

**AGENDA**  
**West Virginia State University**  
**BOARD OF GOVERNORS**  
**Erickson Alumni Center, Grand Hall**  
**May 1, 2014**  
**12:30 p.m.**

1. Call to Order and Roll Call—Chair Tom Susman, presiding
2. Announcements from the Chair
  - a. Introduction of New Member and Oath of Office
  - b. Resolution Honoring Larry L. Rowe for Outstanding Service
3. Verification of Appropriate Notification of Public Meeting Action 2
4. Review and Approval of Meeting Agenda Action 1
5. Review and Approve Minutes of Previous Meeting Action 3
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 Forwarded by Board Committees
    - i. Proposed BOG Policy #61 (Employment and Evaluation of the President) Action 16
    - ii. Updated HEPC Institutional Compact Metrics Action 26
    - iii. Program Review – Health Sciences Action 30
    - iv. Program Review – International Studies Action 31
    - v. Program Review – Regents Bachelor of Arts (RBA) Action 32
    - vi. Program Proposal – Public Administration Action 33
    - vii. BOG Policy #5 (Travel Regulations) Action 34
    - viii. BOG Policy #60 (Fixed Asset Inventory Policy) Action 54
    - ix. BOG Budget Report Information 63
    - x. Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule Action 67
9. Next Meeting Date – *June 12, 2014*
10. Adjournment

**West Virginia State University**  
**Board of Governors**

**Date/Time:** 5/1/2014 -- 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 : 4/14/2014 8:56:31 AM**

**West Virginia State University Board of Governors**  
**Erickson Alumni Center, Grand Hall**  
**March 20, 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 12:31 PM.

**Present:** Mrs. Jarvis, Mr. Konstanty, Mr. Lipscomb, Dr. Smith, Mr. Swingle, Dr. Thralls, Mr. White, and Mr. Williams. Dr. Guetzloff participated by conference call.

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

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

3. **Review and Approval of Agenda**

Chair Susman requested to modify the agenda and move items 8.a.i and 8.a.ii to immediately follow item 5. Mr. Konstanty motioned for approval of the agenda as amended, and Mr. Swingle seconded the motion. The motion carried.

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

Dr. Thralls motioned for approval of the minutes of the meetings held on January 22, 2014; January 23, 2014; and February 24, 2014, and Mr. White seconded the motion. The motion carried.

5. **Announcements from the Chair**

Chair Susman said the State family was deeply saddened by the loss of President Emeritus Dr. Hazo W. Carter, Jr. who passed away in February. The Chair announced that a resolution for Dr. Carter was adopted during the February 24, 2014 special meeting on and later presented to his daughter, Angela, on behalf of the Board. Chair Susman read the resolution aloud and asked that it be attached to the minutes for the record. Mr. Swingle motioned for approval to include the resolution as a part of the meeting minutes for the record, and Mrs. Jarvis seconded the motion. The motion carried.

Chair Susman noted that Dr. Guetzloff is participating by conference call, because he is attending the 247<sup>th</sup> American Chemical Society National Meeting & Exposition in Dallas, Texas. Dr. Guetzloff said he received an award and his paper, "A Good Way to Transition to an Online Course," was presented to more than 10,000 chemists at the meeting. Chair Susman congratulated Dr. Guetzloff on this accomplishment.

8. **Report from the University President**

a. University Reports

- Item 8.a.i: President Hemphill introduced Dr. Angela Bell, Vice Chancellor for Policy and Planning at the Higher Education Policy Commission (HEPC). Dr. Bell provided an update regarding the new statewide Master Plan, *Leading the Way*.

*Access. Success. Impact.*, which will guide the work of the Commission and the institutions through 2018. During the two-year process of developing the Plan, the HEPC received input from stakeholders, and performed a data analysis on progress goals in *Charting the Future* and the needs of the state. The conceptual model is based on three focal areas – access, success, and impact. Dr. Bell said there are goals and objectives for each of the focal areas; some are tangible and others are more open-ended.

For the area of access, the goal is to increase access to postsecondary education for both traditional and non-traditional aged West Virginians and the objectives are: (1) increase enrollment overall and in important target populations; (2) increase the percentage of West Virginia high school graduates continuing on to higher education in the following fall to the SREB average; (3) institutions will provide a plan for a comprehensive, collaborative access effort and report on the success and outcomes of this effort; and (4) institutions will provide their comprehensive financial aid plan that guides institution-level financial aid allocation, administration, and outreach and report on the success and outcomes of this plan.

For the area of success, the goal is to increase the number of students at system institutions completing quality academic programs. The objectives for this goal are: (1) improve the outcomes of students requiring developmental education; (2) increase the retention rate of students overall and specifically in important target populations; (3) increase the number of students making progress toward on-time completion; (4) increase the four- and six-year graduation rates of students overall and specifically in important target populations; (5) institutions will provide summaries of the reporting year's academic program reviews, focusing on academic quality, evaluation of stated program outcomes, assessment of student learning, and future actions to be taken; and (6) institutions with graduate programs will enhance and report on institutional efforts to improve the outcomes of graduate students.

For the area of impact, the goal is to increase the impact that public colleges and universities have on West Virginia through production of qualified graduates ready to contribute to the workforce and community, provision of needed services, and research and development that promote knowledge production and economic growth. The objectives for this goal are: (1) increase the number of degrees awarded annually at the undergraduate and graduate levels overall and in needed areas; (2) institutions will address regional economic needs through development and promoting pathways to the West Virginia workforce for students and recent graduates; (3) institutions will provide a plan for how the institution and its students are engaging with external organizations (government, business, non-profit) to solve critical regional civic and/or social issues; (4) decrease the system average federal student loan cohort default rate to 9.0 percent; and (5) increase research and development activities which contribute to West Virginia's economic growth.

Dr. Bell said the Compact reporting process is different than in the past. Institutions were required to submit targets for objectives with system-set metrics by November 1, 2013. The next steps are to develop and submit strategies for a means of assessment (due November 1, 2014) and report on implementation of

strategies, outcomes of assessment, and future plans (November 1, 2015 through 2018).

The Commission's responsibilities with Compacts include timely provision of data, providing support in the planning year in terms of best practices and professional development, reviewing initial targets, plans, strategies and yearly updates, and making recommendations for approval to the Commission. The Commission will also post Compacts on the website and recognize exceptional strategies and outcomes.

Dr. Bell said the Boards of Governors must approve institution Compacts including the numerical targets being set this fall. Boards need to understand the shift to focused, sustained efforts in strategies and comprehensive plans that require broad campus and community input. Additionally, they should understand the importance to the Legislature of institutional progress toward state goals.

Chair Susman said, with regard to the concept of four-year vs. six-year graduation rates, a significant part of state's population are non-traditional students or traditional students who commute and have families. He asked if there could be a data differentiation that addresses these students. Dr. Bell said the institutions are setting their own targets and not being compared to other institutions. She further stated there is a line of returning adults which also helps with traditional students with families. The HEPC will also be submitting data on differential targets.

- Item 8.a.ii: President Hemphill called on Mrs. Schumaker to provide an update regarding the institutional Compact metrics. Mrs. Schumaker said, after reviewing the Compact submission, the Higher Education Policy Commission asked the University to reevaluate several metrics. Mrs. Schumaker explained the adjustments, which are highlighted in the Board agenda book on pages 24-28.

#### Student Access

##### Enrollment

- Fall Underrepresented Racial/Ethnic Group Total was changed from 447 to 509, an increase of approximately 12%.
- Fall Adult (25+) Headcount was changed from 1,050 to 1,150, an increase of approximately 8%.

#### Student Success

##### Developmental Education Outcomes

- Students Passing Development Courses in Math was changed from 50% to 60%, an increase of 10%.
- Developmental Students Passing College-Level Course in Math remains at 28%. A change was requested but not made. This is the same case with English, which remains at 55%.

##### Retention

- Full-Time, First-Time Freshmen was changed from 65% to 70%, an increase of 5%.

- Returning Adults was changed from 60% to 65%, an increase of 5%.
- Four-Year Graduation Rate
- Returning Adults was changed from 35% to 40%, an increase of 5%.

There were no changes discussed by members of the Board or Commission in terms of the Impact section. Chair Susman requested that the Academic Policies Committee review the proposed adjustments with staff and bring this item back to the Board on May 1 for approval. Mr. Konstanty asked about the rationale for changing the numbers. Mrs. Schumaker said the University looked at how it was measuring and the data was recalculated. For example, enrollment rates increased slightly and if it continues to trend in that direction, the University should challenge itself to increase these figures. She said it is important to note that the initial/draft Compact goals were developed about a year and half ago. After reviewing, the HEPC may suggest changes, but the Board of Governors still has the flexibility to change the metrics until the November 1, 2014 submission. After that, no adjustments can be made.

## 6. Reports from Board Committees

### Presidential Review Process Ad Hoc Committee:

Mr. Konstanty chaired the Ad Hoc Committee and presented the report.

- The Committee met on March 19, 2014. Prior to the meeting, the members received information on presidential review policies of comparative institutions. The Committee will develop an original policy on the presidential review process rather than mirror another institution. They will meet again on April 23, 2014 at 4:00 PM to review the first draft.
- The Committee will bring the draft proposed policy before the full Board on May 1, 2014 for approval and a thirty-day public comment period. It is anticipated that the policy will be presented to the full Board for final approval in June.

### Institutional Advancement:

Chair Susman chaired the Committee and presented the report.

- The total number of donors to date for this year is 715, compared to 534 last year.
- The pledge balance has increased more than \$1 million since this time last year. There is also significant growth in cash gifts.
- The Committee received an update on the National Alumni Association Conference. More than 200 alumni are expected to participate. The University's vice presidents will also attend to interact with alumni and provide additional information about their respective areas.
- The Committee heard an update on the Black and Gold Gala. Ticket sales and sponsorships are going well.
- Alumni Relations will debut an updated version of *The Buzz* newsletter for WVSU alumni and friends.

### Audit:

Mr. Williams chaired the Committee and presented the report.

- The Committee reviewed the proposed revised travel policy and proposed travel procedures manual for student groups and teams. The Committee requested to have the proposed travel policy slightly modified before presentation to the full Board that afternoon. The changes primarily addressed information that had not been updated since the last revision in 2003.
- The Committee also reviewed the proposed new policy on fixed asset inventory. The University does not currently have a measure in place to track and account for fixed assets and there have been exceptions in audits as a result.

### Recruitment and Retention:

Mr. Lipscomb chaired the Committee and presented the report.

- The Committee received presentations from Mrs. Anderson and Ms. Ross.
- Freshman applications increased 19% over fall 2013, which is a 52% increase over fall 2012. Freshman admits increased 12% over fall 2013.
- Admissions staff will send letters welcoming students who have been confirmed.
- Outreach efforts by staff include, but are not limited to: sending e-mails to students regarding registration, attending college and spring fairs, and holding on-the-spot decisions days. Application fee waivers are continuing to be offered as well.
- A model room is on display in the University Union to demonstrate what the dorm rooms will look like in the new residence hall. The model room is open for viewing from 11:00 AM to 1:00 PM and 4:00 PM to 5:00 PM and can be used as a recruitment tool during campus tours.
- For the 2013-2014 academic year, \$16,574,174 in federal aid and \$2,303,359 in state aid has been disbursed to students. Compared to this time last year, disbursements are up \$1,338,695 in federal aid and \$6,475 in state aid. The increases are mainly due to FAFSA applications being received on-time. FAFSA Fridays will continue through April 19.
- Financial Aid customer service continues to improve. On March 14, 2014, 158 award notices were mailed to admitted, first-time freshmen. In the month of February, 347 students signed in to see a Financial Aid representative. Staff hosted a College Goal Sunday and 41 students attended.
- The average loan debt for the University's 2013 graduates is \$18,774 (May), \$25,037 (August), and \$14,178 (December). The statewide average loan debt is \$26,227, and West Virginia is ranked 25<sup>th</sup> in the nation.

Dr. Smith said many alumni have questions about recruiting. She asked if Ms. McCarthy's presentation at the upcoming alumni conference will provide measures or information about how alumni can assist with out-of-state recruitment. Dr. Smith also suggested a flow chart to help identify representatives for the different regions. Ms. McCarthy said she will include this information and have samples of a recruitment toolkit that alumni may receive upon request.

### Academic Policies Committee:

Dr. Thralls chaired the Committee and presented the report.

- The Committee reviewed four academic programs. Dr. Thralls provided a report on each program to the full Board and said President Hemphill will formally present the Committee's recommendations as a part of his report.
- The Bachelor of Arts in Art is a relatively small program that has maintained a stable number of majors, but has a low number of graduates. However, the program plays a large part in general education. After reviewing the materials, the Academic Policies Committee voted to recommend the program be continued at a reduced level of activity with conditions. Continuation of the program would call for a review of its curriculum to reduce the number of concentrations and courses offered in the program, and submission of a follow-up report to the Board of Governors in March 2015.
- The Bachelor of Science in Recreation has had a variety of activity and several options in the program. Despite efforts to reinvigorate interest in the program, it continues to struggle in terms of recruiting new students and thus to increase the number of graduates. The recreation component has decreased partly due to the closing of the West Virginia Rehabilitation Center. The therapeutic recreation option has not been in operation as a result of the loss of external accreditation and the inability to regain that accreditation. The Academic Policies Committee voted to recommend the program be continued at a reduced level of activity with conditions. Continuation of the program would call for the elimination of the therapeutic recreation option and a follow-up report to the Board of Governors in March 2015 to address items such as faculty data, program enrollment, course enrollment, graduate numbers, and assessment information.
- The Bachelor of Science in Social work is a robust program with a long-standing record of graduates and job placement. The Academic Policies Committee voted to recommend continuation of the program at the current level of activity without conditions. Dr. Thralls said, as a note of information, discussions are being held regarding the possibility of a collaborative program with West Virginia University for a Masters in Social Work.
- The Bachelor of Science in Sports Studies is a relatively new program that has been operational for three years. The program has done well with enrollment and appears to have strong leadership. Although the number of graduates is low, it is projected that there will be an increase as the student enrollment grows. The Academic Policies Committee voted to recommend the program be continued at the current level with one condition. Continuation would call for the submission of a follow-up/progress report to the Board of Governors in December 2015 on program assessment.
- The Committee received an update from Dr. McMeans on the reaffirmation of accreditation. He will give a detailed presentation to the full Board.



Finance:

Mr. Williams chaired the Committee and presented the report.

- The Committee discussed the budget reports. The University is at approximately 67% in the budget.
- Discussion was held on the financial performances for the various areas. Expenses in the Physical Facilities area increased due to the water crisis and weather and the impact these had on utilities and repairs.
- The Committee did not find any exceptional items in the financial report.
- Updates were received on the construction projects. The Convocation Center officially opened on February 28; 204, the only remaining work is the finishing touches on the punch list. Chair Susman suggested the HEPC be invited to review the punch list to ensure the contract obligations are met. The new residence hall remains on-schedule and on-budget.
- Chair Susman noted that the Expenditure Schedule is tentatively due to the State Budget Office by May 1, 2014 which is the date of the next scheduled Board meeting. The University will request a one to two day extension, if needed, to avoid a special meeting.

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

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

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

There was a consensus of the Board to modify the order of the agenda and divert to items 8.b.i through 8.b.viii so they could be presented before traveling Board members had to depart.

8. **Report from the University President (continued)**

b. University Reports Forwarded by Board Committees

- Item 8.b.i: President Hemphill said, as reported by the Audit Committee, there is a complete revision to BOG Policy #5 (Travel Regulations) that is being proposed to the Board. The President asked Mr. Jones to provide any additional information related to this proposed revised policy. Mr. Jones said staff recommended a complete re-write of the Board's existing policy regarding travel. The proposed revised policy is a collection of best practices in state government and across higher education. It is recommended that the proposed revised policy be distributed campus-wide for a thirty-day comment period. Chair Susman asked if the same process would be used as the previous revised policy. Mr. Jones affirmed and said all comments would be brought back to the Board on May 1, 2014 and changes would be made only if comments received are germane. Mr. Swingle motioned for approval to distribute the proposed revision to BOG Policy #5 for a campus-wide, thirty-day comment period and Mr. Konstanty seconded the motion. The motion carried.

- Item 8.b.ii: Chair Susman said, as a response to the legislative audit, the Board requested staff to develop travel procedures that are specific to certain areas of the University, such as athletics. A manual was developed to formalize and streamline many of the practices currently in place. The procedures will go in effect pending approval of the proposed revised BOG Policy #5.

Chair Susman requested that the Board deviate from action items for a special recognition. President Hemphill said the latest edition of State magazine was recently distributed to alumni, friends, and supporters. This edition highlighted alumni such as U.S. Circuit Court Judge, and namesake of the University's new residence hall, The Honorable Damon J. Keith, and Board member, Gary Swingle. The President said the University's new marketing plan featuring the slogan *Find Your Passion* is well underway through regular airings of the new television commercial. The television campaign, which included approximately 200 airings across three local television networks, will wrap up at the end of this month. The campaign has been well received. The campaign will continue through the use of a billboard in the Charleston area as well as social media outlets. The University has also incorporated the *Find Your Passion* logo on letterhead and all news releases sent out by University Relations and Operations. As part of these efforts, the University will soon introduce a new logo. Additionally, the athletics logo is being updated to establish a visual brand consistency.

President Hemphill is pleased that students, faculty, staff, and alumni have embraced the University's new marketing plan. He said the new logos will only continue to build on that excitement and further position West Virginia State as a vital player in the state's higher education landscape for years to come. He asked the members of the University Relations and Operations team to please stand and be recognized for their hard work in these areas and more. The President asked everyone to join him in applauding Mrs. Osborne and her team for their work and commitment to the University.

Chair Susman thanked everyone present for their patience as the Board navigates through the agenda. The President proceeded with the items listed under his report.

- Item 8.b.iii: The President said a new policy is being proposed, as reported by the Audit Committee, which is BOG Policy #60 (Fixed Asset Inventory Policy). The President asked Mr. Jones to provide additional information related to this proposed new policy. Mr. Jones said staff has recommended an inventory policy to ensure compliance with inventory requirements defined by generally accepted accounting principles and state law. The proposed new policy establishes a \$5,000 threshold for tracking fixed assets. Mr. Swingle motioned for approval to distribute the proposed new BOG Policy #60 for a campus-wide, thirty-day comment period, and Mr. White seconded the motion. The motion carried.

Dr. Thralls requested that a full set of Board policies be provided annually for review and information. Additional policies may have information that should be updated. Chair Susman concurred and asked staff to prepare sets of the policies, electronic and in print if requested, and distribute them to the Board; on or around June 1 of each year.

- Item 8.b.iv: President Hemphill said he brings before the Board's consideration a program review for Art. This review has been endorsed by the Provost's Office and presented to the Academic Policies Committee. As indicated by Academic Policies Committee Chair Dr. John Thralls, the review is recommended for approval by the full Board. Dr. Thralls motioned for approval of the program review as recommended by the Academic Policies Committee, and Mrs. Jarvis seconded the motion. The motion carried.
- Item 8.b.v: President Hemphill said he brings before the Board's consideration a program review for Recreation. This review has been endorsed by the Provost's Office and presented to the Academic Policies Committee. As indicated by Academic Policies Committee Chair Dr. John Thralls, the review is recommended for approval by the full Board. Mr. White motioned for approval of the program review as recommended by the Academic Policies Committee, and Dr. Smith seconded the motion. The motion carried.
- Item 8.b.vi: President Hemphill said he brings before the Board's consideration a program review for Social Work. This review has been endorsed by the Provost's Office and presented to the Academic Policies Committee. As indicated by Academic Policies Committee Chair Dr. John Thralls, the review is recommended for approval by the full Board. Mr. Konstanty motioned for approval of the program review as recommended by the Academic Policies Committee, and Dr. Smith seconded the motion. The motion carried.
- Item 8.b.vii: President Hemphill said he brings before the Board's consideration a program review for Social Work. This review has been endorsed by the Provost's Office and presented to the Academic Policies Committee. As indicated by Academic Policies Committee Chair Dr. John Thralls, the review is recommended for approval by the full Board. Mr. White motioned for approval of the program review as recommended by the Academic Policies Committee, and Mrs. Jarvis seconded the motion. The motion carried.
- Item 8.b.viii: President Hemphill asked Mr. Jones to provide the budget report. Mr. Jones said E&G budget reports for January and February were provided, but he would only refer to February unless there are questions. He said the general revenue target is 66.7% and performance indicators in this report are based on that percentage. The University's total income is at 73.65%, which is 7% ahead compared to this time last year. The actual percentages for all of the areas are as follows: Academic Affairs (55.08%), Enrollment Management and Student Affairs (64.06%), President's Office (76.25%), University Relations and Operations (54.91%), Physical Facilities (56%), University Advancement (77.77%), and Finance (67.14%). The majority of the areas are under budget. He referred to the notes at the bottom of the report and said University Advancement is over as a result of personnel that was budgeted incorrectly at the beginning of the year. This overage will be offset by favorable numbers in the Finance area. The college-wide budget had a significant increase due to insurance payments and utility charges. Mr. Jones stated the budget column represents a 1% mid-year

budget reduction, which amounted to approximately \$116,000. Overall, the University is doing well going into the last half of the fiscal year. Finance staff will continue to modify expenditures through year-end.

Mr. Jones continued the budget report with an update on the auxiliary accounts. The Student Union Operation account still has not received funds from Kanawha Valley Community and Technical College. This issue is expected to be resolved soon. A deficit remains in the Housing account and expenses continue to increase. Dining Services should be close to zero at the end of the year. The Faculty Housing account continues to be unfavorable. A large amount of repairs was required after two houses were vacated. The leases were moved up and occupants have a three-year window to remain in the dwelling. Both Athletic accounts are doing well. The Parking account has improved and has positive net activity. The Bookstore continues to do extremely well.

President Hemphill provided an overview of the recently completed 2014 regular legislative session, including the budget, as it impacts West Virginia State University. During the session, the Governor submitted to the Legislature a base budget of \$10,380,591 and a state land-grant match of \$1,673,390 for West Virginia State University. The Legislature passed the budget with this same base and land-grant match budget allocation in place, which resulted in a total reduction of 5.94% for Fiscal Year 2015, which begins on July 1, 2014. The President said one bill of particular interest to the University, which passed and is awaiting signature by the Governor, is House Bill 4496. The bill adds the University as a participating institution in the West Virginia Research Trust Fund, better known as Bucks for Brains. Should future funding be added to the Research Trust Fund, WVSU or the Research Corporation can obtain a one-for-one match on endowment proceeds for any of the following designated uses:

(1) To pay the base salaries of newly endowed department chairs, new professorship positions, new research scientists, and new research staff positions including, but not limited to, research technicians and support personnel, and to fund affiliated graduate or undergraduate student research fellowships. All positions or fellowships shall be engaged primarily in one of the following areas of research: energy and environmental sciences; nanotechnology and materials science; biological, biotechnological and biomedical sciences; transportation technology and logistics; biometrics, security, sensing and related identification technologies; or gerontology; or

(2) To purchase basic infrastructure directly related to an area of research including, but not limited to, laboratory and scientific equipment, and other essential equipment and materials.

a. University Reports (continued)

Item 8.a.iii: The President asked Dr. McMeans to provide an update regarding the University's on-going efforts regarding reaffirmation of accreditation. Before Dr. McMeans began, the President said Dr. McMeans graciously agreed to become involved in order to have someone engaged at the Cabinet level. Dr. McMeans has been leading the initiative with Drs. Whitehead and Kiddie heavily involved

as Co-Chairs. The President asked the Board to join him in expressing their appreciation to Dr. McMeans for taking on this important responsibility.

Dr. McMeans reported that Dr. Linnea Stenson has been appointed as the Higher Learning Commission (HLC) liaison to West Virginia State University. Dr. Susan Murphy was contracted to assist the University with both the self-study and overall University assessment. As a peer reviewer for the HLC, she has participated in approximately 45 accreditation site visits; of those visits, she has served as team chair 25 times. Dr. McMeans said the current timeline was reassessed and adjusted in accordance with recommendations by the HLC and consultant.

Regarding current self-study activities, the second floor of Erickson Alumni Center has been identified as the Resource Room for materials necessary for the visit, as well as the location for the Visiting Team to review materials and work on the reports. The Self-Study Steering Committee is continuing to work with subcommittees to collect and analyze evidence on University performance related to respective criteria. The working group will complete draft three of the self-study. Dr. Murphy will return to campus in April to review the draft report. She will also give a workshop and hold meetings on evidence and data collection for the self-study.

Dr. McMeans concluded his report with an overview of the adjusted timeline. He will attend the HLC Annual Conference on April 10-14, 2014 in Chicago, Illinois. The mock evaluation team members will be identified on May 15. On July 15, draft three of the self-study will be uploaded. The mock team visit will occur on September 22-24, 2014. The report and findings of the mock team visit will be provided by October 9, 2014. From October 10, 2014 to January 15, 2015, the working group will make adjustments based on the mock visit findings. During the period of January 15, 2015 to April 10, 2015, there will be a review of the self-study and supporting evidence, and the University will provide the Visiting Team with a list of persons and committees they will meet with during the visit. The actual campus visit by the HLC review team will be held on April 12-15, 2015.

Chair Susman asked about the timeframe for receiving feedback from the team following their visit in April. Dr. McMeans said the team begins writing the report immediately and feedback is given within four to six weeks. If the feedback is positive, a letter will be sent to the President indicating approval. Dr. Thralls expressed his appreciation to Dr. McMeans and asked if he sensed positive support within the institutional community to complete the process. Dr. McMeans indicated that he does. He further stated that the Provost is promoting the engagement of faculty in this important process and they have been very responsive when asked. Mr. Williams asked if expenses related to the reaffirmation visit will be included in the budget when it is presented to the Board. President Hemphill said a budget is being created for the review process and those items will be accounted for in the University's budget when it is presented to the Board for approval.

9. **Other Matters – Presidential Contract**

Mr. Konstanty motioned that the West Virginia State University Board of Governors approve an essential term sheet and agreement for President Brian O. Hemphill, Ph.D. under the terms and conditions discussed by the Board, and delegates to the Chair the authority to submit the required documentation to and communicate with the Higher Education Policy Commission for their consideration and subsequently enter into a formal written contract with President Hemphill on behalf of the Board. Mr. Swingle seconded the motion. The motion carried unanimously.

10. **Next Meeting Date**

Chair Susman said the next Board of Governors meeting will be held on May 1, 2014.

11. **Adjournment**

With there being no further business, the meeting adjourned at 4:47 PM.

Respectfully submitted,

L. Vincent Williams  
Secretary

Approved: \_\_\_\_\_  
Tom Susman  
Chair



BOARD OF GOVERNORS  
RECOGNIZES AND APPRECIATES THE DISTINGUISHED LIFE OF  
**PRESIDENT EMERITUS**  
**DR. HAZO W. CARTER, JR.**

WHEREAS, Dr. Hazo W. Carter, Jr. faithfully served as President of West Virginia State University from September 1987 to June 2012; and

WHEREAS, Dr. Carter served as President Emeritus of West Virginia State University from July 2012 until his passing; and

WHEREAS, Dr. Carter was a compassionate leader who truly devoted himself to West Virginia State University and its constituency of students, faculty, staff, alumni, friends and supporters; and

WHEREAS, Dr. Carter proudly served as the University's ambassador by demonstrating unsurpassed kindness and unwavering respect to all he met both on- and off-campus; and

WHEREAS, Dr. Carter was a respected educator who inspired countless individuals to pursue educational opportunities and make learning a vital part of their lives; and

WHEREAS, Dr. Carter's patience and commitment resulted in significant milestones that forever changed the course of the institution's history and its promising future, including, but not limited to, re-gaining land-grant status and securing University status; and

WHEREAS, Dr. Carter's service to the University included active and engaged participation in the community, throughout the state, and across the nation resulting in increased visibility and promotion of the University, including, but not limited to: serving as Chair of the Martin Luther King, Jr. State Holiday Commission; inaugural Chair of the West Virginia Higher Education Policy Commission's Council of Presidents; Chair of the Association of Public Land-Grant Universities' Council of 1890 Presidents and Chancellors; and Co-Chair of the United States Department of Agriculture's 1890 Task Force; and

WHEREAS, Dr. Carter, most importantly, was a devoted husband and proud father.

NOW, THEREFORE, BE IT RESOLVED that the West Virginia State University Board of Governors, on this 22nd day of February, 2014, hereby commends President Emeritus Dr. Hazo W. Carter, Jr. by celebrating and reflecting on his distinguished life and devoted service to West Virginia State University, the Kanawha Valley and the State of West Virginia; and

BE IT FURTHER RESOLVED that this commendation be archived on the pages of the meeting minutes and a ceremonial copy presented to his daughter, Angela, as a token of the Board's everlasting appreciation and sincerest gratitude.

Tom Susman, Chair  
WVSU Board of Governors

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

**Agenda Item 8.a.i.**  
**May 1, 2014**

**Action**

**Proposed BOG Policy #61 (Employment and Evaluation of the President)**

The Presidential Review Ad Hoc Committee, as established by the Board Chair in late 2013, has been working to conduct an evaluation of the President and develop a process for future evaluations. The Committee is scheduled meet on April 23, 2014 to discuss a draft Board policy, which follows this page. Following the April 23, 2014 Committee meeting, it is anticipated that a policy will be recommended to the full Board for a campus-wide, thirty-day comment period.



# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **PROPOSED BOG Policy # 61 (4/15/14 DRAFT - Pending Committee Review and Recommendation)**

**TITLE:        Employment and Evaluation of the President**

#### **Section 1. General**

- 1.1     Scope: This policy establishes guidelines, processes, and procedures related to the selection, appointment, responsibilities and evaluation of the President of the University.
- 1.2     Authority: West Virginia Code § 18B-1-6, § 18B-1B-6
- 1.3     Effective:
- 1.4     Adopted:

#### **Section 2. Employment of the President**

- 2.1     The President of West Virginia State University is appointed by and serves at the will and pleasure of the Board of Governors, pursuant to West Virginia Code § 18B-1B-6, and West Virginia State University Board of Governors Bylaws Article III (12).
- 2.2     The Board of Governors shall be empowered to take all reasonable and necessary steps to search for a President in times of vacancy, including but not limited to conducting a national search, employing a search committee comprised of interested person appointed by the Chairman of the Board of Governors, or retaining the services of a professional search agency or consultant(s). The Board may also retain the services of legal counsel to negotiate on behalf of the Board consistent with Bylaws Article III (17).
- 2.3     The Chairman of the Board of Governors, in consultation with the Executive Committee and the advice of the full Board of Governors, the search committee, search agency or consultant(s), shall draft a memorandum outlining the terms, conditions, responsibilities and duties of the prospective President in a form consistent with the form contract recommended by the Higher Education Policy Commission, which shall be presented to the full Board for approval by majority vote prior to presentation to the prospective President.
- 2.4     The Board shall be guided by analysis of peer and market data in offering the terms, conditions, responsibilities and duties of the prospective President, whether for initial appointment or successive appointment following the initial appointment. The Board may, in its discretion, offer to award a prospective President academic rank and tenure at the University following consultation with the Provost and appropriate College Dean and Department Chair. The Board shall have the authority and latitude necessary to make all

- reasonable, necessary and appropriate specific offers to the prospective President consistent with the training, education, experience and status of the prospective President.
- 2.5 Following approval, by majority vote of the full Board of the memorandum outlining the terms, conditions, responsibilities and duties of the prospective President as described above, the Chairman of the Board shall present a final written contract to the prospective President in the form prescribed by the Higher Education Policy Commission for execution; and thereafter, shall submit the same to the Higher Education Policy Commission and the Chancellor for approval.

### **Section 3. Duties and Responsibilities**

- 3.1 The President is responsible to and shall report to the West Virginia State University Board of Governors. Consistent with the policies of the Board of Governors, the written contract executed with the President, and as approved by the Higher Education Policy Commission, the President is the Chief Executive Officer of the University and has general authority and the responsibility for the University as an institution. The President shall keep the Board fully apprised of matters affecting the University in a reasonable and timely manner.
- 3.2 The President is expected to exhibit such conduct, candor and collegiality expected of a University President and shall not withhold information vital to the success and perpetuation of the University from the Board of Governors.
- 3.3 The President shall possess and use leadership skills necessary to advance the mission of the University and to vigorously pursue any specific goals and objectives outlined in the written contract executed with the Board of Governors. The President is expected to have a keen understanding of the University's role in serving higher education in the surrounding community and to work with the Board of Governors and the Higher Education Policy Commission to develop initiatives to meet those needs. This expectation includes the ability to lead the University community, foster a culture of cooperation among faculty, staff, administrators and students in fulfilling the University's teaching, research and public service responsibilities.
- 3.4 The President, as the Chief Executive Officer of the University, shall consult with faculty, classified staff, administrators and students at reasonable and appropriate times, in furtherance of discharging the duties and responsibilities conferred upon the President by the Board of Governors. The use and employment of yearly summit meetings, town hall meetings, summary addresses, or other opportunities for meaningful feedback is strongly encouraged to provide for the exchange of information and ideas from those constituents to the President; and to ensure that the policies, procedures and actions of the Board of Governors are effectively communicated in a timely manner to those constituents. The President, from time to time, may be directed by the Board of Governors to make immediate communications with those constituents from the Board of Governors.
- 3.5 In addition to these general expectations, and those specifically enumerated within the President's written contract with the Board of Governors, the President shall also:

- 3.5.1 Implement the Mission Statement of the University as approved by the Board of Governors through effective leadership;
- 3.5.2 Provide effective leadership and support for the academic programs of the University that are consistent with the Mission of the University, the higher education needs of the surrounding community, while ensuring appropriate resources for attaining the highest standards of quality;
- 3.5.3 Foster a culture and support for student life that compliments the Mission of the University, the needs of a diverse campus population and which preserves the rich history of the University;
- 3.5.4 Hire, retain, train and develop a competent, cooperative and collegial administrative organization and staff to ensure the effective, efficient and professional management of University operations, or to discharge administrators or staff that fail or refuse to work toward those goals;
- 3.5.5 Maintain lawful, equitable and effective personnel programs, including the appointment of qualified persons to the faculty, adjunct faculty, staff and administration and to promote, retain or dismiss for cause for the same, with due regard to the best interests of the University and the State of West Virginia;
- 3.5.6 In conjunction with the Chief Financial Officer of the University and with guidance provided by the Finance Committee of the Board of Governors, propose recommended annual operating and capital budgets and other financial plans for the effective and efficient operation of the University in order to support the Mission of the University and the academic and athletic programs essential to the continued viability of the University. In discharging this obligation, the President should remain fully informed and be consistently mindful of the fluid funding allocated by the State of West Virginia to the University and shall have processes and procedures in place to react to budgetary events;
- 3.5.7 Effective collaboration with the Higher Education Policy Commission to communicate the University Mission and needs of higher education to the Governor, State Legislators, other State and Local Government Officials, Local Community Leaders and Stakeholders;
- 3.5.8 Maintain a proactive, effective and consistent presence at the State Capitol to impart the Mission of the University and to advocate for the assistance necessary from the State of West Virginia for the continued viability of the University;
- 3.5.9 Interact and maintain a positive profile with all appropriate external bodies to achieve the Mission of the University, consistent with Board of Governors polices, statutory and regulatory provisions and sound academic principals;
- 3.5.10 Undertake reasonable and appropriate assignments as requested by the Board of Governors and the Higher Education Policy Commission;

- 3.5.11 With respect to the expectations enunciated in section 3.5.4 and section 3.5.5 above, the President is vested with the final institutional-level authority and responsibility for every personnel action within the University, with the exception of any decisions relating to the President's own employment or compensation. The President shall appropriately consult with the campus community and legal counsel as necessary, but shall retain the ultimate authority for such decisions.
- 3.5.12 The President shall address any deficiencies or concerns arising out of any annual, tri-annual or comprehensive review of performance to the satisfaction of the Board of Governors in order to continue employment, including any request for improvement or action not otherwise specified in the written contract then existing.

#### **Section 4. Evaluation of the President**

- 4.1 The West Virginia State University Board of Governors, by appointment from the Chairman of the Board, established a Presidential Review Ad Hoc Committee for the purpose of evaluating the President of the University in year 2013 and to develop the evaluation procedure outlined in this Section, consistent with West Virginia Code § 18B-1B-6.
- 4.2 The Higher Education Policy Commission, consistent with West Virginia Code, requires the evaluation of University Presidents annually, tri-annually, or at the conclusion of a contract cycle. The Presidential Review Ad Hoc Committee has endeavored to present a routine and consistent mechanism for those periodic reviews. The Presidential Review Ad Hoc Committee shall become a standing Committee of the Board of Governors whose sole purpose is to ensure the President of the University is evaluated consistent with the following guidelines.
- 4.3 The West Virginia State University Board of Governors shall yearly form a "Presidential Review Committee," appoint a chairperson, and elect four (4) additional members to the Committee from the Board of Governors. The Board shall make such amendments to the Bylaws of the Board of Governors as necessary to effectuate this process.
- 4.4 The "Presidential Review Committee" shall discharge the following duties, whether annually, tri-annually, or at the conclusion of a contract cycle. To the extent that a comprehensive review is conducted as a result of a end of contract cycle review which would be followed by a tri-annual review, the Board may seek approval from the Higher Education Policy Commission to dispense with the comprehensive tri-annual review and to conduct the annual review following a comprehensive review as the former would be redundant and an unnecessary use of time and resources. Any time a comprehensive review is performed of the President and would be followed by a mandatory comprehensive review by reason or tri-annual review, or end of contract cycle, the Board may seek approval of the Higher Education Policy Commission to dispense with a successive comprehensive review as redundant and an unnecessary use of time and resources.

## 4.5 The Annual Review

- 4.5.1 The Higher Education Policy Commission, in conjunction with West Virginia Code, requires an annual review of the President of the University.
- 4.5.2 The West Virginia State University Board of Governors acknowledges the obligation and inherent need to annually review the President of the University irrespective of the contract term of the current President.
- 4.5.3 In view of the policy contained below related to the tri-annual comprehensive review and conclusion of contract cycle review, the annual review of the President shall be conducted in accordance with this section.
- 4.5.4 The Presidential Review Committee shall convene during August/September of each academic year to begin the process of evaluating the President. The chairperson of the Committee, as appointed by the Chairman of the Board, shall coordinate the annual review with the assistance of the Committee members.
- 4.5.5 The chairperson of the Presidential Review Committee, or the chairperson's designee, shall announce a thirty-day comment period to the campus and the community to solicit feedback regarding the President's performance. Such comments will be kept confidential and shared with the Presidential Review Committee, and subsequently the Board of Governors, in a summary format without individually identifying any person or name associated with the information.
- 4.5.6 Once the thirty-day comment period has concluded, the Board of Governors will meet in executive session to receive the summary report of the Chairman of the Presidential Review Committee. The full Board shall hold a discussion to determine if there were sufficient comments received during the thirty-day period. To the extent that it is determined that sufficient comments were received to have a representative sample, the full Board shall then hold a discussion in executive session regarding President's performance, specifically to address and comment upon the President's leadership, assess the quality of written information disseminated by the President's office, assess the accomplishments or lack of progress toward the University's Mission by the President during the review period, and note any concerns raised in comments received during the 30 day period. If it is determined that an insufficient number of comments were received during the thirty-day comment period, the Chairperson of the Presidential Review Committee, or a designee thereof, may request additional time to solicit further comment from any campus or community constituency that may be under-represented. Those comments shall be reported in the same manner as outlined herein, either at the next full Board meeting (in executive session) or at a specially called meeting. The Board shall then hold its discussion in executive session regarding the President's performance, specifically to address and comment upon the President's leadership, assess the quality of written information disseminated by the President's office, assess the accomplishments or lack of progress toward the University's Mission by the President during the review period, and note any

concerns expressed by any comments received during the thirty-day period or thereafter directly solicited by the Chairperson of the Presidential Review Committee.

- 4.5.7 A written summary report, based on the comment period, including any directly solicited comments by the Chairperson of the Presidential Review Committee, and the Board discussion held in executive session, shall be presented to the President and the Chairman of the Board and afford the President the opportunity to make any response, written or verbal, that the President deems appropriate.
  - 4.5.8 The Chairman of the Board shall orally summarize the written summary report to the full Board during executive session to preserve the confidentiality of the comments and information and in order to preserve the overall process as a personnel matter for the President.
  - 4.5.9 The Chairman of the Board shall entertain a motion from the Board, outside of executive session, to accept the written summary report from the Presidential Review Committee, to place it in the personnel file of the President, and to report to the Higher Education Policy Commission that the annual review of the President was conducted, the dates it was conducted, the types of personnel involved in the review, and whether the conclusion of the review was favorable or unfavorable. To the extent that the conclusion of the review was unfavorable, the Chairman of the Board, in conjunction with the President, shall agree upon such terms, actions or other procedures to address any deficiency or concerns identified; and those deficiencies or concerns shall be specifically addressed in the next annual, tri-annual, or end of contract cycle review.
  - 4.5.10 The annual review of the President shall be concluded sufficiently in advance of the last calendar year Board of Governors meeting such that the Board may receive the information prior to the end of the calendar year and make any appropriate recommendations or take any appropriate actions. It is presumed that the annual review shall be completed prior to the December Board of Governors meeting such that the Board may receive the information and act at the December meeting.
- 4.6 The Tri-Annual Comprehensive Review and End of Contract Cycle Review
- 4.6.1 The Presidential Review Committee shall have the authority to contract with an external consultant to conduct the tri-annual comprehensive review or end of contract cycle review. Whether conducted by the Presidential Review Committee or an external consultant, the comprehensive review required by West Virginia Code and the Higher Education Policy Commission at this interval shall be conducted as follows:
  - 4.6.2 The Presidential Review Committee shall convene during August/September of the applicable academic year to begin the process of conducting a comprehensive review evaluating the President. The chairperson of the Committee, as appointed by the Chairman of the Board, shall coordinate the comprehensive review with

the assistance of the Committee members; and the Committee may determine, by majority vote, that an external consultant is advisable. The Chairman shall approve the expense of retaining an external consultant.

- 4.6.3 The comprehensive review of the President shall consist of on-campus interviews of:
- 4.6.3.a The President;
  - 4.6.3.b The President's Cabinet and all senior-level administrative support staff;
  - 4.6.3.c The Faculty Senate;
  - 4.6.3.d Additional faculty members in a caucus not to exceed 10 Faculty members not otherwise serving on the Faculty Senate;
  - 4.6.3.e At least 10 classified staff representatives;
  - 4.6.3.f At least 10 students;
  - 4.6.3.g The Director of Athletics;
  - 4.6.3.h At least two Athletic Coaches;
  - 4.6.3.i The Director of Physical Facilities;
  - 4.6.3.j The Chief of Campus Police; and
  - 4.6.3.k At least five local community leaders.
  - 4.6.3.l The entire Board of Governors (the faculty representative, the classified staff representative and the student representative may choose whether to be interviewed in the Board of Governors' caucus, or their individual caucuses, but not both).
- 4.6.4 The on-campus interviews shall be led by the chairperson of the Presidential Review Committee, or an external consultant. The interviews shall be private within each specific caucus and the information obtained in the interviews shall remain confidential in order to foster an atmosphere of open and frank communication. Each specific caucus shall be asked specifically to address and comment upon the duties and responsibilities enumerated herein at sections 3.5.1 through 3.5.12, in addition to any benchmarks or goals established in the President's written contract. The President's written contract shall be made available to any external consultant retained for the purpose of conducting the comprehensive evaluation.
- 4.6.5 Following the on-campus interviews, the chairperson of the Presidential Review Committee, or the external consultant, shall prepare a written summary report of the on-campus interviews for the Chairman of the Board, identifying only the caucus from which the information is derived, and shall not individually identify any person or name associated with the information, and shall make a conclusion as to the performance of the President.
- 4.6.6 The written summary report shall be presented to the President and the Chairman of the Board and afford the President the opportunity to make any response, written or verbal, that the President deems appropriate.
- 4.6.7 The Chairman of the Board shall orally summarize the written summary report to the full Board during executive session to preserve the confidentiality of the

comments and information and in order to preserve the overall process as a personnel matter for the President.

- 4.6.8 The Chairman of the Board shall entertain a motion from the Board, outside of executive session, to accept the written summary report from the Presidential Review Committee, to place it in the personnel file of the President, and to report to the Higher Education Policy Commission that the comprehensive review of the President was conducted for purposes of the tri-annual review, or the end of contract cycle review, the dates it was conducted, the types of personnel involved in the review, and whether the conclusion of the review was favorable or unfavorable. To the extent that the conclusion of the review was unfavorable, the Chairman of the Board, in conjunction with the President, shall agree upon such terms, actions or other procedures to address any deficiency or concerns identified; and those deficiencies or concerns shall be specifically addressed in the next annual review.
- 4.6.9 The comprehensive review of the President shall be concluded sufficiently in advance of the last calendar year Board of Governors meeting such that the Board may receive the information prior to the end of the calendar year and make any appropriate recommendations or take any appropriate actions. It is presumed that the annual review shall be completed prior to the December Board of Governors meeting such that the Board may receive the information and act at the December meeting.

## **Section 5. Professional Leave**

- 5.1 University Presidents deserve and need an opportunity to engage in professional renewal activities from time to time in order to focus on the implementation of new concepts, forward thinking, creative implementation of policies, renewed enthusiasm and rejuvenation as the Chief Executive Officer of the University. To the extent not explicitly addressed by the President's written contract, the President may seek approval of the Board of Governors for a leave of absence at full pay for up to two months, following five consecutive years of service as President for the purpose of professional renewal.
- 5.2 The dates of the leave, the professional renewal activities to be pursued during the leave and the appointment of an acting President shall be approved in advance by the Executive Committee of the Board of Governors, with the approval of the full Board by majority vote.
- 5.3 The professional renewal activities shall be directly related to the President's academic discipline or to the administration of higher education and in furtherance of the University's Mission. A written report of the experience shall be provided by the President to the Chairman of the Board at the conclusion of the leave, and copies shall be provided to the full Board.



## **Section 6. Resignation and Termination**

- 6.1 A President may resign his or her appointment at any time upon written notification to the Board of Governors, addressed to the Chairman. The Board expects at least 60 days notice prior to the effective date of the resignation.
- 6.2 The Board of Governors may terminate the appointment of a President at any time, when in the Board's judgment, such action would be in the best interests of the University.
- 6.3 If the Board of Governors terminates the appointment of a President for any reason other than for "cause" the Board may offer the President a non-tenured, adjunct faculty position with the University, at a salary commensurate with that particular faculty position, not to extend beyond the remaining academic year; or if the President was conferred tenured status upon initial appointment, a tenured position not to extend beyond the remaining academic year, at a salary commensurate with tenured faculty, for that pro-rated period.
- 6.4 If the Board of Governors terminates the appointment of a President for "cause" that term is defined to include acts or inactions of malfeasance or misfeasance, may include commission or omission of acts, or acts in contravention of the policies of the Board or the direction of the Board of Governors, crimes involving moral turpitude, actions or inactions which denigrate the character and reputation of the University, or other such actions in contravention to the best interests of the University or Board of Governors policies.

## **Section 7. Grievance Procedure**

- 7.1 If the President perceives a problem with the members of the Board of Governors, the President should first seek to resolve the problem with the Chairman of the Board. If the problem persists, the President may seek counsel of the Executive Committee of the Board of Governors. If the problem is not resolved through the Chairman of the Board or the Executive Committee, the President may seek advice of the Chancellor of the Higher Education Policy Commission. If the problem involves the Chairman of the Board, the President may immediately seek counsel of the Chancellor of the Higher Education Policy Commission. At all times, the advice of the Chancellor of the Higher Education Policy Commission shall resolve the dispute, or lead to voluntary resignation, or involuntary termination.

**Agenda Item 8.a.ii.**  
**May 1, 2014**

**Action**

### **Updated HEPC Institutional Compact Metrics**

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 (HEPC). Following HEPC review, the University was asked to reevaluate several metrics. At the request of the HEPC, several metrics were reevaluated and resubmitted. A comparison of all metrics in the three focal areas (access, success, and impact) follows this page.

At the HEPC's request, the Board is being asked to reapprove the Compact metrics with changes to two access metrics and four success metrics of the 87 total metrics. It is important to note that the HEPC provided feedback to all institutions and such metrics remain fluid and can be altered by the Board through the next Compact report due by November 1, 2014.

**West Virginia State University  
Student Access**

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	<b>Draft 2018 Target</b> (2017-18 Data)	<b>Formal 2018 Target</b> (2017-18 Data)	<b>Revised Formal 2018 Target</b> (2017-18 Data)
<b>Enrollment</b>									
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	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	1,050	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	Revised Formal 2018 Target 2016 Cohort
<b>Developmental Education Outcomes</b>									
<b>Students Passing Developmental Courses</b>									
Math	66.5%	63.9%	59.5%	100.0%	38.5%	54.1%	48.5%	50.0%	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	
<b>Developmental Students Passing College-Level Course</b>									
Math	21.4%	15.2%	19.5%	0.0%	15.4%	20.0%	33.1%	28.0%	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%	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	
<b>Retention</b>									
Full-Time, First-Time Freshmen	57.7%	59.4%	66.7%	61.6%	67.2%	60.7%	75.2%	65.0%	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%	60.0%	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	
<b>Progress Toward Degree</b>									
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	
<b>Four-Year Graduation Rate Cohort Years:</b>									
	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%	35.0%	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	
<b>Six-Year Graduation Rate Cohort Years:</b>									
	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)
<b>Degrees Awarded</b>	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								
<b>STEM</b>	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
<b>STEM Education*</b>							10	10
<b>Health</b>	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
<b>Federal Student Loan Cohort Default Rate Cohort Years:</b>	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
<b>Research and Development</b>	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.**  
**May 1, 2014**

**Action**

**Program Review – Health Sciences**

**Agenda Item 8.a.iv.  
May 1, 2014**

**Action**

**Program Review – International Studies**

**Agenda Item 8.a.v.  
May 1, 2014**

**Action**

**Program Review – Regents Bachelor of Arts (RBA)**



**Agenda Item 8.a.vi.  
May 1, 2014**

**Action**

**Program Proposal – Public Administration**

**Agenda Item 8.a.vii.  
May 1, 2014**

**Action**

**BOG Policy #5 (Travel Regulations)**

During the March 20, 2014 meeting, the Board approved the distribution of a proposed revised policy (BOG Policy #5, Travel Regulations) for a campus-wide, thirty-day comment period. During the comment period, several comments were received and are included following the proposed policy, which is before the Board for final approval and adoption.

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #5**

#### **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 The President may delegate all or a portion of the authority to manage, approve, or disapprove travel and travel-related expense 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 initial 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 normally 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. In addition, the Board recognizes the President's travel may include expenses related to the nonemployee spouse as an approved traveler.

If the President incurs any inadvertent personal expenses during travel, these expenses must be reimbursed within thirty (30) days upon reconciliation of the monthly credit card statement.

### 3.2 Board Members

- 3.2.1 This policy shall govern reimbursement of travel expenses to members of the governing board when the member requests reimbursement for travel expenses.

### 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.
- 5.1.8 Only actual hotel receipts may be accepted for reimbursement purposes.

## 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](http://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.

## Ashley Schumaker

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**From:** Ashley Schumaker  
**Sent:** Tuesday, March 25, 2014 2:53 PM  
**To:** Brenda Wilson  
**Subject:** RE: [All Employees] BOG Policy #5

# Comment 1

Brenda,

Thank you for your comment. It will be shared with the Board of Governors. It is my understanding from Business and Finance staff that, if the policy is approved in its current form, receipts would not be required to obtain reimbursement for the daily per diem rate.

This will not impact your upcoming travel as the policy is not effective until it has completed the policymaking process including the thirty-day comment period and subsequent review and approval by the Board of Governors.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

**From:** Brenda Wilson [<mailto:wilsonbr@wvstateu.edu>]  
**Sent:** Tuesday, March 25, 2014 9:41 AM  
**To:** Ashley Schumaker  
**Subject:** Re: [All Employees] BOG Policy #5

Does this mean that we don't submit receipts for meals and just take the per-diem (or 75% of the per-diem if the day of travel)? I will be traveling tomorrow and I'd like to know. --thanks --Brenda

On Mon, Mar 24, 2014 at 9:17 PM, Ashley Schumaker <[aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)> wrote:

On behalf of the West Virginia State University Board of Governors (BOG), please find attached a complete re-write of BOG Policy #5. Consistent with the March 20, 2014 BOG approval, the proposed revised policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, April 23, 2014. Any comments should be e-mailed to [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu) or delivered to the Office of the President (103 Ferrell Hall) by the deadline.

Sincerely,

Ashley

Ashley Schumaker

Chief of Staff

Special Assistant to the President

West Virginia State University

Post Office Box 399

Institute, West Virginia 25112

Office Phone: (304) 766-3112

Cell Phone: (304) 550-4099

E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)

Website: [www.wvstateu.edu](http://www.wvstateu.edu)

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You received this message because you are subscribed to the Google Groups "All Employees" group.  
To post to this group, send email to [allemployees@wvstateu.edu](mailto:allemployees@wvstateu.edu).  
Visit this group at <http://groups.google.com/a/wvstateu.edu/group/allemployees/>.

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Brenda Wilson, Ed.D.  
Professor of Education  
WVSU Dept of Ed  
Wallace 624  
Institute WV 25112  
304-766-3246

## Ashley Schumaker

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**From:** Ashley Schumaker  
**Sent:** Tuesday, March 25, 2014 4:13 PM  
**To:** Andrew Schedl  
**Subject:** RE: BOG

# Comment 2

Dr. Schedl,

Thank you for your comment. It will be shared with the Board of Governors.

As a point of context regarding ground transportation options, please review Section 4.2.1. According to the proposed policy, you may use a privately-owned vehicle. A state-owned vehicle is preferred, but not required.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

---

**From:** Andrew Schedl [<mailto:schedlad@wvstateu.edu>]  
**Sent:** Tuesday, March 25, 2014 10:29 AM  
**To:** [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
**Subject:** BOG

### Concerns about BOG Policy #5

Under Air Travel: I object to having to use National Travel to book airline tickets. Many scientific societies have special rates from the airlines for scientists to attend meetings. Getting special rates requires the scientist to log onto the society website, with member number, userid and password. This is not information I would like to share with National Travel, since it ties into other scientific society benefits (I saved \$5,000 on a new vehicle). National Travel does not always get the best rates: When I attended the Lunar and Planetary Science Conference in Houston, I booked my own travel. Dr. Byers, Dr. Fultz and Dr. Dean also went to Houston at the same time and their plane tickets were booked through National Travel and were \$200 more than mine were.

Under Privately-Owned vehicles: I object to having to use a University owned or leased vehicle. I prefer to use my own vehicle. My research involves doing fieldwork in rural areas, so I sometimes need a 4-wheel or all-wheel drive vehicle for off road fieldwork. Does this directive mean I have to use a University provided sedan? To save money I stay at campgrounds (costs \$8-25/night). This means that I would have to come

to WVSU to transfer my camping gear, which is sometimes extensive since many students do not own such equipment, to a University owned vehicle. Does this directive mean that I would have to use a University provided compact car, which could not safely fit the gear and collected rock samples? Travel distances are sometimes shorter from my house than from WVSU saving both time and money. I believe that other field oriented scientists such as Dr. Collins and Dr. Barry in Biology will have the same concerns.

Dr. Andrew Schedl

Department of Physics



## Ashley Schumaker

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**From:** Ashley Schumaker  
**Sent:** Thursday, March 27, 2014 12:48 PM  
**To:** Michael Fultz  
**Subject:** RE: Board of Governor travel policy

# Comment 3

Dr. Fultz,

Thank you for your comment. It will be shared with the Board of Governors.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

**From:** Michael Fultz [<mailto:mfultz@wvstateu.edu>]  
**Sent:** Wednesday, March 26, 2014 12:39 PM  
**To:** Ashley Schumaker  
**Subject:** Board of Governor travel policy

I have attached some comments for the public comments requests for the travel policy for the Board of Governors. If anyone needs more information please let me know.

Mike

--

Dr. Micheal Fultz  
Assistant Professor of Chemistry  
West Virginia State University

To Whom It May concern;

This is a letter to voice my concern for the way West Virginia Board of Governor's Policy number six is written. I am particularly concerned on how this policy will be a detriment to me as I try to carry out the responsibilities of my position as a faculty member as well as faculty adviser for a student group. I have particular concern with three provisions of the policy. These provisions include:

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.

The way that I read this part of the policy is that I can travel only when the Department has the funds to travel. In the course of me doing my job I travel to many area K-12 schools to perform work with elementary schools and recruit high school students. As with every other department on this campus the Department of Chemistry does not have the funds to reimburse me for these trips. I have never asked to be reimbursed for my personal travel but this policy looks to prevent this from happening. Now if the policy were to have some caveat where it only applied to travel that looks to be reimbursed I can continue to represent the university to the local schools and professional groups.

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.).

I travel using my personal vehicle to schools from Montgomery, Huntington, all the way to Nicholas County. I attend meetings at the Charleston Area Alliance, the Tech Park, and other universities. Some of these meetings I do not know about until the day before where I have been requested to represent the University or faculty at the last minute. If I must submit a form every time I travel with my car I will spend more time doing paperwork which limits my contact with students.

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](http://www.nationaltravel.com)) to get a quote or call 1-800-557- 0842. An original itinerary must be included with your settlement.

When I last used National Travel to book mine and my students' trip to San Diego I was able to find cheaper and more time friendly flights than what National Travel sent to us. If we are able to make cheaper flights top the target destination we should be able to pursue that option. When we travel to the national ACS meetings the American Chemical Society arranges special pricing at area hotels for meeting participants. We can reserve these Hotels through the American Chemical Society as members. National Travel does not have access to these special rates.

The way this is written I am concerned the travel that I do with students to local schools and professional development activities will be prohibited. When I have reserved university owned vehicle for transportation I had to provide an account number for billing purpose. My student group does not have a banner number or an account number to pay for university rental. If this is the case this policy will prohibit the very activities that has been done to receive national awards for community service and career preparation that the University has written so many press releases on.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Sunday, April 20, 2014 10:05 PM  
**To:** RICHARD FORD  
**Subject:** RE: BOG Policy #5

# Comment 4

Dr. Ford,

Thank you for your comment. It will be shared with the Board of Governors.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

**From:** Rich Ford [<mailto:fordri@wvstateu.edu>]  
**Sent:** Friday, April 04, 2014 7:05 PM  
**To:** [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
**Subject:** BOG Policy #5

Hello Ms. Schumaker –

I'm writing about BOG Policy #5 on Travel Regulations. I assume it is intended simply to firm up WVSU policy and procedures about funding for travel on WVSU business, and to cover potential issues with respect to insurance liabilities. Both are reasonable objectives. The procedures also reasonable enough, with maybe a few minor kinks to work out.

I would, however, like clarification about the rules for cases in which people (such as myself) travel on WVSU business without seeking reimbursement. Do I understand BOG Policy #5 to mean that I may not do this? Or must I seek permission (get signatures on some form?) before I go somewhere self-funded?

Many Faculty travel on WVSU business without permission, a University vehicle, or reimbursement. I do so perhaps 25 times a year, and spend perhaps five nights a year in motels. If the policy is implemented as-is, does WVSU have enough vehicles for everybody? Won't costs to WVSU go up rather than down? Or will activities such as public school outreach, drivable professional meetings, field research, recruiting, etc. be curtailed? The policy, at least as I read it, seems counter-productive and restrictive of the most active members of WVSU Faculty.

By the way: why don't I seek University funding for my travel? I hate the hassle of paperwork that much, and I don't mind (in essence) making a contribution to my school.

Thank you for reading.

Rich Ford  
Associate Professor, Biology  
Coordinator, Biotech Grad Program  
Hamblin Hall 101D  
304-766-5742

**Agenda Item 8.a.viii.  
May 1, 2014**

**Action**

**BOG Policy #60 (Fixed Asset Inventory Policy)**

During the March 20, 2014 meeting, the Board approved the distribution of a proposed policy (BOG Policy #60, Fixed Asset Travel Policy) for a campus-wide, thirty-day comment period. During the comment period, several comments were received and are included following the proposed policy, which is before the Board for final approval and adoption.

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #60**

**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 Code §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.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Tuesday, March 25, 2014 1:41 PM  
**To:** 'matt@wvstateu.edu'  
**Subject:** RE: [All Employees] BOG Policy #60

# Comment 1

Matt,

Thank you for your comment. It will be shared with the Board of Governors. It is my understanding from Business and Finance staff that higher education, including West Virginia State University, is exempt from the state inventory policy. As a result, this policy is needed to define the inventory reporting level for accounting purposes.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

**From:** Matt Wood [<mailto:mwood@wvstateu.edu>]  
**Sent:** Monday, March 24, 2014 6:10 PM  
**To:** Ashley Schumaker  
**Subject:** Fwd: [All Employees] BOG Policy #60

Ashley:

If WV State code already defines inventory duties to the director of purchasing, why does the university need a BOG policy? Is this to accept and make official the tracking of assets only \$5000 and up?

Thank you very much!

--  
Matt Wood  
Data Network Manager  
University Information Technology  
West Virginia State University  
(304) 204-4331  
[mwood@wvstateu.edu](mailto:mwood@wvstateu.edu)



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<https://mystate.wvstateu.edu>

----- Forwarded message -----

From: **Ashley Schumaker** <[aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)>  
Date: Mon, Mar 24, 2014 at 3:52 PM  
Subject: [All Employees] BOG Policy #60  
To: [allemployees@wvstateu.edu](mailto:allemployees@wvstateu.edu), [allstudents@wvstateu.edu](mailto:allstudents@wvstateu.edu)

On behalf of the West Virginia State University Board of Governors (BOG), please find attached BOG Policy #60. Consistent with the March 20, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, April 23, 2014. Any comments should be e-mailed to [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu) or delivered to the Office of the President (103 Ferrell Hall) by the deadline.

Sincerely,

Ashley

Ashley Schumaker

Chief of Staff

Special Assistant to the President

West Virginia State University

Post Office Box 399

Institute, West Virginia 25112

Office Phone: (304) 766-3112

Cell Phone: (304) 550-4099

E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)

Website: [www.wvstateu.edu](http://www.wvstateu.edu)

--

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Visit this group at <http://groups.google.com/a/wvstateu.edu/group/allemployees/>.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Tuesday, March 25, 2014 11:34 AM  
**To:** Brenda Wilson  
**Subject:** RE: [All Employees] BOG Policy #60

# Comment 2

Brenda,

Thank you for your comment. It will be shared with the Board of Governors. It is my understanding from Business and Finance staff that we will continue to tag inventory, such as computers; however, such inventory will not be recorded or reported as an asset for accounting purposes if the value is below \$5,000.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

**From:** Brenda Wilson [<mailto:wilsonbr@wvstateu.edu>]  
**Sent:** Tuesday, March 25, 2014 9:43 AM  
**To:** Ashley Schumaker  
**Subject:** Re: [All Employees] BOG Policy #60

Right now we tag all our computers. Does this mean that we no longer tag computers, unless the value is \$5K or more? --Thanks --Brenda

On Mon, Mar 24, 2014 at 3:52 PM, Ashley Schumaker <[aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)> wrote:

On behalf of the West Virginia State University Board of Governors (BOG), please find attached BOG Policy #60. Consistent with the March 20, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, April 23, 2014. Any comments should be e-mailed to [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu) or delivered to the Office of the President (103 Ferrell Hall) by the deadline.

Sincerely,

Ashley

Ashley Schumaker

Chief of Staff

Special Assistant to the President

West Virginia State University

Post Office Box 399

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Website: [www.wvstateu.edu](http://www.wvstateu.edu)

--

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Visit this group at <http://groups.google.com/a/wvstateu.edu/group/allemployees/>.

--

Brenda Wilson, Ed.D.  
Professor of Education  
WVSU Dept of Ed  
Wallace 624  
Institute WV 25112  
304-766-3246

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Tuesday, March 25, 2014 4:14 PM  
**To:** JOSE TOLEDO  
**Subject:** RE: [All Employees] BOG Policy #60

# Comment 3

Dr. Toledo,

Thank you for your comment. It will be shared with the Board of Governors.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
Office Phone: (304) 766-3112  
Cell Phone: (304) 550-4099  
E-mail: [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
Website: [www.wvstateu.edu](http://www.wvstateu.edu)

---

**From:** Dr. Jose Toledo [<mailto:toledoju@wvstateu.edu>]  
**Sent:** Tuesday, March 25, 2014 1:56 PM  
**To:** 'Ashley Schumaker'  
**Subject:** RE: [All Employees] BOG Policy #60

Mrs. Schumaker,

Below please find a couple of comments/observations in relation to this policy for your consideration.

**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.**

Shouldn't the general scope of this policy include also the tracking and monitoring of the assets, in addition to accounting for the expenditures invested in their acquisition?

**The purpose of inventory and inventory management is to track and monitor the institution's fixed assets and account for all expenditures invested in the purchase of equipment and furnishings so as to protect the assets of the institution.**

The policy, as provided, does not specify who is responsible for its implementation and monitoring. It does specify, however, that the Director of Purchasing is responsible for auditing and inventory of the assets.

Thank you,

Ulises

**Jose Ulises Toledo, Ph.D.**  
Associate Dean for Administration,  
West Virginia State University  
Gus R. Douglass Land-Grant Institute  
131 Ferrell Hall  
P.O. Box 1000  
Institute, WV 25112-1000  
(304) 766-4290 Office  
(304) 766-4292 Fax

*West Virginia State University Gus R. Douglass Land-Grant Institute does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.*

---

**From:** Ashley Schumaker [<mailto:aschumaker@wvstateu.edu>]  
**Sent:** Monday, March 24, 2014 3:53 PM  
**To:** [allemployees@wvstateu.edu](mailto:allemployees@wvstateu.edu); [allstudents@wvstateu.edu](mailto:allstudents@wvstateu.edu)  
**Subject:** [All Employees] BOG Policy #60

On behalf of the West Virginia State University Board of Governors (BOG), please find attached BOG Policy #60. Consistent with the March 20, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, April 23, 2014. Any comments should be e-mailed to [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu) or delivered to the Office of the President (103 Ferrell Hall) by the deadline.

Sincerely,  
Ashley

Ashley Schumaker  
Chief of Staff  
Special Assistant to the President  
West Virginia State University  
Post Office Box 399  
Institute, West Virginia 25112  
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**Agenda Item 8.a.ix.  
May 1, 2014**

**Information**

**BOG Budget Report**

**University - E&G Budget**  
**FY 2014 Budget / Actual Expenditures 03/31/14**

	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.)	-7.3%
Tuition Revenue									11,180,000	9,450,016	1,729,984	84.53%		9.5%
R&D Corp Indirect Funds									427,230	129,637	297,593	30.34%		-44.7%
<b>Sub Total of Revenues</b>		<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>22,148,715</b>	<b>16,720,316</b>	<b>5,428,399</b>	75.49%		0.5%
Academic Affairs	10,975,580	7,032,700	3,942,880	64.08%	255,726	124,490	131,236	48.68%	11,231,306	7,157,190	4,074,116	63.73%		-11.3%
Student Affairs	1,360,911	938,716	422,195	68.98%	105,696	116,260	(10,564)	109.99%	1,466,607	1,054,976	411,631	71.93%		-3.1%
President's Area	1,049,664	856,927	192,737	81.64%	785,342	627,775	157,567	79.94%	1,835,006	1,484,702	350,304	80.91%	(3.)	5.9%
University Relations	997,427	668,272	329,155	67.00%	299,167	189,060	110,107	63.20%	1,296,594	857,332	439,262	66.12%		-8.9%
Phy Fac Net of Transfers	2,410,273	1,621,938	788,335	67.29%	603,864	641,142	(37,278)	106.17%	3,014,137	2,263,080	751,057	75.08%		0.1%
University Advancement	244,762	262,308	(17,546)	107.17%	101,629	49,511	52,118	48.72%	346,391	311,820	34,571	90.02%	(4.)	15.0%
Finance	1,427,631	996,004	431,627	69.77%	108,308	167,239	(58,931)	154.41%	1,535,939	1,163,243	372,696	75.73%	(5.)	0.7%
College Wide	77,012	0	77,012	0.00%	1,345,721	1,428,866	(83,145)	106.18%	1,422,733	1,428,866	(6,133)	100.43%	(6.)	25.4%
<b>Sub Total of Expenses</b>	<b>18,543,260</b>	<b>12,376,866</b>	<b>6,166,394</b>	<b>66.75%</b>	<b>3,605,453</b>	<b>3,344,342</b>	<b>261,111</b>	<b>92.76%</b>	<b>22,148,715</b>	<b>15,721,209</b>	<b>6,427,504</b>	<b>70.98%</b>		<b>-4.0%</b>
<b>Grand Total</b>									<b>0</b>	<b>999,107</b>			(7.)	

**Footnotes:**

- (1.) 75.0% is the target for March 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 (\$37,900), and increases in personnel 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, February, and March.
- (7.) The third quarter allotment was received in January.



**University - All Funds**  
**FY 2014 Budget / Actual Expenditures 03/31/14**

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 3/31/2014
<b>0373</b> <b>State Appropriations:</b> For University and Land Grant Match		7,140,663 <u>1,278,360</u>				
	<b>0</b>	8,419,023	6,809,653	1,407,626	8,217,279	201,744
<b>4611</b> <b>Tuition and Fees:</b> 50 some sub-funds	985,389	11,080,466	5,777,095	3,780,218	9,557,313	2,508,542
<b>4612</b> <b>Auxiliary Fees:</b> Bookstore, Housing, Dining Athletics, Public Safety	457,222	5,005,035	1,648,845	3,485,085	5,133,930	328,327
<b>4613</b> <b>Capital Fees:</b> Capital Activity Transfers from HEPC	783,681	6,785,459	140,816	7,032,478	7,173,294	395,845
<b>4614</b> <b>State Grants:</b>	460,404	2,743,199	247,297	2,265,999	2,513,296	690,307
<b>8775</b> <b>Federal Funds:</b>	104,774	1,001,492	560,227	466,979	1,027,206	79,059
<b>Grand Total</b>						<b>4,203,824</b>

**Note:**

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

Fleming Hall YTD Activity

\$

20,274,704

**West Virginia State University  
Auxiliary Account Activity for March 2014  
Fund 4612**

<b>Fund Number</b>	<b>Fund Name</b>	<b>6/30/2013 Fund Balance</b>	<b>3/31/2014 Fund Balance</b>	<b>FY 14 Net Activity</b>
123610	Student Union Operation	(178,865)	(151,915)	\$ 26,950
123710	Housing	(1,324,376)	(1,447,511)	\$ (123,135)
123810	Dining Food Services	(624,642)	(620,712)	\$ 3,930
123980	Athletics Current	(427,673)	(574,569)	\$ (146,896)
123981	Athletic Enhancement Funds	181,285	184,237	\$ 2,952
125180	Faculty Housing	65,636	2,370	\$ (63,266)
125620	Parking	(158,781)	(149,898)	\$ 8,883
129110	Bookstore	2,924,639	3,086,325	\$ 161,686
	<b>Fund 4612 Balance</b>	<b>\$ 457,223</b>	<b>\$ 328,327</b>	<b>\$ (128,896)</b>
	Balance in All Funds Report		328,327	

**Agenda Item 8.a.x.**  
**May 1, 2014**

**Action**

**Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule**

NOTE: Materials are still being developed and will be provided at the meeting.