivals); working to schedule multiple bands and musicians to perform throughout the week. Highlighting alumni performers when possible.
 - Will also have vendors and food booths available on campus for students and employees to enjoy.
 - Homecoming parade has been moved to Friday afternoon to better align with the exhibition basketball game and to allow for more student participation. An alumni open house has also been scheduled on Friday afternoon before the basketball game.
 - Emphasis on alumni and student activities/entertainment, Saturday tailgating, and renewing relationships.
- Special WV License Plate
 - GSU met the initial interest application threshold and the WV DMV is currently processing paperwork and finalizing the specialty plate design. Once the DMV completes their process, those who already ordered a plate will be issued one of the special plates and others will be able to order one from the DMV alongside other state college and university specialty plates.
- Finalizing content for the fall 2026 Pioneer Progress Magazine.
- Alumni Oral History Project
 - A new primary contact at PCI (the company producing the oral history books) has indicated the books will be completed by the end of the year. An email updated has gone out to those who purchased books from PCI.

Submitted by: *Gregory A. Lieving, Ph.D., Faculty Senate President*

Report for Board of Governors

- The Senate is in the process of cleaning up the Senate constitution, to improve clarity and resolve inconsistencies.
- The Senate approved revisions to the policy for grade appeals that were necessitated by last year's changes to the Academic Appeal Policy (from Academic Policy Committee).
- The Senate approved changes to the Academic Policy Committee bylaws.
- The Senate is in the process of conducting elections to fill the Promotion and Tenure Committee.
- Attachments/Enclosures:
(None)

Submitted by: *Eric Marks, - Outgoing Council Chair*

Report for Board of Governors

Subcommittees updates:

1. Pay Scale Committee

The Pay Scale Committee has been dissolved in lieu of the Wage and Compression Taskforce.

2. Handbook Committee

The Handbook Subcommittee of Staff Council had finalized revisions to the Staff Handbook. The revised document was sent out for comments to all staff. Handbook committee is now meeting to discuss and incorporate feedback from comments from staff.

3. Campus Culture Committee

The Campus Culture Committee continues its efforts to promote engagement and recognition by sending cards for special occasions to faculty and staff.

4. Ginny Grottendieck Scholarship

Staff Council has formed a sub-committee to look for ways to increase: the knowledge of the scholarship, the number of applicants applying for the scholarship, and ways to increase the amount of the scholarship fund.

5. Council representatives

New representatives have been elected to replace the vacant positions.

- EEOC Group 1 replacement is **Sarah Moyers**
- Board of Governors replacement is **Trae Sprague**
- Staff Council Chair replacement is **Rachel Clutter**

It is the goal of Staff to create activities that would be inclusive and welcoming to faculty, students, and staff.

Submitted by: *Graylin Floyd, President*

No report submitted

Submitted by: *Tegan N. McEntire, Chair*

Report for Board of Governors

The Wage Compression Task Force has not yet met this semester.

Submitted by: *Eric L. Marks, Chief Information Officer*

Report for Board of Governors

CIO

- Information Security Management System – This is in the final stages of development and approval. It should be ready to present in the October Meeting.
- Conducting inventory, user access review, vendor review, etc. as required for compliance.
- Preparing to launch required cybersecurity trainings and phishing campaigns.
- Working on creating new encrypted file servers and moving/reorganizing stored data by type.
- Preparing for the requested training during the retreat.

Office of Technology

- Working on finalizing Technology installations at Morris Stadium.
- Working to connect grades and attendance between Brightspace and Banner.
- Working through the contract with Citynet and other vendors to increase the administrative and student internet network bandwidths.
- Transitioning and restructuring after the loss of the DBA and Web Designer in the recent RIF process.
- Working with Admissions and Student Life to connect various software to Banner.

**Glenville State University Board of Governors
Meeting of September 23, 2026**

ACTION ITEM: Consent Agenda

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the Consent Agenda as proposed.

STAFF MEMBER: Dr. Mark Manchin, President

BACKGROUND:

The Consent Agenda is a board meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. The items on the consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus.

The following items are included in the Board packet and listed on the proposed consent agenda.

1. Minutes of the June 24, 2026 meeting
2. Accounts Receivable Report
3. Cashflow Projection Statement

**Glenville State University
Board of Governors Meeting
June 24, 2026
Waco Center, Rooms 227/228**

Members Present: Ms. Ann Green, Chair, via Zoom
Ms. Alexandria Lay, Vice Chair
Dr. Kathy Butler
Mr. Tilden "Skip" Hackworth
Mr. Robert Marshall
Mr. Doug Morris
Mr. Rick Simon
Ms. Maureen Gildein, Faculty Representative, via Zoom
Ms. Leslie Mason, Staff Representative

Members Absent: Ms. Graylin Floyd, Student Representative

Faculty & Staff Present: Dr. Michael Callihan, Director of Nursing, via Zoom
Mr. Duane Chapman, Vice President of Enrollment & Student Affairs
Mr. Clay Chesser, Interim Co-CFO
Dr. Mari Clements, Provost & Vice President for Academic Affairs
Mr. Dustin Crutchfield, Director of Alumni Relations
Dr. Kevin Evans, Dean of Health Sciences
Ms. Bri Hetrick, Administrative Assistant/Financial Compliance Coordinator, via Zoom
Mr. David Hutchison, Vice President for Advancement
Dr. Greg Lieving, Associate Professor of Psychology, Faculty Senate Vice President
Ms. Tegan McEntire, Human Resources Director
Ms. Carrie McKeown, Human Resources Representative, via Zoom
Dr. Mark Manchin, President
Mr. Eric Marks, Chief Information Officer, Outgoing Staff Council Chair
Mr. Drew Metheney, Interim Co-CFO, via Zoom
Ms. MacKenzie Petry, Lecturer of Accounting
Ms. Jamie Post, Financial Aid Assistant, via Zoom
Mr. Tom Ratliff, Chief of Operations
Dr. Mark Sarver, Professor of Business and Mayor of Glenville
Mr. Jesse Skiles, Director of Athletics
Ms. Teresa Sterns, Chief of Staff/Executive Assistant to the President
Ms. Lora Stump, Student Loan Officer, via Zoom

Call to Order

Chair Ann Green called the meeting to order at 9:33 a.m.

A quorum was established.

Public Comment – N/A

Constituent Comments

Alumni Council – Dustin Crutchfield, Director of Alumni Relations, provided each Board member with a commemorative bookmark recognizing the Glenville Mural Ribbon Cutting for the America 250 Project. He also provided the following updates:

- **Recent Events**
 - **50-Year Graduates Weekend:** Sixteen members of the Class of 1976 returned to campus and were recognized during Commencement activities.
 - **Curtis Elam Athletic Hall of Fame:** Five individuals were inducted as members of the 2025 Hall of Fame class.
 - **Retirees Luncheon:** Twenty-five retired faculty and staff members gathered for a luncheon on campus.
 - **GSU Night at GoMart Ballpark:** Approximately 60–70 people attended.
 - **West Virginia State Folk Festival:** Three GSU alumni participated as festival belles.
- **Upcoming Events**
 - GSU Night at Lambert's Winery – August 12, 2026
 - GSU Homecoming – October 24, 2026
- **Special GSU West Virginia License Plate:** Thirty-three interest applications have been received. A minimum of 100 applications is required by August 3, 2026.
- Work has begun on the next issue of the *Pioneer Progress* magazine.

Faculty Senate – Greg Lieving, Vice President, reported there are no additional updates to report from the update in the Board packet.

Staff Council – Eric Marks, Chair, provided updates from the Council's subcommittees:

- **Pay Scale Committee:** Continues collecting comparative salary and position data from peer state institutions to support the Wage Compression Taskforce.
- **Handbook Committee:** Finalized revisions to the Staff Handbook and distributed the revised handbook to staff for review and comment.
- **Campus Culture Committee:** Continues efforts to promote employee engagement and recognition by sending cards to faculty and staff for special occasions.
- **Staff of the Year and Rising Star Awards:** Recipients were announced at the annual end-of-year event.
- **Ginny Grottendieck Scholarship:** Staff Council established a subcommittee to identify ways to increase awareness of the scholarship, encourage more applications, and grow the scholarship fund.
- **Council Representation:** Open representative positions will need to be filled, and elections will be conducted within the appropriate EEOC groups.
- The Council's overall goal is to create inclusive and welcoming activities for faculty, staff, and students.

Student Government Association (SGA) – No report was provided.

Wage Compression Standing Committee – Tegan McEntire, Chair, reported that the Task Force worked to balance salary equity while ensuring that adjustments benefit the greatest possible number of employees.

- Effective July 1, 2026, staff will receive a \$500 across-the-board salary increase.
- To move staff salaries closer to the established pay scale, 44 staff members will receive additional increases of up to \$2,500.
- MacKenzie Petry reported that faculty salary benchmarks by rank were developed using institutional data from peer institutions, including Shepherd University, Concord University, and Bluefield State University. GSU faculty were assigned a 90% threshold, while assistant professors were assigned an 80% threshold.

Consent Agenda

SKIP HACKWORTH MOVED TO APPROVE THE CONSENT AGENDA. KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee Reports

Executive Committee/Chair Report

Ann Green reported that the Executive Committee met via Zoom on June 10, 2026 to establish the agenda for today's meeting.

Board Governance and HR Committee – Alex Lay, Chair, reported:

- Tegan McEntire, Tom Ratliff, and David Hutchison presented reports at the June 10 committee meeting. The reports are included in the Board packet.
- Lora Freeland, Director of Marketing & University Relations, presented a marketing report during the committee meeting.
- The Presidential Evaluation has been completed and will be presented later in the meeting.

Tom Ratliff presented a PowerPoint outlining progress on construction projects. GSU has received notification that it will receive the remaining \$4 million in deferred maintenance funding. The Board will be asked to approve a resolution regarding the funds when appropriate.

Enrollment and Student Life Committee – Skip Hackworth, Chair, referred Board members to Duane Chapman's updates included in the Board packet.

Duane Chapman distributed a handout containing updated admissions, graduate enrollment, and housing figures.

Academic Affairs Committee – Kathy Butler, Chair, referred to the Academic Affairs update in the Board packet, which included information regarding:

- Faculty qualifications
- Summer registration
- The nursing program
- The strategic plan
- The appointment of the new Director of Nursing, Dr. Michael Callahan

Mari Clements distributed both an updated copy of the “Terminal vs. Non-Terminal Degrees by Department: Core Faculty” slide after an error was identified in the version included in the Board packet and the 2026-2031 Strategic Plan booklet.

Business and Finance Committee – Doug Morris, Chair, asked Drew Metheney to provide any additional updates not included in the Board packet.

Drew reported that the graduate tuition and fee increase was not included in the documentation or resolution presented for the 2% tuition and fee increase approved at the February 25, 2026 meeting.

As a result:

- Graduate tuition and fees will not increase by 2% this year.
- Graduate tuition and fees will need to increase by 4% next year to account for the 2% increase that was not implemented this year.
- A resolution proposing the 4% graduate tuition and fee increase will be presented to the Board next spring for consideration.

Athletics Committee – Bob Marshall, Chair, asked Jesse Skiles to provide updates not included in the Board packet.

Jesse Skiles presented a PowerPoint covering athletics academic summaries by semester, the Commissioner’s Cup running tally, and fall sports schedules and roster numbers. He reported:

- Softball won the Atlantic Super Region and advanced to the Division II World Series.
- Track & Field had the program’s first national qualifier.
- Athletics currently has 477 total student-athletes on fall rosters, including approximately 200 students participating in football and track.
- A Men’s Golf student-athlete advanced to the NCAA finals in Las Vegas.
- Jesse reported his projection that GSU would finish second in the Commissioner’s Cup.
- Five new head coaches have been hired for FY27.

President’s Report

Dr. Manchin announced that Alex Lay was honored with a **Generation Next: 40 Under 40** award on June 16 and extended his congratulations. He also provided an update on current legal matters, noting that the University has three lawsuits and one grievance. Dr. Manchin referred Board members to the new draft organizational charts included in the Board packet and noted the following organizational changes:

- Following Tim Henline’s departure, Eric Marks has assumed the newly established Chief Information Officer position.
- Drew Metheney and Clay Chessner have been named interim Co-Chief Financial Officers.

Discussion/Actionable Items

Projects Update

Tom Ratliff presented a resolution requesting Board approval of changes to previously approved projects intended to address deferred maintenance needs using state surplus funds. He reviewed the proposed project changes with the Board.

RICK SIMON MOVED TO APPROVE THE PROGRAM REVIEWS AND
AFFIRMS CONTINUATION FOR THE FOLLOWING PROJECTS AS A CONTINUATION
OF THE DEFERRED MAINTENANCE PROJECTS GRANT REQUESTS.

BOB MARSHALL SECONDED THE MOTION.

Campus Wide Roof replacements/repairs	\$1,000,000
Campus Wide Roof replacements/repairs	\$1,500,000
Campus Wide Roof replacements/repairs	\$ 500,000
Campus Wide Roof replacements/repairs	\$ 500,000
Campus Wide Roof replacements/repairs	<u>\$ 500,000</u>
TOTAL SUBMISSION	\$4,000,000

MOTION CARRIED UNANIMOUSLY.

GLBA Information Security Program Overview – Eric Marks provided an overview of the Gramm-Leach-Bliley Act (GLBA) Safeguards Rule requirements. He explained that GSU must maintain and provide evidence demonstrating compliance with the applicable requirements.

Chair Green requested that Eric provide a GLBA update at each Board meeting under the reports section and prepare to provide additional information at the upcoming Board retreat.

Strategic Plan 2026-2031

KATHY BUTLER MOVED TO APPROVE THE GSU 2026-2031 STRATEGIC PLAN, AS PROPOSED.
ALEX LAY SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Proposal for Associate Degree in Nursing

Mari Clements reported that revisions had been made to Forms 1 and 2 and explained that the proposal represents the general framework of the program. The proposal must still be reviewed by the Curriculum Committee. If substantive content changes are required, the proposal will be brought back to the Board. Otherwise, it will be submitted to the West Virginia Higher Education Policy Commission (WVHEPC). The program is anticipated to begin next fall.

RICK SIMON MOVED TO APPROVE THE ASSOCIATE OF SCIENCE IN NURSING FULL PROGRAM PROPOSAL.
KATHY BUTLER SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

FY27 Chair and Vice Chair Nomination Recommendations

Bob Marshall, Chair of the Nominating Committee, presented the 2026-2027 slate of officers as:

- Ann Green, Chair
- Alex Lay, Vice Chair

BOB MARSHALL MOVED TO APPROVE THE SLATE OF OFFICERS FOR FY27
AS PRESENTED. RICK SIMON SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Committee assignments will be made by the FY27 Chairperson.

FY27 Board of Governors' Meeting Schedule

ALEX LAY MOVED TO APPROVE THE FY27 BOARD MEETING SCHEDULE AS PROPOSED AND MAY BE AMENDED AS NEEDED. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Board of Governors Scholarship

BOB MARSHALL MOVED TO APPROVE THAT THE GLENVILLE STATE UNIVERSITY BOARD OF GOVERNORS LAY MEMBERS JOINTLY FUND THE DAN DURBIN BOARD OF GOVERNORS SCHOLARSHIP, AN EQUIVALENT FULL TUITION AND FEE SCHOLARSHIP FOR THE FY27 ACADEMIC YEAR. THE NEED-BASED SCHOLARSHIP WILL BE AWARDED TO A WEST VIRGINIA RESIDENT(S) MEETING THE WEST VIRGINIA PROMISE SCHOLARSHIP CRITERIA. RICK SIMON SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Board of Governors Retreat Schedule

Chair Ann Green requested recommendations regarding dates, locations, and training topics for the annual Board retreat.

The Board recommended:

- Scheduling the retreat either the day before or the day after the October 28 Board meeting.
- Holding the retreat on campus.

Chair Green requested that Eric Marks be included on the retreat agenda to discuss GLBA requirements. She will work with David Hutchison and Teresa Sterns to plan the training retreat.

President's Evaluation

SKIP HACKWORTH MOVED TO APPROVE MARK A. MANCHIN'S EVALUATION FOR FY26 AS PRESENTED AND THE CONTINUATION OF HIS EMPLOYMENT AND SALARY IN ACCORDANCE WITH HIS CURRENT CONTRACT BEING JULY 1, 2025 AND EXTENDING THROUGH JUNE 20, 2028. BOB MARSHALL SECONDED THE MOTION.

MOTION CARRIED UNANIMOUSLY.

Announcements

Chair Green announced the following:

- Dr. Manchin was honored as one of the WV Executive Magazine Sharp Shooters Class of 2026 on June 4th
- Board Committee Meetings (via Zoom) – September 9, 2026 at 9:00 AM
- Board Meeting – Wednesday, September 23, 2026 at 9:30 AM

David Hutchison announced that a celebration is being planned for September 3, 2026 in recognition of the Morris Stadium dedication.

Mari Clements announced that a Ribbon Cutting Ceremony for the new College of Business, formerly the Department of Business, will take place at the next Board meeting.

Adjournment

With no further business and hearing no objection, Chair Green adjourned the meeting at 11:37 a.m.

Ann Green, Chair

Teresa Sterns, Chief of Staff/Executive Assistant to the President



Accounts Receivable Aging

Accounts Receivable With Ratios

Semester	Charges	Credits	Difference	Refunds	Ratio	Difference from Prior Year	Adjusted for Refunds	New Difference
Fall 2026	\$ 9,423,183.02	\$ (6,427,646.42)	\$ 2,995,536.60	\$ 281,976.55	32%	\$ (259,094.21)	\$ 288,874.33	\$ 29,780.12
Summer 2026	\$ 615,365.35	\$ (571,883.20)	\$ 43,482.15	\$ 34,173.05	7%	\$ (154,218.91)	\$ 7,907.96	\$ (146,310.95)
Spring 2026	\$ 8,724,735.87	\$ (8,511,382.16)	\$ 213,353.71	\$ 631,154.97	2%	\$ (916,502.37)	\$ 353,245.84	\$ (563,256.53)
Fall 2025	\$ 9,682,277.23	\$ (9,460,453.43)	\$ 221,823.80	\$ 570,850.88	2%	\$ (957,758.78)	\$ 422,479.01	\$ (535,279.77)
Summer 2025	\$ 769,584.26	\$ (686,843.35)	\$ 82,740.91	\$ 42,081.01	11%	\$ (33,186.99)	\$ (13,618.26)	\$ (46,805.25)
Spring 2025	\$ 9,641,238.24	\$ (9,440,100.62)	\$ 201,137.62	\$ 984,400.81	2%	\$ 723,912.92	\$ (270,283.19)	\$ 453,629.73
Fall 2024	\$ 10,640,036.01	\$ (10,271,642.67)	\$ 368,393.34	\$ 993,329.89	3%	\$ 396,981.61	\$ (93,721.15)	\$ 303,260.46
Summer 2024	\$ 802,771.25	\$ (738,369.99)	\$ 64,401.26	\$ 28,462.75	8%			
Spring 2024	\$ 8,917,325.32	\$ (8,697,437.71)	\$ 219,887.61	\$ 714,117.62	2%			
Fall 2023	\$ 10,243,054.40	\$ (9,882,747.64)	\$ 360,306.76	\$ 899,608.74	4%			

Timing of AR (Healthy) Fall/Spring

Timing Point	Expected A/R Level
Start of term	25–35% (normal)
Census / Add-Drop ends	10–20%
End of semester	<5–8%
Post-term (60+ days)	<3–5%

Timing of AR (Healthy) Summer

Timing Point	Expected A/R Level
Start of term	35–45% (normal)
Census / Add-Drop ends	20–30%
End of semester	<10–17%
Post-term (60+ days)	<5–10%



Cashflow Report



		Actual Aug-26	Projected Sep-26	Projected Oct-26	Projected Nov-26
FY 2026 Deposits (for reference only)		\$ 2,217,507	\$ 1,847,999	\$ 1,829,526	\$ 1,628,243
Beginning Balance - All Funds	Fund #	\$ 133,598	\$ 3,280,054	\$ 602,069	\$ 156,457
Incoming:					
Appropriations	0363	685,741	685,741	685,741	685,741
Surplus Reappropriation	0363	5,000,000			
Current Cash deposits	4482	285,264	1,663,199	1,646,573	1,465,419
Education & General	4496	771,133			1,000,000
Auxillary	4497	100,496			
Capital	4498			350,000	
Gifts, Donations, State Grants	4499	1,511,495			75,000
Federal Grants	8770		180,000		
DMAPS Rental Income - HC					
Available Cash		\$ 8,487,727	\$ 5,808,995	\$ 3,284,383	\$ 3,382,617
Outgoing:					
Payroll costs total		2,110,013	1,445,084	1,445,084	1,445,084
Pcard Payments		693,963	350,000	350,000	300,000
Barnes & Noble Bookstore Services		-	-	-	-
Aramark Services			579,667	241,667	241,667
Utilities		140,618	112,500	112,500	112,500
Cash Disbursement/Operating expenses		404,868	226,000	75,000	75,000
Debt service & Capital Assessments		203,675	228,675	203,675	203,675
Deferred Maintenance Expenditures		319,759	465,000	200,000	200,000
Health/Wellness Grant		1,334,776	1,800,000	500,000	500,000
Cash used		5,207,672	5,206,926	3,127,926	3,077,926
Ending Balance - All Funds		\$ 3,280,054	\$ 602,069	\$ 156,457	\$ 304,691

Submitted by: *Tegan N. McEntire, Director of Human Resources / CHRO*

Report for Board of Governors

Active Positions:

Staff	Open Positions
Chief Financial Officer/Vice President of Business & Finance	1 Replacement- Timothy Henline

New Employees:

Dr. Mike Callihan	Director of Nursing
Luke Petrice	Coordinator of External Affairs
Michael Clay	Co-Head Track & Field Coach
Onyx Crawford	Teacher/Counselor
Jo-Anne Turner	Campus Service Worker
Gabe Onorato	Assistant Wrestling Coach
Hunter Lemon	Lecturer of Land Surveying
Noah Miner	Lecturer of Land Surveying
Dr. Radhika Pathak Kharel	Assistant Professor of Math Education

Updated Titles :

Emily Turner	Certification Analyst
Heather Moyers	Transfer Articulation Specialist
Abigail Ash	Admissions Specialist
Rachel Adams	Associate Registrar
Javon Butler	Intramural Director/ Assistant Football Coach
Zack Marcum	Co-Head Track & Field Coach
Dan Myers	Head Cross Country Coach/ Director of Running Sports
Eric Marks	Chief Information Officer
Amanda Cottrill	Postal Worker Lead
Kristen Tunno	Senior Lecturer of Business
Dr. David McEntire	Assistant Professor of Exercise Science
Dr. Josh Squires	Associate Professor of Political Science
Dr. Patrick McMunn	Associate Professor of Psychology
Dr. Maureen Gildein	Associate Professor of Physical Education
Dr. Weda Silva	Associate Professor of Biology
Dr. Jacob Petry	Associate Professor of Land Surveying

Retirements :

Denise Sprouse - Postal Worker Lead with over 38 years at GSU.

Charles Schmidt – Database Administrator with over 15 years at GSU.

Submitted by: *Tom Ratliff, Chief of Operations*

FACILITIES, OPERATIONS, & CAPITAL PROJECTS

- The Morris Family Community Health and Fitness Complex Phase I is complete and turned over to the University but punch list items continue to be corrected. Phase II work continues the roof to be completed this week with the exception of the center raised portion of the building due to a delay in roof steel. Tentative completion is on schedule for January 2027.
- The LBH demolition is completed. Some of the final materials have been delayed slowing final completion of the handrails and door locks. Parking lot repairs are completed and all spaces are available.
- Pioneer Way is open and the warranty work continues on the concrete. Production lights were set along with completion of the programming. Additional programming continues with some warranty work on the lights remaining. The lighting on the signage should be completed this week.
- We are working with contractors to complete estimates so we can finish projects associated with the deferred maintenance grant from the state. The contract with Energy Systems Group has been awarded and scheduled for completion by February 28, 2027. This work entails the overhaul of our computer aided HVAC controls campus-wide and re-commissioning of our systems at an initial cost of \$1.9 million. We are set to receive roughly \$4 million in funds but it is still unclear when they will become available. We submitted our list of projects and they have been approved pending funding release.
- The new round of electronic locks are in and installation is nearly complete in Pickens Hall with Pioneer Village replacement ongoing.
- Landscaping improvements continue around campus and we welcome any suggestions for projects. We have started the work on Pioneer Way.
- Campus wide exterior and interior painting continues. Nearly all of GSU Housing Corp. properties have been painted.
- We have been working with the Corrections Academy to help them prepare for their accreditation requirements. Their inspection date was in May and they passed with a 99 out of 99. Their accreditation team traveled to Pittsburgh to defend their application and passed unanimously. We are working on some repairs noted by the health department to satisfy their permit requirements. We are nearing the completion of our lease extension with DCR for the next 5 years and this should be completed by the end of September 2026. As part of those negotiations, GSU is working on a newly revised program to partner with Academic Affairs to collaborate with DCR offering credits for training provided that training

meets GSU requirements. This work also includes working with the national accreditation team to see if this could be expanded beyond just WV.

- We are working on a contract to satisfy HB4592 that requires standardized campus safety mapping. Once the mapping is complete we will have a tabletop simulation event.
- The new security cameras have been delivered with installation to begin shortly. Camera locations have already been determined.
- University Housing has full occupancy with a short wait list currently. We anticipate a few residents to announce that they will be moving out and should provide housing for those on the wait list.
- We are in the process of purchasing two 56 passenger MCI busses that will replace 2 older busses in our fleet with a generous outside donation to cover the cost of the purchase along with some additional work on the two remaining in our fleet.
- Public Safety is in the process of hiring a new Certified Police Officer and still need to hire two more vacant positions due to resignations. The new officer will start as a Security Guard and will attend the next State Police Academy.

Submitted by: *David Hutchison, Vice President for Advancement & Governmental Affairs, Executive Director of Foundation, Executive Director of Research Corporation*

Scholarship Comparison

Scholarships	688	939	865	698	574
Students	386	453	400	408	343
Tuition Discounts Offset	\$741,352	\$708,570	\$592,752	\$493,792	\$394,636
Total Awarded <i>*9/8/2026</i> *\$257,630 <i>Still to Award</i>	\$928,270	\$1,106,474	\$1,005,758	\$907,777	\$737,006

Advancement Updates:

- Transitioned to Aramark – Beer and Wine License
- GSU Foundation Audit Complete – Clean Report
 - In review process
- Annual Business Summit
 - Ike inducted into WV Business Hall of Fame
 - Networking
 - Selling College of Business, MBA

Pioneer Athletic Club:

- Pioneer Vantage Club – 75 Members and counting
- PAC Memberships – Overall increase
- PAC Corporate Sponsors
 - Gomart, Hope Gas, Minnie Hamilton, United Hospital, Smoker Friendly, United Bank, Calhoun Bank, Omni, Astroturf, Mid-State, Astorg, Dan Cava, Waco Oil & Gas, Flying W, Mountaineer Waste Management, ...
- Give Gab Fundraiser - \$32,990 & 394 Donors
- PAC Elimination Dinner

Grant Updates:

- I. ** Partnered again with the Grant Advantage – Nicki Bentley-Colthart*
- II. RECEIVED
 - \$2,966 – HEPC – Mental Health Professional Development
 - \$7,000 – HEPC – Mental Health Strategies with Promising Evidence

- \$2,000 – WV Humanities Mini Grant – Folk Festival Archives
- \$10,000 – First Energy Foundation – Pioneer Pantry

III. Submitted

- \$2.5M – ARC Power – Rural Health Initiatives
- \$7,500 – Parkersburg Community Foundation – Pioneer Clothes Closet
- \$5,000 – HEPC Opportunity Grant – Study Abroad

Alumni Update:

- Finalize Fall 2026 *Pioneer Progress* magazine
- Collaborate with Homecoming Committee on activities and planning
- Homecoming – October 24
 - Mark your calendars, Help spread the word
- Support upcoming events & activities
 - Athletic Hall of Fame Induction – October 10
 - Business Hall of Fame – November 7
 - Athletic Hall of Fame Fundraiser
- Alumni Oral History Project
 - Books anticipated to be completed by year-end
- Full GSU License Plate with 100+ applicants submitted



[IkeSueMorrisThankYouShort.mp4](#)

GLENVILLE STATE UNIVERSITY



GLENVILLE STATE UNIVERSITY



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GLENVILLE STATE UNIVERSITY

Submitted by: *D. Duane Chapman, Vice President of Enrollment & Student Affairs*

Update Report for Board of Governors

8/31/26

Undergraduate

FA25

FTF 220

FTF,TRAN,RE 307

FA26

FTF 215

FTF,TRAN,RE 309

Denied 27

Stop Outs 136

Expunged 16 FTF - Never attend/logged in/submit

5 FTF - Admin Expunged/Non-Pay

(See travel schedule)

Graduate

FA25

GTF 28

GTF,TRAN 35

FA26

GTF 33

GTF,TRAN 42

68.06% overall Academic Year 25-26 to Fall 26 Retention.

Eligible to be Retained Retained Percentage

Fall 20 - 21	738	486	65.85%
Fall 21 - 22	853	565	66.24%
Fall 22 - 23	838	581	69.33%
Fall 23 - 24	833	559	67.11%
Fall 24 - 25	780	531	68.08%
Fall 25 - 26	747	506	67.74%

Resident Life

Residence Hall Capacity

Goodwin Hall Beds	469
Pickens Hall Beds	66
Pioneer Village Beds	156
Total	691

Residence Hall Occupancy

Goodwin Hall Beds	398
Pickens Hall Beds	45
Pioneer Village Beds	149
Total	592

Residence Hall Occupancy

Late August 2026

Rate 85.67%

Board of Governors Academic Affairs

Mari L. Clements PhD
8 September 2026

GLENVILLE STATE UNIVERSITY

New Faculty

GLENVILLE STATE UNIVERSITY



Michael Callihan, PhD, RN, CEN, NRP

- Director of Nursing
- BSN, Miami University (Ohio)
- MSN in Nursing Education, Gonzaga University
- PhD in Nursing, University of Kentucky
- Fellow in the Academy of Emergency Nursing
- Registered nurse with a multi-state license
- Nationally registered paramedic
- Certified emergency nurse



Liam Condon, PhD, ABPP

- Director of Clinical Training
- BA in Psychology, West Chester University
- MA in Clinical Psychology, West Chester University
- PhD in Clinical Psychology, Binghamton University
- Diplomate in Behavioral & Cognitive Psychology
- West Virginia Board of Examiners in Psychology Approved Supervisor
- Multistate licensed clinical psychologist





Radhika Kharel, PhD

- Assistant Professor of Math Education
- BEd in Mathematics Education, Tribhuvan University
- MEd in Mathematics Education, Tribhuvan University
- PhD in Mathematics Education, Illinois State University



Hunter Lemon, S.I.

- Lecturer of Land Surveying
- BS in Land Surveying and Mapping, Glenville State University
- BSBA, Computer and Information Systems, Glenville State University
- AS, Land Surveying Technology, Glenville State University
- Certificate in Geographic Information Systems, Glenville State University
- FS Exam Passed





Noah Miner, S.I.

- Lecturer of Land Surveying
- BS in Land Surveying and Mapping, Glenville State University
- AS, Land Surveying Technology, Glenville State University
- AS, Business, Glenville State University
- Certificate in Geographic Information Systems, Glenville State University
- WVSPS Future Surveyor of the Year
- FS Exam Passed



New & Proposed Programs

GLENVILLE STATE UNIVERSITY



New and Proposed Programs, pt. 1

- MA in Clinical Psychology approved by HLC 8/4
 - Recruiting students for fall 2027 launch
 - Low residency program
 - Intensive hybrid courses each term
 - Online courses each term
 - Fall Spring Summer Fall Spring
- Online Accounting major in BSBA
 - Already yielding increased class sizes
 - Expected to yield more students
 - Recruitment tool



New and Proposed Programs, pt. 2

- Microcredentials
 - Nonprofit Leadership & Management (undergrad)
 - Generative and Ethical AI (grad)
 - [AI] Applications and Project Management (grad)
 - Governance and Risk Strategy (grad)
 - Network and Cyber Defense (grad)
 - Data Storytelling with Python (grad)
 - AI and Project Management (grad)
 - Corporate Finance and Valuation (grad)
 - Investing and Innovation (grad)
 - [Healthcare] Management and Finance (grad)
 - [Healthcare] Systems and Data (grad)



New and Proposed Programs: pt. 3--RN

- Approved internally
 - Curriculum Committee 8/10
 - Senate 8/12
 - University Leadership Council 8/21
- BoG Approval received 6/24
- Approved by WV Council for Community and Technical College Education 8/13
- Under review at HLC as of 8/27
- Verbal commitments from multiple training sites
- Written commitments from two initial sites
- RN Board application digitally submitted 9/8
 - Hardcopy to be submitted 9/9

Nursing Program Planning

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Approvals and Marketing

Target Date for Implementation: Fall 2027

Complete by	Task
☒ December 18, 2025	Obtain Board Approval for Nursing Intent to Plan
☒ January 5, 2026	Submit Nursing Intent to Plan to HEPC
☒ June 17, 2026	Submit Nursing Full Proposal to the Board of Governors
☒ June 24, 2026	Obtain Board of Governors Approval for Nursing Full Proposal
☒ June 24, 2026	Submit Nursing Full Proposal to HEPC/CTCS

☒ August 10, 2026	GSU Curriculum Committee first reading of Nursing Curriculum— <u>approved on first reading!</u>
☒ August 13, 2026	West Virginia Council for Community & Technical College Education meeting
☐ August 18, 2026	GSU Curriculum Committee approval of Nursing Curriculum target date
☒ August 25 12, 2026	GSU Faculty Senate review of Nursing Curriculum target date— <u>approved on first reading!</u>
☒ August 28 21, 2026	GSU University Leadership Council approval of Nursing program target date — <u>meeting moved up</u>
☐ September 1, 2026	Submit application packet to WV RN Board target date
☒ September 1, 2026	Submit required Substantive Change Proposal for Nursing Program to HLC— <u>submitted 8/27</u>
☐ October 30, 2026	WV RN Nursing Board Meeting target date for approval
☐ February 1, 2027	Change Panel Report due back from reviewers to HLC (this could be earlier); we will also get a copy
☐ February 2, 2027	Assuming a positive Change Panel Report, PR & Marketing can begin marketing the program with clear disclaimers that it is pending HLC approval: <u>applications from students cannot be accepted</u>
☐ March 22-23, 2027	HLC Institutional Actions Council Hearing to vote on program (if the Change Panel completes their work earlier, it is possible that the HLC IAC could review the program in their February 22-23, 2027 meeting)
☐ April 4, 2027	HLC's deadline to notify us of their decision (note that this date will be March 8 if program is reviewed at the February 22-23, 2027 meeting)
☐ April 4, 2027	Assuming a positive decision, marketing of the approved program can begin in earnest and applications can be accepted
☐ August 16, 2027	Program launched and first Nursing courses offered



New and Proposed Programs: pt. 4

- Autism Microcredential
 - Two-course sequence approved by WV Dept. of Education
 - State issues the certification
- Working with Berkeley County
 - Have offered 8-week versions of these courses
 - Have offered summer sessions
 - Awaiting their response



New and Proposed Programs: pt. 5

- Department of Corrections and Rehabilitation
- Criminal Justice faculty working with WV DCR and American Correctional Association to develop pathways to AS and BS
 - Their revised and extended training
 - Plus our coursework
- Partnership envisioned and hoped for
- ACA involvement could open to beyond West Virginia

Workforce West Virginia

GLENVILLE STATE UNIVERSITY



Scholarship Eligibility at Workforce WV

- Workforce Innovation and Opportunity Act (WIOA)
- Alignment of workforce training with in-demand job skills
- 24 months of scholarship
 - End of BA/BS
 - All of Master's and most Associate's degrees
 - Formal nursing part of ASN (not prereq period)



Programs and Approval

- Programs must be formally approved
- Must align with in demand jobs
- Student must be willing to relocate to Workforce Region in which the demand exists
- Key programs for which we will be seeking approval
 - Education
 - Business, especially Accounting and HR-related
 - Master of Arts in Clinical Psychology
 - ASN RN program

HLC Mid-Cycle Review

September 28-29

GLENVILLE STATE UNIVERSITY



HLC Mid-Cycle Review

- Preparations
 - Self-Study submitted 8/31
 - Mock Interviews
- Site Visit Team Preliminary Requests
 - They are meeting as a team 9/4, and will update
 - HR and Board Governance Committee
- Visit 9/28-29
 - All stakeholders
- Then What?
 - Site Visit Report
 - Our Response
 - HLC's Decision



HLC Mid-Cycle Board Preparations

- Mock Interviews on September 23
 - Before meeting (8, 8:30, 9?)
 - After lunch?
- Availability for September 28 & morning of 29?
 - In person?
 - Zoom?

Business & Finance

Board of Governors Committee Meeting
September 9, 2026

GLENVILLE STATE UNIVERSITY



Accounts Receivable Aging

Accounts Receivable With Ratios

Semester	Charges	Credits	Difference	Refunds	Ratio	Difference from Prior Year	Adjusted for Refunds	New Difference
Fall 2026	\$ 9,423,183.02	\$ (6,427,646.42)	\$ 2,995,536.60	\$ 281,976.55	32%	\$ (259,094.21)	\$ 288,874.33	\$ 29,780.12
Summer 2026	\$ 615,365.35	\$ (571,883.20)	\$ 43,482.15	\$ 34,173.05	7%	\$ (154,218.91)	\$ 7,907.96	\$ (146,310.95)
Spring 2026	\$ 8,724,735.87	\$ (8,511,382.16)	\$ 213,353.71	\$ 631,154.97	2%	\$ (916,502.37)	\$ 353,245.84	\$ (563,256.53)
Fall 2025	\$ 9,682,277.23	\$ (9,460,453.43)	\$ 221,823.80	\$ 570,850.88	2%	\$ (957,758.78)	\$ 422,479.01	\$ (535,279.77)
Summer 2025	\$ 769,584.26	\$ (686,843.35)	\$ 82,740.91	\$ 42,081.01	11%	\$ (33,186.99)	\$ (13,618.26)	\$ (46,805.25)
Spring 2025	\$ 9,641,238.24	\$ (9,440,100.62)	\$ 201,137.62	\$ 984,400.81	2%	\$ 723,912.92	\$ (270,283.19)	\$ 453,629.73
Fall 2024	\$ 10,640,036.01	\$ (10,271,642.67)	\$ 368,393.34	\$ 993,329.89	3%	\$ 396,981.61	\$ (93,721.15)	\$ 303,260.46
Summer 2024	\$ 802,771.25	\$ (738,369.99)	\$ 64,401.26	\$ 28,462.75	8%			
Spring 2024	\$ 8,917,325.32	\$ (8,697,437.71)	\$ 219,887.61	\$ 714,117.62	2%			
Fall 2023	\$ 10,243,054.40	\$ (9,882,747.64)	\$ 360,306.76	\$ 899,608.74	4%			

Timing of AR (Healthy) Fall/Spring

Timing Point	Expected A/R Level
Start of term	25–35% (normal)
Census / Add-Drop ends	10–20%
End of semester	<5–8%
Post-term (60+ days)	<3–5%

Timing of AR (Healthy) Summer

Timing Point	Expected A/R Level
Start of term	35–45% (normal)
Census / Add-Drop ends	20–30%
End of semester	<10–17%
Post-term (60+ days)	<5–10%



Cashflow Report



		Actual Aug-26	Projected Sep-26	Projected Oct-26	Projected Nov-26
FY 2026 Deposits (for reference only)		\$ 2,217,507	\$ 1,847,999	\$ 1,829,526	\$ 1,628,243
Beginning Balance - All Funds	Fund #	\$ 133,598	\$ 3,280,054	\$ 602,069	\$ 156,457
Incoming:					
Appropriations	0363	685,741	685,741	685,741	685,741
Surplus Reappropriation	0363	5,000,000			
Current Cash deposits	4482	285,264	1,663,199	1,646,573	1,465,419
Education & General	4496	771,133			1,000,000
Auxiliary	4497	100,496			
Capital	4498			350,000	
Gifts, Donations, State Grants	4499	1,511,495			75,000
Federal Grants	8770		180,000		
DMAPS Rental Income - HC					
Available Cash		\$ 8,487,727	\$ 5,808,995	\$ 3,284,383	\$ 3,382,617
Outgoing:					
Payroll costs total		2,110,013	1,445,084	1,445,084	1,445,084
Pcard Payments		693,963	350,000	350,000	300,000
Barnes & Noble Bookstore Services		-	-	-	-
Armark Services			579,667	241,667	241,667
Utilities		140,618	112,500	112,500	112,500
Cash Disbursement/Operating expenses		404,868	226,000	75,000	75,000
Debt service & Capital Assessments		203,675	228,675	203,675	203,675
Deferred Maintenance Expenditures		319,759	465,000	200,000	200,000
Health/Wellness Grant		1,334,776	1,800,000	500,000	500,000
Cash used		5,207,672	5,206,926	3,127,926	3,077,926
Ending Balance - All Funds		\$ 3,280,054	\$ 602,069	\$ 156,457	\$ 304,691



UPDATES

FINANCIAL AUDIT

- TESTING FOR FINANCIAL AUDIT IS ONGOING
- FINANCIAL STATEMENTS ARE NEARING COMPLETION
- FINANCIAL STATEMENTS & AUDIT HAVE TO BE COMPLETED BY OCTOBER 15, 2026.

FEDERAL SINGLE AUDIT

- HEPC HAS NOT BEEN NOTIFIED ANY STUDENT FINANCIAL AID CLUSTERS TO BE TESTED ... NO NEWS IS GOOD NEWS



UPDATES CONTINUED

PRECORO –

- PRECORO WENT LIVE 07/01/26
- ALLOWS FOR REAL TIME EXPENSE/BUDGET TRACKING
- PREVENTS OVERSPENDING
- OVERALL POSITIVE

FIRST ALLOCATION DEFERRED MAINTENANCE –

- HVAC CAMPUS-WIDE CONTROLS UPGRADE

SECOND ALLOCATION DEFERRED MAINTENANCE –

- STILL WAITING FOR DISBURSEMENT OF 2ND ROUND



UPDATES CONTINUED

ENROLLMENT – HEAD COUNTS

Fall Enrollment Analysis (Trends)

AY 24-26

Historical Historical

As of 9/3/2025 As of 09/03/2026 As of 09/08/2026

Fall 2024 Fall 2025 Fall 2026 Fall 2026

Academic Year (AY)

AY 24-25 AY 25-26 AY 26-27 AY 26-27

Total Full-Time

996 912 942 941

Total Part-Time

765 712 642 641

Total Student Head Count

1,761 1,634 1,584 1,582

Enrolled Hours (All Students)

19,469 18,131 17,485 17,463

First-Time Full-Time (ALL Undergrad College Freshman)

196 195



UPDATES CONTINUED

ENROLLMENT CONT.

FTE

	As of 9/3/2025	As of 09/03/2026	As of 09/08/2026
Fall 2024	Fall 2025	Fall 2026	Fall 2026
AY 24- 25	AY 25-26	AY 26-27	AY 26-27
Academic Year (AY)			
**FTE Undergrad based on 15 hrs			
***FTE GRAD based on 9 hrs			
FTE High School **	258	239	254
FTE Corrections **	73	67	53
FTE Online Only (excludes GRAD) **	87	83	79
FTE Commuter **	370	291	203
FTE On-Campus **	465	482	537
FTE Graduate ***	64	65	75
FTE TOTAL	1,317	1,227	1,201
			1,182



UPDATES CONTINUED

ENROLLMENT – ON CAMPUS

Fall Enrollment Analysis (Trends)

AY 24-26

Historical	Historical		
As of 9/3/2025	As of 09/03/2026	As of 09/08/2026	
Fall 2024	Fall 2025	Fall 2026	Fall 2026
AY 24-25	AY 25-26	AY 26-27	AY 26-27

Academic Year (AY)

Residential Students

Full-Time In-State	301	381	345	344
Part-Time In-State	5	3	5	6
Full-Time Out of State	126	146	143	143
Part-Time Out of State	4	5	6	6
Full-Time International	34	38	45	45
Part-Time International	0	3	0	0



UPDATES CONTINUED

ENROLLMENT – OFF CAMPUS

Academic Year (AY)	As of 9/3/2025	As of 09/03/2026	As of 09/08/2026
	Fall 2024	Fall 2026	Fall 2026
	AY 24- 25	AY 25-26	AY 26-27
Off Campus Programs			
Full-Time Online	76	62	69
Part-Time Online	26	38	24
Graduate-MA	25	18	16
Graduate-MBA	41	47	54
Graduate-MS	5	7	10
Graduate-Non Degree	9	6	6
High School	587	531	530
Corrections	136	139	118



UPDATES CONTINUED

ENROLLMENT – COMMUTER

Academic Year (AY)	As of 9/3/2025	As of 09/03/2026	As of 09/08/2026
	Fall 2024	Fall 2026	Fall 2026
	AY 24- 25	AY 25-26	AY 26-27
Commuter Students			
Full-Time In-State	287	152	147
Part-Time In-State	28	21	20
Full-Time Out of State	53	25	33
Part-Time Out of State	3	0	4
Full-Time International	12	11	9
Part-Time International	3	1	0



UPDATES CONTINUED

PAYMYTUITION (PMT) –

- **NEW ACCOUNTS RECEIVABLE SYSTEM IS NOW LIVE**
- **ALLOWS FOR TIMELIER PAYMENTS, CUSTOM PAYMENT PLANS, AND A MORE EFFICIENT ACCOUNTS RECEIVABLE OFFICE**
- **FEEDBACK HAS BEEN GENERALLY POSITIVE WITH MINIMAL ISSUES**

Submitted by: *Jesse Skiles, Director of Athletics*

FALL SPORTS OVERVIEW

Our Fall Sports have gotten off to a strong start.

- Football captured an exciting 24-21 over Millerville on Opening Night of the Morris Family Health & Fitness Complex.
- Soccer team opened their league schedule with historic wins over the University of Charleston and West Virginia State.
- Cross Country teams placed third in a strong field at Marshall
- Golf teams placed fourth in a 20-team field at Charleston.
- Volleyball is off to a 6-5 start with their non-conference schedule.

ENROLLMENT UPDATE

- Our current Pioneer Athletic rosters stand at 487 for FY27. This includes 459 actual players and an additional 28 full-time students in the areas of Program Personnel.

NCAA & MEC UPDATES

- Shawnee State is now competing as the newest and 12th member institution on the Mountain East Conference. Their first competition against a Pioneer team was here on Wednesday September 16th against our Soccer team.
- The NCAA passed the Age-Based Eligibility Rule on August 5th, allowing student-athletes the opportunity for five years of competition. This will create some challenges for all in terms of academic program strategies, plus enrollment management initiatives.

**Glenville State University Board of Governors
Meeting of September 23, 2026**

ACTION ITEM: Final Draft Board Policies

COMMITTEE: Board Governance and Human Resources

RECOMMENDED RESOLUTION: Be it RESOLVED that the Board of Governors approves the proposed Board final draft policies for final filing with the Higher Education Policy Commission if no comments are received after the thirty-day comment period.

STAFF MEMBER: Ms. Teresa Sterns,
Chief of Staff/Executive Assistant to the President

BACKGROUND:

Higher Education Policy Commission Series 4 requires that Glenville State University Board of Governors follow a series of steps for the adoption, amendment, or repeal of any rule, guideline or policy statement with institution-wide effect.

Draft policies were submitted to the constituent groups (WV HEPC Chancellor, Faculty Senate, Staff Council, and Student Government Association) for invited comments or suggested revisions. The draft policies were also posted on the University's website for a fourteen (14) day public comment period. All suggested revisions/comments have been made in the attached policies.

In compliance with Series 4, the Board must approve final draft policies/rules and submit these for comment for a period of thirty (30) days. If approved, the current final draft policies will be submitted for the thirty (30) day public comment period. If comments are received during the thirty (30) day comment period, the policies will be brought back to the Board with any revisions for final approval within ten (10) days prior to the next regularly scheduled Board meeting. In the event no comments are received during the thirty (30) day comment period, the policies will be forwarded to the Higher Education Policy Commission for final approval.

Final Draft Policies are attached: GSU Policies 5, 8, 16, 45A

GLENVILLE STATE UNIVERSITY POLICIES

ADMINISTRATIVE POLICY 5

USE OF INSTITUTIONAL FACILITIES

5.1. General.

- 1.1. Scope - This rule governs use of institutional facilities by persons or groups.
- 1.2. Authority - W. Va. Code §18B-1-6
- 1.3. Effective Date - ~~April 21, 2020~~
- 1.4. Revision of Former Policy -Repeals and replaces Title 131, Series 55 of the Board of Directors of the State University System and Glenville State University Policy 5 – Policies on Use of Institutional Facilities [2003].

5.2. Policy Introduction.

- 2.1. Facilities of Glenville State University are intended for use in the conduct of its educational programs. As such, first priority for the use of facilities will be given to the academic, administrative and student functions.
- 2.2. In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from campus and off-campus groups will be guided by the following policy statements.

5.3. By Off-Campus Groups or Individuals (Nonstate Employee).

- 3.1. It is the policy of the Board of Governors to permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the University. The community use of a University facility must have an educational or cultural purpose and must have a campus sponsor. The facilities that will be made available to noncampus groups will tend to be of a nature which is unique in the community.
- 3.2. Use of campus facilities by noncampus individuals or organizations will be permitted within the following guidelines:

~~(a)~~ 3.2.1. Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the University;

~~(b)~~ 3.2.2. The nature of the activities of the noncampus users shall not be potentially physically disruptive of the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race,

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religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States;

~~(e)~~3.2.3. A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the University shall be executed by the campus sponsor and also be signed by a responsible officer of the noncampus organization desiring to use a campus facility;

~~(d)~~3.2.4. All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the University for nonprofit organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the University, except for public or nonprofit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the University.

5.4. By Campus Groups for Nontraditional Programs (State Employee).

4.1. To encourage the use of University facilities, it shall be the Board's policy to permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which staff members may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

~~(a)~~4.1.1. Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that:

~~(a)~~4.1.1.1. extra compensation for the activity be paid from funds other than state appropriations; and

~~(b)~~4.1.1.2. the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with University policy and, where twelve (12) month employees are involved, annual leave is taken. The president or his designee will be responsible for approval of employees' participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time;

~~(b)~~4.1.2. All revenues from these programs shall be deposited into an appropriate state revenue account. Charges for special services provided by the University may be deducted from

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revenues; however, the University may require that a deposit be made in advance for such services;

(c) A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the president or his designee. Said agreement shall establish the responsibilities of the University and the sponsor, including detailed financial obligations to the University from revenues. All agreements must ensure that the University will receive reimbursement for all identifiable direct and indirect costs;

~~(d)~~4.1.3. Programs must be sponsored by the University. The name to be used for the program is left to the discretion of the president;

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~~(e)~~4.1.4. All personnel receiving compensation for involvement in the programs must be paid on a regular state payroll or a standard ~~48 or 48-AVV-48~~ service agreement, as prescribed by the original contract agreement;

~~(f)~~4.1.5. All publicity must indicate that checks for payment of fees are to be made payable to Glenville State University and not to an individual or outside organization;

~~(g)~~4.1.6. Adequate insurance must be underwritten by the sponsors of the program.

5.5. Selling of Articles on University Campuses.

5.1. All solicitation and selling of products and articles upon property under the jurisdiction of the Board of Governors is prohibited except by organizations and groups directly connected with the University and upon written approval of the president or his/her designee.

5.6. General.

6.1. The president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used, along with any other forms needed to execute this policy.

6.2. It is not the intent of this policy to cover noncredit instruction offerings.

5.7. Facility Usage Requests.

7.1. All facility usage requests shall adhere to this policy and submit requests to the Physical Plant. The request to use a facility, building, or other space on campus and the facility rental rates schedule may be accessed at <https://www.glenville.edu/physical-plant>.

GLENVILLE STATE UNIVERSITY POLICIES

ADMINISTRATIVE POLICY 8

REGULATING SPEED, FLOW & PARKING OF VEHICLES ON CAMPUS

8.1. General

1.1. Scope - This policy establishes Glenville State University procedures for governing the speed, flow and parking of motor vehicles on the Glenville State University campus. This policy is designed to ensure the orderly flow and parking of vehicles used by faculty, staff, students, visitors, and the general public to safeguard pedestrians; to accommodate persons with disabilities; and to ensure access to all buildings by service and emergency personnel.

1.2. Authority -W. Va. Code §18B-4-6

1.3. Effective Date – ~~April 21, 2020~~

1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 8 – Regulating Speed, Flow & Parking of Vehicles on Campus [2015]~~[2020]~~.

8.2. General Statements

2.1. All motor vehicles operating or parking on the campus of Glenville State University are subject to this policy, to state laws and local ordinances, where applicable, . Any vehicle parked on campus is required to have, affixed for display, the appropriate parking permit, with the exception of visitors parked in marked visitors' parking areas. The operator, the assigned holder of parking permit or the registered owner will be held responsible for any violation involving that vehicle.

2.2. Glenville State University assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

2.3. The responsibility for finding a legal parking space rests with the vehicle's operator. A permit authorizes the individual to park in available designated parking spaces on campus; it does not guarantee a place to park. Unavailability of a space is not considered a valid excuse for violation of this policy.

2.3. Parking permits are administered and regulated by GSU's Department of Public Safety.

8.3. Parking Permits & Vehicle Registration

3.1. Parking space on campus is limited; therefore all parking spaces may be used only by those displaying a valid parking permit or visitor's temporary parking pass.

3.2. All students, faculty and staff, including part-time, temporary, and casual employees who park on campus between the hours of 7:00 a.m. and 5:00 p.m. weekdays, must purchase a parking permit.

3.3. Individual permit holders may park one vehicle on campus at a time. To purchase a permit, the individual must first complete the online registration process at <https://portal.permitsales.net/driverportal/GSU/login->

3.4. Improper lending, transferring or reproducing of a campus parking permit is prohibited and vehicles displaying such permits will be ticketed the same as vehicles without a valid permit.

3.5. Individuals who have outstanding tickets for previous vehicular violations on campus may not be permitted to register any vehicle or obtain a parking permit until the obligation has been paid.

3.6. Permits must be purchased and displayed by the end of the first week following the beginning of each semester. Should a parking permit be lost or stolen, it shall be the individual's responsibility to notify the Glenville State University Department of Public Safety and obtain a new permit before parking on campus.

3.7. Regardless of the date purchased, parking permits expire July 31st of each year.

3.8. Reserved parking space sales are limited to Glenville State University employees. Individuals who are not GSU employees must submit a waiver request to Public Safety or the Physical Plant for consideration.

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3.9. Current reserved parking permit holders who are not GSU employees as of the effective date of this policy will be grandfathered in and may continue to maintain their reserved permits.

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3.10. Undergraduate and graduate students are not eligible to purchase reserved parking permits.

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3.811. Individuals purchasing a reserved parking space will be issued a parking permit bearing the specific number of the space. These spaces are numbered, clearly marked, and are reserved for the authorized vehicles weekdays from 7:00 a.m. until 5:00 p.m. unless noted on the sign. Permit holders will be notified of special circumstances that require the space to be vacated.

3.912. Visitors may be issued a temporary parking pass by Public Safety, valid for short-term periods, typically one day if a visitor utilizes a parking area not designated as a visitor space during weekdays from 7:00 a.m. – 5:00 p.m..

3.4013. Accessible parking permits will be issued for employees or students who have disabilities. Only vehicles bearing both the state required handicap identification or University issued Accessible Identification and the Glenville State University parking pass may park in designated special needs spaces.

3.4414. The President of Glenville State University may authorize special parking permits

8.4. Designated Campus Parking Areas

4.1. Parking on the Glenville State University campus requires the appropriate parking permit.

4.2 Restricted Parking Areas

- * Reserved parking spaces
- * Areas designated for first year residence hall students parking
- * Areas designated for Pioneer Village students parking
- * Areas designated for Riverfront student parking
- * Areas designated for Commuter students overflow parking
- * Loading zones
- * Areas designated for Accessible Parking
- * Areas reserved for Glenville State University vehicles or other designated vehicles
- * Areas designated for motorcycles

4.3. Prohibited Parking Areas

- * Areas having a yellow or red curb line or stripes
- * Areas with diagonal stripes
- * Areas where parking blocks the free flow of traffic
- * Along roadways and in parking lots that do not have parallel parking lines, unless specifically authorized by Public Safety
- * Areas that have been closed off by signs, barricades, cones, or caution tape.

8.5. Speed & Flow of Vehicles on Campus

5.1. All West Virginia traffic laws and regulations will be enforced on, streets that run through and adjacent to Glenville State University, and on any University owned property including parking lots. Vehicle operators are required, by West Virginia Code, Chapter 17C, to obey all posted traffic regulatory signs and highway markings, such as pedestrian crosswalk lanes, at all times.

5.2. Bicycle riders are required to adhere to the same traffic laws and regulations as motor vehicle operators.

5.3. The posted traffic speed on Linn Street, beginning at the University's North Entrance and ending at the top of the hill adjacent to the Physical Education building is 25 miles per hour.

5.4. The posted traffic speed on Pioneer Way, High Street, and in parking lots located on the Glenville State University campus is 15 miles per hour.

5.5. When using marked crosswalks, pedestrians will have the right of way.

5.6. Traffic will yield to emergency vehicles responding to an emergency situation.

5.7. One-way streets are properly marked and the traffic will travel in the indicated direction. Exceptions will be made for authorized vehicles that are properly escorted and emergency vehicles that are responding to an emergency situation.

5.8. When Officer(s) are directing traffic, those Officer(s) become the regulatory focus and their presence supersedes the posted regulatory signs and markings.

5.9. All vehicle operators are required to operate their vehicles in a prudent and responsible manner at all times and comply with all posted signs regulating speed and flow of vehicles on campus.

5.10. First year students residing in Goodwin Hall will be required to park their vehicle in parking Lot M ("Waco Center Lot"). During special events, students may be required to remove their vehicles from parking Lot M or relocate their vehicle in another area of Lot M as directed. Students will be given a forty-eight hour notice unless special circumstances prevent the notification.

5.11. Students residing in Pioneer Village will be required to park their vehicle in parking Lot M ("Waco Center Lot") or parking Lot K ("The Pit"). During special events, students may be required to remove their vehicles from parking Lot M or relocate their vehicle in another area of Lot M as directed. Students will be given a forty-eight hour notice unless special circumstances exist.

5.12. The parking regulations within this policy do not apply to state-owned vehicles or to commercial vehicles owned by businesses conducting business with the University provided that the vehicles are parked in an authorized parking space and are engaged in business with the University.

8.6. Violations & Fines

6.1. Glenville State University officials have the authority to issue parking and traffic citations, to tow or immobilize a vehicle and/or to collect a fine for any violation of these regulations. Citations will be issued and vehicles may be towed or immobilized for the following violations:

- * Speeding or otherwise driving in a reckless manner
- * Failure to stop, yield or obey other traffic signs
- * Failure to yield to pedestrians
- * Failure to display a valid parking permit or visitor's pass
- * Failure to park within the marked space

- * Parking in an area other than a designated parking area
- * Parking or driving on sidewalks, grass or landscaped areas
- * Unauthorized parking in reserved parking spaces
- * Unauthorized parking in spaces reserved for visitors
- * Unauthorized parking in spaces reserved for those with special needs, or blocking wheelchair access to sidewalks and/or ramps
- * Failure to move a vehicle when requested to do so by University officials for snow removal, special events, or for emergencies (In the event vehicles are requested to be moved for snow removal, a cleared lot will be designated for students to park. If students are unable to move vehicles due to weather conditions or class schedule, the student will not be towed unless the location of the vehicle poses a safety hazard to persons or other vehicles.)
- * Blocking fire lanes, loading zones, other vehicles, roadways, fire hydrants, entrances to buildings, or parking in a marked exclusion zone
- * Driving a vehicle into any area that has been closed off by signs, barricades, cones, or caution tape
- * Violations specified in WV Code, Chapter 17
- * Other flagrant violations that endanger people or property

6.2. Towed vehicles will be transported off campus and stored by the towing agency. Glenville State University will not be held responsible for damage to the towed vehicle or the contents thereof. The fines must be paid to the University and towing costs to the towing agent before the vehicle will be released. Once the tow truck has been summoned, the owner of the vehicle is responsible for the towing charge.

6.3. A ticket may be issued for multiple violations, each of which carries a separate fine. A fee will be charged for the removal of an immobilization device.

6.4. Fees will be set by the Board of Governors. The total fine for the violation(s) must be paid within ten (10) University business days from the date of issue .

6.5. A hold will be placed on the records and grades of students who do not pay their fines and will remain in effect until the student pays the obligation.

6.6. Individuals who have outstanding tickets and fail or refuse to pay the prescribed fines will have their parking privileges revoked and will not be permitted to obtain a parking permit until the obligation has been paid.

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 16

HUMAN RESOURCES ADMINISTRATION

16.1. General

1.1. Scope – This Policy established procedures related to West Virginia Code §6C and §18B.

1.2. Authority – The Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201, et seq.; W. Va. Code §§ 6C-2-1, et seq., 18B-1-6, 18B-2A-4, [18B-6-3\(f\)](#), [18B-6-6\(f\)](#), 18B-7-10; and 18B-9A-2.

1.3. Effective Date – [April 21, 2020](#)

1.4. Revision of Former Policy – Repeals and replaces Title 131, Series 31 of the Board of Directors of the State University System, Glenville State University Policy 16 - Classified Employees [2005], Glenville State University Policy 22 - Personnel Administration [2005], Glenville State University Policy 25C - Recruitment and Hiring [2010], Glenville State University Policy 16 – Human Resources Administration [2018] [\[2020\]](#). Modifies Sections 4.1 and 5.1.1 of Glenville State University Policy 19 - Staff Development [2004] [\[2018\]](#) and section 3.2 of Glenville State University Policy 17- Annual Leave, Sick Leave, Military Leave and Other Leaves [2003] [\[2020\]](#).

16.2. Purpose and Applicability

2.1. Glenville State University (sometimes “GSU” or “University”) seeks to administer a fair and flexible compensation program for employees that allows the University to attract, retain, and motivate high performing employees.

2.2. The purpose of this policy is to set forth the guiding principles for establishing human resource practices for all GSU faculty and staff as defined herein and covers other employment practices required by state law. This policy applies to all GSU employees unless stated otherwise. Specific application to various job types may be limited by each section below.

16.3. Definitions

3.1. “Academic Administrator” means an exempt employee who performs administrative duties that support the academic mission of the institution. Academic administrator appointments are non-classified, at-will appointments. Academic administrator compensation is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President.

3.2. “Athletic Appointment Employee” means an exempt employee whose primary duties are instructing student athletes in the rules and fundamentals of their respective sports and/or strength and conditioning. Athletic appointments are non-classified, at-will positions and include Head Coaches, Assistant Coaches, and/or any other title as determined by the President. Compensation for athletic appointments is not governed by the West Virginia Higher Education Compensation Management Program; compensation is determined at the discretion of the President: in accordance with Glenville State University Board of Governors Policy 24, Faculty Salaries.

3.2.3.3. “Casual Employee” means a position created to meet business needs for no more than 450 hours in a twelve-month period. Individuals in a casual employee position are not eligible for benefits.

3.4. “Compression” means the situation encountered when a new employee enters into the organization at or above the pay of someone who is currently in the same role in the organization. It can also exist when you have two jobs in the same job family with someone in the “lower” job earning more than the person in the “higher” job. There are some families in which this may make sense such as software development where a senior developer may appropriately earn more in base than a manager of the function. (West Virginia Higher Education Policy Commission (WVHEPC) and West Virginia Council for Community and Technical College Education, Salary Administration Guidelines, Employee Classification and Compensation Program, September 1, 2017, p. 24)

3.45. “Essential Employee” means an employee in a position who may be required to remain at their work location or to report to work to protect, recover and continue operations when the University is faced with an institutional emergency.

3.56. “Executive Level Employee” typically means exempt employees employed in Vice President, Executive Director, and/or the Athletic Director positions, but may include any position designated as executive level by the President and not otherwise covered by the West Virginia Higher Education Compensation Management Program. Job titles, job duties, and compensation for executive level employees/positions are determined at the discretion of the President or designee. Employees holding executive level positions are non-classified, at-will employees. Executive level employees are expected to report to work during regular business hours Monday through Friday.

3.3.3.7. “Faculty Employee” “Faculty Members.” and “Faculty” members are mean employees appointed at the discretion of the President or designee to support the academic mission of the institution, via teaching, research, public service, and or academic administration. Faculty employee positions excepting academic administrator positions, are typically all classifications as defined by Glenville State University Board of Governors Policy 18 (“BOG Policy 18”) and West Virginia Higher Education Policy Commission Series 9 (“Series 9”).

3.4.3.8. “Faculty Senate” means an elected council of faculty employees that advises the

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President on matters pertaining to faculty employee concerns and is comprised of the officers and the elected constituency representatives.

3.9. “Full Time Equivalency” (FTE) means the percentage of time for which a staff position is established, with a full-time position working 1,950 hours per year being 1.00 FTE.

3.9.1 “Full-time regular” is a designation that is used to determine benefits and payroll eligibility. A Full-Time Regular Employee is any employee in a position created to last a minimum of nine months of a twelve-month period and in which such employee is expected to work no less than 1,040 hours during said period. The full-time equivalent (FTE) of such a position must be reported at no less than .53 FTE. Such an employee is eligible for all applicable benefits of a full-time regular employee, subject to the qualifying conditions of each benefit. Such benefits shall be prorated in relation to a 1.00 FTE.

3.9.2 Part-Time Regular Employee. An employee in a position created to last less than 1,040 hours during a twelve-month period. Part-time regular positions typically continue from one fiscal year to another. An employee in a part-time regular position is not eligible for benefits.

~~3.5.~~

3.10. “Information Technology Related Employee” means an employee whose primary responsibility is supporting information technology functions, as determined by the President or his/her designee. Information Technology related employees are non-classified, at-will employees.

3.11. “Job Family” means a series of job titles in an occupational area or group.

~~3.6.~~ 3.12. “Non-classified Employee.” West Virginia Code § 18B-9A-2(11) defines “non-classified employee” as an employee of an organization who meets one or more of the following criteria:

~~3.6.1.~~ 3.12.1. Holds a direct policy-making position at the department or organization level;

3.9.12.2. Reports directly to the president or chief executive officer of the organization;

~~3.9.3.~~ 3.12.3. Is in a position considered by the president or designee to be critical to the institution pursuant to policies or decisions adopted by the governing board;

~~3.9.4.~~ 3.12.4. Is in an information technology-related position;

~~3.9.5.~~ 3.12.5. Is hired after July 1, 2017, and meets the duties test for exempt status under the provisions of the Fair Labor Standards Act at the time of hire or anytime thereafter; or

3.9.12.6. Was in a non-classified position as of January 1, 2017.

GSU considers all employee positions to be critical to the institution. ~~Therefore, a~~ All staff positions ~~(i.e., all employees not employed in faculty positions)~~ are non-classified. While critical to daily operations, a non-classified employee may or may not be deemed essential to report for duty in emergencies or other special situations as identified by the President or his/her designee.

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~~3.7.~~ 3.13. “Student Employee.” An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. The employee category of “student employee” is for students who work at the institution in jobs or positions that are solely available to students enrolled at the institution, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

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~~3.8.~~ 3.12. “Staff, Staff Member or Staff Employee” means any employee not employed in a faculty, academic administrator, executive level, or athletic appointment position. Staff are not eligible for salary increases until after six months of employment.

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~~3.9.~~ 3.14. “Staff Council” means an elected council of staff employees that advises the President on matters pertaining to staff concerns, and is comprised of the officers of the ~~staff~~ Staff Council, the staff Board of governors elected representative, the state advisory representative, and the elected constituency representatives.

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3.15. Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. The employee category of “student employee” is for students who work at the institution in jobs or positions that are solely available to students enrolled at the institution, as opposed to the general public. When the student worker is no longer enrolled he/she is no longer eligible to work in the student worker position. A student employee is not eligible for benefits.

3.16. “Temporary Employee” means an employee hired into a position expected to last fewer than nine months of a twelve-month period. Temporary employees may be part-time temporary or full-time temporary. A temporary employee is not eligible for benefits.

This list is not exhaustive. Other relevant terms are defined in other sections of this policy.

16.4. Delegation of General Administration of Human Resources Practices to President

4.1. To enable GSU to function in a proper and expeditious manner and to advance GSU’s mission and objectives, the GSU Board of Governors delegates to the President the following authority:

4.1.1. To administer a system for all personnel matters, including but not limited to, hiring, promotions, demotions, transfers, compensation and benefits administration, discipline, performance management, alternative dispute resolution, and dismissal.

4.1.2. To contract for supplemental health and welfare benefit and retirement plans for

any or all employees in addition to the benefits the employees otherwise receive. Provided that if the supplemental employee benefit program incurs expense to GSU, the President shall first obtain approval from the GSU Board of Governors.

4.1.3. To adopt additional human resources internal procedures to effectuate the implementation of this policy or in the furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by the policy. Procedures implemented in accordance with this section will be made available to employees in the Human Resources Office and online.

4.2. All human resources practices and procedures shall be consistent with federal and state law and any policy adopted by the GSU Board of Governors.

4.3. The President may delegate the authority granted in this or any other section of this policy as appropriate.

16.5. ~~Meetings on Human Resources Policies~~ Staff Council and Faculty Senate Quarterly Meetings with the President

5.1. In compliance with W.Va. Code §18B-6-3(f) and §18B-6-6(f), the President or his/her designee of the institution shall meet at least quarterly with representatives of Staff Council and Faculty Senate to discuss the implementation and effectiveness of any human resources policies matters affecting faculty and staff and the effective and efficient management of the institution.

5.2. In compliance with W.Va. Code §18B-6-3(g) and §18B-6-6(g), the Board of Governors shall meet at least annually with the faculty senate and staff council respectively to discuss matters affecting faculty and the effective and efficient management of the institution.

5.1.5.3. Where appropriate, the President or his/her designee is encouraged to seek input from the University community, including, but not limited to, Staff Council and the Faculty Senate, regarding the development and implementation of internal human resource policies and procedures.

5.2. Where appropriate, the President or his/her designee shall make recommendations to the Board of Governors to address concerns or issues identified by Staff Council or Faculty Senate regarding the implementation and effectiveness of the human resources policies.

5.3. Where appropriate, the Human Resources Director is encouraged to seek input from all employees regarding the development and implementation of internal human resource procedures.

16.6. Part time and Temporary Employees.

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6.1. Pursuant to 133 CSR 55 & 6.1 ~~Institutions-institutions~~ are discouraged from hiring part-time employees solely to avoid the payment of benefits or in lieu of full-time employees.

16.7. Staff Job Classification and Compensation System

7.1. Attracting, retaining, and motivating a highly talented and committed workforce is vital to supporting GSU's unique missions and goals. Competitive pay is a key element in attracting, retaining, motivating and rewarding the type of employees needed to fulfill GSU's mission. The goal of GSU is to pay competitive salaries by using systems clearly communicated to employees and readily administered by managers. To further this goal, job classification and employee compensation for all staff employees/positions except for Executive Level and Athletic Appointment Employees at Glenville State University will be determined using the West Virginia Higher Education Compensation Management Program ("WVHEPC Compensation Program") as approved and/or modified and/or amended by the West Virginia Higher Education Policy Commission ("WVHEPC"), its supporting component documents and any procedural or legislative rules promulgated by the Commission to implement the Compensation Program. The Compensation Program supporting component documents as created by the WVHEPC include the following:

- 7.1.1. The "West Virginia Higher Education Compensation Philosophy" which outlines the goals, objectives, and strategies of the compensation management system;
- 7.1.2. The "West Virginia Higher Education Job Classification Guidelines" which assist human resources officers with determining the appropriate classification for jobs;
- 7.1.3. The "West Virginia Higher Education Employee Salary Schedule" consists of pay grades with pay range spreads and indicates the minimum, midpoint and maximum salary levels for each pay grade; and
- 7.1.4. The "West Virginia Higher Education Salary Administration Guidelines" which assist human resources officers and institutional administrators in making appropriate pay decisions in a variety of employment situations.

16.8. Compensation Adjustments and Performance Based Merit Increases

8.1. Higher education organizations may grant merit increases or implement pay for performance programs which are in accordance with state law and the West Virginia Higher Education Compensation Management Program Salary Administration Guidelines.

8.2. The Human Resources Director in consultation with the appropriate cabinet member is authorized to develop objective administrative procedures for making adjustments to all employee compensation and for performance-based merit increases that are consistent with the WVHEPC Compensation Program and this policy. All procedures will be approved by the President.

16.9. Salary Compression Committee

8.2.

9.1. A standing committee of the University shall be established to review and make recommendations for employee salary adjustments annually to combat salary compression, inequity, and inversion. The standing committee shall include the following: Human Resources Director, Vice President of Finance & Administration/CFO/CPO, Faculty Senate President, Staff Council Chair, Board of Governors Faculty and Staff Representatives, one Faculty member at-large, and one Staff member at-large. Using agreed-upon metrics, this committee would create a list of employees warranting salary adjustments arranged from most-warranted to least-warranted. This standing committee will report to both Faculty Senate and Staff Council.

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9.2. Recommendations for salary adjustments must include the following information:

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9.2.1 Evidence-based recommendation for the salary adjustment

9.2.2 The anticipated cost for adjusting the salary

9.2.3 Description of the methodology for adjusting the salary

9.2.4 The effective date for implementing the salary adjustment

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9.3. The standing committee recommendations shall be forwarded to the Human Resources Director. The Human Resources Director shall consult with the VP for ~~Finance & Administration/CFO/CPO~~ to determine the viability of the recommendation. The Human Resources Director shall then forward the recommendations to the President, along with the feedback from the VP for Finance & Administration/CFO/CPO, for the President's consideration. The President may accept some, all, or none of the recommendations, including as any such recommendations may be modified by the President based on his/her judgement. The President is not obligated to to implement any recommendations provided by the standing committee. The President is responsible for making all final employee salary adjustment decisions.

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9.4. Employees may submit a written request for an internal equity salary adjustment to the committee. An internal equity adjustment refers to a compensation adjustment made to make an employee's pay when compared with that of other employees who have comparable education and comparable work experience, and who hold similar positions in the same classification. The purpose of an internal equity adjustment is to facilitate equitable pay among similarly situated employees. Internal equity adjustments may be made to correct salary compression in the pay range. Internal equity adjustments are not intended to ensure employees in the same job classification receive exactly the same salary. Rates of compensation may differ between employees in the same job classification or grade, although both have comparable duties and responsibilities.

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9.5. All final approved salary adjustments are will be added to the employee's base salary.

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16.10. Job Descriptions

~~9.1.~~ 10.1. The Human Resources Director is responsible for developing and maintaining job titles, minimum base compensation per position, and alignment of job titles to respective pay for all staff in accordance with the WVHEPC Compensation Program; provided that supervisors most familiar with work performed in their respective units and the abilities of the employees who do the work may recommend pay to the Human Resources Director. Final approval of an employee's pay rests with the President.

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~~9.2.~~ 10.2. In conjunction with supervisors, the Office of Human Resources shall develop and maintain a job description for all faculty and staff positions using the ~~Position Description Form~~/Job Description Form (~~PDF/JDF~~) developed by the Commission.

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~~9.3.~~ 10.3. Individual job descriptions must include a summary of the essential duties and the level of the work performed.

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~~9.4.~~ 10.4. To maintain accurate job descriptions, supervisors shall review individual job descriptions annually and will notify the Office of Human Resources if the content of a position undergoes a fundamental change.

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~~9.5.~~ 10.5. For all new positions or vacated positions, the Office of Human Resources shall review a position's submitted duties, responsibilities, functions, skills, education, and experience required for the position, as provided by the respective supervisor, and then compare those factors to internal and external jobs to determine the job title and the corresponding minimum base compensation for the position using the Compensation Program.

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16.1011. Staff Reduction in Force

~~10.1. 11.1.~~ GSU seeks to provide a positive and stable work environment. However, conditions may arise that necessitate the elimination of filled staff positions, otherwise known as a Reduction in Force ("RIF"). This policy outlines the guiding principles for, and is applicable to, Reductions in Force for Staff employees of GSU unless otherwise exempted in this policy.

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10.1.1. 11.1.1. RIF Process and Review Committee

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~~1011.1.1.1. Reasons to implement a RIF may include, but are not limited to, budget reductions, loss of funding, reorganization, material changes to the duties or responsibilities of a position, program change/elimination, or an emergency that curtails operations.~~

~~1011.1.1.2. The President shall establish and appoint a review committee to review, propose and implement any RIF Plan upon the President's approval. The members of the review committee shall include but are not limited to the following individuals or his/her designee: Vice President for Business and~~

Finance, Vice President for Academic Affairs/Provost, Faculty Senate President, Staff Council Chair, Human Resources Director, Vice President of Enrollment and Student Life.

1011.1.1.3. Prior to undertaking any RIF the Chief Resources Officer Human Resources Director shall at a minimum:-

- _____ 10.111.1.3.1. Identify the reasons for the RIF
- _____ 1011.1.1.3.2. List reasonable alternative solutions to a RIF that were considered;
- _____ 1011.1.1.3.3. Identify the positions recommended for elimination
- _____ and the reasons for the elimination;
- _____ 1011.1.1.3.4. Describe any reorganization of the department-
- _____ or other changes that will occur as a result of the RIF;
- _____ 1011.1.1.3.5. Any other matters required by the review-
- _____ committee or the Human Resources Director.

1011.1.1.4. A RIF is not intended to be a performance management tool.-

1011.1.1.5. In situations where some, but not all of the positions within the same department may be eliminated, the Human Resources Director shall evaluate the performance, skills and qualifications of the individual employees potentially subject to the RIF. The Human Resources Director will oversee the review process in consultation with appropriate supervisors and will evaluate performance criteria, and provide seniority validations. Consideration shall be given to the following:

- 10.1.1.5.1. Performance: each employee's documented quality of work performance over the previous twenty four months as demonstrated in performance evaluations of record including, but not limited to, performance evaluations and disciplinary history;
- 10.1.1.5.2. Skills and qualifications: specific duties and responsibilities of each positions, the employee's knowledge and skills; and
- 10.1.1.5.3. Seniority, the length of service in the position as a GSU employee.

10.1.1.6. If the employee did not receive a written performance evaluation for any year within the last twenty four months, for any such year that employee shall be deemed to have received a "valued performer" or an equivalent rating.

1011.2. **Equal Employment Opportunity and Affirmative Action**

~~10.2.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.~~

~~10.2.2. The Human Resources Director shall undertake an adverse impact analysis to determine that all RIF Plans under this Policy comply with this section.~~

~~10.2.2.1. GSU shall provide an employee at least ninety days written notice ("Notice Period") that his or her position will be eliminated as part of a RIF, unless the financial circumstances of GSU dictate a shorter notice period, as determined by the President.~~

~~1011.3. Severance Agreement~~

~~10.3.1. GSU may but is not required to offer a severance package to an employee who is impacted by a RIF, if financially feasible.~~

~~10.3.2. All severance package agreements shall provide the employee forty five days From from the date of receipt to consider the terms and conditions of the agreement and to accept the severance package agreement. Additionally, after an employee executes (signs) a severance package agreement, the employee may revoke acceptance of the agreement within seven working days after execution.~~

~~10.3.3. GSU is not required to pay any severance benefits until after the expiration of the seven day revocation time period. No severance benefits will be paid to any employee who revokes execution of a severance package agreement.~~

~~10.3.4. Generally, the value of any severance package will not exceed the employee's annual base pay. Any severance shall be paid in installments.~~

~~10.3.5. GSU may also subsidize health insurance premiums for a predetermined period of time as appropriate.~~

~~10.3.6. Severance package agreements shall include a statement indicating the employee waives all claims against GSU, except for those claims that cannot be waived by law, and including any claims that could be raised in accordance with the West Virginia Public Employees Grievance Procedure set forth in W. Va. Code Section 6C-2-1, et seq.~~

~~10.3.7. Nothing in this section shall prevent GSU from implementing a RIF Plan if an employee declines to accept a severance package agreement.~~

~~1011.4. Exclusions~~

~~10.4.1. The rights, duties and responsibilities of the Reduction in Force section apply to staff positions held by Full Time Regular employees. The Reduction in Force section does not apply to any position that is not a staff position and also does not apply to the following types of employees:~~

~~10.4.1.1. Temporary positions;~~

~~10.4.1.2. Part Time positions;~~

~~10.4.1.3. Casual employees;~~

~~10.4.1.4. Grant funded positions hired on or after July 1, 2017;~~

~~10.4.1.5. A reduction of a position FTE by 20% or less that does not result in a loss of benefits eligibility;~~

~~10.4.1.6. Transfers from one position to another;~~

~~10.4.1.7. Student employees.~~

16.11. Recruitment and Hiring

11.1. The posting of all staff and faculty vacant or new positions will be conducted in accordance with the procedures set forth in the Glenville State University Staff Search Manual and the Glenville State University Faculty Search Manual, subject to the terms of this section.

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11.2. The President will approve in writing the individuals to chair and serve on the Search Committee. The Search Committee will evaluate and interview applicants in accordance with the search manuals. The committee will narrow down the applicant pool and submit a summary of strengths and weaknesses of their finalists for review by applicable area Cabinet member and President. Once a hiring decision is made, a conditional offer may be extended by the appropriate University official contingent upon the applicable results of the completed background check.

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11.3. The Office of Human Resources will execute the applicable employment forms and initiate the background check process. The official offer will be made in writing by the President.

16.12. Staff Employee Probationary Period

12.1. Full-time regular staff employees shall serve a six-month probationary period beginning at the original date of employment. Staff are not eligible for salary increases until after six months of employment.

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12.2. Prior to the end of the six-month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. Supervisors are encouraged to provide frequent feedback to new employees during this initial phase of employment.

12.3. During or at the close of the probationary period, a probationary employee may be dismissed for any reason that is not arbitrary and capricious; progressive discipline is not required prior to the dismissal of a probationary employee. The probationary period may be extended up to an additional six months upon written notice to the employee.

12.4. As with all positions, continued employment of a probationary employee is based on adequate funding, satisfactory performance and adherence to institution rules and regulations.

12.5. Any probationary employee whose employment continues beyond the probationary period will receive an annual written performance review in accordance with the performance management section of this policy.

16.13. Performance Management

13.1. Strategic alignment of GSU's workforce with its mission, vision, and values is critical to the continued growth and success of GSU. Performance management will be used to ensure strategic alignment and also support employees as they work to achieve their fullest potential.

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13.2. The Human Resources Director will develop a performance management plan for all non-classified employees that accomplishes the following objectives:

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13.2.1. Provide a fair assessment of job performance;

13.2.2. Provide counseling regarding development opportunities or areas of needed improvement;

13.2.3. Provide a basis for compensation decisions; and
Serve as a factor for reduction in force decisions; and;

13.2.4. ~~13.2.5.~~ Support and provide documentation for personnel actions.

13.3. All faculty members, including but not limited to tenured faculty members, and executive academic administrators, will be evaluated annually by the Provost/VP for Academic Affairs or by his/her designee in accordance with GSU BOG Policy 18, Series 9 and/or any applicable promotion and/or tenure procedures. The Vice President of Provost/VP for Academic Affairs will develop an annual evaluation form for faculty members and academic administrators. The annual evaluation of the performance of an academic administrator does not alter the at-will status of the academic administrator position.

~~13.3.~~

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13.4. Supervisors shall undertake performance management in a manner that is consistent and objective, and should not reflect personal prejudice, bias, or favoritism. Any employee who supervises one or more employees shall complete a training on performance

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management policies, procedures, and processes, as required by the Human Resources Director.

13.5. Each year the Human Resources Director shall offer training on performance management policies, procedures, and processes for newly appointed supervisors prior to completion of the performance evaluation process.

13.6. All supervisors shall be provided with refresher materials on performance management policies, procedures, and processes, minimally, every three years.

13.7. All non-classified employees shall receive an annual written performance review based on the performance standards or annual goals established by the supervisor for the position, during the time period determined by the department, and approved by the Human Resources Director.

Supervisors should also provide regular, informal feedback throughout the year. Before a performance review is completed, a supervisor shall solicit feedback from the employee's prior GSU supervisor if the employee has changed supervisors within the current performance review period.

13.7.1. Rights of Employees - Once the annual written performance review is completed, the supervisor shall meet with the employee and explain the contents of the review. An employee who receives an evaluation or review of "development needed" or its equivalent designation shall be placed on a written performance improvement plan with defined objectives and timelines for improvement, as determined by the employee's supervisor. An employee who does not meet the objectives for improvement in accordance with the timeline specified in the improvement plan may be considered for additional personnel action, including termination of employment.

13.7.2. If an employee has a concern that does not involve protected class status, he/she is encouraged to first talk to his/her supervisor, next-level supervisor, or the Human Resources Director. However, GSU considers a performance review finalized 15 business days after the employee receives the evaluation. Protected class status concerns should be addressed using the procedure set forth in GSU BOG Policy 6A.

13.7.3 Performance Reviews – If an employee disputes their performance evaluation and elects to formally raise the concern, they shall proceed using one of the following established options:

13.7.3.1. *Option One:* Within five days of receipt of the written performance review, employees may submit a written request for review to the supervisor's supervisor. The written request must include a copy of the evaluation, and must outline the specific areas of disagreement and set forth the reasons the employee disagrees with the supervisor's evaluation. The supervisor's supervisor will issue a written decision five days after receipt of the employee's

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request. The decision of the supervisor's supervisor will be the final decision on the evaluation. The employee's appeal, the written decision and the final evaluation will be placed in the employee's personnel file. The original evaluation, if different than the final evaluation, will also be kept in the personnel file for recordkeeping purposes but will not be relied upon to make any personnel decisions.

13.7.3.2. *Option Two:* Within five days of receipt, an employee who disagrees with the evaluation of his or her supervisor may submit a written rebuttal to the Human Resources Director. The employee will send a copy of the rebuttal to his/her supervisor. The employee's written rebuttal and performance evaluation will be placed in the employee's personnel file.

13.7.3.3. *Option Three (leave as is):* An employee shall be given 5 business days to respond in writing regarding the results of his/her performance review, if the employee would like to do so. The response shall be delivered to the employee's supervisor.

Upon receipt, the supervisor will review the employee's written response and determine if any changes should be made to the performance review.

Only one of the three options listed above for addressing the performance evaluation will be used.

13.8. Supervisors who fail to conduct evaluations of employees who report to them may be subject to disciplinary action.

13.8.1. Faculty employee performance management and merit salary increases will be conducted in accordance with established objective faculty employee performance management and merit increase BOG policies and administrative procedures as developed by the President or designee. Faculty members shall have the same rights to submit an annual evaluation or performance appraisal rebuttal or to request a review as non-classified employees, in accordance with Section 16.413.7.3 of this policy. Faculty members have the same annual evaluation/performance appraisal rebuttal/review request rights as non-classified employees.

13.9. If the employee did not receive a written performance evaluation for any year within the last twenty-four months, for any such year that employee shall be deemed to have received a "valued performer" or an equivalent rating.

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16.14. Faculty

14.1. Faculty member compensation will be determined in accordance with Glenville State University Board of Governors Policy 24 and any other policies and procedures applicable to faculty members.

14.2. Academic rank, dismissal and promotion and tenure of faculty members will be determined in accordance with BOG Policy 18, [and](#) Series 9 and any procedures enacted by the President and/or designee. Faculty employees are expected to maintain acceptable job performance and may be disciplined for unacceptable work performance. Faculty employees are also expected not to engage in acts of gross misconduct and/or any other conduct proscribed by BOG Policy 18 or Series 9.

14.3. Unacceptable conduct as set forth in this policy, any other Board of Governors policy or administrative procedure may serve as grounds for dismissal of a faculty member for cause in accordance with BOG Policy 18 and Series 9. This policy in no way supersedes BOG Policy 18 or Series 9 and does not impose upon the University an obligation to use progressive discipline when addressing faculty employee performance issues and/or misconduct of a faculty member unless otherwise required to do so by law.

16.15. Discipline and Misconduct

~~15.1. This section establishes a progressive disciplinary system which allows opportunities for correction of unacceptable workplace conduct and/or job performance.~~

~~15.2.~~ 15.1. All employees are required to adhere to certain standards of conduct designed to create a friendly, cooperative, safe and effective work atmosphere. Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of the University.

~~15.3.~~ 15.2. All employees are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, [staff members](#), students, administrators, and members of the public. All employees are expected to adhere to the general provisions of any standards of conduct established by this policy or any administrative procedures established by the President or designee.

~~15.4.~~ 15.3. All employees are expected to be present and working during assigned work hours as determined by their supervisors.

~~15.5.~~ 15.4. All employees are required to respect the rights and feelings of others as well as to ensure that each employee's personal conduct is not harmful to others or to the University. All employees are expected to act professionally during working hours, (including but not limited to lunch hours), when conducting University business, when performing their job duties, when conducting University business and/or when representing the University in their official capacity as a University employee. All employees are expected to perform their job duties effectively and to maintain satisfactory levels of job performance.

~~15.6.~~~~15.5.~~ Off duty conduct may also be the source of disciplinary action up to and including employment termination if the conduct adversely affects the employee's ability to perform his/her job duties and/or bears a rational nexus to the employee's job and the reputation of the University.

~~15.7.~~~~15.6.~~ All employees may be disciplined for unacceptable conduct and/or poor job performance and the discipline may include, but is not be limited to, verbal counseling, letters of warning, suspension with or without pay, performance improvement plans and/or termination of employment.

~~15.8.~~~~15.7.~~ Employees ~~subject to progressive discipline who are~~ found responsible for gross misconduct as defined by policy or administrative procedures may be terminated immediately. Gross misconduct may include but is not limited to:

~~15.8.1.~~~~15.7.1.~~ Stealing property of the University or of another person;

~~15.7.2.~~ Threat of violence or harm to any individual;

~~15.8.2.~~ ~~15.7.3.~~ ~~15.8.3.~~ Harassment or discrimination in any form;

~~15.8.4.~~ ~~15.7.4.~~ Insubordination by refusal to abide by legitimate reasonable directions of administrators;

~~15.8.5.~~ ~~15.7.5.~~ Intentionally damaging the property of the University or of another person;

~~15.8.6.~~ ~~15.7.6.~~ Reporting to work while under the influence of alcohol or illegal drugs or consuming, selling or distributing alcohol and/or illegal drugs on University property or during University activities in violation of University policy;

~~15.8.7.~~ ~~15.7.7.~~ Falsification of time records, including not reporting time off or using leave for purposes not covered under the leave definition used;

~~15.8.8.~~ ~~15.7.8.~~ Falsification of timecard and/or leave time, including reporting hours worked that were not;

~~15.8.9.~~ ~~15.7.9.~~ Dishonesty and/or lying;

~~15.7.10.~~ ~~15.8.10.~~ Failure to report to work for three (3) consecutive scheduled work days without notice and/or without following proper calling off procedures

~~Gambling on University property or with University equipment or technology, either during or after work hours;~~

~~15.8.7.~~~~11.~~ Unauthorized possession or use of a firearm and/or deadly weapon and/or destructive device on University property;

~~15.8.7.~~~~12.~~ Falsification of employment application or official record;

~~15.8.7.~~~~13.~~ Sexual harassment including but not limited to acts of sexual violence, discrimination or domestic violence, whether on or outside of work time;

~~15.8.7.~~~~14.~~ Unauthorized and/or excessive absence from work, tardiness and/or excessive failure to hold classes;

~~15.8.7.~~~~15.~~ Conviction of a crime (state of West Virginia, any other state and/or the federal government law);

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- 15.87.16. Loss of driver's license where driving on public roads is an essential part of the duties of the position;
- 15.87.17. Failure to comply with the University's consensual relationship policy;
- 15.87.18. Substantial and manifest neglect of duty;
- 15.87.19. Failure to effectively secure hazardous, medical, drug or other materials/supplies;
- 15.87.20. Requesting that a University authority provide false information or testimony on one's behalf;
- 15.87.21. Conduct that could constitute a violation of state, local or federal law; ~~and~~
- 15.87.22. Other serious infractions that may constitute gross misconduct will be handled on a case- by-case basis at the discretion of the University; ~~and~~
- 15.87.23. Gambling on University property or with University equipment or technology, either during or after work hours.;

~~15.9.15.8.~~ All disciplinary actions will be determined on a case-by-case basis. Factors that may be considered when determining the type of discipline include but are not limited to the seriousness of the performance/conduct issue(s), prior disciplinary/work performance history and/or the impact of the offense on the University's operations, credibility and reputation.

~~15.10. — 15.9.~~ All ~~executive level employees, employees who directly report to the President, athletic coaching positions, athletic department appointments, academic administrator appointments, temporary employees and student employees~~ employees are at-will employees ~~with the exception of the faculty~~ and serve at the will and pleasure of the President. At-will employees may be terminated for any reason in accordance with state at-will law and are not subject to progressive discipline. The University may but is not required to implement progressive discipline to remediate the misconduct and/or poor work performance of an at-will employee but GSU does not waive the employee's will and pleasure status by doing so. ~~All other staff employees not mentioned above are subject to progressive discipline procedures as outlined in the employee handbook.~~

16.16. Grievance Procedure

16.1. The statutory grievance procedure set forth in W. Va. Code § 6C-2-1, *et seq.*, is available to eligible employees for resolution of most work-related concerns. Exceptions include pension or other retirement system issues, insurance issues, or matters not within the vested authority of the employer.

16.17. Essential Employees

17.1. While critical to daily operations, an employee may or may not be deemed an essential employee for the purposes of reporting to work during institutional emergencies. Absent extraordinary circumstances, supervisors are required to notify an employee they have been identified as an essential employee in advance of institutional emergencies.

16.18. Board of Governors Membership

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18.1. The membership of the Glenville State University Board of Governors is governed by W. Va. Code §18B-2A-1(c)(3).

W. Va. Code Section 18B-2A-1(c)(3) states the following: Each board of governors includes the following members:

(A) A full-time member of the faculty with the rank of instructor or above duly elected by the faculty of the respective institution, who shall serve as a nonvoting, advisory member;

(B) A member of the student body in good academic standing, enrolled for college credit, and duly elected by the student body of the respective institution, who shall serve as a nonvoting, advisory member; and

(C) A member from the institutional classified or non-classified employees duly elected by the classified or non-classified employees of the respective institution, who shall serve as a nonvoting, advisory member.

~~In accordance with state law, in addition to the other members stated in the code section, the Glenville State University Board of Governors shall include a full-time member of the faculty with the rank of lecturer instructor or above duly elected by the faculty of the respective institution and a member from the non-classified employees duly elected by the non-classified employees who both serve as non-voting, advisory members.~~

16.19. Equal Employment Opportunity and Affirmative Action

19.1. All decisions under this Policy shall be made without regard to race, ethnicity, color, religion, sex (including pregnancy), gender identity, sexual orientation, national origin, age, marital status, veteran or military status, disability, genetic information, or other category that is protected under federal, state, or local anti-discrimination laws.

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GLENVILLE STATE UNIVERSITY POLICIES

TUITION AND FEES POLICY 45A

REDUCED TUITION AND FEE PROGRAM FOR STATE RESIDENTS WHO ARE AT LEAST SIXTY-~~FIVE~~ YEARS OF AGE

45A.1. General

1.1. Scope - This policy establishes a reduced tuition and fee program for residents of West Virginia who are at least sixty-~~five~~ years of age or older allowing them to take undergraduate and graduate courses at Glenville State University on a space available basis.

1.2. Authority – W. Va. Code §18B-10-7a

1.3. Effective Date – ~~August 16, 2023~~

1.4. Revision of Former Policy – This policy repeals and replaces Glenville State University Policy 45A – Reduced Tuition and Fee Program for State Residents Who are at Least Sixty-five Years of Age [2006][2020].

45A.2. Purpose

2.1. The purpose of this policy is to establish a reduced tuition and fee program for residents of West Virginia who are at least sixty-~~five~~ years of age or older allowing them to take undergraduate and graduate courses on a space available basis. The program includes an option for those who attend classes on a no credit and no grade basis and an option for individuals who attend courses for credit and a grade.

45A.3. Eligibility and Participation

3.1. A participant will be permitted to register for a course under either of the two options of this program, provided that the participant is a resident of West Virginia and is at least sixty-~~five~~ years of age. These two options include (1) attending courses without receiving University credit or a grade or (2) attending courses and receiving credit and a grade.

3.2. A participant may register for a course under either of the two options of this program so long as classroom space is available. If space is limited, a list will be developed identifying date and time of attempted enrollment. If and when space becomes available, the participant will be notified of available space by the Registrar's Office.

3.3. A participant will be subject to Glenville State University programmatic and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and

requirements, including course prerequisites, of Glenville State University and the Higher Education Policy Commission.

3.4. Special Provisions

3.4.1. Fees required of other students in a given course will be required of participants in the reduced tuition and fee program.

3.4.2. Participants in the reduced tuition and fee program will be issued a parking permit at no cost.

45A.4. No Credit Option

4.1. The total tuition and fees charged for each course under the no credit option, excluding laboratory and course specific fees, will be \$10.00 per credit hour and may not exceed \$50.00 total.

4.2. A grade or credit may not be given under the no credit option.

45A.5. Credit Option

5.1. The total tuition charged in the program under the for credit option shall not exceed fifty percent of the normal rates charged to state resident students by the University. The tuition and fee adjustment applies to classroom-based courses, online courses, and all other distance education delivery. Participants in this category will be responsible for any fees which may be a part of the course requirements.

45A.6. Registration

6.1. Participants under both options will register through the Registrar's Office.

45A.7. Reporting

7.1. Participation in this program will be reported to the Board of Governors.

45A.8. Institutional Guidelines

8.1. The guidelines for this program will be published in the Glenville State University Catalog which is available on the University's website.

**Glenville State University Board of Governors
Meeting of September 23, 2026**

ACTION ITEM: Name Change

COMMITTEE: Academic Affairs

RECOMMENDED RSOLUTION:

Be it RESOLVED that the Board of Governors formally recognizes and celebrates the establishment of the Glenville State University College of Business.

Be it further RESOLVED that the Board of Governors expresses its support for the continued growth of the College of Business as it prepares students for meaningful careers, develops new educational opportunities, strengthens partnerships throughout West Virginia and beyond, and advances the mission of Glenville State University.

STAFF MEMBER: Dr. Mari Clements

BACKGROUND:

The name change from the Department of Business to the College of Business is proposed for a number of reasons. Glenville State University has a longstanding tradition of preparing students for leadership, service, and professional success throughout West Virginia and beyond. Business education at Glenville State University has continued to grow in scope, reach, and opportunity through undergraduate and graduate programs, new academic concentrations, professional partnerships, microcredentials, experiential learning opportunities, and expanded engagement with employers and communities. The faculty and staff of the Department of Business have demonstrated a sustained commitment to academic quality, student success, innovation, and service to the University and the State of West Virginia. The transition from the Department of Business to the College of Business would reflect not simply a change in name, but an affirmation of the continued growth, development, and strategic importance of business education within Glenville State University. A College of Business would be ideally positioned to provide expanded opportunities for students, strengthen relationships with business and industry, support workforce development, and contribute to the economic vitality of the region and state.