

AGENDA
West Virginia State University
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
March 20, 2014
12:30 p.m.

1. Call to Order and Roll Call—Chair Tom Susman, presiding
2. Verification of Appropriate Notification of Public Meeting Action 2
3. Review and Approval of Meeting Agenda Action 1
4. Review and Approve Minutes of Previous Meetings Action 3
5. Announcements from the Chair
 - a. Recognition of President Emeritus Hazo W. Carter, Jr.
6. Reports from Board Committees
 - a. Presidential Review Process Ad Hoc Committee
 - b. Institutional Advancement
 - c. Audit
 - d. Recruitment and Retention
 - e. Academic Policies
 - f. Finance
7. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Personnel and Legal Matters
8. Report from the University President
 - a. University Reports
 - i. HEPC Master Plan Presentation Information 23
 - ii. HEPC Institutional Compact Metrics Update Information 24
 - iii. Accreditation Update Information 29
 - b. University Reports Forwarded by Board Committees
 - i. Proposed Revised BOG Policy #5 (Travel Regulations) Action 30
 - ii. Proposed Student Groups and Team Travel Procedure Manual Action 41
 - iii. Proposed BOG Policy #60 (Fixed Asset Inventory Policy) Action 46
 - iv. Program Review – Art Action 48
 - v. Program Review – Recreation Action 49
 - vi. Program Review – Social Work Action 50
 - vii. Program Review – Sports Studies Action 51
 - viii. BOG Budget Report Information 52
9. Other Matters – Presidential Contract Information/Action
10. Next Meeting Date – *May 1, 2014*

West Virginia State University
Board of Governors

Date/Time: 3/20/2014 -- 12:30 PM

Location:

West Virginia State University, Erickson Alumni Center, Grand Hall, Institute, WV

Purpose: To conduct regular business of the Board

Notes:

This is a compliant meeting.

Meeting was approved : 3/10/2014 12:19:47 PM

West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
January 22, 2014
Minutes

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

Chair Susman was unable to attend until later in the afternoon due to a scheduling conflict. Dr. Smith called the meeting of the West Virginia State University Board of Governors to order at 4:01 p.m. and chaired the meeting until Chair Susman arrived.

Present: Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Mr. Susman, and Dr. Thralls. Mr. Williams participated in the meeting by conference call.

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

Mrs. Jarvis motioned to verify the appropriate notification of the meeting and Mr. Lipscomb seconded the motion. The motion carried.

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

Mr. Konstanty motioned to approve the agenda as presented and Dr. Guetzloff seconded the motion. The motion carried.

4. **Announcement from the Chair**

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

5. **Roundtable Discussions**

- Item 5.a: Dr. Smith welcomed the faculty members in attendance and opened the floor for discussion. Dr. Ruhnke said, as Chair of the Faculty Senate, he has an opportunity to discuss matters each day with the administration. He said he would like the faculty members present to address the Board about questions or comments they may have. Dr. Palubinskas said she would like to see faculty members be able to move around the campus and work together quickly to identify funds to assist with programs and travel opportunities for students to attend conferences. She said there seems to be a communication protocol on campus that requires faculty to go through several levels of administration for various items. There are times when suggestions and ideas are delayed or rejected as they move through the administration and often the faculty do not receive feedback on requests or proposals. She said she feels that a more collegial discussion across campus could assist faculty in being more efficient.

President Hemphill said there is no policy or communication protocol and he holds general conversations with faculty members regarding programs and projects. He suggested that the Deans or Department Chairs be made aware that conversations are being held with the administration, but said there is no reason why faculty members cannot bring items to their attention. President Hemphill said, in terms of the funding approval process, the University needs a systematic process due to budgetary issues.

Dr. Fultz said he also feels there is a breakdown in communication at times. He gave an example of when Marshall University contacted his department last year about the institution serving as a pipeline for a new program. He said, after he submitted the idea and it moved through the chain of command, he did not receive any response as to whether or not it was possible.

Dr. Vaughan said Political Science faculty members have made great progress in growing the program. He would like to know what could be done to help increase resources to support ideas that are generated by the faculty.

Dr. Ruhnke asked when the administration may be able to determine that the University is financially strong enough to consider requests from faculty for funding of projects. President Hemphill said higher education was fortunate that the mid-year budget reduction is only one percent and that the reduction for next fiscal year may only be 3.75 percent. He said a budget reduction of one percent results in \$116,000 for the University.

Even though the University had a significant increase in freshman enrollment, our overall FTE only increased by 3.1 or 3.2 percent after the add/drop period. The President said that speaks to the University's continued focus on retention and that recruitment and retention are key to its financial future.

He said the Budget Efficiency Summit report, which will be released later in the week, includes plans to initiate cost saving measures. President Hemphill said he is working on an article on financial change in the academy and one of the sections is about state funding. The numbers continue to decline statewide for financial support to the colleges and universities.

Dr. Guetzloff inquired about the reduction of employees in terms of the size of the institution. President Hemphill said, since 2000, the University has had a staff reduction of 6-7 percent and the Research and Development Corporation had a reduction of 19-20 percent. The administration continues to be mindful of retirements and vacancies and identifies ways to cover duties and responsibilities with available resources as opposed to automatically replacing the positions. He said such efficiencies may reduce the need to continue increasing tuition.

Dr. Ruhnke said he does not want students to pay increased tuition; however, he also understands that faculty and staff need a salary. He also feels that the University should not be the lowest in terms of tuition, because it could actually deter potential students who think low tuition equals a low-quality education, which is not the case.

The President said the University is the fifth lowest in the state in terms of tuition and fees. Dr. Thralls said this is also a national issue and there is no clear answer at the moment. President Hemphill said the administration will continue to monitor the situation very carefully and do all they can to advance the University.

Faculty members asked about the long-term plan to keep the University sustainable. The President said recruitment, retention, philanthropy, and an entrepreneurial spirit

are all critical to sustainability. It is important to explore every possible way to generate revenue to support the University. He said this may include increased promotion of facilities for rentals, etc. The University is also taking bold steps in terms of online learning and research programs.

Mr. Lipscomb said it was interesting to hear Dr. Fultz's earlier comments about submitting ideas or project interests. He asked if there is a timeline or deadline for faculty to receive a response. He also encouraged faculty to connect with alumni who may want to provide financial assistance to support faculty and student programs.

Dr. Smith thanked everyone for participating in the discussion. She said Dr. Guetzloff represents the faculty on the Board and asked him to wrap up the session and share his comments. Dr. Guetzloff said he reiterates Dr. Fultz's comments and that he is unaware of any protocol to ensure responses are received in a timely manner.

- Item 5.b: Dr. Smith welcomed the classified staff members. Dr. Guetzloff noted that he would have to leave early to teach a class at 5:30 p.m. Dr. Smith opened the floor and asked Classified Staff Council Chair Tom Hunt for general comments. Mr. Hunt said he appreciates the work of the Board and fully supports the President in his efforts to move the University forward.

He said a large number of classified staff work in Physical Facilities and are not privy to plans and decisions the way other staff may be who work in offices. Mr. Hunt noted that, prior to the meeting with the Board, the Classified Staff Council met and developed a list of questions. The first question relates to the new athletic facility and if the project is moving forward. President Hemphill explained the approval process and financing for the project and the discussion regarding whether it should be a note or a bond. He said University officials have been working closely with the Higher Education Policy Commission and the Governor's Office. The President said everyone has come to an agreement and they are in the final stages of the approval process.

Mr. Bill Porterfield said he serves as the Advisory Council of Classified Employees (ACCE) representative. He said classified staff members have approached him with concerns about the budget and not knowing if their positions are secure. He said Senate Bill 330 contains a reference to studying outsourcing and reduction in force, which heightens concern among employees. President Hemphill informed the staff about the percentages of the mid-year reduction and Fiscal Year 2015 proposed reduction, which was shared with the faculty earlier. He also reiterated his comments on reassigning the duties of vacant positions and the forthcoming Budget Efficiency Summit recommendations.

Mr. Hunt said members of the staff have raised questions about plans for revenue from the leasing of space in Ferrell Hall and the gas lease. The President said revenue has not been received yet from those leases and no commitments have been

made on these additional revenues. He said as the revenue streams comes in, the administration will be intentional about how it is utilized across the campus.

Dr. Smith said many of the larger universities generate the majority of their revenue from their football programs and all of the smaller schools are experiencing similar funding issues. She said public colleges and universities are becoming more state-assisted rather than state-funded, while identifying new ways to generate revenue, such as leasing space for cell towers.

Mr. Hunt said another concern involves the University's facilities in Malden and the Capital Center in Charleston. Classified staff members are inquiring about the plans for these properties. President Hemphill said the Board is currently researching the Malden property and will have further discussions. He noted that the Malden property is a historical part of campus and the University will continue to support it at this time. He said there has not been discussion on the future of the Capital Center.

Mr. Porterfield said that, when the PROMISE Scholarship Program was created, a trend started resulting in a steady decline in state funding. He asked if the Board could hold a forum to address the impact on smaller schools and unite with those institutions. Dr. Thralls said the term mentioned earlier about being state-assisted is more common than many schools prefer, and there may be some relationship between the PROMISE Scholarship and decline in funding. Mr. Porterfield said he is not advocating that the state eliminate the PROMISE Scholarship Program, however, it seems that the decline in state funding began at that same time.

Mr. Hunt said many classified staff do not understand why the University is building a new residence hall when it is unable to fill the ones it currently has. President Hemphill said the University is unable to fill the residence halls, because students see those facilities and opt not to live in them. The University cannot recruit and retain students with its current facilities. The new residence hall will be a major recruiting tool and is a key piece of growing the student body. Mr. Hunt asked what Sullivan Hall will be utilized for when the new residence hall opens. The President said part of the building will be used as overflow space for student dorms, but it will mainly serve as office space.

Dr. Smith said she appreciates the classified staff attending the meeting and is pleased to have this opportunity to hear from them directly. She acknowledged Mrs. Jarvis' participation on the Board and how well she represents the classified staff. Mrs. Jarvis said she has received positive feedback on the summaries she sends to classified staff following the Board meetings. She believes that an informed staff helps communicate clearly and effectively across campus and in the community. She said her door is always open for discussions regarding University matters.

Mr. Konstanty said he attended WVSU Day at the Capitol and that his law firm is very involved with the Legislature. He shares information with legislators regarding all of the great initiatives and programs State has to offer. He said he also takes every opportunity to share information about the school in his professional life. Mr.

Konstanty said he feels that being active, doing good work, and sharing ideas to help the University is part of the obligation of being a member of the Board.

- Item 5.c: Dr. Smith welcomed the students and opened the floor for discussion. Student Government Association (SGA) President Vasilios Dianellos said the SGA will host a student forum in February.

Dr. Thralls asked how the students feel about the campus in general. Mr. Dianellos said, since he has been here, he can definitely see a big difference in school spirit and a new excitement. Ms. Greenleaf, a senior and member the women's basketball team, said that her last two years have been much different and more positive than her first two years.

Dr. Thralls asked what the students thought about their courses and the faculty. The students who were present said they have great class experiences. The science professors are very engaging and create different ways outside of class time to expand learning opportunities. Ms. Greenleaf said she appreciates how the campus is like a family. She said that, during the water crisis, basketball games were rescheduled and faculty members contacted her to make sure she was okay and had water.

Mr. Konstanty inquired as to how many of the students have attended State for their entire collegiate career and three students responded positively. Mr. Dianellos said he attended another college prior to enrolling at State and he has been on-campus for four years. Ms. Greenleaf said she received academic scholarships and considered transferring after her sophomore year; however, WVSU's program was more challenging, which was a good fit for her, because she wants to be as prepared as possible when she goes onto professional school. Another student said he stayed at State due to the level of faculty involvement and the outreach he received from his faculty. Other students came to State because of the location and low cost, but they chose to stay due to the sense of family and are proud to be a part of the University.

Chair Susman expressed appreciation for the students' participation. Mr. Lipscomb said he often receives questions and hears concerns from individuals about intramural programs and if the University is offering the right opportunities for students. He said he realizes activities being held and students do not participate, but he would like to know more about the students' interests. Ms. Greenleaf said many students do not participate if there is no prize or other incentives.

Ms. Dunn said she feels that some activities or meetings are not planned or promoted early enough to allow time for students to plan to attend. This is especially the case for commuter students who have families, full-time jobs, etc. She said it is a challenge to know how to keep commuter students informed about campus events and get them involved.

Mr. Dianellos said, when he speaks to new students at orientation, he strongly encourages them to become involved in student organizations. He said it is also

important for upper-class students to think outside of the box in terms of mentoring new students to engage them on-campus.

Chair Susman inquired if the students felt the new residence hall would increase the level of campus activities. Ms. Greenleaf said she feels it will bring more students together, because most of the on-campus students will be in the same building, compared to how they are currently located in multiple locations across campus. The students tend to socialize more with students who live in the same residence halls.

Mr. Williams said the University has individuals who are talented and may not want to be part of a permanent group, but would like to participate in ad-hoc activities. This may be a way for some students to share their gifts and talents without fully committing to an organization.

Mr. Dianellos said the Student Activities Office is doing a great job. They have a committee where they receive input from students and involve them in selecting the activities.

Chair Susman said the Board wants to help students in any way possible. He said the Board welcomes ideas from students and encourages them to reach out and share their suggestions. He said the Board wants to grow the University and ensure that the students have a great experience.

Mrs. Jarvis asked the students about their interaction with staff. The students said it has greatly improved over the last year. Mr. Dianellos said he knows a student who left State because he was frustrated with the staff and the processes, but that he returned to campus after hearing all of the positive feedback about how the campus has changed.

President Hemphill encouraged students to share with their peers that, if they e-mail a member of the faculty or staff about an issue and do not receive a response, to contact Vice President for Enrollment Management and Student Affairs Kitty McCarthy. He said Vice President McCarthy will reach out to the appropriate person and work through the issue.

Dr. Thralls noted that the Board members hear many positive comments and have much to be encouraged about, but he cannot think of anything that makes him feel better than hearing from the students and having this type of dialogue.

6. **Next Meeting Date**
January 23, 2014

7. **Adjournment**
With there being no further business, the meeting adjourned at 6:07 p.m.

Respectfully submitted,

L. Vincent Williams
Secretary

Approved: _____
Tom Susman
Chair

West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
January 23, 2014
Minutes

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

Chair Susman called the meeting of the West Virginia State University Board of Governors (BOG) to order at 12:32 p.m.

Present: Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Mr. Rowe, Mr. Salyers, Dr. Smith, Dr. Thralls, and Mr. White. Mr. Williams participated in the meeting by conference call.

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

Dr. Thralls motioned to verify the appropriate notification of the meeting and Mr. White seconded the motion. The motion carried.

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

Mr. Lipscomb motioned for approval of the agenda as presented and Mr. Rowe seconded the motion. The motion carried.

4. **Review and Approve Minutes of November 14, 2013 Regular Meeting**

Mr. Konstanty motioned for approval of the minutes of the regular meeting held on November 14, 2013 and Dr. Thralls seconded the motion. The motion carried.

5. **Announcements from the Chair**

Chair Susman said the University learned the sad news regarding the passing of Judge and former First Lady Phyllis H. Carter. Prior to the Board meeting, he asked Dr. Smith to work with University staff to draft a resolution to present the Carter family on behalf of the Board. Chair Susman read the resolution aloud and asked that a copy be attached to the meeting minutes for the record. Dr. Smith motioned for adoption of the resolution in recognition of Judge Carter and her service to the University and the State of West Virginia. Dr. Guetzloff seconded the motion. The motion carried.

Chair Susman presented the resolution to Dr. Byers, who accepted it on behalf of the family. Dr. Byers will present the resolution to the Carters and express the Board's sincere gratitude. Mrs. Schumaker said a memorial service for Judge Carter will be held on Saturday, January 25, 2014 beginning at 1:00 p.m in the P.A. Williams Auditorium in Ferrell Hall. Visitation will begin at 12:00 p.m.

8. Item b.ii: Chair Susman said the annual Financial Statements Audit is listed later on the meeting agenda to be presented to the Board. Due to the length of the agenda and the auditor's travel schedule, he asked that Item 8.b.ii be presented at the current time. There being no objections, Chair Susman introduced Mr. Mike Hager of Hayflich and Grigoraci, who provided a presentation on the Financial Statements Audit.

Mr. Hager provided an overview of the Financial Statements and said the total assets were \$63 million on the year, compared to \$39.6 million last year. He pointed out that

the WVSU Foundation was audited by other auditors, but accounting principles require them to be included in the financial statements for the University.

Mr. Hager said the total operating revenue for this year was \$27 million compared to \$34 million last year with a significant impact on this figure due to Kanawha Valley Community and Technical College moving off-campus. The total non-operating net loss was \$2.8 million compared to \$2.3 million last year. He explained additional notes from the balance sheet and income statement.

Mr. Hager said the internal control and checks and balances system is to ensure that the University captures figures accurately. He said the audit firm did not note any significant deficiencies or material weaknesses in terms of financial reporting.

Chair Susman inquired regarding the total operating expenses on page 14 where the total operating expense of \$48 million shows a loss of \$21 and if depreciation is part of that. Mr. Hager said there is depreciation of about \$1.5 million in the total of \$48 million.

Discussion was held on Other Post-Employment Benefits (OPEB). President Hemphill asked if it is a requirement to include those in the University's books even though they are paid by the state. Mr. Hager indicated that is correct. It was noted that the Audit Committee discussed the financial statements in depth during its meeting.

Mr. Salyers motioned for the Board to accept the 2012-2013 Financial Statements Audit, and Mr. Rowe seconded the motion. The motion carried. Chair Susman thanked Mr. Hager for his presentation and expressed the Board's appreciation for the timely manner in which the audit was received this year.

6. **Reports from Board Committees**

Executive Committee:

Chair Susman chaired the Committee and presented the report.

- The Committee met the prior evening and has an action item later on the full Board agenda regarding proposed revisions to BOG Policy #36.
- A number of individuals or groups have approached the University about the ability to serve alcohol in the University Union for wedding receptions, anniversary parties, reunion dinners, etc. It is anticipated that the new Convocation Center will be rented for similar occasions and the issue will continue to arise.
- It is believed that allowing alcoholic beverages for outside groups during special events will help increase rental usage of the facilities and thus increase revenues. Guidelines will be put into place and the administration will approve each event.
- Chair Susman asked Mrs. Schumaker and members of the staff to explore the issue. It was determined that the University could not hold a liquor license since the West Virginia Alcohol Beverage Control Administration, a state entity, does not issue permits on state campuses.
- If the BOG approves the proposed policy revisions today, the policy will be distributed for a 30-day comment period. Mrs. Schumaker provided an overview

of the proposed changes to the current policy. The revised policy will include the addition of the University Union and the Convocation Center of Fleming Hall and list the minimum standards or guidelines.

- Chair Susman noted that the Erickson Alumni Center has a liquor license, but the facility is owned by the Foundation, which is a separate, private entity.
- Dr. Guetzloff said many of the Board policies do not have an adopted date, and he suggests that this item be added.
- Discussion was held on the approval process for events where alcoholic beverages will be served. Dr. Thralls asked if it would be a senior member of the administration with broad knowledge of university dynamic and policies. President Hemphill said he would appoint a vice president and plans to have two designees. Mr. Williams proposed an amendment to indicate the president or his designee(s), since the President is who the Board supervises.
- It was noted that other campuses in the state have a policy allowing alcohol upon approval.
- Mrs. Schumaker said the state agency that regulates alcohol has advised that since the University is a public institution, this is an issue that solely rests with the Board pending approval of any policy changes by the Higher Education Policy Commission. Chair Susman said Bruce Walker, the Commission's General Counsel, will be consulted.
- Dr. Thralls suggested that the Board receive a report after a certain length of time if the revised policy is implemented to evaluate how the process is working. He said he is not requesting that such reporting requirement be included in the policy.

Institutional Advancement:

Dr. Smith chaired the Committee and presented the report.

- Mrs. Schumann provided an update on where the University currently stands with giving and progress made toward the fundraising goals. The Committee is very pleased with the efforts and the growth of the Foundation with alumni and donors.
- Donors increased from 444 to 627, and the University has received \$2,311,355 to date for this year.
- The Vision 2020 goals for University Advancement include plans to enhance efforts to reach alumni and engage them as well as build partnerships.
- The Committee received a list of events planned for 2014.
- There will be a presentation on planned giving during the National Alumni Association Conference, which will be held in April.

Audit:

Mr. Salyers chaired the Committee and presented the report.

- The Committee received the 2012-2013 audit report and agreed to recommend that it be accepted by the Board.
- An update was provided on the proposed travel and inventory policies.
- The Committee received an update on the financial aid audit. There were five findings and three were business-related. All of the findings have been addressed and corrected.

Recruitment and Retention:

Mr. Lipscomb chaired the Committee and presented the report.

- Ms. McCarthy provided an enrollment update. The University received 3,209 inquiries for fall enrollment as of January 21 and of those, 3,169 are full-time; freshman applications are 1,444 compared to 1,194 last year, an increase of 21 percent. Common feeder school numbers are down due to the water crisis and the winter weather, the University is 21 percent ahead over this time last year, but two weeks ago, we were 50 percent ahead. There was an increase of 108 percent in admits for the fall semester.
- On-the-spot admit days are being scheduled at local schools and admissions staff will attend several college fairs.
- March 15 is Admitted Student Day.
- The Committee also discussed best practices in recruiting and retaining students.

Academic Policies Committee:

Dr. Thralls chaired the Committee and presented the report.

- The Committee received an update from Dr. Byers on previous program reviews. They also discussed a process for follow-up on future program reviews. Program reviews come with recommendations that range from approval to continue, follow-up reports, etc. A system will be developed to track follow-up items for the review reports.
- The Committee reviewed the Criminal Justice program, which will be recommended to continue with no conditions to the Board later in the President's Report. The program has always been strong and receives positive feedback from the law enforcement community.
- A presentation on Vision 2020 was received, which included an update by Dr. McMeans on research academic programs.

Finance:

Mr. Salyers chaired the Committee and presented the report.

- The Committee discussed the December budget reports. The University is on benchmark for revenue and expenses were well under 50 percent.
- Discussion was also held on the auxiliary accounts, including: the University Union, housing, dining, and the Bookstore. The University received \$117,000 from Kanawha Valley Community and Technical College. In terms of the new dining contract, the contracted vendor has agreed to cover 50 percent of equipment expenses.
- The Committee discussed the Athletic Complex, which will be addressed as part of the President's Report.
- A presentation was provided on Vision 2020 as it relates to financial issues and updates to the Banner system.

Dr. Guetzloff asked when the University will begin seeing revenue from the OASIS lease. Mr. Jones responded that it will be near the end of January. Discussion was held on the resolution with Kanawha Valley Community and Technical College regarding fees. President Hemphill said he discussed the matter with the new president and she indicated that she would like to resolve the issue as well. As previously reported, the

University received a payment of \$117,000. Chair Susman said a major concern with the bond is how it could affect the University if another bond is requested in the future.

7. **Possible Executive Session**

Mr. White motioned for approval to go into executive session, under the authority of West Virginia Code §6-9A-4, to discuss personnel and property issues. Dr. Guetzloff seconded the motion. The motion carried.

A motion to arise from executive session and reconvene into regular session was made by Mr. Williams and seconded by Mr. White. The motion carried.

8. **Report from the University President**

President Hemphill said he would like to begin his report by taking a moment to reflect on the last few weeks from the frigid temperatures and winter weather to the water crisis that affected hundreds of thousands of residents. He expressed appreciation to the faculty, staff, and administration who worked countless hours to address these issues and also serve the community.

The President said, this past weekend, the State family lost a valued member through the passing of former First Lady and Judge Phyllis H. Carter. President Hemphill asked the members of the Board and those in the audience to observe a moment of silence in honor of Mrs. Carter, who spent many years on the campus and gave so much to the students, faculty, staff, alumni, and others who call West Virginia State home. President Hemphill said, through hardship, the University has demonstrated strength and a true sense of family.

a. University Reports

- Item 8.a.i.: President Hemphill provided an overview of the legislative agenda as outlined on page 12 of the Board agenda. The agenda is focused on three critical areas: (1) Bucks for Brains; (2) State Funding Match of Federal Land-Grant Monies, and (3) Growth of WVSU Research Infrastructure. The President recognized Mr. Tom Bennett, who was instrumental in developing this legislative agenda and represents the University at the Capitol on a regular basis attending meetings and tracking bills. He said Mr. Bennett's service during last year's session was invaluable and positively impacted the University in numerous ways.

Dr. Thralls asked if the Higher Education Policy Commission is working on a statewide agenda to assist the institutions. The President said the institutions have come together and started speaking as one voice on common issues, even though each school still has their own separate areas of focus. Dr. Thralls asked if the University has actually lost federal funds yet because of not receiving state-matching funds at the required level. President Hemphill said this has not occurred to date; however, due to sequestration, there have been discussions among national associations and organizations on this matter.

- Item 8.a.ii.: President Hemphill thanked Vice President McCarthy and Provost Byers, who served as Co-Chairs, and the entire Vision 2020 Committee. He said

the group has worked diligently and strategically over the past year to bring this vision to life. The Board heard some of those details during today's Committee meetings and were able to review the goals and framework for the plan as provided on pages 15 to 25 of the agenda. He asked Vice President McCarthy to provide an overview of the University's new strategic plan.

She said today's presentation will provide the Board with an opportunity to have a broader understanding of the plan. She noted that there is a sense of stretch throughout the document, because the University really wants to push itself to better serve students in the future. The University is aiming to be an institution of value not only in terms of cost, but also in the quality of academics and programs it offers.

Vice President McCarthy said the group has been working for approximately 15 months and more than 40 members of the campus community serve on Committee. The group is divided into four subcommittees. She highlighted the work of the Subcommittees and their respective charges toward carrying out the missions for their respective areas, while providing a detailed overview on the scope of the plan.

Dr. Guetzloff said he does not see where the plan includes information regarding the transfer of professional students (i.e. medical, pharmacy, etc.) and how they are reflected in the submitted data. He said he would like to have language added that references this information. Chair Susman asked the Board to review the proposed plan and e-mail their comments to Mrs. Schumaker. President Hemphill said if the comments are substantial, they would need to go back to the Subcommittees for further discussion. He said changes and final edits would be made before the plan is brought back to the Board for approval.

b. University Reports Forward by Board Committees

- Item 8.b.i.: Chair Susman said, based on discussion held earlier on the proposed revisions to BOG Policy #36, he recommended that the language in Section 2.1 regarding prior written approval be changed to read, "...prior written approval of the President or his designees..." This change should be made before the proposed revised policy is distributed for comment.

Mrs. Schumaker said she consulted with Attorney Bruce Walker who indicated that he did not foresee any issues that would cause concern from the HEPC.

- Chair Susman said a special meeting will be held at the conclusion of the comment period. Dr. Guetzloff motioned for approval to distribute the proposed revision to BOG Policy #36 for a campus-wide, 30-day comment period and Mr. White seconded the motion. The motion carried.
- Item 8.b.ii.: This item was previously addressed and approved.

- Item 8.b.iii: The President said he brings before the Board's consideration a program review for Criminal Justice. This review has been endorsed by the Provost's office and presented to the Academic Policies Committee. As indicated by Dr. Thralls, the review is recommended for approval by the full Board. Dr. Guetzloff motioned for approval of the program review as recommended by the Academic Policies Committee and Mr. White seconded the motion. The motion carried.
- Item 8.b.iv.: President Hemphill said he brings before the Board's consideration an updated agreement and resolution for the Athletic Complex. Based on further feedback from the Higher Education Policy Commission, the prior agreement, as approved by the Board on September 20, 2013 and November 14, 2013, has been revised. Dr. Guetzloff motioned for approval of the agreement and resolution for the Athletic Complex and Mr. White seconded the motion. The motion carried.
- Item 8.b.v.: President Hemphill asked Vice President Jones to provide the budget report. Vice President Jones said the December budget report was not available when the Board book was assembled and, therefore, only the November report was included in the agenda packet. The handout provided today is a report on the E&G financials as of December 31, 2013 and is presented on a modified cash basis.

He said the University's total income is at 43.44% for the first half of the year. On January 1, 2014, the University received \$2.1 million from the state. He said, in terms of expenses, all of the areas are on target as follows: Academic Affairs (38.97%), Student Affairs (47.30%), President's Office (64.53%), University Relations (41.27%), Physical Facilities (51.86%), University Advancement (56.09%), and Business and Finance (52.03%). He noted that Academic Affairs is well below target, but said this is due to a salary run-off that occurs during the summer months when nine-month faculty are not paid. The President's Office is up as a result of athletic scholarships. The college-wide activities account, which includes utility bills, BRIM, and worker's compensation, is at 45.6% in expenses and with total income at 43.44%, giving the University a temporary one-day deficit of approximately half a million dollars. However, the \$2.1 million from the state was received the day after this report was generated.

Dr. Guetzloff asked about the personnel costs under the college-wide area. Mr. Jones said that area holds the workers compensation premium and it is budgeted as a personnel benefit and the bill has not been paid.

Dr. Guetzloff also inquired about the Academic Affairs budget as it relates to supplies. He said it is his understanding that many of the academic departments have exhausted most, if not all, of their funds for supplies, but it appears that Academic Affairs has a substantial amount remaining in the budget. Provost Byers said that Academic Affairs receives funding from other sources and those funds are spent before utilizing E&G funds.

Vice President Jones continued the budget report with an update on the auxiliary accounts. The Student Union Operation account is in a deficit of \$112,000 for the current year's activities. As previously mentioned, the University received \$117,000 from Kanawha Valley Community and Technical College that will be added to that account. This payment does not include the operating account.

The Housing account has a deficit of \$145,077 and continues to struggle due to high maintenance costs. He said the Dining Food Services account will have equipment expenses, but those costs will be split 50/50 between the University and Thompson Hospitality.

Athletics continues to have deficits even though the last installment of Kanawha Valley Community and Technical College's athletic fee was received.

Faculty Housing continues to have a deficit due to repairs that have to be made each time they change a facility. Mr. Jones expects to have Faculty Housing back in fully transitional mode by June and beginning to generate revenue.

Dr. Thralls asked if the University has a back-up plan with local police departments. Mr. Jones indicated that the University has agreements with surrounding cities and Kanawha County for emergencies.

Dr. Guetzloff asked if students were still residing in the dorms if they have not paid their balance. Mr. Jones said only if they have a payment plan or financial aid that is being processed.

Mr. Rowe asked if filling the new residence hall to capacity will help the Dining account and Mrs. Jones said it would. He said the commuter meal plan will also help strengthen the account. The fee for the plan will continue to increase as freshman classes come in students must pay for the meal plan each semester that they are classified as a freshman.

Dr. Guetzloff said he previously asked how many rollover dollars were in the account from where some students did not use all of the funds. Mr. Jones said finance staff would have to calculate all of the students who had a balance and they do not have this figure.

- Item 8.b.vi. President Hemphill said the University has an opportunity to purchase property immediately adjacent to the campus. Chair Susman called for a motion to approve the purchase of property immediately adjacent to the University, pending approval of federal funding. Mr. Salyers made a motion to approve the property purchase and Dr. Guetzloff seconded the motion. The motion carried.

President Hemphill said before closing his report, he would like to take a moment to showcase the great work of University Relations and Operations under the leadership of Vice President Kimberly Osborne. He said they have been developing dynamic

publications, eye-catching billboards, and now they have created a commercial that provides viewers with a sense of what it means to be a Yellow Jacket. The 30-second commercial debuted on Christmas Eve and will continue to air through March, a critical time for student recruitment. He asked the Board to turn their attention to the screen for the first showing of an extended version of the commercial.

9. **Other Matters – Report on Presidential Review**

Chair Susman said the Board has completed the presidential review and held discussions in executive session. Mr. Konstanty motioned that the Board accepts the evaluation, findings, and report of independent consultant, Dr. Constantine Curris, and directs the Chair of the Board of Governors to report to the Higher Education Policy Commission that a full, comprehensive review of President Brian O. Hemphill was conducted in November and December 2013 in accordance with the Higher Education Policy Commission legislative rule requiring a comprehensive performance evaluation at the end of contract cycle and that Dr. Curris met with administration, faculty, staff, the Board of Governors, students, and community stakeholders. Based on that report, the Board of Governors evaluation of President Hemphill was positive, noting that President Hemphill had substantially met the benchmarks established by the Board of Governors in the initial contract. Dr. Guetzloff seconded the motion. The motion carried.

Chair Susman thanked Mr. Konstanty for his leadership in the review process and said he would appreciate him leading efforts to develop a policy for future presidential reviews.

10. **Next Meeting Date**

Chair Susman said the next regular Board meeting is scheduled for March 20, 2014. He said a special meeting will be called to consider the proposed revisions to BOG Policy #36 and the Vision 2020 Strategic Plan.

Adjournment: With there being no further business, the meeting adjourned at 3:50 p.m.

Respectfully submitted,

L. Vincent Williams
Secretary

Approved: _____
Tom Susman
Chair

West Virginia State University Board of Governors
Recognizes and Appreciates the Distinguished Life of
Former First Lady and The Honorable Phyllis H. Carter

WHEREAS, Judge Phyllis H. Carter faithfully served as the First Lady of West Virginia State University from 1987-2012; and

WHEREAS, Judge Carter passionately devoted herself to West Virginia State students of past, present, and future and continuously celebrated their achievements while steadfastly encouraging them to accomplish their dreams; and

WHEREAS, Judge Carter was an unwavering champion of the arts with a strong passion for and determined commitment to history and culture in which she continuously chaired the University's History and Culture Committee for many years; and

WHEREAS, Judge Carter was a driving force and resilient motivator in the establishment of the Booker T. Washington Institute and the creation of the West Virginia State University National Center for Human Relations; and

WHEREAS, Judge Carter proudly represented the University nationally by serving as the lead representative of the Council for Agriculture, Research, Extension and Teaching of the National Association of State Universities and Land-Grant Colleges, currently the Association of Public and Land-Grant Universities; and

WHEREAS, Judge Carter's tireless personal and professional endeavors on campus, in the community, and across the state and nation reflected positively on West Virginia State and have forever placed her in the history and hearts of our great institution; and

WHEREAS, Judge Carter, above all else, was a devoted wife and mother.

NOW, THEREFORE, BE IT RESOLVED that the West Virginia State University Board of Governors, meeting on this 23rd day of January, 2014, hereby commends Judge Phyllis H. Carter for her significant and lasting impact on West Virginia State University, the Kanawha Valley and the State of West Virginia; and

BE IT FURTHER RESOLVED that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to President Emeritus Dr. Hazo W. Carter, Jr. and his family as a token of the Board's everlasting appreciation and sincerest gratitude.

Tom Susman, Chair
West Virginia State University
Board of Governors

Dr. Brian O. Hemphill, President
West Virginia State University

West Virginia State University Board of Governors
Ferrell Hall 113 Conference Room
February 24, 2014
Minutes

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

Chair Susman called the meeting of the West Virginia State University Board of Governors to order at 4:30 p.m.

Present: Dr. Guetzloff, Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Dr. Smith, Mr. Swingle, Dr. Thralls, Mr. White, and Mr. Williams.

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

Mr. Williams motioned to verify the appropriate notification of the meeting and Mrs. Jarvis seconded the motion. The motion carried.

3. **Review and Approve Meeting Agenda**

Mr. Swingle motioned for approval of the agenda as presented and Dr. Guetzloff seconded the motion. The motion carried.

4. **BOG Policy #36**

Chair Susman asked Mrs. Schumaker to brief the Board on the 30-day comment period.. She said the comment period ended last Friday (February 21, 2014) and she received a total of five comments. No additional comments were received after the agenda packet for today's meeting was distributed to the Board. She provided an overview of the comments and responses to each comment.

Comment 1 asked about the addition of Lakin Field and other athletic facilities to allow tailgating at football games and regional competitions hosted on-campus. Mrs. Schumaker replied that the proposed policy revision is to provide an available exemption for special catered events held on-campus in the specified locations and it is not intended to permit the possession or consumption of alcohol before, during, or after athletic events.

Comment 2 related to the Erickson Alumni Center being the only facility where alcoholic beverages are allowed. Mrs. Schumaker replied that the proposed policy revision does not change or impact the current practice for the Erickson Alumni Center, which is operated by the WVSU Foundation.

Comment 3 was by a student who feels that alcohol can lead to destructive decisions and that allowing adults younger than the legal drinking age to serve alcohol could put them at-risk if they have to say no to someone who is intoxicated. Mrs. Schumaker said currently the policy defers to state law regarding the age of an individual who can serve and be served alcoholic beverages.

Comment 4 was also by a student who said they read the proposed policy revisions and provided thoughts on the impact on all entities. The student said they feel the policy is fair and will be beneficial to the facilities that are included.

Comment 5 was another question related to the impact on the Erickson Alumni Center. Mrs. Schumaker replied that there would be no impact on the Erickson Alumni Center.

Mrs. Schumaker said several changes were made to policy that was presented to the Board on January 23, 2014 prior to the distribution of the policy for the 30-day comment period. She noted that Dr. Guetzloff requested to have the adopted date added and this change was made before the policy was distributed for comment. Chair Susman asked Mrs. Schumaker to walk the Board through the changes made to the policy included in the meeting packet. She noted the following changes:

Section 1.3 previously read “Effective Date” and now reads “Adopted Date.”

Section 1.4 was added and reads “Effective Date.”

Section 2.1 included reference to the WVSCTC, which was eliminated and the following language was added, “with an available exemption for special catered events in the James C. Wilson University Union and the Convocation Center at Fleming Hall with prior written approval of the President or his designees for events meeting the following minimum criteria:

2.1.1. A majority of event attendees must be non-students of legal drinking age and attendees who are not of legal age will not be served alcohol.

2.1.2. Catering staff must be at least 18 years old and have proper training in all applicable laws and regulations regarding the service of alcoholic beverages.

2.1.3. Food and non-alcoholic refreshments must be provided in addition to alcoholic beverages.”

Section “2.1.1” was changed to “2.1.2” and Section “2.2” was changed to “2.3.”

Dr. Smith asked how the University will be protected if a person attending an affair had an accident after consuming alcohol. Chair Susman said the University is covered by BRIM and that Melvin Jones will inform the institution’s representative about the changes to this policy. Dr. Guetzloff motioned for approval of the revisions to BOG Policy #36 and Mr. Swingle seconded the motion. The motion carried with one opposed.

5. **Vision 2020 Strategic Plan**

Chair Susman said, during the last meeting, the Board had discussion on the Vision 2020 Strategic Plan, but it was not on the agenda for adoption. He said the plan appears on today’s agenda for consideration by the Board. President Hemphill said one comment was received since the Board met last and only minor revisions were made to the document. He said grammatical and editorial changes were also made. Mrs. Schumaker noted that, per a previous request by Dr. Guetzloff, the revised document includes

language regarding the transfer of professional students (i.e. medical, pharmacy, etc.) and how they are reflected in the submitted data.

Mr. White motioned for approval of the Vision 2020 Strategic Plan and Dr. Guetzloff seconded the motion. The motion carried.

6. **Next Meeting Date**

Chair Susman said the next Board of Governors meeting will be held on March 20, 2014.

7. **Adjournment**

Before adjourning, President Hemphill said there is an additional item to come before the Board, which is the adoption of a resolution that was prepared for the late President Emeritus Dr. Hazo W. Carter, Jr. Mr. Swingle motioned for adoption of the resolution, and Mrs. Jarvis seconded the motion. The motion carried. Chair Susman said the Board will recognize Dr. Carter's service during the March 20, 2014 meeting and he would like to have the resolution read into the minutes at that time.

Per Chair Susman's request, Mrs. Schumaker provided an overview of the events from February 28-March 1, 2014 for the Dedication and Opening of the D. Stephen and Diane H. Walker Convocation Center.

With there being no further business, the meeting adjourned at 4:56 p.m.

Respectfully submitted,

L. Vincent Williams
Secretary

Approved: _____
Tom Susman
Chair

Agenda Item 8.a.i.
March 20, 2014

Information

HEPC Master Plan Presentation

Dr. Angela Bell, Vice Chancellor for Policy and Planning at the West Virginia Higher Education Policy Commission, will provide a presentation regarding the new statewide Master Plan for the state's four-year public colleges and universities, *Leading the Way: Access. Success. Impact*. The Master Plan will guide the work of the Commission and the institutions through 2018. An executive summary was provided by the Commission and is included as part of the agenda packet.

HEPC Institutional Compact Metrics Update

On October 25, 2013, the full Board, at the recommendation of the Academic Policies Committee, approved the submission of institutional Compact metrics for the new statewide master planning cycle from 2013-18. The approved metrics were submitted by the University and reviewed by the West Virginia Higher Education Policy Commission. Following Commission review, the University was asked to reevaluate several metrics. At the request of the Commission, several metrics were reevaluated and resubmitted. Such metrics remain fluid and can be altered by the Board through the next Compact reporting period with the next report due by November 1, 2014.

The updated metrics appear on the following pages.

West Virginia State University

Student Access								
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Draft 2018 Target (2017-18 Data)	Formal 2018 Target (2017-18 Data)
Enrollment								
Fall Headcount	3,296	3,110	3,971	3,239	2,849	2,683	3,194	3,549
In-State		2,792	3,560	2,918	2,588	2,451	NA	NA
Out-of-State		318	411	321	261	232	NA	NA
Annualized FTE	2,542	2,387	2,700	2,470	2,285	2,120	2,486	2,859
In-State		2,082	2,350	2,172	2,036	1,899	NA	NA
Out-of-State		305	350	298	248	221	NA	NA
Fall First-Time Freshmen Headcount	365	372	436	367	311	297	360	500
In-State	277	292	359	301	268	261	NA	NA
Out-of-State	88	80	77	66	43	36	NA	NA
Fall Low-Income Student Headcount*	1,343	1,268	1,435	1,437	1,352			1,575
Fall Underrepresented Racial/Ethnic Group Total	604	527	661	531	397	335	447	509
American Indian	14	11	16	18	15	13	NA	NA
Black	563	488	617	488	357	304	NA	NA
Hispanic	27	28	28	25	25	18	NA	NA
Multi Racial	NA	NA
Native Hawaiian/Pacific Islander	NA	NA
Fall Adult (25+) Headcount	1,170	1,035	1,457	1,120	1,007	915	1,057	1,150

* Data to be provided by institution.

West Virginia State University

Student Success								
	2006 Cohort	2007 Cohort	2008 Cohort	2009 Cohort	2010 Cohort	2011 Cohort	Draft 2018 Target 2016 Cohort	Formal 2018 Target 2016 Cohort
Developmental Education Outcomes								
Students Passing Developmental Courses								
Math	66.5%	63.9%	59.5%	100.0%	38.5%	54.1%	48.5%	60.0%
In-State	66.7%	62.9%	62.7%	100.0%	45.5%	55.4%	NA	NA
Out-of-State	66.0%	66.7%	49.0%		0.0%	45.5%	NA	NA
English	69.6%	76.1%	59.9%			33.3%	69.9%	77.0%
In-State	74.1%	73.7%	64.4%			50.0%	NA	NA
Out-of-State	60.0%	80.0%	51.1%			0.0%	NA	NA
Developmental Students Passing College-Level Course								
Math	21.4%	15.2%	19.5%	0.0%	15.4%	20.0%	33.1%	28.0%
In-State	24.3%	16.5%	20.5%	0.0%	18.2%	21.6%	NA	NA
Out-of-State	10.6%	11.7%	16.3%		0.0%	9.1%	NA	NA
English	48.1%	49.0%	44.5%			0.0%	52.3%	55.0%
In-State	53.7%	41.1%	46.7%			0.0%	NA	NA
Out-of-State	36.0%	61.7%	40.4%			0.0%	NA	NA
Retention								
Full-Time, First-Time Freshmen	57.7%	59.4%	66.7%	61.6%	67.2%	60.7%	75.2%	70.0%
In-State		63.3%	71.5%	65.1%	70.5%	61.5%	NA	NA
Out-of-State		47.7%	50.6%	47.2%	52.5%	55.8%	NA	NA
Part-time, First-Time Freshmen	55.0%	66.7%	50.0%	53.3%	52.0%	31.3%	60.0%	60.0%
Low-Income First-Time Freshmen	54.6%	56.9%	63.2%	55.6%	63.3%	57.8%	71.3%	60.0%
Returning Adults	72.1%	62.4%	62.3%	55.4%	55.8%	61.5%	61.8%	65.0%
Transfer Students	67.5%	73.0%	67.3%	64.3%	62.2%	68.6%	67.2%	70.0%
Underrepresented Racial/Ethnic Group Total	43.6%	54.5%	60.2%	52.4%	56.6%	48.3%	64.6%	60.0%
American Indian	100.0%	0.0%	100.0%	50.0%	60.0%	100.0%	NA	NA
Black	42.9%	54.8%	58.0%	51.3%	55.7%	46.2%	NA	NA
Hispanic	50.0%	60.0%	100.0%	100.0%	100.0%	0.0%	NA	NA
Multi Racial							NA	NA
Native Hawaiian/Pacific Islander							NA	NA

West Virginia State University

Student Success

Progress Toward Degree									
First-Time Freshmen Earning 30 Hours	11.3%	11.5%	13.4%	18.6%	18.5%	22.5%	26.5%	30.0%	
In-State		12.3%	13.4%	18.7%	20.3%	21.3%	NA	NA	
Out-of-State		9.1%	13.8%	18.2%	10.6%	30.2%	NA	NA	
Four-Year Graduation Rate	<i>Cohort Years:</i>	2004	2005	2006	2007	2008	2009	2014 Cohort	2014 Cohort
First-Time Freshmen		4.6%	4.7%	4.4%	3.8%	2.7%	4.8%	9.4%	14.0%
In-State		5.3%	5.1%	4.0%	3.6%	2.4%	4.5%	NA	NA
Out-of-State		0.0%	2.8%	5.6%	4.6%	3.8%	6.5%	NA	NA
Low-Income First-Time Freshmen		4.1%	3.8%	2.2%	2.6%	1.1%	3.5%	7.2%	12.0%
Returning Adults		40.1%	38.5%	41.8%	31.2%	34.5%	25.7%	49.8%	40.0%
Transfer Students		34.2%	36.5%	32.0%	37.1%	35.6%	34.8%	40.0%	45.0%
Underrepresented Racial/Ethnic Group Total		2.5%	2.5%	2.0%	1.8%	1.1%	2.4%	7.0%	15.0%
American Indian		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	NA	NA
Black		2.7%	1.3%	2.0%	1.9%	1.1%	2.6%	NA	NA
Hispanic		0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	NA	NA
Multi Racial								NA	NA
Native Hawaiian/Pacific Islander								NA	NA
Six-Year Graduation Rate	<i>Cohort Years:</i>	2002	2003	2004	2005	2006	2007	2012 Cohort	2012 Cohort
First-Time Freshmen		26.5%	19.7%	21.2%	19.8%	17.7%	18.6%	22.7%	30.0%
In-State				23.0%	20.2%	18.0%	20.2%	NA	NA
Out-of-State				9.4%	18.3%	16.9%	13.6%	NA	NA
Low-Income First-Time Freshmen		22.0%	19.6%	19.9%	15.7%	13.0%	16.9%	18.0%	25.0%
Returning Adults		42.2%	46.7%	44.3%	42.7%	49.9%	37.6%	54.9%	45.0%
Transfer Students		53.3%	53.4%	45.1%	46.6%	39.9%	47.2%	47.9%	55.0%
Underrepresented Racial/Ethnic Group Total		25.3%	24.4%	15.2%	15.0%	11.9%	12.7%	16.9%	22.0%
American Indian		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	NA	NA
Black		25.0%	26.5%	14.9%	14.7%	12.2%	13.5%	NA	NA
Hispanic		50.0%	0.0%	33.3%	25.0%	0.0%	0.0%	NA	NA
Multi Racial								NA	NA
Native Hawaiian/Pacific Islander								NA	NA

West Virginia State University

Impact								
	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	Draft 2018 Target (2017-18 Data)	Formal 2018 Target (2017-18 Data)
Degrees Awarded	451	377	396	390	425	410	435	449
Associate's								
Bachelor's	442	372	385	378	414	397		435
Master's	9	5	11	12	11	13		14
Doctorate								
STEM	51	37	49	45	39	50	64	66
Associate's								NA
Bachelor's	51	37	49	45	39	50		NA
Master's	5	5	5	6	6	9		NA
Doctorate								NA
STEM Education*							10	10
Health	13	9	9	24	13	19	23	23
Associate's								NA
Bachelor's	13	9	9	24	13	19		NA
Master's								NA
Doctorate								NA
Federal Student Loan Cohort Default Rate Cohort Years:	2005	2006	2007	2008	2009	2010	2015 Cohort	2015 Cohort
Three-Year Rate	15.1%	16.8%	21.2%	14.6%	14.1%		13.1%	10.5
Research and Development	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2018 Data	FY 2018 Data
Research grants & contracts*	\$ 1,661,011	\$ 3,116,766	\$ 6,286,043	\$3,785,696	\$4,133,404	\$4,802,514		\$6,000,000
Licensure Income*								0
Peer-Reviewed Publications*								44
								Total FY2014 to FY 2018
Start-up Companies*								1
Patents Issued*								1

* Data to be provided by institution.

Agenda Item 8.a.iii.
March 20, 2014

Information

Accreditation Update

Dr. Orlando McMeans, Vice President for Research and Public Service, was recently appointed as the Chair of the Self-Study Work Group. As part of the meeting, Dr. McMeans will provide an update regarding the accreditation process as it relates to the University's reaffirmation, which includes a site visit by the Higher Learning Commission in April 2015.

**Agenda Item 8.b.i.
March 20, 2014**

Action

Proposed Revised BOG Policy #5 (Travel Regulations)

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

PROPOSED REVISED BOG Policy #5 (DRAFT)

Title: Travel Regulations

Section 1. General

1.1 Scope: This policy governs in-state, out-of-state and international travel, hereinafter referred to as “travel,” for employees, students and non-employees.

1.2 Authority: West Virginia Code §18B-1-6

1.3 Adopted Date:

1.4 Effective Date:

Section 2. Delegation of Authority and Responsibilities

2.1 Authority to manage, approve, or disapprove travel and travel-related expense is delegated to the departmental Vice President.

2.2 Travel may be authorized only for official business and only if the department/area has the financial resources to reimburse the traveler for travel expenses.

2.3 The department/area may develop administrative policies and procedures, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the University.

2.4 The responsibility to audit a traveler’s Expense Account Settlement lies with the funding department. Approval of a traveler’s Expense Account Settlement means that the Expense Account Settlement meets all criteria established by this policy for reimbursement. The funding department should audit and submit an accurate Expense Account Settlement for reimbursement to the Accounts Payable Office within fifteen (15) days after completion of travel.

Section 3. Travel Regulations Applicable to All Employees, Board Members and Non-Employees

3.1 Employees

3.1.1 Approval to travel shall be secured in advance by the employee in accordance with these regulations, and if applicable, the administrative policies and

procedures of the University. Under no circumstances should an employee travel without proper approval of the funding department.

3.1.2 Employees are responsible for submitting a Travel Expense Account Settlement Form with all required attachments to the traveler's funding department. The form should be submitted within the time prescribed by this policy after the last day of the approved travel to qualify for reimbursement of expenses.

3.1.3 The Board of Governors has directed the President to spend a large portion of his time on fundraising activities, as such, the President's travel plans are fluid. This requires in some cases travel to be approved after the fact. The cost of the President's travel is borne by three areas: West Virginia State University, West Virginia State University Research and Development Corporation and West Virginia State University Foundation. The Assistant Vice President for Business and Finance, the Director of Purchasing and the Chief of Staff, Special Assistant to the President are responsible for allocating and documenting the President's travel expenses to these three areas.

3.2 Board Members

3.2.1 This policy shall govern reimbursement of travel expenses to board members when the University requires such members to travel.

3.3 Non-Employees

3.3.1 Consultants, contractors and non-employees are not required to use these policies and regulations at the University's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement (WV-48).

3.4 Purchasing Card and Team Travel Card Receipt Requirements and Reimbursements

3.4.1 Employees are responsible for submitting all original, required receipts for travel to their appropriate Purchasing Cardholder for expenses paid using the Purchasing Card in accordance with Purchasing Card Program policy.

3.4.2 Team Travel Cards are not to be used for non-travel purposes.

3.4.3 Purchasing Cards and Team Travel Cards may not be used for personal expenses.

3.4.4 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they are more stringent than this policy; otherwise, this policy shall govern such reimbursement.

Section 4. Transportation

4.1 Air Transportation

4.1.1 Commercial Airlines

- 4.1.1.2 Tickets should be purchased using the Purchasing Card or Team Travel Card.
- 4.1.1.3 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route, if it results in lower fare.
- 4.1.1.4 Travelers should make advance bookings through the state's preferred travel agency, National Travel, to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased 45 to 80 days prior to the trip.
- 4.1.1.5 In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.
- 4.1.1.6 If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the funding department to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
- 4.1.1.7 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the University.
- 4.1.1.8 All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.
- 4.1.1.9 First class airline tickets will not be reimbursed, unless the schedule is critical and no other seats are available. The purchase of first class airline tickets must be approved in advance by the Vice President for Business and Finance.

4.2 Ground Transportation

- 4.2.1 The traveler may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state-owned vehicle will be determined by Physical Facilities.
- 4.2.2 The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.
- 4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Privately-Owned Vehicles

- 4.2.4.1 Privately-owned vehicles may be used for University travel with departmental approval when University owned or leased vehicles are unavailable. A privately-owned vehicle should not be used when reimbursement costs are expected to exceed the cost of commercial travel (air, rental car, etc.).

Reimbursement will be made at the prevailing rate per mile established by the State of West Virginia Travel Management Office, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

- 4.2.4.2 Receipts are not required for mileage reimbursement when using privately-owned vehicles.

4.2.5 Commercial Rental Vehicles

- 4.2.5.1 A commercial rental vehicle should only be used when a temporary need arises, a University vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately owned vehicle. Contact Physical Facilities for arrangements if the traveler is departing from the University.

The Purchasing Card and Team Travel Card are the only acceptable methods of payment when renting a vehicle.

Allowable reimbursement for commercial rental vehicles includes the actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. Reimbursement may be made for larger vehicles for group travel with multiple travelers. Exceptions to mid-size, standard, or smaller vehicle rentals must be approved in advance by the Vice President for Business and Finance.

For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate.

4.2.5.2 If a third party booking incurs a service fee, that fee will not be reimbursed (i.e. some internet sites charge a service fee for booking cars). Travelers may use car rental services from another company in the following situations:

- a. Rental car vendor does not have a location in the specific area.
- b. Rental car vendor does not have the appropriate vehicle at the time needed.
- c. Rental car vendor does not have the appropriate vehicle for the duration needed.

Travelers must note these exceptions on the travel expense settlement form.

4.2.5.3 Receipts or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts must be attached. Travelers must return rental cars with a full tank of fuel. Refueling costs charged by rental car vendors are not reimbursable unless their fee is less than current fuel rates.

4.2.6 Collision Damage Insurance (CDW)

4.2.6.1 The Purchasing Card provides CDW at no cost for rentals up to 31 days.

4.2.6.2 The Purchasing Card Program does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.

4.2.6.3 No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

4.2.7 Rail Service

- 4.2.7.1 Travelers should make advanced bookings through the travel services vendor and use the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.
- 4.2.7.2 Receipts or documentation is required for reimbursement of rail service expenses.
- 4.2.8 Miscellaneous Ground Transportation
 - 4.2.8.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.
 - 4.2.8.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized in this policy. If the Purchasing Card is used to make these payments, a receipt is required.

Section 5. Lodging

5.1 Reimbursement

- 5.1.1 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to funding department approval.
- 5.1.2 Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state government employees. Sales tax is to be paid by traveler unless the lodging facility is located in the state of West Virginia and billed to the Purchasing Card or Team Travel Card.
- 5.1.3 Reimbursement for a single occupancy shall be at the least expensive single room rate available.
- 5.1.4 The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the temporary duty location. If lodging is not available at the temporary duty location, the agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.

- 5.1.5 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.
- 5.1.6 If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by their appropriate funding department to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.
- 5.1.7 Under no circumstances should a hotel be booked through a third party vendor (i.e. Hotels.com, Travelocity, Expedia, etc). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees that are not reimbursable.

5.2 Receipts

- 5.2.1 Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.
- 5.2.2 If accommodations are shared with other travelers their name(s) must be noted on the travel settlement.

Section 6. Meals

- 6.1 Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. The cost of alcohol consumed with meals cannot be reimbursed with West Virginia State funds. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."
- 6.2 Employees will be reimbursed the cost of meals when there is an overnight stay.
 - 6.2.1 Exceptions may be granted to the established rates when authorized by the funding department Vice President. If reimbursement is made in excess of federal government rates, receipts are required and the funding department Vice President must approve the expense.
- 6.3 Travelers may request meal allowances in advance of travel if traveling for three or more days.
- 6.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount.

Current rates and an example of the per diem meal breakdown may be found at the State of West Virginia Travel Management Office's website at www.state.wv.us/admin/purchase/travel.

- 6.5 Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site.
- 6.6 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75 percent of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- 6.7 Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel.
- 6.8 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is considered a "reasonable" expense to incur for the situation.
 - 6.8.1 Travelers transporting or accompanying students or others entrusted to the University for their care or education, referred to as Guardian Travel, may be reimbursed for the cost of meals. Receipts (or the student signature form) per current guidelines are required.
 - 6.8.2 Employees in certain occasional overtime situations, at the direction of the funding department, may be reimbursed for their expenses. These cases must have the approval of the Vice President of Business and Finance. Departments should keep appropriate documentation on file.

Section 7. Registration Fees

- 7.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference prior to attending. Registration fees should be charged to the Purchasing Card or Team Travel Card.
- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are to adjust meal reimbursement requests for meals included with the registration fee.

- 7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the funding department to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

Section 8. Other Expenses

- 8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75. The funding department may require any or all receipts at their option as a means of cost control.

A department may allow an employee to file a copied or faxed invoice if the original receipt is lost; however, the Auditor's Office requires two original signatures, in addition to the traveler's. One signature must be the Vice President of Business and Finance and the other must be a Purchasing staff person, who has a signature card on file with the Auditor's Office.

Such expenses and reimbursement may include, but are not limited to:

- a. Baggage storage between appointments and between hotels and meeting places;
 - b. Tolls, garage and parking fees - excluding valet parking for personal convenience;
 - c. Communication expenses, such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
 - d. Currency conversion;
 - e. Guides, interpreters and visa fees; and
 - f. Laundry and dry cleaning when an employee is in travel status in excess of three days without returning home.
- 8.2 Non-reimbursable travel-related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the spending unit) and personal flight, baggage or travel insurance. Exceptions must be approved by the funding department Vice President.
 - 8.3 Expenses for the consumption of alcohol will not be reimbursed with West Virginia State funds. The President has been directed to spend a large portion of his time on fundraising activities, as such, the President's hospitality related costs and other miscellaneous charges will be reviewed by the Assistant Vice President for Business and Finance, the

Director of Purchasing and the Chief of Staff, Special Assistant to the President to determine the appropriate funding source (West Virginia State University, West Virginia State University R & D Corporation or West Virginia State University Foundation) for these costs.

- 8.4 Employees traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

Section 9. Form of Payment for Business Travel – Purchasing Card

- 9.1 Travelers must use the Purchasing Card issued by the state of West Virginia for approved business related travel expenses. No personal purchases are permitted.
- 9.2 Travel expenses shall not include food expenses or any personal expenses on hotel folios. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.
- 9.3 Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.

Section 10. Reimbursement Forms

- 10.1 Travelers must use the Travel Settlement Form to reconcile all travel related expenses.

Section 11. Other Provisions

- 11.1 In accordance with West Virginia Code § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.

Section 12. Exceptions

- 12.1 Any exceptions to this policy must be documented in writing and approved by the Vice President of Business and Finance.

Agenda Item 8.b.ii.
March 20, 2014

Action

Proposed Student Groups and Team Travel Procedure Manual

STUDENT GROUPS AND TEAM TRAVEL SETTLEMENTS

Purpose:

To detail procedures of accounting for guardian, student groups and team travel expenses. Guardian travel is defined as travelers transporting or accompanying students or others entrusted to the University for their care or education.

Procedures:

West Virginia State University's procedures are to properly process all expense settlements for travel according to the Student Groups and Team Travel Procedure Manual. Staff members involved in making travel arrangements must strive to negotiate agreements which are in the best interest of the University.

Responsibilities:

1. Guardian, Travel Coordinator, Coaches, Athletic Department Staff:
 - a. Apply for a Team Travel Card or Purchasing Card, if applicable, from the Purchasing Office.
 - b. Prepare a Travel Authorization Form for each trip for supervisor approval.
 - c. Prepare Travel Expense Forms to be submitted to supervisor for approval.
 - d. Include travel lists, rooming list and meal list with all Travel Settlements.
 - e. Provide Purchasing Office with original paid receipts or certified faxes, log sheets and bank statements for all expenses after receipt of the monthly Team Travel Card or Purchasing Card statement.
 - f. Log sheets (which include supporting documentation) are signed off by the Coach, Athletic Director and area Vice President and/or President indicating independent review of the student group's or team's activity.
 - g. Settle student group or team card cash advances with the Purchasing Office via the Cash Advance Settlement Form within 10 days of the end of travel. Any cash advances remaining after the trip should be remitted by check (cash is not the preferred method). Cash remaining from trips should be deposited within 24 hours at the Cashier's Office. If after hours/weekends, cash should be secured and not left in University offices. These funds are the responsibility of the guardian or team travel coordinator.
2. Purchasing/Accounts Payable Office
 - a. Audit by verifying receipts against the Team Travel Card or Purchasing Card statements and process all Travel Settlements.

Other Information:

1. Use the state Travel Settlement Form referenced above.
2. All air travel will be charged to your Team Travel Card (or selected staff member's Purchasing Card when appropriate or necessary) and should be included on your settlement. National Travel has the state contract and is the preferred vendor. You can go online to National Travel (www.nationaltravel.com) to get a quote or call 1-800-557-0842. An original itinerary must be included with your settlement.

3. You must have receipts for all expenditures. If receipts are lost duplicates should be requested. If duplicates cannot be obtained personal payment is required. Lost receipts cannot be claimed through the state.
4. You must obtain a hotel bill upon checking out. This receipt must show each day's charges as well as payment. The hotel bill should have a -0- balance or show amount charged to a credit card. The hotel charges must be broken down by day. Use your cell phone for long distance calls. Long distance calls should not be charged to the room. All incidentals should be paid prior to check out.
5. All vehicle rentals require original receipts or certified faxes and proof of payment.
6. ALL RECEIPTS MUST BE ORIGINALS or certified copies or faxes.
7. Tape all receipts to blank paper. **Do not tape over information.**
8. Team Travel Cards or Purchasing Cards of coaches will be suspended during their off seasons.

Vehicle Rental

Enterprise has a state contract as a vendor. For rental when leaving from campus, contact Physical Facilities for them to secure the reservation. For rentals while traveling, rentals can be made online or you can call 1-800-Rent-A-Car. Please contact the Purchasing Office for instructions, corporate numbers and passwords for online vehicle rentals.

Other vendors can be used.

Avis -1-800-331-1212

Budget 1-800-455-2848

Hertz 1-800-654-3001

National 1-800-227-7368

Airfare

National Travel

1-800-557-0842 www.nationaltravel.com

STUDENT GROUP AND TEAM TRAVEL AUTHORIZATIONS

Student group and team travel authorizations for the entire season should be submitted to your supervisor for approval a minimum of two weeks in advance of the first travel contest.

STUDENT GROUP AND ATHLETIC TEAM TRAVEL PROCEDURES

1. Each guardian or head coach is responsible for setting standards (dress, conduct, curfews, free time activities, etc.) during student group or team travel. While on student group or team travel, students and student-athletes must be accompanied by the guardian or a member of the coaching staff or other staff members. Any exceptions to these procedures must be approved in writing by the President, area Vice President, Athletic Director or the designated Sport Administrator.

2. Each Vice President or Sport Administrator is responsible for approving who is permitted to travel with the student group or team. The official travel party may include students, student-athletes, student managers, academic advisors, essential personnel (employees), volunteers and invited guests. Invited guest expenses will not be provided by University funds.
3. It is the responsibility of each guardian or head coach to verify the eligibility of each student or student-athlete prior to the student group or team departing the University. Only student-athletes who have been certified for competition by the Registrar, the Compliance Coordinator and the Faculty Athletic Representative (FAR) are permitted to travel.
4. All members of an official travel party are required to act and be responsible for their actions and to comply with all of the local, state and federal alcohol laws within the state they are traveling. Alcohol is not permitted to be purchased by any member of the travel party while on a University related trip. Guardians and coaches are responsible for the supervision of student/athletes. Failure to do so may result in arrest and prosecution, as well as suspension and/or termination from employment at the University.
 - a. Department of Athletics staff members and coaches who are required to attend donor related hospitality events while on team travel should use reasonable judgment and act responsibly regarding the use of alcohol.
 - b. The consumption of alcohol by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) while on student group or team travel is prohibited, except as noted above.
 - c. The consumption of controlled substances by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) is not permitted while on student group or team travel.
 - d. The consumption of tobacco (smokeless or otherwise) by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) is not permitted in vehicles transporting University students or athletic teams.
 - e. Once on site, it is the responsibility of each guardian or coach to enforce rules related to the use of alcohol for all students or student-athletes.

TEAM MODE OF TRANSPORTATION

All transportation for the Department of Athletics will be coordinated and/or approved by the respective sport administrator in conjunction with the Athletic Office and the Compliance Office.

STUDENT GROUPS AND TEAM MEALS

Each student-athlete will receive team meals arranged by the head coach or travel coordinator. Coaches should consider team travel budgets, nutritional needs of the student-athletes and travel logistics when providing meals.

Guardians, coaches or the travel coordinator traveling with a particular student group or team will be responsible for arranging meals for the student group or team members.

LODGING

It is the goal of the University that all student groups or teams travel comfortably and equitably. When coordinating student groups or team travel, guardians or coaches must ensure that accommodations are located in safe areas and use good judgment in regard to hotel location and rates with safety being the primary consideration. Rooming lists should be submitted with travel settlements.

ALL EXCEPTIONS TO THE STUDENT GROUP AND TEAM TRAVEL PROCEDURES MUST BE APPROVED BY THE APPROPRIATE VICE PRESIDENT OR SPORT ADMINISTRATOR.

Agenda Item 8.b.iii.
March 20, 2014

Action

Proposed BOG Policy #60 (Fixed Asset Inventory Policy)

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

PROPOSED BOG Policy #60 (DRAFT)

Title: Fixed Asset Inventory Policy

Section 1. General

1.1 Scope: The purpose of inventory and inventory management is to track and account for the monies spent for equipment and furnishings so as to protect the assets of the institution.

1.2 Authority: West Virginia Codes §18B-1-6

1.3 Adopted Date:

1.4 Effective Date:

Section 2. Fixed Asset Inventory Record

2.1 In order to maintain a complete, composite and up-to-date fixed asset inventory record, West Virginia State University will account for all equipment and furnishings with a value at the time of purchase of \$5,000 or more per unit.

Section 3. Inventory Audit

3.1 The Purchasing Director shall perform or provide for an institution-wide audit and inventory of the institution's assets on a schedule consistent with generally accepted accounting standards and as prescribed by law or regulation, when applicable.

**Agenda Item 8.b.iv.
March 20, 2014**

Action

Program Review – Art

**Agenda Item 8.b.v.
March 20, 2014**

Action

Program Review – Recreation

**Agenda Item 8.b.vi.
March 20, 2014**

Action

Program Review – Social Work

**Agenda Item 8.b.vii.
March 20, 2014**

Action

Program Review – Sports Studies

**Agenda Item 8.b.viii.
March 20, 2014**

Information

BOG Budget Report

University - E&G Budget
FY 2014 Budget / Actual Expenditures 01/31/14

	Salaries & Benefits			%	Supplies & Other Services			%	Total			Actual %	Notes	Target %
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference			
General Revenue									10,541,485	7,140,663	3,400,822	67.74%	(2.)	9.4%
Tuition Revenue									11,180,000	5,732,581	5,447,420	51.28%		-7.0%
R&D Corp Indirect Funds									427,230	97,502	329,728	22.82%		-35.5%
Sub Total of Revenues		0	0			0	0		22,148,715	12,970,746	9,177,970	58.56%		0.3%
Academic Affairs	10,975,580	5,183,622	5,791,958	47.23%	255,726	90,037	165,689	35.21%	11,231,306	5,273,659	5,957,647	46.95%		-11.3%
Student Affairs	1,360,911	728,465	632,446	53.53%	105,696	87,526	18,170	82.81%	1,466,607	815,991	650,616	55.64%		-2.7%
President's Area	1,049,664	655,410	394,254	62.44%	785,342	626,652	158,690	79.79%	1,835,006	1,282,062	552,944	69.87%	(3.)	11.6%
University Relations	997,427	534,207	463,220	53.56%	299,167	101,448	197,719	33.91%	1,296,594	635,655	660,939	49.03%		-9.3%
Phy Fac Net of Transfers	2,410,273	1,099,924	1,310,349	45.63%	603,864	548,688	55,176	90.86%	3,014,137	1,648,612	1,365,525	54.70%		-3.6%
University Advancement	244,762	194,180	50,582	79.33%	101,629	38,502	63,127	37.89%	346,391	232,682	113,709	67.17%	(4.)	8.9%
Finance	1,427,631	783,124	644,507	54.85%	108,308	131,126	(22,818)	121.07%	1,535,939	914,250	621,689	59.52%	(5.)	1.2%
College Wide	77,012	0	77,012	0.00%	1,345,721	957,593	388,128	71.16%	1,422,733	957,593	465,140	67.31%	(6.)	9.0%
Sub Total of Expenses	18,543,260	9,178,932	9,364,328	49.50%	3,605,453	2,581,573	1,023,880	71.60%	22,148,715	11,760,505	10,388,208	53.10%		-5.2%
Grand Total									0	1,210,240			(7.)	

Footnotes:

- (1.) 58.3% is the target for January activity compared to budgets.
- (2.) The original budget has been reduced for the mid-year budget reduction of 1%.
- (3.) President's Area includes athletic scholarships (\$498,653 in October), association dues (\$44,998), and increases in hourly temporary costs.
- (4.) University Advancement includes new staff costs that were not included in the budget.
- (5.) Finance includes the upfront costs for audits and credit card costs.
- (6.) Significant increases in College Wide expenditures include increases in utility costs (water and energy) during January.
- (7.) The third quarter allotment was received in January.

University - All Funds
FY 2014 Budget / Actual Expenditures 01/31/14

Type of Funds	A	B	C	D	E	F
	Beginning Balance As of July 1, 2013	Total Revenue Actual	Salaries & Benefits Actual	Supplies & Other Services Actual	Total Expense Budget Actual	Ending Balance 1/31/2014
0373 State Appropriations: For University and Land Grant Match		7,140,663 <u>1,278,360</u>				
	0	8,419,023	6,236,865	1,220,841	7,457,706	961,317
4611 Tuition and Fees: 50 some sub-funds	985,389	6,724,483	3,667,088	2,926,180	6,593,268	1,116,605
4612 Auxiliary Fees: Bookstore, Housing, Dining Athletics, Public Safety	457,222	3,383,677	1,263,565	2,555,680	3,819,245	21,653
4613 Capital Fees: Capital Activity Transfers from HEPC	783,681	6,405,396	122,836	6,715,644	6,838,480	350,596
4614 State Grants:	460,404	2,590,188	197,166	2,366,879	2,564,045	486,547
8775 Federal Funds:	104,774	870,044	453,851	457,337	911,188	63,630
Grand Total						3,000,348

Note:

- Ending Balance = Columns A + B - E
- shaded area funds have a net activity of zero

- Fleming Hall Activity:	(\$150,458)	\$5,935,435	\$22,737	\$5,958,685	\$5,981,422	(\$196,445)
				YTD Totals \$	20,192,958	

West Virginia State University
Auxiliary Account Activity for January 2014
Fund 4612

Fund Number	Fund Name	6/30/2013 Fund Balance	1/31/2014 Fund Balance	FY 14 Net Activity
123610	Student Union Operation	(178,865)	(175,653)	\$ 3,212
123710	Housing	(1,324,376)	(1,515,876)	\$ (191,500)
123810	Dining Food Services	(624,642)	(825,338)	\$ (200,696)
123980	Athletics Current	(427,673)	(659,230)	\$ (231,557)
123981	Athletic Enhancement Funds	181,285	175,400	\$ (5,885)
125180	Faculty Housing	65,636	10,696	\$ (54,940)
125620	Parking	(158,781)	(120,067)	\$ 38,714
129110	Bookstore	2,924,639	3,131,721	\$ 207,082
	Fund 4612 Balance	\$ 457,223	\$ 21,653	\$ (435,570)
	Balance in All Funds Report		21,653	

University - E&G Budget
FY 2014 Budget / Actual Expenditures 02/28/14

	Salaries & Benefits			%	Supplies & Other Services			%	Total			Actual %	Notes	Target %
	Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference		Total Year Budget	Fiscal Y-T-D Actual	Difference			
General Revenue									10,541,485	7,140,663	3,400,822	67.74%	(1.)	66.7%
Tuition Revenue									11,180,000	9,056,864	2,123,136	81.01%	(2.)	14.3%
R&D Corp Indirect Funds									427,230	116,019	311,211	27.16%		-39.5%
Sub Total of Revenues		0	0			0	0		22,148,715	16,313,546	5,835,169	73.65%		7.0%
Academic Affairs	10,975,580	6,080,682	4,894,898	55.40%	255,726	105,262	150,464	41.16%	11,231,306	6,185,944	5,045,362	55.08%		-11.6%
Student Affairs	1,360,911	833,577	527,334	61.25%	105,696	105,947	(251)	100.24%	1,466,607	939,524	527,083	64.06%		-2.6%
President's Area	1,049,664	743,718	305,946	70.85%	785,342	655,494	129,848	83.47%	1,835,006	1,399,212	435,794	76.25%	(3.)	9.6%
University Relations	997,427	602,309	395,118	60.39%	299,167	109,596	189,571	36.63%	1,296,594	711,905	584,689	54.91%		-11.8%
Phy Fac Net of Transfers	2,410,273	1,107,312	1,302,961	45.94%	603,864	580,680	23,184	96.16%	3,014,137	1,687,993	1,326,144	56.00%		-10.7%
University Advancement	244,762	227,866	16,896	93.10%	101,629	41,523	60,106	40.86%	346,391	269,389	77,002	77.77%	(4.)	11.1%
Finance	1,427,631	890,668	536,963	62.39%	108,308	140,563	(32,255)	129.78%	1,535,939	1,031,231	504,708	67.14%	(5.)	0.5%
College Wide	77,012	0	77,012	0.00%	1,345,721	1,315,080	30,641	97.72%	1,422,733	1,315,080	107,653	92.43%	(6.)	25.8%
Sub Total of Expenses	18,543,260	10,486,133	8,057,127	56.55%	3,605,453	3,054,145	551,308	84.71%	22,148,715	13,540,278	8,608,435	61.13%		-5.5%
Grand Total									0	2,773,268			(7.)	

Footnotes:

- (1.) 66.7% is the target for February activity compared to budgets.
- (2.) The original budget has been reduced for the mid-year budget reduction of 1%
- (3.) President's Area includes athletic scholarships (\$498,653 in October), association dues (\$44,998), and increases in hourly temporary costs.
- (4.) University Advancement includes new staff costs that were not included in the budget.
- (5.) Finance FY14 YTD actual supplies & other services includes the upfront costs for audits and credit card costs.
- (6.) Significant increases in College Wide expenditures include increases in utility costs (water and energy) during January and February.
- (7.) The third quarter allotment was received in January.

University - All Funds
FY 2014 Budget / Actual Expenditures 02/28/14

Type of Funds	A	B	C	D	E	F
	Beginning Balance As of July 1, 2013	Total Revenue Actual	Salaries & Benefits Actual	Supplies & Other Services Actual	Total Expense Budget Actual	Ending Balance 2/28/2014
0373 State Appropriations: For University and Land Grant Match	0	7,140,663 <u>1,278,360</u> 8,419,023	5,947,166	1,407,626	7,354,792	1,064,231
4611 Tuition and Fees: 50 some sub-funds	985,389	10,567,852	5,157,450	3,197,172	8,354,622	3,198,620
4612 Auxiliary Fees: Bookstore, Housing, Dining Athletics, Public Safety	457,222	4,767,532	1,395,604	2,910,108	4,305,712	919,042
4613 Capital Fees: Capital Activity Transfers from HEPC	783,681	6,769,905	122,836	6,843,014	6,965,850	587,736
4614 State Grants:	460,404	2,680,545	221,842	2,207,229	2,429,071	711,878
8775 Federal Funds:	104,774	971,333	498,632	463,130	961,763	114,344
Grand Total						6,595,851

Note:

- Ending Balance = Columns A + B - E
- shaded area funds have a net activity of zero

Fleming Hall YTD Activity \$ 20,224,415

West Virginia State University
Auxiliary Account Activity for February 2014
Fund 4612

Fund Number	Fund Name	6/30/2013 Fund Balance	2/28/2014 Fund Balance	FY 14 Net Activity
123610	Student Union Operation	(178,865)	(90,268)	\$ 88,597
123710	Housing	(1,324,376)	(1,311,328)	\$ 13,048
123810	Dining Food Services	(624,642)	(624,205)	\$ 437
123980	Athletics Current	(427,673)	(513,035)	\$ (85,362)
123981	Athletic Enhancement Funds	181,285	185,573	\$ 4,288
125180	Faculty Housing	65,636	17,026	\$ (48,610)
125620	Parking	(158,781)	(132,270)	\$ 26,511
129110	Bookstore	2,924,639	3,387,549	\$ 462,910
	Fund 4612 Balance	\$ 457,223	\$ 919,042	\$ 461,819
	Balance in All Funds Report		919,042	