

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

1. Call to Order and Roll Call – Chair Tom Susman, presiding
2. Verification of Appropriate Notification of Public Meeting Action 2
3. Review and Approve Meeting Agenda Action 1
4. Review and Approve Minutes of Previous Meeting Action 3
5. Announcements from the Chair
  - a. Resolutions for Outstanding Service Action
  - b. Proposed Fiscal Year 2015 Meeting Dates Action 15
  - c. Fiscal Year 2015 Election of Officers Action
6. Reports from Board Committees and Year-End Summaries
  - a. Presidential Review Process Ad Hoc
  - b. Institutional Advancement
  - c. Academic Policies
  - d. Recruitment and Retention
  - e. Audit
  - f. Finance
7. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel, and Property Matters
8. Report from the University President
  - a. University Reports Forwarded by Board Committees
    - i. BOG Policy #61 (Employment and Evaluation of the President) Action 16
    - ii. BOG Policy #5 (Travel Regulations) Action 53
    - iii. Intent to Plan - Bachelor of Fine Arts in Music Action 65
    - iv. Accreditation Update Information 73
    - v. BOG Budget Report for April and May Information 74
9. Other Matters
10. Next Meeting Date – *September 4, 2014 (Tentative)*
11. Adjournment

**West Virginia State University  
Board of Governors**

**Date/Time:** 6/12/2014 -- 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 : 6/2/2014 2:58:10 PM**

**West Virginia State University Board of Governors**  
**Erickson Alumni Center, Grand Hall**  
**May 1, 2014**  
**Minutes**

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

Chair Susman called the meeting of the West Virginia State University Board of Governors to order at 12:37 PM.

**Present:** Dr. Guetzloff, Mr. Konstanty, Mr. Lipscomb, Ms. Pitchford, Mr. Susman, Mr. Swingle, Dr. Thralls, Mr. White, and Mr. Williams. Several members of the administration, faculty, and staff were also present.

**2. Announcements from the Chair**

- a. Chair Susman introduced a new member of the Board of Governors, Ms. E. Gail Pitchford. A graduate of West Virginia State and resident of Charleston, Ms. Pitchford currently serves as President of the Charleston Area Medical Center Foundation. Ms. Pitchford was called forward to take the oath of office. Following the oath, she was welcomed by fellow Board members.
- b. Prior to the meeting, a resolution was drafted to recognize former member Mr. Larry L. Rowe for his outstanding service as a member of the Board of Governors. Chair Susman read the resolution aloud and asked that a copy be attached to the meeting minutes for the record. Mr. Swingle motioned for adoption of the resolution, and Dr. Thralls seconded the motion. The motion carried. The resolution was presented to Mr. Rowe.

Chair Susman also acknowledged Mr. White and said this would be his last in-person meeting. Prior to the meeting, a resolution was drafted to recognize Mr. White for his exemplary service as the student representative on the Board of Governors. Chair Susman read the resolution aloud and asked that a copy be attached to the meeting minutes for the record. Mr. Swingle motioned for adoption of the resolution, and Mr. Konstanty seconded the motion. The motion carried. The resolution was presented to Mr. White. Following the presentation, Mr. White expressed his appreciation for the amazing opportunities he has experienced since enrolling at State. He said that his service on the Board has been one of the most rewarding experiences. Mr. White introduced Ms. Megan Guetzloff, who will take office as the student representative to the Board on July 1, 2014.

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

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

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

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

## **5. Review and Approve Minutes of Previous Meeting**

Dr. Thralls requested that the specific conditions for the program reviews be added to the appropriate approval sections of the minutes. He also noted on Page 11, under Item 8.b.vii, the program review should read 'Sports Studies' as opposed to 'Social Work.' Chair Susman asked that Dr. Thralls work with Chief of Staff Ashley Schumaker on the revisions to the language for the program reviews. Mr. White motioned for approval of the minutes of the March 20, 2014 meeting, as they will be modified, and Mr. Swingle seconded the motion. The motion carried.

## **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 April 23, 2014 to review the initial draft of proposed BOG Policy #61.
- The policy is consistent with West Virginia Code, HEPC rules, and other rules as stated in the Board Bylaws. The policy outlines the process and procedures for hiring, as well as evaluating, the president.
- The Committee approved that proposed BOG Policy #61 be recommended to the full Board for the thirty-day public comment period, pending the technical changes that were agreed upon through Committee discussion.
- The revised draft was forwarded to the Committee for review prior to distributing to the full Board for consideration.

### Institutional Advancement:

Chair Susman chaired the Committee and presented the report.

- Chair Susman thanked Mrs. Schumaker, Vice President Kimberly Osborne, Vice President Patricia Schumann, and staff for their work on the Black & Gold Gala.
- Currently, pledge payments and outright gifts total over \$1 million. The University has received \$3.9 million towards the \$4 million goal set for this year.
- As of April 17, 2014, the number of donors for this year is 870. The total number of donors last year was 789. The goal is to have 1,000 donors by the end of the current fiscal year.
- The Committee received copies of the schedule for upcoming Alumni Relations events.

### Audit:

Mr. Williams chaired the Committee and presented the report.

- The HEPC is contracting a new local audit company.
- An audit may be conducted in relation to Division II athletics programs under NCAA policy.
- An internal review of purchasing cards was conducted. Several deficiencies were identified, and these items are being addressed. No issues were found with regard to internal controls.
- The Committee reviewed and made changes to BOG Policy #5. Personal vehicles must be insured and legal in order to be used for University business. Language was

added for a process to request permission to use travel-planning resources other than the contracted company. The changes were incorporated prior to the full Board meeting. The Committee voted to recommend the policy, as modified, to the full Board for consideration.

- The Committee reviewed and voted to recommend BOG Policy #60 to the full Board for consideration.

#### Recruitment and Retention:

Mr. Lipscomb chaired the Committee and presented the report.

- Ms. Pitchford was welcomed as a new Committee member.
- The Committee received an update on recruitment and enrollment activities.
- Freshman applications are at 2,284 for fall 2014, compared to 1,839 this time last year, which is an increase of 24 percent. Applications for Kanawha and Putnam counties are trending positively since schools have reopened.
- Freshman admits are at 835, compared to 716 this time last year, which is a 16 percent increase over fall 2013.
- Freshman confirmations are at 241 for fall 2014, compared to 181 this time last year.
- The University has attended awards and scholarship programs at ten of the feeder high schools and will continue to attend college fairs.
- The Admitted Student Calling Campaign will be conducted again this year. Students will receive e-mails, telephone calls, and text messages reminding them of timelines for financial aid, registration, etc. Outreach will also be made to students who applied or were admitted, but have not registered for fall 2014.
- With regard to transfer initiatives, staff attended community and technical college fairs throughout the state. Plans are underway to launch a new transfer scholarship program to offer an award to students who earned their associate degree from an in-state community and technical college and enroll at WVSU to earn a bachelor's degree.
- Vice President Kitty McCarthy introduced the Volunteer Alumni Admissions Network (VAAN). The new program was developed to provide tools and assist alumni with recruiting students in their respective regions. The VAAN program was announced during the National Alumni Association Conference, and alumni are excited about becoming more involved in the recruitment process.

#### Academic Policies:

Dr. Thralls chaired the Committee and presented the report.

- The Committee reviewed three academic programs and one new program proposal. 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 Science in Health Sciences has maintained a steady enrollment. Program strengths include collaborations with other University degree programs and an external articulation agreement with BridgeValley Community and Technical College for the Allied Health and Rehabilitation option. One weakness of the program is that it has only one full-time faculty member. The Academic

Policies Committee voted to recommend the program be continued at the current level with one condition. Continuation would call for a complete development of a program assessment plan and the submission of a follow-up report on the status of assessment in December 2014.

- The Bachelor of Arts in International Studies program has been in existence since 2010 and maintained a small, yet stable enrollment. The program supports the University's commitment to infuse international themes in the curriculum and attracts students through its concentration offerings. Due to the interdisciplinary nature, the program can be offered at a relatively low cost. The Academic Policies Committee voted to recommend the program be continued at the current level with conditions. Continuation would call for the development of common learning experiences for its majors, a capstone course or senior project, and an assessment plan. Additionally, continuation would require the submission of a follow-up progress report in December 2014 for these items.
- The Regents Bachelor of Arts program provides educational attainment opportunities for non-traditional students and has maintained a consistent enrollment and number of graduates. The program is valuable to the University particularly because of the number of non-traditional students it serves. The Academic Policies Committee voted to recommend that the program be further developed and enhanced through appropriate assessment activities, common learning experiences for students, and the creation of a coordinating committee. Continuation would also call for the submission of a follow-up progress report on these items in December 2014.
- The Master of Public Administration program proposal was developed to provide training at the graduate level for in-service and pre-service public managers and policy analysts to become visionary leaders. The intent to plan for the program was approved by HEPC in November 2012. Due to staffing changes, there was a delay in the development of the full proposal, which is now complete. The Academic Policies Committee voted to recommend the proposal to the full Board for consideration.
- The Committee received a report on the updated Compact metrics that were presented during the previous meeting. The Committee discussed the adjustments and voted to recommend approval of the updated Compact metrics to the full Board for consideration.

#### Finance:

Mr. Williams chaired the Committee on behalf of Mr. Larry Salyers and presented the report.

- The Committee discussed the budget report for March and the financial performance of the various areas.
- Discussion was held on auxiliary accounts. The Dining Food Services account currently has positive net activity, but this will reduce because of the way certain

- items are calculated and will be changed later in the year. There will be a transfer of activity from other accounts into Athletics. The Faculty Housing account incurred maintenance expenses that were previously reported. The work has been completed and the account is expected to begin turning around.
- The Committee discussed the proposed Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule. The administration is proposing a five percent tuition increase. Several new fees were recommended with the largest one relating to the residence halls. The five percent is the minimal amount and does not require HEPC approval. The revenue from the tuition and fee increases will help compensate for the reduction from the state next fiscal year. The University will have additional funds from OASIS billing. Pay raises for employees will be implemented (i.e., final increase for the Mercer Schedule, salary and benefit changes for non-classified employees and faculty, and merit raises). The Health Center will begin billing students who are covered by insurance.
  - The Committee voted to recommend the Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule to the full Board for consideration.

**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. Williams seconded the motion, and the motion carried.

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

**8. Report from the University President**

President Hemphill reported on the Second Annual WVSU Cares Day, which was held on April 26, 2014. The event was highly successful with 326 volunteers serving at 32 project sites in Kanawha and Putnam counties. He acknowledged Ms. McCarthy for leading this effort with assistance from many across the campus and within the community. The President presented the Board with a copy of the University's new strategic plan, *Vision 2020: State's Roadmap to the Future*. He said the plan outlines clear goals, strategies, and outcomes as the University's focus on excellence, accountability, and student-centeredness. President Hemphill thanked the Vision 2020 Co-Chairs Ms. McCarthy and Provost Charles Byers, and Vice President Melvin Jones for the hard work, time, and energy they put into this project. The President said construction on the Athletic Complex has begun and the "topping out" of the new residence hall was recently celebrated. The gas well near Dickerson Stadium is now in operation and provides an opportunity for the University to generate revenue, offset utility costs, and make use of the University's land and natural resources. Work on the second gas well drilling on the former West Virginia Rehabilitation Center property will begin in the coming weeks. President Hemphill said the University's new logo was unveiled earlier last month. The logo is an iconic, easily identifiable image that visually represents State and predominately features the clock tower. Additionally, updated logos for Athletics, the Research and Development Corporation, and the Foundation have been

developed. He thanked the University Relations and Operations team, led by Mrs. Osborne, for all of their work on this and other projects. President Hemphill encouraged Board members to participate in the upcoming Commencement ceremony scheduled for May 17, 2014 at 10:00 a.m. in the D. Stephen and Diane H. Walker Convocation Center. The President said he witnesses first-hand the amount of preparation required for the Board meetings, and he acknowledged Mrs. Schumaker for her work in organizing and carrying out the meetings in an efficient manner.

a. University Reports Forwarded by Board Committees

- Item 8.a.i.: President Hemphill said, as reported by the Presidential Review Process Ad Hoc Committee, a new policy is being proposed which is BOG Policy #61 (Employment and Evaluation of the President). Mr. Swingle motioned for approval to distribute the proposed new BOG Policy #61 for a campus-wide, thirty-day comment period, and Mr. Williams seconded the motion. The motion carried. Dr. Guetzloff voted “nay.”
- Item 8.a.ii.: President Hemphill said, as reported by the Academic Policies Committee, the Committee voted to approve the updated HEPC institutional Compact metrics. He called on Mrs. Schumaker to provide an overview on the updated metrics. Mrs. Schumaker said all institutions received feedback from HEPC on the metrics that were submitted on November 1, 2013 for the new Compact cycle. The University was asked to review eight of the 87 total metrics. Upon review by the University’s Compact reporting group, there was a consensus to adjust six of the eight metrics, which were previously presented in detail to the Board. The adjustments were based on a reevaluation of how the areas were measured. Mrs. Schumaker said the HEPC allowed flexibility for all institutions to decide whether to adjust these metrics. The Board may review all metrics and make additional adjustments if needed until the November 1, 2014 submission date. Dr. Thralls asked if the Board should table this item for further review of the compact metrics over the summer and take action in the fall. Chair Susman said it may be more efficient for the Academic Policies Committee to meet in the interim on this matter, and Dr. Thralls agreed. Mrs. Schumaker noted that the University’s Compact reporting group met earlier in the week and will meet regularly during the next several months to discuss the goals and objectives and begin formulating data. Mr. Swingle motioned for approval of the updated HEPC institutional Compact metrics as recommended by the Academic Policies Committee, and Mr. Lipscomb seconded the motion. The motion carried. Dr. Guetzloff voted “nay.”
- Item 8.a.iii.: President Hemphill said he brings before the Board’s consideration a program review for Health Sciences. 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. Thralls, the review is recommended for approval by the Board. Mr. White motioned for approval by the Board that the program be continued at the current level



with one condition, which calls for a complete development of a program assessment plan and the submission of a follow-up report on the status of assessment in December 2014. Mr. Konstany seconded the motion, and the motion carried.

- Item 8.a.iv.: President Hemphill said he brings before the Board's consideration a program review for International Studies. 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. Thralls, the review is recommended for approval by the Board. Ms. Pitchford motioned for approval by the Board that the program be continued at the current level with conditions, which call for the development of common learning experiences for its majors, a capstone course or senior project, and an assessment plan. Additionally, continuation requires the submission of a follow-up progress report in December 2014 for these items. Mr. Konstany seconded the motion, and the motion carried.
- Item 8.a.v.: President Hemphill said he brings before the Board's consideration a program review for the Regents Bachelor of Arts. 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 Board. Mr. White motioned for approval by the Board that the program be further developed and enhanced through appropriate assessment activities, common learning experiences for students, and the creation of a coordinating committee. Additionally, continuation requires the submission of a follow-up progress report on these items in December 2014. Mr. Swingle seconded the motion, and the motion carried.
- Item 8.a.vi.: President Hemphill said he brings before the Board's consideration a Master of Public Administration program proposal. This proposal has been endorsed by the Provost's office and presented to the Academic Policies Committee. As indicated by Academic Policies Committee Chair Dr. Thralls, the proposal is recommended for approval by the Board. Dr. Thralls motioned for approval by the Board for the Master of Public Administration program proposal, and Mr. Lipscomb seconded the motion. The motion carried.
- Item 8.a.vii.: The President asked Mrs. Schumaker and Mrs. Lori Elliott to provide an overview of comments received regarding proposed revised BOG Policy #5 (Travel Regulations) as well as any adjustments made as a result of such comments. Mrs. Schumaker said following the comment period, modifications were made as noted in the agenda book. Additional changes were made during the Audit Committee meeting and an updated version was distributed. Mrs. Elliott said Section 2.2 was changed to clarify that the policy is only for official business and reimbursements must be approved in advance.

Section 4.1.1.4 was modified to indicate that requests to utilize travel options outside of the state's preferred travel agency must be approved by the Vice President for Business and Finance. In Section 4.2.4.1, language was stricken regarding departmental approval to use personal vehicles for University travel. Section 4.2.4.3 was added and requires that all personal vehicles used for University travel must be licensed, inspected, and insured. Through Board discussion on alternate travel booking options and possible exceptions, Chair Susman asked to table this item to address the questions and make further revisions if necessary. Mr. White motioned that the Board table the approval of proposed revised BOG Policy #5, and Mr. Konstanty seconded the motion. The motion carried.

- Item 8.a.viii.: The President asked Mrs. Schumaker and Mrs. Elliott to provide an overview of comments received regarding proposed BOG Policy #60 (Fixed Asset Inventory), as well as any adjustments made as a result of such comments. Mrs. Schumaker said three comments were received and they are included in the agenda book. The comments were not substantive in nature, and no changes were made to the proposed policy after it was presented to the Board during its March 20, 2014 meeting. Dr. Guetzloff asked about computers that are under \$5,000, and Mrs. Elliott said all computers on-campus would continue to be tagged as part of the inventory. She clarified that this policy relates to fixed assets that are in the financial statement list, which differ from property control issues. President Hemphill said he brings this item before the Board for approval as recommended by the Audit Committee. Mr. Swingle motioned for approval by the Board for final adoption of BOG Policy #60, and Dr. Thralls seconded the motion. The motion carried.
- Item 8.a.ix.: President Hemphill asked Mr. Jones to provide the budget report. Mr. Jones said the budget report would only be for March, because April just closed. As of March 31, 2014, the University's total income was at 75.49 percent and expenses were at 70.89 percent. Mr. Jones provided a brief overview on the various accounts and referred to the notes section that identifies why some accounts were under or over budget. For the auxiliary accounts, the Student Union Operations account has positive net activity of \$26,950. A deficit remains in the Housing account, but this is expected to begin turning around when the new residence hall opens in the fall. Dining Food Services has positive net activity of \$3,930. The Athletics account continues to have a deficit, but the Athletic Enhancement Funds account has positive net activity. For Faculty Housing, the required maintenance on the vacated houses has been completed and the dwellings are returning to three-year rental units. Thus, the account will improve moving forward. The Parking account is doing well and additional parking fees will be collected from the OASIS training. The Bookstore continues to do very well and has positive net activity of \$161,686.

- Item 8.a.x.: President Hemphill asked Mr. Jones to present information for the proposed Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule. Mr. Jones said the budget is based on a recommended five percent tuition increase and four percent increase for room and board. Additionally, the budget includes a 3.75 percent across-the-board reduction from the state, OASIS billing funds, employee pay raises, anticipated costs, and tuition revenue. He provided an overview on the various E&G accounts and the comparison for Fiscal Years 2014 and 2015. Dr. Guetzloff asked about the increase in personnel in University Advancement. Mr. Jones said that level of funding could not be sustained last year, and additional funds were identified in Business and Finance to cover the difference. President Hemphill said the University previously agreed to assume those personnel costs. Upon reviewing the overall budget, Chair Susman said it appears the University's budget for next fiscal year is a total increase of \$689,873, and Mr. Jones confirmed that is correct. Dr. Guetzloff asked if emergency funds are included in the budget, and Mr. Jones said approximately one percent of the total budget is allotted for reserves.

Mr. Jones highlighted several of the new fees in the proposed 2014-15 Tuition and Fee Schedule. An information literacy fee (\$30 per semester/occurrence) would be tied to the Freshman Experience course for instructions on how to utilize resources in the Library. Additional new fees include an ID card replacement fee (\$20 per semester/occurrence), adjunct faculty parking fee (\$9 per course/semester), and a non-refundable resident hall reservation deposit (\$100 per semester/occurrence). Mr. Williams expressed concern regarding the amount of reserves in the proposed budget. Chair Susman said last year the Governor mandated a one percent budget reduction, and the same is anticipated for the next fiscal year. He said the revenue from the gas wells and the increasing efforts toward student retention should help offset those reductions. Dr. Guetzloff inquired about Sullivan Hall being listed under room and board fees. Mr. Jones explained that in order for fees to be charged, they must be listed on the schedule. Thus, Sullivan Hall was listed in the event that Dawson and Keith Halls reach capacity.

Chair Susman called for a motion on the proposed five percent tuition increase and fees as outlined in the documents. Mr. Swingle motioned for approval by the Board for the Fiscal Year 2015 Budget and 2014-15 Tuition and Fee Schedule, and Dr. Thralls seconded the motion. Prior to the vote, several Board members commented for the record. Dr. Thralls said years ago a higher education resource fee was created to prevent or eliminate small fees from cropping up, and he is concerned that the situation is resurfacing. Mr. White said he is pleased to see the list that shows what the fees paid by students go towards. Mr. Williams said he feels the proposed increases are reasonable, based on what other institutions are doing both in- and out-of-state. Dr. Guetzloff expressed his continued concern about the amount of budget reductions in Academic Affairs over the years and feels that it goes

against the University's mission to educate individuals. A roll call vote was taken. Ayes: Mr. Konstanty, Mr. Lipscomb, Ms. Pitchford, Mr. Susman, Mr. Swingle, Dr. Thralls, and Mr. Williams. Nays: Dr. Guetzloff and Mr. White. The majority voted in favor 7 to 2, and the motion carried.

**9. Next Meeting Date**

Chair Susman said the next Board of Governors meeting will be held on June 12, 2014. He asked the Vice Presidents to work with the Committee Chairs in the interim to develop a one-page review/report on activities that took place over the year.

**10. Adjournment**

With there being no further business, the meeting adjourned at 3:16 PM.

Respectfully submitted,

L. Vincent Williams  
Secretary

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



WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS  
RECOGNIZES AND APPRECIATES THE DISTINGUISHED SERVICE OF  
**BOARD OF GOVERNORS MEMBER LARRY L. ROWE**

WHEREAS, Mr. Larry L. Rowe faithfully served as a member of the West Virginia State University Board of Governors from November 2010 through February 2014; and

WHEREAS, Mr. Rowe served as Chair of the West Virginia State University Board of Governors from July 2011 through June 2013; and

WHEREAS, Mr. Rowe provided steadfast leadership and many hours of his time as a member of the Presidential Search Advisory Committee; and

WHEREAS, Mr. Rowe participated as a dedicated member of the Academic Policies, Audit, Executive, Finance, Institutional Advancement, and Recruitment and Retention Committees during his tenure on the Board of Governors; and

WHEREAS, Mr. Rowe consistently shared thoughtful advice and sage counsel with the Board, the President, and other University officials, while continuously devoting himself to West Virginia State University's past, present, and future; and

WHEREAS, Mr. Rowe is widely admired for his devotion to educating the public about the unique history of the University's Booker T. Washington properties in Malden, West Virginia; and

WHEREAS, prior to being appointed to the West Virginia State University Board of Governors, Mr. Rowe supported the University's mission through his leadership and civic engagement in the Kanawha Valley and as a member of the West Virginia Legislature; and

WHEREAS, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledges the distinguished service demonstrated by Mr. Rowe through his tenure on the Board of Governors.

NOW, THEREFORE, BE IT RESOLVED, that the West Virginia State University Board of Governors, meeting on this 1st day of May, 2014, hereby commends Mr. Larry L. Rowe for his dedication to excellence and public service at West Virginia State University, in the Kanawha Valley, and across the State of West Virginia; and

BE IT FURTHER RESOLVED, that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to Mr. Larry L. Rowe as a token of the Board's everlasting appreciation and sincerest gratitude.

Tom Susman, Chair  
West Virginia State University Board of Governors

Brian O. Hemphill, Ph.D., President  
West Virginia State University





WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS  
RECOGNIZES AND APPRECIATES THE DISTINGUISHED SERVICE OF  
**BOARD OF GOVERNORS MEMBER SCOTTY WHITE**

WHEREAS, Mr. Scotty White faithfully served as a member of the West Virginia State University Board of Governors from July 2012 through the present; and

WHEREAS, Mr. White faithfully represented the student body in all Board deliberations and served as a strong student advocate in all situations; and

WHEREAS, Mr. White demonstrated a deep passion for the University's core values and unique student experiences, while actively communicating with fellow members of the student body, as well as the entire University community, on issues of vital importance to all facets of the University and its operation; and

WHEREAS, Mr. White participated as a dedicated member of the Academic Policies, Institutional Advancement, and Recruitment and Retention Committees; and

WHEREAS, Mr. White proudly represented the University at various conferences and academic competitions including, but not limited to, the National Broadcasting Society - Alpha Epsilon Rho nationwide awards program and the Honda Campus All-Star Challenge National Championship Tournament; and

WHEREAS, Mr. White is a talented and poised leader who has earned the respect of all members of the Board of Governors and who truly will make a difference in the decades to come; and

WHEREAS, the West Virginia State University Board of Governors, on behalf of the students, faculty, staff, alumni, and friends of the University, hereby gratefully acknowledges the distinguished service demonstrated by Mr. White through his tenure on the Board of Governors.

NOW, THEREFORE, BE IT RESOLVED, that the West Virginia State University Board of Governors, meeting on this 1st day of May, 2014, hereby commends Mr. Scotty White for his dedication to excellence and public service at West Virginia State University, in the Kanawha Valley, and across the State of West Virginia; and

BE IT FURTHER RESOLVED, that this commendation is archived on the pages of the minutes of this meeting and a ceremonial copy presented to Mr. Scotty White as a token of the Board's everlasting appreciation and sincerest gratitude.

Tom Susman, Chair  
West Virginia State University Board of Governors

Brian O. Hemphill, Ph.D., President  
West Virginia State University

**Agenda Item 5.b.**  
**June 12, 2014**

**Action**

**Proposed Fiscal Year 2015 Meeting Dates**

September 4, 2014

September 5, 2014 (*Retreat*)

October 23, 2014

January 28-29, 2015

March 19, 2015

April 23, 2015

June 18, 2015

**Agenda Item 8.a.i.  
June 12, 2014**

**Action**

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

The Presidential Review Process Ad Hoc Committee, as established by the Board Chair in late 2013, has developed a process for the employment and evaluation of the President. The Committee met on April 23, 2014 to discuss a draft Board policy. During the May 1, 2014 full Board meeting, the proposed BOG Policy #61 was recommended by the Presidential Review Ad Hoc Committee and approved by the full Board for a thirty-day comment period ending on Wednesday, June 4, 2014. During the comment period, a total of six comments were received and are included on the following pages.

As a result of the comments received and following a June 4, 2014 meeting of the Presidential Review Process Ad Hoc Committee, several technical adjustments were made to Sections 2.2.1, 2.2.2, 2.2.4, 2.2.7, and 2.4, and Section 6 was removed. The Committee endorsed the revised proposed policy as included following the comments.



## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Tuesday, May 06, 2014 11:24 AM  
**To:** SIMUEL BOWLES  
**Subject:** RE: BOG Policy # 61

# Comment 1

Thank you. Your comment 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:** SIMUEL BOWLES [<mailto:bowlessa@wvstateu.edu>]  
**Sent:** Tuesday, May 06, 2014 9:58 AM  
**To:** [aschumaker@wvstateu.edu](mailto:aschumaker@wvstateu.edu)  
**Subject:** BOG Policy # 61

In section 5.4 it is not stated what happens if the President is terminated for cause.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Tuesday, May 06, 2014 11:26 AM  
**To:** SUSAN MARRASH-MINNERLY  
**Subject:** RE: [All Employees] BOG Policy #61

# Comment 2

Thank you. Your comment 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:** Susan Minnerly [<mailto:minnerly@wvstateu.edu>]  
**Sent:** Tuesday, May 06, 2014 10:59 AM  
**To:** 'Ashley Schumaker'  
**Subject:** RE: [All Employees] BOG Policy #61

Hi Ashley – I sent these to Tom Guetzloff also. My comments/questions are in red.

“On-site visits to the candidates’ current and past places of employment may be conducted and is recommended for the final candidates.” This seems excessive in terms of time and money. We have phones, and Skype etc...travel seems unnecessary.

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 no faculty or staff?

If it is determined that an insufficient number of comments were received during the thirty-day comment period, is this a specific number? A percentage of those polled? How is this determined?

If it is determined that an insufficient number of comments were received during the thirty-day comment period, so is the full board being asked to accept something that has only been discussed in executive session?

5.3 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 This seems odd...can the university grant someone tenure and then take it away?

6.1 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. This seems too vague to be of any value at all, except for use in personal vendettas. What is a "problem"? It is not specified at all in this document. Is a "problem" that s/he always disagrees?

*smm*

Susan Marrash-Minnerly, MFA  
Professor of Theatre  
Department of Communications  
West Virginia State University  
Institute, WV 25112  
304-766-5110  
FAX 304-766-5100

---

**From:** Ashley Schumaker [<mailto:aschumaker@wvstateu.edu>]  
**Sent:** Tuesday, May 06, 2014 8:43 AM  
**To:** [allemployees@wvstateu.edu](mailto:allemployees@wvstateu.edu); [allstudents@wvstateu.edu](mailto:allstudents@wvstateu.edu)  
**Subject:** [All Employees] BOG Policy #61

On behalf of the West Virginia State University Board of Governors (BOG), please find attached BOG Policy #61. Consistent with the May 1, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, June 4, 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)

--

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/>.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Wednesday, May 07, 2014 8:54 AM  
**To:** TIMOTHY RUHNKE  
**Subject:** RE: [All Employees] BOG Policy #61

# Comment 3

Dr. Ruhnke,

Thank you. Your comment 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:** TIMOTHY RUHNKE [<mailto:ruhnketr@wvstateu.edu>]  
**Sent:** Tuesday, May 06, 2014 3:32 PM  
**To:** Ashley Schumaker  
**Subject:** Re: [All Employees] BOG Policy #61

Ashley,

Below is the section of the policy on the grievance procedure. I suspect that there are procedures for removing faculty that have acted unethically or illegally. With the exception of elected members, the governor can remove or fail to re-appoint a Board member. The phrase *perceives a problem* is vague. This could range from a President a strong personal dislike of a Board member to perhaps a Board member behaving in such a way that is contrary to good function of the Board. Such instances are less than ideal, but they are real world. In the latter instance, fellow Board members should be the ones to take corrective action.

In the case of elected members, they can fail to be re-elected. An elected member (perhaps especially a faculty representative) who is perceived to be problematic may in reality be trying to point to serious issues with the functioning and health of the institution. In the final years of the Presidency of Hazo Carter, Jr., faculty representatives Tom Guetzloff and Chuck Smith were certainly at times perceived as "problems". Yet they were really the "carnaries in the coal mine", so to speak. Moving forward with grievance and possible removal of an elected member of the Board would likely precipitate a political crisis.

The section should be removed entirely. Strong university presidents should be able to deal with difficult things. They should be able to work with difficult people if need be. A strong President would never employ this section of the policy. A President who would might be creating additional problems to those that existed previously.

Tim

## Section 6. Grievance Procedure

6.1 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.

On Tue, May 6, 2014 at 8:43 AM, 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 #61. Consistent with the May 1, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, June 4, 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)

--

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/>.

--

Tim Ruhnke  
Professor Biology  
Chair, Faculty Senate  
West Virginia State University  
Institute WV, 25112-1000  
[ruhnketr@wvstateu.edu](mailto:ruhnketr@wvstateu.edu)

**Ashley Schumaker**

---

# Comment 4

**From:** Paul Konstanty  
**Sent:** Thursday, May 08, 2014 10:32 AM  
**To:** Leon Williams  
**Cc:** Brian Hemphill; Thomas Susman; Ashley Schumaker  
**Subject:** RE: 'Proposed BOG Policy 61 (5-6-14)'

Vince:

Thank you for your comments. I'll ask Ashley to route them to the Committee for consideration during our next scheduled meeting.

Paul Konstanty  
Steptoe & Johnson PLLC  
P.O. Box 1588, Charleston, WV 25326-1588 Overnight Chase Tower, 8th Floor  
707 Virginia Street, East, Charleston, WV 25301  
O: 304-353-8170 F: 304-933-8711 C: 304-541-2630

[paul.konstanty@steptoe-johnson.com](mailto:paul.konstanty@steptoe-johnson.com)  
[www.steptoe-johnson.com](http://www.steptoe-johnson.com)

-----Original Message-----

**From:** Leon Williams [<mailto:williams.leon9@gmail.com>]  
**Sent:** Wednesday, May 07, 2014 10:19 PM  
**To:** Paul Konstanty  
**Cc:** Brian Hemphill; Thomas Susman; Ashley Schumaker  
**Subject:** 'Proposed BOG Policy 61 (5-6-14)'

My suggested changes upon reconsideration and comments. Primary changes are the expansion of post- presidential employment options and member/president conflict.

With respect to conflict, I believe that the board should have the courage to try to handle employer/employee conflict internally to the extent possible. The problem/conflict must be work related or unwarrantedly and adversely affect the work relationship. Moreover, the Chancellor may not have the legal authority to direct the outcomes for the types of conflict contemplated.

We may also want to insert the general causes/grounds of involuntary termination so that lay members of the board may understand the ramifications of some types of conflict.

---

Steptoe & Johnson PLLC Note:

This e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from



your system. Also, In accordance with I.R.S. Circular 230, we advise you that any tax advice in this email is not intended or written to be used, and cannot be used, by any recipient for the avoidance of penalties under federal tax laws. Thank you for your cooperation.

# WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

## West Virginia State University

### PROPOSED BOG Policy #61

**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, Higher Education Policy Commission Title 133, Series 5; and West Virginia State University Board of Governors Bylaws Article III (12).
- 2.2 The Board of Governors, consistent with West Virginia Code and the Higher Education Policy Commission, shall be empowered to take all reasonable and necessary steps to search for a President in times of vacancy:
  - 2.2.1 A search committee shall be formed, comprised of interested persons appointed by the Chairman of the Board of Governors and consistent with the representatives outlined in Higher Education Policy Commission Title 133, Series 5, Section 2.2.2. *If the Board of Governors approves it, the search committee may employ consultants or agents to assist with its mission.*
  - 2.2.2 The search committee shall prepare a position announcement detailing the *mission of the University, a summary of its goals and the* characteristics and qualities sought in a new President and distribute the same to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.
  - 2.2.3 Interviews with the finalists, as determined by the Board of Governors, shall be conducted on campus and, during the campus visits, students, classified employees, non-classified employees, faculty, campus

administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates, and their comments shall be solicited and evaluated by the governing board.

- 2.2.4 The search committee may conduct, or direct the performance of a background check on each candidate prior to the interview, and a background check shall be conducted on finalists prior to any campus visit made at the invitation of the search committee, and also shall be conducted prior to any final selection by the search committee and Board of Governors. Background checks and procedures shall conform to the industry standard and best practices, but at a minimum shall include the confirmation of degrees, past employment, criminal history and credit checks.
- 2.2.5 On-site visits to the candidates' current and past places of employment may be conducted and is recommended for the final candidates.
- 2.2.6 Candidates may be considered through their own application or by nomination.
- 2.2.7 Members of the Board of Governors and the search committee may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Higher Education Policy Commission. In the event that candidates are invited to preliminary interviews with the search committee, they shall be notified that confidentiality may be waived as to background checks, and in the event that the candidate is invited to an on-campus interview, the candidate's name and background shall be publicly released at the time they accept an invitation for a formal campus visit.
- 2.2.8 The search committee may also retain the services of a professional search agency or consultant(s).
- 2.2.9 The Board of Governors 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 goals of the University and 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 ~~28~~

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 policies, 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. It is the original intent of the Presidential Review Ad Hoc Committee, in promulgating this mechanism for review of the University President, that it always preserve the confidentiality of the process, both for the University President, and the participants providing comments to effectively evaluate the University President. The summary reporting duties outlined below is meant to foster open communication from participants by maintaining their anonymity. The summary reporting duties outlined below are not meant to filter comments from any participants and it is the intent of this section that all comments be summarized in a non-cumulative or non-redundant fashion.

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 take any necessary action (or take no action when appropriate) 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 ordinarily comprised of the following categories of personnel; however from time to time, and in the future, there may be a need to include a category or categories of personnel not yet existing that would be vital to this process, or conversely to dispense with the inclusion of a category or categories hereinafter mentioned that is no longer vital. In that way, the Presidential Review Committee shall have the implicit authority to amend these categories as necessary, but shall endeavor to be as inclusive as possible within these recommendations:
- 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 An additional representative sample of other faculty members in a caucus (normally 5-10) not otherwise serving on the Faculty Senate;
  - 4.6.3.e A representative sample of classified staff representatives (normally 5-10 including members of the classified staff council, if available);
  - 4.6.3.f A representative sample of students (normally 5-10 including members of the Student Government Association, if available);
  - 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 A representative sample of local community leaders (normally 5-10, including a member of the Kanawha County Commission, if available); and
  - 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 take any necessary action (or take no action when appropriate) at the December meeting.

## Section 5. Resignation and Termination

- 5.1 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.
- 5.2 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.
- 5.3 If the Board of Governors terminates the appointment of a President for any reason other than for "cause" the Board may offer the a President who was not tenured nor on a tenure track on the date of employment, 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 on a tenure track and teaches classes or continues tenure track activities as provided by Board policies, or 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; or if the President obtains funding for an Endowed Chair, or qualifies for an Endowed Chair, for a period of time consistent with the endowment and quality of production standards for such a Chair or as agreed to between the Board of Governors and the outgoing President.
- 5.4 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 6. Grievance Procedure

- 6.1 If the President perceives a work relationship 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 Executive Committee may direct good faith mediation between the members involved and the President. If a member declines good faith mediation and the problem persists, the Board after executive session and by a three-fifths (3/5) vote finding improper conduct by one or more members, may censure its members. If the member(s) continues the improper conduct the Board by a two-thirds (2/3) vote may direct the Chair to consult with the appropriate entities for the purpose of evaluating or petitioning for termination of the members appointment. The Chair or any member of the Executive Committee, President may seek the advice of the Chancellor of the Higher Education Policy

Commission. If the problem involves a work relationship problem with the Chairman of the Board, the President may immediately seek non-binding input from any member of the Board but such input shall not be of a lawyer-client nature. The member, at the member's election, may thereafter initiate communications with the Chair about the matter, and may recommend mediation. If the Chair declines good faith mediation and the problem persists, the Board after executive session and by a three-fifths (3/5) vote finding improper conduct by one or more members, may censure the Chair. If the Chair continues the improper conduct the Board by a two-thirds (2/3) vote may the Board by majority vote may appoint a special committee and its members without input from the Chair. The Special Committee may consult with the appropriate entities for the purpose of evaluating or petitioning for termination of the Chair's appointment. The Board by 2/3 vote may also revoke a chairmanship and by majority vote elect a new chair. If consulted, At all times, the advice of the Chancellor of the Higher Education Policy Commission shall be considered with respect to resolve the dispute, or lead to voluntary resignation, or not for cause involuntary termination.

## Ashley Schumaker

---

**From:** Ashley Schumaker  
**Sent:** Friday, May 09, 2014 12:07 PM  
**To:** Laura Matthews  
**Subject:** Re: [All Employees] BOG Policy #61

# Comment 5

Laura,

Thank you. Your comment 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)

Sent from my iPad

On May 8, 2014, at 8:39 PM, Laura Matthews <[lmattthews@wvstateu.edu](mailto:lmattthews@wvstateu.edu)> wrote:

Item 6.1 seems like it should either be a separate policy and either excluded or expanded? It just seems out of place and maybe like it should be in a document on the rights responsibilities, procedures involved if a BOG member commits some infraction? If the point is to grieve the process of evaluation then it should address those concerns specifically as they relate to the process, to the BOG as a whole, or an external firm hired to create the evaluation etc..

The fact that "problem" is not defined makes it appear as if this is a loophole to create a BOG that HAS to agree with the president on everything, and that anyone who does not is a "problem" and can be removed. This is a slippery slope to be on.

The purpose of the board of governors is to hold the president accountable- especially in an institution where it has been alleged that this was not done in the past. I do not see this president having need for such a clause and I wonder about its origin. I think he would resolve things in a mature and amicable manner far before they ever got to this point.

The truth is in many organizations people do not have to agree to grow and move forward. Knock down drag out fights can and have to occur sometimes for people and institutions to move- eventually people agree that they disagree on some items and compromise on a plan to address difficult issues. Discussions that are painful or awkward have to be had, and had in a manner that people perceive as open, respectful, productive, and conducive to growth and change.

37

My question is should there be (there may already be) a separate policy whereby the members of the BOG may decide a member does not represent the best interests of the school and or has acted in a manner that endangered the future of the school or was grossly negligent of the role that they are entrusted with- then there should be some legal remedy/policy or procedure that should be followed. It seems like this should be placed there.

On Tue, May 6, 2014 at 8:43 AM, 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 #61. Consistent with the May 1, 2014 BOG approval, the proposed new policy is hereby posted for a thirty-day public comment period beginning immediately and ending Wednesday, June 4, 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)

--

You received this message because you are subscribed to the Google Groups "All Employees" group. 38

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/>.

**From:** Ashley Schumaker  
**Sent:** Friday, May 16, 2014 10:59 AM  
**To:** Tom Guetzloff  
**Subject:** RE: BOG Policy #61 comment by Dr. Tom Guetzloff

Dr. Guetzloff,

Thank you. Your comment 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:** Tom Guetzloff [<mailto:tguetzloff@wvstateu.edu>]  
**Sent:** Thursday, May 15, 2014 4:20 PM  
**To:** Ashley Schumaker  
**Subject:** BOG Policy #61 comment by Dr. Tom Guetzloff

***What is Written in proposed***  
**Section 6. Grievance Procedure**

6.1 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.

Elected BOG members are not under this WV Code because they were not appointed by Governor. The link does not talk about any removal policy for the Board members that were elected by their peers to be on the BOG.



CHAPTER 18B. HIGHER EDUCATION.  
ARTICLE 2A. INSTITUTIONAL BOARDS OF GOVERNORS.

§18B-2A-1. Findings; composition of boards; terms and qualifications of members; vacancies; eligibility for reappointment.

**I suggest this wording in the BOG policy #61, to clearly follow the WV code**

**Section 6. Grievance Procedure for *Governor appointed Board Members***

6.1 If the President perceives a problem with the members of the Board of Governors *that were appointed by the WV Governor (excluding Faculty, Staff and Student elected members)*, 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.

Sincerely Submitted,  
Thomas F. Guetzloff  
Professor of Chemistry

Thomas F. Guetzloff, Ph.D.  
West Virginia State University  
Professor of Chemistry  
304-766-4294  
[tguetzloff@wvstateu.edu](mailto:tguetzloff@wvstateu.edu)



# WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

## West Virginia State University

### PROPOSED BOG Policy #61

**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, Higher Education Policy Commission Title 133, Series 5; and West Virginia State University Board of Governors Bylaws Article III (12).
- 2.2 The Board of Governors, consistent with West Virginia Code and the Higher Education Policy Commission, shall be empowered to take all reasonable and necessary steps to search for a President in times of vacancy:
  - 2.2.1 A search committee shall be formed, comprised of interested persons appointed by the Chairman of the Board of Governors and consistent with the representatives outlined in Higher Education Policy Commission Title 133, Series 5, Section 2.2.2. If the Board of Governors approves it, the search committee may employ consultants or agents to assist with its mission.
  - 2.2.2 The search committee shall prepare a position announcement detailing the mission of the University, a summary of its goals and the characteristics and qualities sought in a new President and distribute the same to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals for the purpose of advertising the position.
  - 2.2.3 Interviews with the finalists, as determined by the Board of Governors, shall be conducted on campus and, during the campus visits, students,

classified employees, non-classified employees, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates, and their comments shall be solicited and evaluated by the governing board.

- 2.2.4 The search committee may conduct, or direct the performance of a background check on each candidate prior to the interview, and a background check shall be conducted on finalists prior to any campus visit made at the invitation of the search committee, and also shall be conducted prior to any final selection by the search committee and Board of Governors. Background checks and procedures shall conform to the industry standard and best practices, but at a minimum shall include the confirmation of degrees, past employment, criminal history and credit checks.
- 2.2.5 On-site visits to the candidates' current and past places of employment may be conducted and is recommended for the final candidates.
- 2.2.6 Candidates may be considered through their own application or by nomination.
- 2.2.7 Members of the Board of Governors and the search committee may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Higher Education Policy Commission. In the event that candidates are invited to preliminary interviews with the search committee, they shall be notified that confidentiality may be waived as to background checks, and in the event that the candidate is invited to an on-campus interview, the candidate's name and background shall be publicly released at the time they accept an invitation for a formal campus visit.
- 2.2.8 The search committee may also retain the services of a professional search agency or consultant(s).
- 2.2.9 The Board of Governors 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 goals of the University and 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 policies, 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. It is the original intent of the Presidential Review Ad Hoc Committee, in promulgating this mechanism for review of the University President, that it always preserve the

confidentiality of the process, both for the University President, and the participants providing comments to effectively evaluate the University President. The summary reporting duties outlined below is meant to foster open communication from participants by maintaining their anonymity. The summary reporting duties outlined below are not meant to filter comments from any participants and it is the intent of this section that all comments be summarized in a non-cumulative or non-redundant fashion.

- 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 an 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 thirty-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 take any necessary action (or take no action when appropriate) 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 ordinarily comprised of the following categories of personnel; however from time to time, and in the future, there may be a need to include a category or categories of personnel not yet existing that would be vital to this process, or conversely to dispense with the inclusion of a category or categories hereinafter mentioned that is no longer vital. In that way, the Presidential Review Committee shall have the implicit authority to amend these categories as necessary, but shall endeavor to be as inclusive as possible within these recommendations:

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 An additional representative sample of other faculty members in a caucus (normally 5-10) not otherwise serving on the Faculty Senate;

- 4.6.3.e A representative sample of classified staff representatives (normally 5-10 including members of the classified staff council, if available);
  - 4.6.3.f A representative sample of students (normally 5-10 including members of the Student Government Association, if available);
  - 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 A representative sample of local community leaders (normally 5-10, including a member of the Kanawha County Commission, if available); and
  - 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 take any necessary action (or take no action when appropriate) at the December meeting.

## **Section 5. Resignation and Termination**

- 5.1 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.
- 5.2 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.
- 5.3 If the Board of Governors terminates the appointment of a President for any reason other than for "cause" the Board may offer ~~the a President who was not tenured nor o a tenure track on the date of employment,~~ 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 ~~on a tenure track and teaches classes or continues tenure track activities as provided by Board policies, or 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; or ~~if the President obtains funding for an Endowed Chair, or qualifies for an Endowed Chair,~~ for a period of time consistent with the endowment and quality of production standards for such a Chair or as agreed to between the Board of Governors and the outgoing President.
- 5.4 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 6. Grievance Procedure**

6.1 — ~~If the President perceives a work relationship 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 Executive Committee may direct good faith mediation between the members involved and the President. If a member declines good faith mediation and the problem persists, the Board after executive session and by a three fifths (3/5) vote finding improper conduct by one or more members, may censure its members. If the member(s) continues the improper conduct the Board by a two thirds (2/3) vote may direct the Chair to consult with the appropriate entities for the purpose of evaluating or petitioning for termination of the members appointment. The Chair or any member of the Executive Committee, President may seek the advice of the Chancellor of the Higher Education Policy Commission. If the problem involves a work relationship problem with the Chairman of the Board, the President may immediately seek non-binding input from any member of the Board but such input shall not be of a lawyer client nature. The member, at the member's election, may thereafter initiate communications with the Chair about the matter, and may recommend mediation. If the Chair declines good faith mediation and the problem persists, the Board after executive session and by a three fifths (3/5) vote finding improper conduct by one or more members, may censure the Chair. If the Chair continues the improper conduct the Board by a two thirds (2/3) vote may the Board by majority vote may appoint a special committee and its members without input from the Chair. The Special Committee may consult with the appropriate entities for the purpose of evaluating or petitioning for termination of the Chair's appointment. The Board by 2/3 vote may also revoke a chairmanship and by majority vote elect a new chair. If consulted, At all times, the advice of the Chancellor of the Higher Education Policy Commission shall be considered with respect to resolve the dispute, or lead to voluntary resignation, or not for cause involuntary termination.~~

**Agenda Item 8.a.ii.**  
**June 12, 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 subsequently distributed to the full Board and discussed during the May 1, 2014 full Board meeting. At that meeting, the item was tabled and is currently pending final approval and adoption.

A copy of the proposed policy, including revisions based on the comment period, is presented on the following pages.

# WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

## West Virginia State University

### PROPOSED 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 seeking reimbursement or utilizing direct funding from the University or its affiliates with the exception of Section 4.2.4.3, which applies to all employees, students and non-employees on University travel.

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.~~ If reimbursement is sought or direct funding is utilized, it must be approved and available funding must be identified in advance of such travel and/or purchases.

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~~ shall make advance bookings through the state's preferred travel agency, ~~National Travel, to secure the least expensive airfare possible.~~ If a traveler would like to request an exception to utilize a less expensive travel option, he or she should make such a request to the Vice President for Business and Finance, who shall have the authority to approve such requests at his or her discretion. Reimbursement may be made to the traveler in advance for airfare purchased 45 to 180 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.

4.2.4.3 All privately-owned vehicles, that are utilized for University travel, must be properly licensed, inspected, and insured.

#### 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 unless otherwise requested by a traveler and approved by the Vice President for Business and Finance, who shall have the authority to approve such requests at his or her discretion.

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~~ are 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.



**Agenda Item 8.a.iii.  
June 12, 2014**

**Action**

**Intent to Plan – Bachelor of Fine Arts in Music**

**INTENT TO PLAN**

**West Virginia State University  
Institute, West Virginia**

**Date of Request**

June 2014

**Category of Action Required**

Approval to Add a Major in Music with an emphasis in Vocal or Instrumental Music to the Existing Approved Bachelor of Arts Programs at West Virginia State University.

**Title of Degree of Certificate**

Bachelor of Fine Arts in Music with an emphasis in Vocal or Instrumental Music.

**Projected Date of Submission of the Full Proposal**

December 2014

**Projected Date of Implementation**

Fall 2015

**Summary Statement**

West Virginia State University is proposing the addition of a Music Major with a vocal or instrumental emphasis to its existing, approved Bachelor of Arts programs. Currently, no undergraduate music program exists in the institution's service region. The program aligns with the objectives of the institution in providing student-centered instruction for musicians who have no intention of entering the teaching profession. The proposed new program will not require any additional faculty. The program complies with the Higher Education Policy Commission's recommendation that no proposed new degree program exceed 120 hours.

## **Brief Program Description**

The Kanawha Valley is the cultural hub of West Virginia. Currently, no Bachelor of Arts in Music exists to prepare professional vocalists or musicians in this region. West Virginia State University offers a B.S. in Music Education; however, the serious student of music often does not want to teach. Furthermore, the serious student of music does not necessarily want to specialize in both vocal and instrumental music, which is currently required of all music education majors. The purpose of the proposed new Bachelor of Fine Arts in Music program is to prepare vocalists and musicians to meet the musical needs of the Kanawha Valley, the state, and the nation, as well as to prepare them for future graduate study. A curriculum summary sheet for the proposed program is included in Appendix A. Graduates of the proposed new music degree program will complete the vocal or instrumental major in 120 hours. The degree contains University-required general education courses, core music courses, and courses for one specific emphasis in either vocal or instrumental music. All appropriate committees within the institution have approved the proposed program.

## **Quality Assurances**

The National Association for Music Education (NAfME) evaluates the Music Education Content Specialization at West Virginia State University. In 2006, the West Virginia Department of Education gave “state recognition” for the content specialization in Music (PreK-Adult) based on the Curriculum Analysis Review (CAR) process. (Preparation for the next evaluation by the National Council for Accreditation of Teacher Education (NCATE), including CAR analysis of the music content specialization, is currently under way.) Since all but three of the courses in the proposed BFA curriculum are also part of the Music Education Content Specialization, NAfME recognition provides assurance for the quality of the program’s offerings. In addition, student fulfillment of learning outcomes is regularly assessed for NAfME standards as well as for National Council for Accreditation of Teacher Education (NCATE) accreditation. With the addition of this program, it is the intention of the music department to investigate and likely pursue accreditation with the National Association of Schools of Music (NASM).

## **Similar Programs in West Virginia**

A Bachelor of Fine Arts in Music with an emphasis in vocal or instrumental music is not offered in the Greater Kanawha Valley. The closest state-supported institution offering a similar degree is Marshall University in Huntington, West Virginia. It is the intent of the Department of Music at West Virginia State University to create more well-rounded scholars. In addition to their study of applied music subjects, students in the proposed BFA program will matriculate with a greater world view through the inclusion of the core general education requirements of the traditional BA program. WVSU’s Bachelor of Fine Arts in Music would be the only such program in the Kanawha Valley.

## **Public Service Needs Met**

This proposed program supports West Virginia State University's Mission Statement: "*To meet the economic development needs of the region through innovative programs.*" In the May 2011 State Occupational Employment and Wage Estimates for West Virginia, the category of "Arts, Design, Entertainment, Sports, and Media Occupations," which includes musicians, showed a 5.5% increase. Graduates with a B.A. in Music would be good candidates for many of the jobs in this sector, as well as in certain aspects of tourism and hospitality, because of their training in the arts, as well as the communication and self-presentation skills acquired in the program. The addition of this degree will facilitate academic partnerships with the West Virginia Symphony Orchestra and the West Virginia Youth Symphony Orchestra. It will also enable the music department to begin a Music Preparatory Division, allowing students of music to serve as teachers for members of the community who wish to learn instrumental and vocal music skills.

## **Resources to Deliver the Program**

The proposed Bachelor of Fine Arts in Music with a vocal or instrumental emphasis will require the addition of a minimal number of new courses as listed below. It is estimated that one new adjunct faculty member will need to be hired as a string instrument specialist. This can be accomplished easily through the aforementioned partnership with the West Virginia Symphony Orchestra. WVSU has the existing library resources, performance space, and means to deliver the program. There should be no significant additional expenses, unless future enrollment numbers require additional sections/instructors.

## **Instructional Delivery Methodologies to Be Employed to Deliver the Program**

The methodologies for delivery of the program's curriculum will consist of a combination of on-site and technology-based formats. For example, applied study and other performance-based instruction (i.e., ensemble participation) in the vocal or instrumental area will be delivered through traditional, on-site methodologies. Where appropriate (i.e., Music Theory, Music History), technology-based instruction will be utilized to the highest degree with the consensus of faculty.

### **New Courses Needed for B.F.A. in Music:**

- Chamber Ensembles
- Diction for Singers
- Survey of Vocal Music Literature
- Survey of Instrumental Music Literature
- Senior Recital

**APPENDIX A**

**CURRICULUM SUMMARY SHEET**

**FOR**

**A BACHELOR OF FINE ARTS IN MUSIC**

**WITH A VOCAL OR INSTRUMENTAL EMPHASIS**

## BACHELOR OF FINE ARTS IN MUSIC – VOCAL EMPHASIS

Courses	Hours
<b>MUSIC</b>	
101 Elementary Theory I	3
115 Elementary Aural Theory I	1
102 Elementary Theory II	3
116 Elementary Aural Theory II	1
201 Advanced Theory III	3
215 Advanced Aural Theory III	1
202 Advanced Theory IV	3
216 Advanced Aural Theory IV	1
405 Orchestration and Arranging	3
303 History and Literature of Music I	3
304 History and Literature of Music II	3
150 Concert Choir (8 semesters)	8
207 Choral Conducting	3
191 Applied Music	1
192 “	1
291 “	1
292 “	1
391 Advanced Applied Music	2
392 “	2
491 “	2
492 “	2
110 Elementary Piano Class I	1
111 Elementary Piano Class II	1
210 Advanced Piano I	1
211 Advanced Piano II	1
199 Diction for Singers	3
4?? Vocal Pedagogy	3
399 Senior Recital	3
320 Music Technology	3
130 College Singers (4 semesters)	4
<b>TOTAL IN MAJOR</b>	<b>68</b>
<b>GENERAL EDUCATION</b>	
ARH 101 Freshman Experience	1
ENGL 101 First-Year Composition I	3
ENGL 102 First-Year Composition II	3
ENGL 150 Introduction to Literature	3
GED 100 Origins	3
GED 200 Race, Gender, and Human Identity	3
	International Perspectives (one must be foreign language)
	6
Math 111 Mathematics for Liberal Arts	3
HIST 201 or 202 World Civilization	3

	American Traditions (HIST 207 or 208 or POSC 101)	3
	Fine Arts (from two disciplines)	6
COMM 100	Speech Communication	3
HHP 122 or 157	Health and Human Performance	2
	Social Structures (POSC 100, PSYC 151, or SOCI 101)	3
	Natural Science	6-8
<hr/>		
TOTAL GENERAL EDUCATION		51-53
<hr/>		
ELECTIVES TO BRING TOTAL HOURS TO 120		0
<hr/>		
<b>TOTAL</b>		<b>119-121</b>

### **BACHELOR OF FINE ARTS IN MUSIC – INSTRUMENTAL EMPHASIS**

<b>Courses</b>	<b>Hours</b>
<b>MUSIC</b>	
101 Elementary Theory I	3
115 Elementary Aural Theory I	1
102 Elementary Theory II	3
116 Elementary Aural Theory II	1
201 Advanced Theory III	3
215 Advanced Aural Theory III	1
202 Advanced Theory IV	3
216 Advanced Aural Theory IV	1
405 Orchestration and Arranging	3
303 History and Literature of Music I	3
304 History and Literature of Music II	3
150 Concert Band or Orchestra (8 semesters)	8
207 Instrumental Conducting	3
191 Applied Music	1
192 “	1
291 “	1
292 “	1
391 Advanced Applied Music	2
392 “	2
491 “	2
492 “	2
110 Elementary Piano Class I	1
111 Elementary Piano Class II	1
210 Advanced Piano Class I	1
211 Advanced Piano Class II	1
199 Survey of Band/Orchestral Literature	3
399 Senior Recital	3
320 Music Technology	3

130	Chamber Ensembles	4
	(4 semesters)	
<hr/>		
TOTAL IN MAJOR		65

GENERAL EDUCATION

ARH 101	Freshman Experience	1
ENGL 101	First-Year Composition I	3
ENGL 102	First-Year Composition II	3
ENGL 150	Introduction to Literature	3
GED 100	Origins	3
GED 200	Race, Gender, and Human Identity	3
	International Perspectives (6 credit hours)	6
Math 111	Mathematics for Liberal Arts	3
HIST 201 or 202	World Civilization	3
	American Traditions (HIST 207 or 208 or POSC 101)	3
	Fine Arts (from two disciplines)	6
COMM 100	Speech Communication	3
HHP 122 or 157	Health and Human Performance	2
	Social Structures (POSC 100, PSYC 151, or SOCI 101)	3
	Natural Science	6-8
<hr/>		
TOTAL GENERAL EDUCATION		51-53

<hr/>		
ELECTIVES TO BRING TOTAL HOURS TO 120		2-4
<hr/>		
<b>TOTAL</b>		<b>120</b>



**Agenda Item 8.a.iv.  
June 12, 2014**

**Information**

**Accreditation Update**

Dr. Orlando McMeans, Vice President for Research and Public Service, will provide an update regarding the accreditation process as it relates to the University's reaffirmation, which includes a site visit by the Higher Learning Commission in April 2015.

**Agenda Item 8.a.v.  
June 12, 2014**

**Information**

**BOG Budget Report for April and May**

**University - E&G Budget**  
**FY 2014 Budget / Actual Expenditures 04/30/14**

	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	10,541,485	0	100.00%	(2.)	16.67%
Tuition Revenue									11,180,000	9,664,263	1,515,737	86.44%		3.11%
R&D Corp Indirect Funds									427,230	139,504	287,726	32.65%		-50.68%
<b>Sub Total of Revenues</b>		<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>		<b>22,148,715</b>	<b>20,345,252</b>	<b>1,803,463</b>	91.86%		8.52%
Academic Affairs	10,975,580	7,955,987	3,019,593	72.49%	255,726	206,742	48,984	80.85%	11,231,306	8,162,728	3,068,578	72.68%		-10.65%
Student Affairs	1,360,911	1,047,271	313,640	76.95%	105,696	134,115	(28,419)	126.89%	1,466,607	1,181,386	285,221	80.55%		-2.78%
President's Area	1,049,664	937,284	112,380	89.29%	785,342	529,723	255,619	67.45%	1,835,006	1,467,006	368,000	79.95%		-3.39%
University Relations	997,427	736,975	260,452	73.89%	299,167	238,694	60,473	79.79%	1,296,594	975,669	320,925	75.25%		-8.08%
Phy Fac Net of Transfers	2,410,273	1,774,706	635,567	73.63%	603,864	704,337	(100,473)	116.64%	3,014,137	2,479,043	535,094	82.25%		-1.09%
University Advancement	244,762	298,937	(54,175)	122.13%	101,629	55,451	46,178	54.56%	346,391	354,388	(7,997)	102.31%	(3.)	18.98%
Finance	1,427,631	1,104,147	323,484	77.34%	108,308	190,661	(82,353)	176.04%	1,535,939	1,294,808	241,131	84.30%	(4.)	0.97%
College Wide	77,012	3	77,009	0.00%	1,345,721	1,106,576	239,145	82.23%	1,422,733	1,106,579	316,154	77.78%		-5.55%
<b>Sub Total of Expenses</b>	<b>18,543,260</b>	<b>13,855,309</b>	<b>4,687,951</b>	<b>74.72%</b>	<b>3,605,453</b>	<b>3,166,298</b>	<b>439,155</b>	<b>87.82%</b>	<b>22,148,715</b>	<b>17,021,607</b>	<b>5,127,106</b>	<b>76.85%</b>		<b>-6.48%</b>
<b>Grand Total</b>									<b>0</b>	<b>3,323,645</b>			(5.)	

**Footnotes:**

- (1.) 83.33% is the target for April activity compared to budgets.
- (2.) The original budget has been reduced for the mid-year budget reduction of 1%.
- (3.) University Advancement includes new staff costs that were not included in the budget.
- (4.) Finance FY14 YTD actual supplies & other services includes the upfront costs for audits and credit card costs.
- (5.) The fourth quarter state appropriation was received in April.

**University - All Funds**  
**FY 2014 Budget / Actual Expenditures 04/30/14**

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 4/30/2014
<b>0373</b> <b>State Appropriations:</b> For University and Land Grant Match		10,541,485 <u>1,908,000</u>				
	<b>0</b>	12,449,485	7,745,160	1,122,626	8,867,787	3,581,698
<b>4611</b> <b>Tuition and Fees:</b> 50 some sub-funds	985,389	11,430,961	6,375,765	4,009,044	10,384,808	2,031,542
<b>4612</b> <b>Auxiliary Fees:</b> Bookstore, Housing, Dining Athletics, Public Safety	457,222	5,479,907	1,824,397	3,828,945	5,653,342	283,786
<b>4613</b> <b>Capital Fees:</b> Capital Activity Transfers from HEPC	783,681	6,856,893	140,816	7,307,629	7,448,444	192,129
<b>4614</b> <b>State Grants:</b>	460,404	2,778,445	273,835	2,568,464	2,842,299	396,550
<b>8775</b> <b>Federal Funds:</b>	104,774	1,092,079	623,502	478,867	1,102,369	94,484
<b>Grand Total</b>						<b>6,580,189</b>

**Note:**

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

Fleming Hall YTD Activity

\$

20,013,478

76

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

<b>Fund Number</b>	<b>Fund Name</b>	<b>6/30/2013 Fund Balance</b>	<b>4/30/2014 Fund Balance</b>	<b>FY 14 Net Activity</b>
123610	Student Union Operation	(178,865)	(161,806)	\$ 17,059
123710	Housing	(1,324,376)	(1,382,308)	\$ (57,932)
123810	Dining Food Services	(624,642)	(721,397)	\$ (96,755)
123980	Athletics Current	(427,673)	(606,112)	\$ (178,439)
123981	Athletic Enhancement Funds	181,285	153,429	\$ (27,856)
125180	Faculty Housing	65,636	(3,347)	\$ (68,983)
125620	Parking	(158,781)	(167,606)	\$ (8,825)
129110	Bookstore	2,924,639	3,172,932	\$ 248,293
	<b>Fund 4612 Balance</b>	<b>\$ 457,223</b>	<b>\$ 283,786</b>	<b>\$ (173,437)</b>
	Balance in All Funds Report		283,786	