

**BOARD OF GOVERNORS MEETING PACKET
JUNE 11, 2020**

TABLE OF CONTENTS	PAGE NUMBER
TABLE OF CONTENTS PAGE	1
MEETING SCHEDULE	2
ACADEMIC POLICY COMMITTEE AGENDA	3
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	4
MAY 8, 2020 MEETING MINUTES	5
INTERDISCIPLINARY STUDIES DEGREE APPROVAL	7
ADHOC BYLAWS AND POLICIES REVIEW COMMITTEE AGENDA	9
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	10
MAY 8, 2020 MEETING MINUTES	11
APPROVAL OF INTENT TO DRAFT PROPOSED REVISED BOG POLICY #3-ACADEMIC STANDARDS FOR STUDENTS TO PARTICIPATE IN INTERCOLLEGIATE ATHLETICS	13
APPROVAL OF INTENT TO DRAFT PROPOSED REVISED BOG POLICY #57-DEADLY WEAPONS AND DESTRUCTIVE DEVICES	15
AUDIT COMMITTEE AGENDA	21
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	22
DECEMBER 13, 2019 MEETING MINUTES	23
FINANCE COMMITTEE AGENDA	25
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	26
MAY 8, 2020 MEETING MINUTES	27
BUDGET REPORTS	31
INSTITUTIONAL ADVACENEMNT COMMITTEE AGENDA	35
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	36
MAY 8, 2020 MEETING MINUTES	37
FUNDRAISING/ALUMIN ENGAGEMENT/COMMUNICATIONS & MARKETING WVSU FOUNDATION	40 43
RECRUIMENT AND RETENTION COMMITTEE AGENDA	46
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	47
MAY 8, 2020 MEETING MINUTES	48
RECRUITMENT & RETENTION REPORTS	52
FULL BOARD AGENDA	57
VERIFICATION OF APPROPRIATE NOTICE OF PUBLIC MEETING	58
MAY 8, 2020 MEETING MINUTES	59
INTERIM PRESIDENT'S TRANSITION REPORT	62
MEETING DATES	65



**West Virginia State University Board of Governors
Meeting Schedule
June 11, 2020**

Join Zoom Meeting
<https://zoom.us/j/9944614079>

Meeting ID: 994 461 4079

Dial by your location

+1 929 205 6099 US

Meeting ID: 994 461 4079

9:30 a.m.	Academic Policy Committee
10:00 a.m.	Adhoc Bylaws and Policies Review Committee
10:30 a.m.	Audit Committee
10:45 a.m.	Finance Committee
11:15 a.m.	Institutional Advancement Committee
11:45 a.m.	Recruitment and Retention Committee
12:15 p.m.	Break
12:45 p.m.	Full Board

AGENDA
West Virginia State University Board of Governors
Academic Policy Committee
Zoom Meeting
June 11, 2020
9:30 a.m.

1. Call to Order and Roll Call – Committee Chair Katherine Dooley, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Agenda Action
4. Review and Approval of Minutes of Previous Meeting Action
5. University Recommendations and Reports
 - 5.1 HLC Site Visit Report Update
 - 5.2 Academic Affairs Office Update
 - 5.3 Interdisciplinary Studies Degree Approval Action
 - 5.4 Research and Public Service Update
6. Next Meeting Date – TBA
7. Adjournment

Agenda prepared by Ms. Brittany Fletcher, Administrative Clerk, Academic Policy Committee,
May 28, 2020

**Board of Governors
West Virginia State University
Academic Policy Committee**

Date/Time: 6/11/2020 -- 9:30 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: To conduct the business of the Committee prior to the June 11, 2020 West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:37:15 PM

MEETING MINUTES
West Virginia State University Board of Governors
Academic Policy Committee
Zoom Conference Call
May 8, 2020

1. Call to Order and Roll Call

With a quorum being present, the meeting was called to order at 11:07 a.m.

Members Present: Ms. Kitty Dooley, Mr. Mark Kelley, Dr. Frank Vaughan, Dr. Ann Brothers Smith, Mr. Kenneth Gray, Mr. Chuck E. Jones, Jr, Mr. Mark Kelley, Mr. William Lipscomb, Mr. James Payne. Mrs. E. Gail Pitchford. Mr. Ryan Kendrick and Ms. Deja Smoot.
Members of the administration, faculty, and staff were also present.
Members Absent: Mr. Mark Davis.

2. Verification of Appropriate Notice of Public Meeting

Ms. Kitty Dooley announced the Verification of Appropriate Notice of Public Meeting.

3. Review and Approval of Meeting Agenda

Mrs. E. Gail Pitchford motioned for approval of the Agenda, seconded by Mr. Mark Kelley. Academic Policies Committee approved the meeting agenda.

4. Review and Approval of Minutes of Previous Meeting

Mr. Mark Kelley motioned for the approval of the previous meeting minutes, with the correction to change Mr. Mark Kelley missed spelled last name, seconded by Dr. Frank Vaughan. The motion passed.

5. Committee Recommendations and Reports

a. Research and Public Service Update

Jose Ulises Toledo reported to the committee with updates within Research and Public Service Corporation.

Amy Smith reported to the committee updates within the WVSU Extension Services.

Brunette Gamble-Gillard reported to the committee on updates with financial reports within the WVSU Extension Services.

b. Associate Degrees Update

Dr. Byers reported to the committee with an update of the associate degrees and the plan to offer the associate degrees in fall 2020.

c. Program Review Revised Format

Dr. Woodard reported to the committee on the revised format of the program review. The English department review in the packet is using the new revised format and the Biology department is using the old format. Mr. Mark Kelley asked for an executive summary to be presented at the beginning of each program review. Dr. Frank Vaughan replied that there is an executive summary at the end of the review packet. Mr. Kelley said that he would like to see how many students are in the program, the revenue that this program is bringing in and at what cost.

Dr. Woodard asked if the board would only like to have the executive summary in their packet, but with the full report upon request. Chair Dooley replied that she would still want the full packet.

d. Program Reviews

i. English, B.A.

Dr. Woodard informed the committee that English, B.A. be presented to the full board for approval. Dr. Frank Vaughan motioned for approval of the English, B.A. to be presented to the full board, seconded by Dr. Ann Brothers-Smith. The motion carried.

ii. Biology, B.S.

Dr. Woodard informed the committee that Biology, B.S. be presented to the full board for approval. Dr. Frank Vaughan motioned for approval of the English, B.A. to be presented to the full board, seconded by Dr. Ann Brothers-Smith. The motion carried.

6. Next Meeting Date

Ms. Brittany Fletcher informed Chair Dooley that the agenda had the incorrect date for the next meeting. The agenda stated June 18, 2020. The corrected next meeting date is June 11, 2020

7. Adjournment

With there being no further business, a motion was made by Dr. Ann-Brothers-Smith and seconded by Dr. Frank Vaughan to adjourn the meeting. The motion passed. The meeting adjourned at 11:49 a.m.

Respectfully Submitted by –Brittany Fletcher, Administrative clerk for Academic Policy Committee,
May 8, 2020

Approve:



R. Charles Byers, Ph.D.
Interim Provost and Vice President for Academic Affairs
Academic Policy Committee Administrator

**West Virginia State University Board of Governors
Academic Policy Committee
June 11, 2020**

I. Purpose

To implement an Interdisciplinary Studies (IDS) degree program at West Virginia State University.

II. Background

On March 28, 2020, the Educational Policies Committee voted to approve the Interdisciplinary Studies degree program. In addition, two courses related to the major, Foundations of Inquiry, and the senior seminar course, were approved. All three were approved by the Faculty Senate on April 3, 2020. What follows is the catalog descriptions for the IDS program and the two courses; the IDS curriculum; and how the degree will function.

IDS Catalog Description:

WVSU's Interdisciplinary Studies Program gives students the flexibility to craft their own academic programs according to their unique interests and career goals. Students will work with an IDS Program advisor to select three academic minors from within any of the University's four colleges whose competencies will help them achieve their aspirations. Having gained specialized knowledge, diverse perspectives, and analytical skills from their chosen fields of study, students will be equipped to meet innovative challenges across disciplines in an ever-changing multi-cultural marketplace of ideas and opportunities.

In addition to their General Education and minor field of study courses, all IDS students will take an IDS capstone course in which they will complete a project demonstrating the connections between their specific disciplines.

IDS 477 Interdisciplinary Studies Senior Seminar Course Description:

This course is designed as a capstone experience for all seniors in the Interdisciplinary Studies major. The course content will vary slightly with each offering because of the individualized nature of the degree. Students will be required to complete a major research paper or project on a topic chosen by the student and approved by the instructor. The paper will be presented orally and should make logical and theoretical connections in the student's selected disciplines. Successful completion of the course with a grade of "C" or better is required for graduation. Prerequisite: Senior Standing.

IDS Foundations of Inquiry Course Catalog Description:

An interdisciplinary course focusing on the large "human questions" by identifying how they relate to perception, reason, and structure. Focusing on multi-cultural issues of humanity (including race and gender), human thought, society, and technology, investigation will take place across disciplines and through various modes of knowledge. 3 credit hours.

IDS Curriculum:

- Complete three (3) minors as described in the University catalog;
- Complete at least 30 hours of upper-level courses, including IDS 477, in the three minors;
- Complete four additional courses from Tier II in the Gen Ed requirements;
- Complete two (2) semesters of one (1) foreign language;
- Complete 120 hours for graduation;
- **Foundations of Inquiry; and*
- **Interdisciplinary Studies Capstone course.*

III. Discussion

The IDS degree program will function in much the same way as the Regents Bachelor of Arts (RBA) degree program functions. However, this degree will target traditional first-time freshman students who have recently completed high school. (The RBA student must wait at least five years from high school graduation for inclusion in the program.) The two programs are very similar as it relates to the RBA's *areas of emphasis* in the *three minors* that are required for successful completion of this Bachelor of Arts degree. The degree program will be housed in the College of Arts and Humanities, and will be administered by a Coordinator specific to the degree program.

IV. Recommendation(s)

That the Board of Governors approve the Interdisciplinary Studies degree program at West Virginia State University.

Agenda
West Virginia State University Board of Governors
Adhoc Bylaws and Policies Review Committee
Zoom Meeting
June 11, 2020
10:00 a.m.

1. Call to Order and Roll Call – Committee Chair Mark Kelley, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Agenda Action
4. Review and Approval of May 8, 2020 Meeting Minutes Action
5. Committee Discussion
 - 5.1 Approval of Intent to Draft Proposed Revised BOG Policy #3-Academic Standards for Students to Participate in Intercollegiate Athletics Action
 - 5.2 Approval of Intent to Draft Proposed Revised BOG Policy #57-Deadly Weapons and Destructive Devices Action
 - 5.3 Update on Proposed BOG Policy on Reductions in Force and Layoffs
 - 5.4 Process for Updating Board Policies
6. Other Matters
7. Next Meeting Date – *TBA*
8. Adjournment

**Board of Governors
West Virginia State University
Adhoc Bylaws and Policies Review Committee**

Date/Time: 6/11/2020 -- 10:00 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: To conduct the business of the Committee prior to the June 11, 2020 West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:41:21 PM

**Minutes
WVSU Board of Governors
Adhoc Bylaws and Policies Review Committee
Zoom Meeting
May 8, 2020**

1. Call to Order and Roll Call

Mr. Kelley called the meeting to order at 8:34 a.m. and asked for the roll call.

Members Present: Ms. Dooley, Mr. Jones, and Mr. Kelley.

Member Absent: Mr. Davis.

2. Verification of Appropriate Notice of Public Meeting

Mr. Kelley verified the Appropriate Notice of Public Meeting.

3. Review and Approval of Agenda

Mr. Kelley noted that Item 5b appears to be moot based on discussion during the Academic Policy Committee meeting held earlier and requested an amendment to eliminate the item on the agenda. There being no objections, Ms. Dooley moved to approve the agenda as amended. Mr. Jones seconded the motion, and the motion carried.

4. Review and Approval of February 6, 2020 Meeting Minutes

Ms. Dooley motioned for approval of the minutes of the February 6, 2020 meeting. Mr. Jones seconded the motion, and the motion carried.

5. Committee Discussion

a. Status BOG Policy #17 Equal Opportunity and Affirmative Action – Dr. DeNeia Thomas informed the Committee that the seven-day notice of intent to draft was distributed followed by the proposed amended BOG Policy #17 for the 30-day comment period. One comment was received and no additional amendments were made. The amended BOG Policy #17 Equal Opportunity and Affirmative Action was approved by the Higher Education Policy Commission Chancellor's Office, effective May 4, 2020. The policy will be posted to the website, distributed to the public, and maintained on file in the Drain-Jordan Library.

6. Proposed Intent to Draft BOG Policy on Reductions in Force and Layoffs

President Jenkins referred to discussion held last year about a reduction in force or furlough policy, which was tabled. Due to COVID-19 pandemic and the uncertainty of its continuing affect, the discussion resumed to ensure that the University has a policy and appropriate authority on record if needed. President Jenkins stated that, through the policy, the University could take different options as this provides more flexibility. Mr. Jones moved for approval by the full Board of the Proposed Intent to Draft BOG Policy on Reductions in Force and Layoffs. Ms. Dooley seconded the motion, and the motion carried.

7. Other Matters

No other matters were brought before the Committee.

8. Next Meeting Date

June 11, 2020

9. Adjournment

With there being no further business, Mr. Jones motioned for adjournment. Ms. Dooley seconded the motion, and the meeting adjourned at 12:01 p.m.

Approved by:
Eric G. Jackson

Respectfully Submitted by – Crystal Walker, Committee Clerk, May 12, 2020.

**West Virginia State University Board of Governors
Adhoc Bylaws and Policies Committee
June 11, 2020**

I. Purpose

To revise BOG Policy #3 Academic Standards for Students to Participate in Intercollegiate Athletics.

II. Background

This policy must be updated to comply with new NCAA rules.

III. Discussion

In order for the University's policies to align with updated NCAA rules regarding eligibility, BOG Policy #3 must be revised to add section 5.3 as outlined in the attached proposed revised policy.

IV. Recommendation(s)

That the Board of Governors approve an Intent to Draft for proposed revisions to BOG Policy #3 Academic Standards for Students to Participate in Intercollegiate Athletics. Pending approval by the Board, a notice of the Intent to Draft will be issued for the required seven workdays, followed by distribution of the proposed revised policy for the 30-day public comment period.

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #3

Title: Academic Standards for Students to Participate in Intercollegiate Athletics

Section 1. General

1.1 Scope: Rule establishing academic standards for West Virginia State University (WVSU) students to be eligible to compete in intercollegiate athletics, to participate in practice, to participate in off season conditioning activities and to receive athletic financial aid.

1.2 Authority: National Collegiate Athletic Association and West Virginia State University.

1.3 Effective Date: //

Section 2. Application

2.1 This rule shall apply to all students participating in intercollegiate athletics at WVSU commencing with the 2003-2004 academic year.

Section 3. Good Academic Standing

3.1 To be eligible to represent WVSU in intercollegiate athletic competition, a student must meet all established academic standards prior to the beginning of each semester while attending WVSU.

Section 4. Eligibility for Competition, Practice, Off Season Conditioning Activities and Receipt of Athletic Financial Aid

4.1 A student-athlete at WVSU must meet all eligibility requirements as set forth by the National Collegiate Athletic Association.

Section 5. Cumulative Grade-Point Average Requirements

5.1 To participate in intercollegiate athletics, a student who meets the eligibility criteria set forth by the National Collegiate Athletic Association upon their admission to WVSU must also achieve a cumulative 2.00 Grade Point Average (GPA) prior to the beginning of each successive Fall semester.

5.2 Annually the Registrar at West Virginia State University shall review the academic record of each student-athlete enrolled at WVSU during any part of the previous academic year and certify a list of student-athletes who had achieved a cumulative 2.00 GPA prior to the beginning of the Fall semester.

5.3 A student athlete that is eligible per an NCAA Exception or an NCAA Waiver long as in the Student is in Good Academic Standing per institutional policies.

West Virginia State University Board of Governors
Policy Review Committee
.....>i bY%#Z&\$&\$

I. Purpose

To update the University's Board of Governor's Policy #57-Deadly Weapons and Destructive Devices.

II. Background

This policy imposes the prohibition and penalties for the possession or storage of deadly weapons, destructive devices, or fireworks in any form on the campus of West Virginia State University or any of its off-campus or leased facilities. It also addresses the prohibited acts of any individual employed by West Virginia State University, the Research and Development Corporation, and the West Virginia State University Foundation as it relates to this policy.

III. Discussion

On March 21, 2018, West Virginia Governor Jim Justice signed into law, House Bill 4187, referred to as the Business Liability Protection Act, which limits an employer's ability to prohibit the lawful possession of firearms locked in vehicles parked in company parking lots. This new law went into effect on June 8, 2018. Previously, employers and other property owners in West Virginia had the ability to prohibit the carrying or concealing of firearms on any property "under his or her domain," including parking areas. House Bill 4187 amends the prior law to create an exception for employer parking lots. Nevertheless, these changes to the law created a conflict with our current policy.

On October 22, 2018, the enclosed policy was presented in the VP/AD meeting and attendees were also provided with the enclosed FAQ document. This material was also presented to the WVSU Safety Committee by Chief Joseph Saunders.

IV. Recommendation(s)

That the Board of Governors approve an Intent to Draft for proposed revisions to BOG Policy #57-Deadly Weapons and Destructive Devices. Pending approval by the Board, a notice of the Intent to Draft will be issued for the required seven workdays, followed by distribution of the proposed revised policy for the 30-day public comment period.

WEST VIRGINIA STATE BOARD OF GOVERNORS

West Virginia State University

BOG Policy #57

Title: Deadly Weapons and Destructive Devices

Section 1. General

1.1 Purpose: This policy imposes the prohibition and penalties for the possession or storage of deadly weapons, destructive devices, or fireworks in any form on the campus of West Virginia State University or any of its off-campus or leased facilities. It also addresses the prohibited acts of any individual employed by West Virginia State University, the Research and Development Corporation, and the West Virginia State University Foundation as it relates to this policy.

1.2 Authority: ~~The West Virginia State University Board of Governors as granted by the Higher Education Policy Commission. W. Va. Code 61-7-14~~

1.3 Effective Date: //

1.4 Scope: This policy applies to all individuals employed by the Research and Development Corporation, the West Virginia State University Foundation, and West Virginia State University faculty, staff, students, invitees, and visitors, including all the off-campus or leased University sites;

~~1.4.1 It shall also apply to private vehicles in which firearms are openly displayed when they are parked or operated on the campus of West Virginia State University or any of its off-campus or leased facilities;~~

~~1.4.2-1~~ The Director of Public Safety may grant exceptions to this policy, in writing, in certain circumstances;

~~1.4.3-2~~ The provisions of this policy shall not apply to the following persons while acting in their official capacity:

- law enforcement officers or officials;
- employees of the West Virginia Department of Corrections; ~~2~~
- members of the militia of West Virginia or the armed forces of the United States;
- any circuit judge, prosecuting attorney, assistant prosecuting attorney, or investigator duly appointed by a prosecuting attorney; and - individuals required to possess the items prohibited by this policy in order to participate in undertakings sanctioned by West Virginia State which include: research programs, historical productions, Land-Grant programs approved by the Department of Natural Resources, ROTC firearms instructors or criminal

justice firearms safety instructors under very limited circumstances.

Section 2. Definitions

2.1 “Parking lot” means any property that is used for parking motor vehicles and is available to customers, employees, or invitees for temporary or long- term parking or storage of motor vehicles:

2.2 “Motor vehicle” means any privately-owned automobile, truck, minivan, sports utility vehicle, motor home, recreational vehicle, motorcycle, motor scooter, or any other vehicle operated on the roads of this state and, which is required to be registered under state law: *Provided*, that for purposes of this section, motor vehicle does not mean vehicles owned, rented, or leased by the employer and used by the employee in the course of employment.

2.3 “Employee” means any person, who is over 18 years of age, not prohibited from possessing firearms by the provisions of W. Va. Code or federal law, and
(A) Works for salary, wages, or other remuneration;
(B) Is an independent contractor; or
(C) Is a volunteer, intern, or other similar individual for an employer.

2.4 “Invitee” means any business invitee, including a customer or visitor, who is lawfully on West Virginia State University property or any of its off-campus or leased facilities.

2.5 “Locked inside or locked to” means

(A) The vehicle is locked; or

(B) The firearm is in a locked trunk, glove box, or other interior compartment, or

(C) The firearm is in a locked container securely fixed to the vehicle; or

(D) The firearm is secured and locked to the vehicle itself by the use of some form of attachment and lock.

Section 23. Regulations

23.1 Possession or storage of a deadly weapon, destructive device, or fireworks is prohibited on the campus of West Virginia State University, any of its off-campus or leased facilities, and in institution-owned vehicles except as provided by W. Va. Code 61-7-14. The above authorized individuals referenced in section 1.4.3 of this policy should notify the Department of Public Safety regarding research, training, or reenactment productions.

~~2.2 Any institution faculty member, staff member, or student who has been found in violation of this policy shall be subject to disciplinary action which may include termination or expulsion, as well as criminal prosecution;~~

23.2_1 Individuals not affiliated with West Virginia State University, the Research and Development Corporation or the West Virginia State University Foundation that are- found in violation of this policy shall be subject to criminal prosecution.

3.3 Notwithstanding the provisions of subsections 3.1 of this section:

3.3.1 No employee may prohibit any customer, employee, or invitee from possessing any legally owned firearm, when the firearm is

(A) Lawfully possessed;

(B) Out of view;

(C) Locked inside or locked to a motor vehicle in a parking lot; and

(D) When the customer, employee, or invitee is lawfully allowed to be present in that area.

3.3.2 No employee may violate the privacy rights of a customer, employee, or invitee either

(A) By verbal or written inquiry, regarding the presence or absence of a firearm locked inside or locked to a motor vehicle in a parking lot; or

(B) By conducting an actual search of a motor vehicle in a parking lot to ascertain the presence of a firearm within the vehicle: Provided, that a search of a motor vehicle in a parking lot to ascertain the presence of a firearm within that motor vehicle may only be conducted by on-duty, law enforcement personnel, in accordance with statutory and constitutional protections.

3.3.3 No employee may take any action against a customer, employee, or invitee based upon verbal or written statements of any party concerning possession of a firearm stored inside a motor vehicle in a parking lot for lawful purposes, except upon statements made pertaining to unlawful purposes or threats of unlawful actions involving a firearm made in violation of W. Va. Code §61-6-24.

3.3.4 No employee may condition employment of an employee or prospective employee upon either:

(A) The fact that the employee or prospective employee holds or does not hold a license issued pursuant to W. Va. Code §61-7-4 or §61-7-4a; or

(B) An agreement with an employee or a prospective employee prohibiting him or her from keeping a legal firearm locked inside or locked to a motor vehicle in a parking lot when the firearm is kept for lawful purposes.

3.3.5 No employee may prohibit or attempt to prevent any customer, employee, or invitee from entering the parking lot of West Virginia State University or any of its off-campus or leased facilities because the customer's, employee's, or invitee's motor vehicle contains a legal firearm being carried for lawful purposes that is out of view within the customer's, employee's, or invitee's motor vehicle.

Section 4. Violations

4.1 Any individual who violates this policy is subject to criminal prosecution; additionally, any faculty, staff, or students shall be subject to disciplinary action up to and including termination of employment or academic expulsion.

Frequently Asked Questions- House Bill 4187

On March 21st, West Virginia Governor Jim Justice signed into law House Bill 4187, referred to as the Business Liability Protection Act, which limits an employer's ability to prohibit the lawful possession of firearms locked in vehicles parked in company parking lots. This new law went into effect on June 8th. Previously, employers and other property owners in West Virginia had the ability to prohibit the carrying or concealing of firearms on any property "under his or her domain," including parking areas. House Bill 4187 amends the prior law to create an exception for employer parking lots. Given the potential impact, Human Resources has compiled a list of frequently asked questions to try to *guide employee conduct* on campus; it is not intended as legal advice for you to rely on in reference to compliance with the Bill.

1. HOW WILL THIS EFFECT WVSU BOARD OF GOVERNORS POLICY #57 – “DEADLY WEAPONS AND DESTRUCTIVE DEVICES”?

A. West Virginia State University's published policies will continue to state that firearms are prohibited on campus; that prohibition no longer includes the new rights established by HB 4187, which are outlined throughout this document.

2. WHO CAN HAVE A FIREARM IN THE PARKING LOT NOW?

A. The provisions of HB 4187 allow any customer, employee or invitee to possess a legally owned firearm in our parking lot so

long as the firearm is legally possessed, out of view and locked inside or to the motor vehicle. Importantly, the person possessing the firearm must also be lawfully allowed to be present in the area in question.

3. IS THE CARRYING OF FIREARMS STILL PROHIBITED WHILE ON CAMPUS & UNIVERSITY PROPERTY?

A. Yes. The open or concealed carrying of any firearm or deadly weapon on University property is still prohibited. The Business Liability Protection Act only provides a limited right for a lawful firearm owner to securely store such a firearm in their vehicle while on campus property. If you see someone carrying a gun while on campus or University property, you should call 911 immediately and they will dispatch University Police.

4. CAN I ASK IF SOMEONE HAS A FIREARM STORED IN THEIR VEHICLE?

A. No. The provisions of HB 4187 explicitly prevent an employer from violating the privacy rights of a customer or employee by asking, either verbally or in writing, about the presence of a firearm locked inside a motor vehicle in the employer's parking lot. It is unlawful for the University, or any of its employees or agents, to engage in any communication with any person to try to obtain knowledge of whether they are exercising the right provided for in HB4187; it is unlawful to in any manner discourage a person from exercising that right. It is necessary for the University, to protect itself from possible adverse legal actions, to emphasize that while you are on University property, or elsewhere while acting in the capacity of a University employee, you are prohibited from doing either of those things, and if you do so it would have to be treated as employee misconduct [this does not apply,

however, to University Police Officers who are conducting a specific investigation].

5. WHAT ACTION(S) CAN I TAKE IF I RECEIVE A COMPLAINT REGARDING THE POSSESSION OF A FIREARM STORED INSIDE A MOTOR VEHICLE IN THE CAMPUS PARKING LOT?

A. The receipt of a verbal or written complaint does not permit the University to take any action against a customer or employee if that person's possession of a firearm complies with the Business Liability Protection Act. However, the University would be able to take appropriate action in response to a complaint pertaining to unlawful purposes or threats of unlawful actions involving a firearm that are made in violation of W.Va. Code §61-6-24. In the event that there is a complaint pertaining to unlawful purposes or threats of unlawful actions involving a firearm, you should call 911 immediately and they will dispatch University Police.

6. ARE THERE ANY POLICIES THAT THE UNIVERSITY CAN ADOPT TO REGULATE THE POSSESSION OF FIREARMS IN VEHICLES WHILE ON CAMPUS PROPERTY?

A. No. The Act provides customers, employees or invitees with several protections with respect to the lawful possession of firearms. First, an employer cannot condition employment on the fact that a person holds or does not hold a concealed carry firearm license pursuant to state law. Second, an employer cannot require an employee or prospective employee to sign an agreement prohibiting the possession of a firearm in the person's vehicle in accordance with the provisions of HB 4187. Third and finally, an employer or business cannot prohibit or

otherwise attempt to prevent access to the parking lot because the motor vehicle of a customer or employee contains a firearm in compliance with the provisions of the Act. It is worth noting, however, that an employer could implement an employment policy that deals with an employee or prospective employee's non-compliance with the Business Liability Protection Act.

7. WHAT IF I AM WALKING IN THE PARKING LOT AND SEE A FIREARM LAYING IN THE SEAT OF A VEHICLE? WHAT SHOULD I DO?

A. If you think a person simply has a firearm at their vehicle but in a manner that is outside the protections of the new law, and if that is the extent of the concern, you should not call 911. Instead, you should contact the Office of Public Safety and describe the concern to them. You should not confront or communicate with the individual whom you suspect of having a firearm in/at the vehicle in a HB4187 non-compliant manner; that could become dangerous for you, or it could cause you to accidentally violate the new law.

8. IS PUBLIC SAFETY STILL ALLOWED TO CARRY FIREARMS ON CAMPUS?

A. Yes. This law does not allow persons who are not police officers to carry a gun on their person on our campus; if you see someone carrying a gun, you should call 911 immediately and they will dispatch University Police.

9. WHO SHOULD I CONTACT IF I HAVE QUESTIONS?

A. Please contact, Justin Cherry, Assistant Vice President of Business and Human Resources at 304-766-3156.

AGENDA
West Virginia State University Board of Governors
Audit Committee
Zoom Meeting
June 11, 2020
10:30 a.m.

1. Call to Order and Roll Call – Chair, Mr. James Payne, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of Minutes of Previous Meeting Action
5. University Recommendations and Reports
 - a. Update on FY20 Audit Timeline
6. Other Matters
7. Next Meeting Date – TBD
8. Adjournment

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

Date/Time: 6/11/2020 -- 10:30 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose:

To conduct the business of the Committee prior to the June 11, 2020
West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:43:46 PM

MEETING MINUTES
West Virginia State University Board of Governors
Audit Committee
Erickson Alumni Center, Grand Hall
December 13, 2019
10:30 a.m.

1. Call to Order and Roll Call

Chair, Mr. James Payne called the meeting of the West Virginia State University Board of Governors to order at 10:32 a.m.

Members Present: Mr. James Payne, Ms. Katherine L. "Kitty" Dooley, Dr. Ann Brothers Smith, Mrs. E. Gail Pitchford, Mr. Kenneth Gray, Mr. Charles E. Jones, Jr., Ms. Deja Smoot, Mr. Mark Davis, Mr. William Lipscomb, and Dr. Frank Vaughan

Members Absent: Mr. James Buchanan, Mr. Mark Kelley

Others Present: President Anthony L. Jenkins, administrators, faculty and staff, and members of the community.

2. Verification of Appropriate Notice of Public Meeting

Mr. Payne announced the verification of appropriate notice of a public meeting.

3. Review and Approval of Meeting Agenda

Mr. Payne asked for a motion to approve the agenda. Mr. Davis made a motion, and it was seconded by Mrs. Pitchford. Motion carried.

4. Review and Approval of Minutes of the Previous Meeting

Mr. Payne asked for a motion to approve the meeting minutes. Mr. Gray made a motion to approve the minutes, and it was seconded by Dr. Smith. Motion carried.

5. Audit Updates

Ms. Kristi Williams, Interim Vice President for Business and Finance, stated that the audited financial statements had been distributed electronically. A hard copy of the audit had been provided as well as a printout of the power point presentation. Ms. Williams introduced the Principal Officer of CliftonLarsonAllen Auditing Firm, Mr. Chris Knopik. Mr. Knopik explained the audit process and the Risk Based Audit approach of CLA which targets the areas deemed most risky. An overview of the audit process was provided; it was noted that the numbers are solely based on the university with R&D being excluded. Mr. Knopik stated that the university received a clean audit which is the highest level of assurance that can be provided from a public firm. There were no material weaknesses or compliance issues identified. The net position of the university has increased due to the grant side of the operations and the drawdowns of both the state and federal government. There were no significant changes in the capital assets. The GASB 75 rely on actuarial report prepared by GRS Retirement Consulting while the GASB 68 relies on actuarial report prepared by Buck

Global, LLC. There is a positive cash position for the university. There were no changes in the scope of the audit and no significant change in the 2019 principle. In closing, Mr. Jones made a motion to recommend the acceptance of the audit report to the Full Board, and it was seconded by Mrs. Pitchford. Motion carried.

6. Next Meeting Date

February 6, 2020

7. Adjournment

With there being no other business, Mr. Payne asked for a motion to adjourn. Ms. Dooley made the motion, and it was seconded by Mrs. Pitchford. Motion carried. With there being no further business, the meeting adjourned at 10:51 a.m.

Respectfully Submitted by Natasha Tyson, Administrative Clerk to the Audit Committee,
December 17, 2019.

Approved by:

Kristi Williams

Kristi Williams

Interim Vice President for Business and Finance

AGENDA
West Virginia State University Board of Governors
Finance Committee
Zoom Meeting
June 11, 2020
10:45 a.m.

1. Call to Order and Roll Call – Chair, Mr. Mark Davis, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of Minutes of Previous Meeting Action
5. University Recommendations and Reports
 - a) Budget Reports – May 2020
6. Other Matters
7. Next Meeting Date – TBD
8. Adjournment

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

Date/Time: 6/11/2020 -- 10:45 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: To conduct the business of the Committee prior to the June 11, 2020 West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:45:18 PM

MEETING MINUTES
West Virginia State University Board of Governors
Finance Committee
Zoom Conference Call
May 8, 2020
10:00 a.m.

1. Call to Order and Roll Call

In the absence of both the Committee Chair and Presiding Officer, Board Chair, Mr. Charles E. Jones Jr. called the meeting of the West Virginia State University Board of Governors to order at 10:04 a.m. Mr. James Payne presided over the meeting.

Members Present: Mr. Charles E. Jones, Jr., Mr. James Payne, Ms. Katherine L. “Kitty” Dooley, Mr. Kenneth Gray, Mr. William Lipscomb, Dr. Frank Vaughan, Mr. Mark Kelley, Mrs. E. Gail Pitchford, Ms. Deja Smoot, Mr. Ryan Kendrick, and Dr. Ann Brothers Smith (joined later)

Members Absent: Mr. Mark Davis

Others Present: President Anthony L. Jenkins, administrators, faculty and staff, and members of the community.

2. Verification of Appropriate Notice of Public Meeting

Mr. Payne announced the verification of appropriate notice of a public meeting.

3. Review and Approval of Meeting Agenda

Mr. Payne asked for a motion to approve the agenda. Mr. Kelley made a motion, and it was seconded by Mrs. Pitchford. Motion carried.

4. Review and Approval of Minutes of the Previous Meeting

Mr. Payne asked for a motion to approve the meeting minutes. Ms. Dooley made a motion, and it was seconded by Mrs. Pitchford. Motion carried.

5. University Recommendations and Reports

5.1 Tuition and Fees FY2021

Ms. Kristi Williams, Interim Vice President for Business and Finance, provided the tuition and fees schedule for FY21. The undergraduate fee schedule for in-state tuition will not be raised for FY21. There will be a change in how parking is applied to the student account which will become part of their tuition and fees and covered by third party billing and scholarships, and otherwise prorated per credit hours verses a flat fee.

There is an out-of-state decrease of 21% due to eliminating the metro rate and dropping the out-of-state rate down to the metro rate. Dr. Vaughan asked how the decrease would affect the overall revenue of the university. Ms. Williams stated that there would be a decrease recognized in revenue, however Business & Finance has been working with

Enrollment Management & Student Affairs and determined that the enrollment for either in-state or out-of-state must increase to make up the lost revenue.

There is not a metro rate for graduate students, and the increase that is noted is due to the Public Safety fee. There was not an increase in special fees (user fees) for FY21, however there are a few nursing course fees that were added to support the nursing program.

There was no increase to room, however a 3% increase was requested in the meal plan due to the Thompson Hospitality contract increase of 3% per year. Faculty housing did not have an increase for FY21.

5.2 Proposed Budget FY2021

There have been weekly conference calls with HEPC and Chief Financial Officers of 2 and 4 year institutions every Tuesday. Most institutions are taking the budget from the last fiscal year and rolling it forward to the next fiscal year due to unanswered questions. WVSU had developed a budget prior to this time period, therefore the budget is presented as a draft as there will be changes coming forward based upon CDC or State guidelines. The budget projections for overall revenue is \$35,475,161, and the overall expenses are \$35,431,753. The budget is based upon the tuition and fees presented for FY21 until better projections are submitted; there are no salary increases for FY21. Ms. Dooley asked if there has been any conversation with President Jenkins or Dr. Charles Byers about the overall plan, with regard to the pandemic, and how this coming year should be approached in regards to financial commitment from the students. Ms. Williams stated that there are ongoing conversations and there has been monies received from the CaresAct totaling \$1,650,104 of which \$825,051 was provided to students in emergency grants. The remaining amount of \$825,051 should be in the accounts available to draw down as of today. There was additional monies from the CaresAct for the HBCU's of \$3.1 million in non-restricted funds.

Dr. Jenkins stated that he and Dr. Byers along with the cabinet and others across the campus have spoken about what the university will look like throughout the spring and summer semester; Dr. Byers will drive the narrative of the fall semester and what additional data will be available. The summer session will continue with the current teaching method of online classes which is not a significant change. Any information regarding the tuition and fees will be communicated to current students, potential students, parents, and high school students throughout various avenues.

Mr. Payne asked for a motion to approve the vote for the tuition and fees to be presented to the Full Board. Mr. Kelley made a motion to approve the FY2021 tuition and fees schedule, and it was seconded by Mrs. Pitchford. The floor was opened for discussion, and Dr. Vaughan asked for Dr. Byers' thoughts regarding both the tuition and fees and FY21 budget. Dr. Byers reported that he feels the budget needs to be approved as the university is going through a very serious time due to the pandemic, which is flexible and the decisions were made in a fluid manner. Dr. Byers is in support of the budget at this time. Motion carried with one opposed vote from Dr. Smith.

Mr. Payne asked for a motion to recommend the proposed budget as drafted to the Full Board. Mrs. Pitchford made a motion, and it was seconded by Mr. Gray. Motion carried.

5.3 Budget Reports – March 2020

The budget report as of March 31, 2020, had a target of 75% complete for the fiscal year. The overall revenue was \$29,135,835 which was 75.1% of what was budgeted. The overall expense was \$26,927,838 which was 72.01% of what was budgeted at that time. Due to the Covid-19 and changes in the mode of delivery, any lost revenue or extra expenses will be recognized in future reports.

The Auxiliary Account as of March 31, 2020, had a cash balance of \$222,275 with an overall increase for the fiscal year of \$163,819.

The year-to-year comparison from March 31, 2019 to March 31, 2020 has an overall revenue collected of \$2,429,271 more than last year. There was \$1,355,278 more spent of the overall expenses than last year with an overall net change of \$1,073,994.

Mr. Jones asked that an interim report as of April 30, 2020 be presented to provide any updated information as it would be helpful during the current time due to the pandemic. For the June 11, 2020 meeting, it would benefit the Board to see a report as of May 30, 2020 for a better understanding of where the university stands; if submitted by June 4, 2020 to the Board, it would provide a clear report.

5.4 Accounts Payable Report

The Accounts Payable, Vendor by Vendor account total as of March 31, 2020, is listed as \$2,798,537. A month-to-month comparison as of March 31, 2020 versus February 29, 2020 decreased by \$291,657. The Aging Summary reflects in which month and category the changes occurred. The overall balance with Thompson Hospitality as of March 31, 2020 is \$1,709,182. An additional payment of \$180,000 has been made towards the arrears. There is a balance of \$1.2 million owed to Thompson Hospitality, and the debt is contributed to the revenue being dispersed in various areas. Ms. Dooley asked for a report of the bond debt campus-wide and debt service per month. Ms. Williams reported the bond debt for Keith Scholars Hall as \$161,030.21 monthly for a total collected every six months of \$812,700. The Student Union is \$57,927 per month. The debt service on the Monroe Complex comes through the Foundation. Dr. Jenkins and Dr. Byers have discussed any options that will assist in paying down the debts.

5.5 Accounts Receivable Report

The year-over-year data as of March 31, 2020 has a total of \$356,937 and \$8.3 million in fees for the fall 2019 semester. Spring 2020 \$7.9 million was assessed and \$968,359 collectable which is approximately 12%. Some third party payments and promise scholarship monies was received in the month of April.

5.6 Faculty Housing

Faculty Housing currently has two vacancies as of March 31, 2020 with a beginning cash balance of \$169,000. There was approximately \$101,000 collected in revenue and \$40,000 in expenses with a \$230,000 ending cash balance. Faculty Housing is listed as

an auxiliary fund. Mr. Jones asked if there is anything significant as to why there are vacancies. Ms. Williams stated that there haven't been any inquiries. Mr. Pandher suggested a laundry unit for the houses, cleaning of the carpets, as well as appearance would help in choosing the houses. Dr. Armstrong stated that having faculty housing was instrumental in accepting the position when she decided to come to WVSU. Mr. Jones suggested this input as constructive and report any improvements to help market the housing.

6. Next Meeting Date

June 11, 2020

7. Adjournment

With their being no other business, Mr. Payne asked for a motion to adjourn. Ms. Dooley motioned to adjourn, and it was seconded by Mr. Lipscomb. Motion carried. The meeting adjourned at 11:07 a.m.

Respectfully Submitted by Natasha Tyson, Administrative Clerk for the Finance Committee,
May 12, 2020.

Approved by:

Kristi Williams

Kristi Williams

Interim Vice President for Business and Finance

**West Virginia State University Board of Governors
Finance Committee
Budget Report
June 11, 2020**

- I. Purpose
To provide an update on status of the University's budget as of May 31, 2020.
- II. Background
This is a report to compare the YTD actual revenue and expenses against the annual budget projections.
- III. Discussion
Presentation of various highlights to Board members.
- IV. Recommendation(s)
Information.

**West Virginia State University Board of Governors
Finance Committee
Accounts Payable Update
June 11, 2020**

- I. Purpose
To provide an update on status of the University's outstanding invoices payable as of May 31, 2020.
- II. Background
This information was requested by members of the Finance Committee.
- III. Discussion
Presentation of invoices payable by vendor and the change in payables from same time previous month and year.
- IV. Recommendation(s)
Information.

**West Virginia State University Board of Governors
Finance Committee
Accounts Receivable Update
June 11, 2020**

- I. Purpose
To provide an update on status of the University's student receivables as of March 31, 2020.
- II. Background
This information was requested by members of the Finance Committee.
- III. Discussion
Presentation of summary information as to how much students owe the University.
- IV. Recommendation(s)
Information.

**West Virginia State University Board of Governors
Finance Committee
Faculty Housing Update
June 11, 2020**

- I. Purpose
To provide an update on status of the University's Faculty Housing as of March 31, 2020.
- II. Background
This information was requested by members of the Finance Committee.
- III. Discussion
Presentation of summary information for prior fiscal years and YTD info for current fiscal year.
- IV. Recommendation(s)
Information.

AGENDA
West Virginia State University Board of Governors
Institutional Advancement Committee
Zoom Meeting
June 11, 2020
***%&U'a "

1. Call to Order and Roll Call, Chair Charles E. Jones, Jr., presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of Minutes of Previous Meeting Action
5. Committee Recommendations and Reports Information
 - a. Report from Athletic Director Nate Burton
 - b. Fundraising
 - c. Alumni Engagement
 - d. Communications & Marketing
 - e. WVSU Foundation
6. Next Meeting Date – TBA
7. Adjournment

Agenda prepared by Patricia Schumann, Administrator, Institutional Advancement Committee, May 28, 2020.

**Board of Governors
West Virginia State University
Institutional Advancement Committee**

Date/Time: 6/11/2020 -- 11:15 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: To conduct the business of the Committee prior to the June 11, 2020

West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:55:30 PM

MEETING MINUTES
West Virginia State University Board of Governors
Institutional Advancement Committee
May 8, 2020

1. Call to Order and Roll Call

Governor Charles E. Jones, Jr. called the meeting of the Institutional Advancement Committee to order at 12:02 p.m.

2. Administrative Clerk (Kristin Marsalek) called the roll.

Members present: Governor Charles E. Jones, Jr., Governor E. Gail Pitchford, Governor Katherine L. 'Kitty' Dooley, Governor Kenneth Gray, Governor Mark Kelley, Governor William Lipscomb, Governor James Payne, Governor Ann Brothers Smith, Governor Deja Smoot, Governor Frank Vaughan and Governor Ryan Kendrick.

Members absent: Governor Mark Davis

3. Verification of Appropriate Notice of Public Meeting

Governor Jones announced verification of appropriate notice of the meeting.

4. Review and Approval of Meeting Agenda

Governor Pitchford moved approval of the Agenda; the motion was seconded by Governor Dooley. Motion carried.

5. Review and Approval of Minutes of Previous Meeting

Governor Vaughan moved approval of the minutes for the February 6, 2020 meeting; the motion was seconded by Governor Gray. Motion carried.

6. Committee Recommendations and Reports

a. Report from Athletic Director

Nate Burton stated as of March 31, 2020, the Athletic Department has seen an increase of roughly \$100,000 as compared with last year. COVID-19 has had a significant impact on the department's ability to reach its fundraising goal. A Week of Giving campaign had been planned for late March; however, the campaign is now postponed indefinitely. At this point, Athletics is still maintaining calls, etc., and trying to bring new athletic sponsors on board.

Governor Jones indicated he had no questions and said the BOG knows this situation is affecting all of us in a variety of ways. The BOG recognizes the effort of the Athletic department as they attempt to move forward. In closing, he reiterated to Mr. Burton that if the BOG can do anything to assist with his fundraising efforts, to please let them know.

Dr. Smith inquired about the status of WVSU Football. Mr. Burton advised the conference released a schedule in early March; however, at this time, it is too early to tell what games may or may not be played.

Dr. Smith posed an additional question to Pat Schumann regarding WVSU Homecoming preparations. Ms. Schumann stated Alumni Relations is moving forward with plans for Homecoming; however, travel restrictions, health officials' recommendations, etc., will guide final decisions.

b. Third Quarter Gift Report

Ms. Schumann shared that as of March 31, University Advancement is virtually even with last year in most categories, e.g., new revenue of \$917,798 compared with \$936,000 last year, gross cash revenue of \$1,768,000 compared with \$1,777,000 last year. She also acknowledged the full impact of COVID-19 is not reflected in this report. Staff continue to work with major donors, but also know that giving will be delayed as many donors are reacting to the reduction in their respective overall portfolio values. At this time, Advancement is primarily focused on personal outreach to alumni, donors and potential donors.

Governor Kelley inquired about how the number of donors is determined, i.e., if someone donates twice is that individual counted more than once? Ms. Schumann responded a donor is only counted once and donors include individuals, businesses, foundations, etc.

Ms. Schumann then showcased the Emergency Fund webpage and advised the BOG that this is the same crowdfunding platform utilized by 2019's Step up for State campaign. To date, the Emergency Fund has raised \$35,315 from 87 donors. She highlighted the donor wall and also reiterated the three funds (WVSU Emergency Fund, WVSU Food Pantry Fund, WVSU Scholarship Fund) available for selection. The WVSU Emergency Fund has been the most popular of the three. Pat thanked alumni, friends, faculty and staff for their tremendous response and also emphasized this fundraising effort is not going to end with the pandemic. Many students are facing drastically different financial situations and student needs will continue to be of paramount concern as we approach the Fall 2020 semester.

**c. Retooling Programs for the Current Environment
Communications & Marketing**

Ms. Schumann commended the Communications and Marketing team for its extraordinary efforts in relaying university news through digital media and presenting events through alternative means. The team is heavily involved in supporting the efforts of other departments to get their messages out and deliver programs digitally.

Alumni Engagement

Ms. Schumann anticipates modifying the way face to face events are conducted and said that Alumni Relations is considering moving some meetings to a virtual platform.

Governor Jones inquired about the work being done to enhance the database to reach more alumni, as this information ultimately translates to fundraising revenue. Ms. Schumann emphasized that the staff are constantly seeking to update and improve the database, and she highlighted the forthcoming ability to extract valuable information from those LinkedIn profiles that include WVSU as one of their designated institutions. There are a variety of tools available, and person to person contact still works best; however, efforts remain a work in progress. Belinda Fuller is active on social media and consistently engages with alumni.

Governor Jones responded by encouraging all board members to review the President's transition report. He stressed the wealth of information contained in the report, especially the University Advancement section.

8. Next Meeting Date – June 11, 2020

9. Adjournment

Governor Kelley moved for adjournment and the motion was seconded by Governor Dooley. With there being no further business, the meeting adjourned at 12:25 p.m.

Approved by:

A handwritten signature in cursive script that reads "Patricia Schumann".

Patricia Schumann
Vice President for University Advancement, Communications and Marketing

Respectfully submitted by:
Kristin Marsalek
Institutional Advancement Administrative Clerk
May 8, 2020

**West Virginia State University Board of Governors
Institutional Advancement Committee
Report on Fundraising, Alumni Engagement, and Communications and Marketing
June 11, 2020**

I. Purpose

Provide information about activities and progress in Fundraising, Alumni Engagement, and Communications and Marketing.

II. Background

This report provides information about the department's current initiatives and progress as well as plans to navigate the coming year as the nation emerges from the pandemic.

III. Discussion

As the University and institutions and businesses across the nation seek to emerge from the restrictions imposed by the COVID-19 pandemic, University Advancement, Communications and Marketing is deploying all of its resources to support students and programs, to communicate effectively with internal and external stakeholders, and to help position the University for success in the future.

IV. Recommendation

This report is presented for information.

**West Virginia State University Board of Governors
Institutional Advancement Committee
Fundraising, Alumni Engagement, and Communications and Marketing
Progress and Initiatives
June 11, 2020**

Fundraising

Fundraising for major gifts and grants has been challenging, with most solicitations and proposals deferred. There are two five-figure gifts anticipated before the close of the fiscal year, with several others in the pipeline for FY2021.

- As of May 28, 2020, \$987,621 in new gifts and pledges had been received during FY2020, compared with \$1,318,549 last year. Most of the approximately \$70,000 that has come in since March 31 has been in response to appeals for WVSU Student Emergency Assistance, class reunion giving, and gifts in honor and in memory of others. The number of donors remains essentially even with last year, with 977 this year versus 963 last year.
- More than \$43,000 has been received for WVSU Student Emergency Assistance from more than 100 donors. As of May 28, \$34,000 in emergency funds had been awarded to 135 students.
- Through personal outreach to alumni and donors and a strong focus on meeting student needs, University Advancement seeks to continue the positive momentum in annual giving and create opportunities for renewed productivity in major gifts and grants as the economy begins to recover.
- This summer, in an effort to expand contact information for alumni and donors, University Advancement is investing in searches for missing email addresses and cell phone numbers, and will upload information obtained through the recent alumni directory project. Another search tool will provide additional business and professional information about alumni.

Alumni Engagement

- With face-to-face meetings and events suspended, Alumni Relations and the National Alumni Association are conducting meetings via video conference and are considering holding virtual events to keep alumni engaged.
- Alumni Relations is staying in touch with alumni via the monthly e-newsletter, The Buzz, and is maintaining an active social media presence, sharing news from the University and fellow alumni, and sponsoring contests and activities to encourage participation.
- Alumni Relations is preparing to survey alumni regarding their interest in attending a face-to-face Homecoming this fall as well as considering potential modifications to programs in response to public health guidelines.
- Alumni Relations mailed a post card to all 2020 graduates congratulating them and providing information and encouragement to stay in touch with their alma mater.

Communications and Marketing

- In coordination with the office of Academic Affairs and the Department of Information Technology, Communications and Marketing was very active in the planning, promotion and execution of the University's first virtual commencement ceremony on May 13. The event was promoted heavily on social media, and graduates were encouraged to submit their photos wearing their caps and gowns. On the day of the virtual ceremony, more than 400 people watched it on the University's livestream channel, and an archived version has been viewed more than 2,700 times since.
- Communications and Marketing is working with the office of Undergraduate Admissions on creation of a video, virtual tour of campus, as well as videos of each individual recruiter, and has provided significant support for the development of a virtual New Student Orientation.
- WVSU Extension Service Communications Specialist Stacy Herrick was honored by the Association for Communication Excellence with the organization's Pioneer Award, which honors members who demonstrate exceptional leadership and technical skills and make significant contributions to ACE during their early careers. In addition to Herrick's award, the poster for the 2020 West Virginia Urban Agriculture Conference & Community Expo, hosted annually by WVSU Extension Service, received a Silver Award from ACE for creative poster design.
- Communications and Marketing was wrapping up the production of the eighth annual edition of STATE magazine as this report was being prepared, and the magazine will be in Board members' mailboxes soon.
- Social Media numbers continue to show significant growth. Activities may be viewed at the following sites:

Facebook – <https://www.facebook.com/wvstateu>.

Twitter – <https://twitter.com/WVStateU>

Instagram – <https://www.instagram.com/wvstateu/>

**West Virginia State University Board of Governors
Institutional Advancement Committee
Report on the West Virginia State University Foundation
June 11, 2020**

I. Purpose

Provide information about activities and actions of the West Virginia State University Foundation in support of West Virginia State University.

II. Background

This report provides information about actions of the West Virginia State University Foundation at its recent Annual Meeting and planned activities to strengthen the Foundation's role as a strong partner for West Virginia State University.

III. Discussion

The WVSU Foundation held its Annual Meeting via video conference on May 12, 2020. Highlights of the meeting included the election of officers and directors, the recognition of departing President Anthony L. Jenkins as well as incoming Interim President R. Charles Byers, a presentation by the Foundation's investment manager, Buckingham Strategic Wealth, and a review of the Foundation's operating budget and financial statements.

IV. Recommendation

This report is presented for information.

**West Virginia State University Board of Governors
Institutional Advancement Committee
West Virginia State University Foundation
June 11, 2020**

Election of Officers and Directors

At its Annual Meeting on May 12, 2020, the WVSU Foundation Board of Directors held the election of Officers and Directors.

- Five new directors were elected: Byard “Matt” Coleman, Mark Grimmett, Sheri Sesay-Tuffour, Glover Smiley and Betty Spencer.
- The following directors whose terms expire this year were elected to another three-year term: Patricia L. Alexander, Dr. John L. Fuller, Sr., Janie Hill, Minnie H. Jones, Gregory V. Monroe, William E. Sawyers, Dr. Ann Brothers Smith, and Frank C. Walker, II.
- Officers elected to serve another one-year term were Mark H. Pendleton, Chair; Mark W. Kelley, Past Chair; Dr. Sami Ghareeb, Vice Chair; Danny F. Blair, Treasurer; and Dr. John L. Fuller, Corporate Secretary.

Endowment Report

The WVSU Foundation heard a report from its investment advisors at Buckingham Strategic Wealth.

- As of December 31, 2019, the WVSU Foundation’s endowment value was \$10,624,058. With the significant drop in the market in mid-March, the Foundation’s investment portfolio dropped to \$7,872,116; as of May 8, the portfolio’s value had recovered to a value of \$8,801,166.
- The advisors encouraged the Foundation to continue following the WVSU Foundation’s Endowment Management and Spending Policy, which calls for an investment allocation of 65% equities and 35% fixed income vehicles. Currently the policy calls for an administrative fee of 1.5% and an annual draw of 4% from each endowed fund for the purpose defined by the donor. The policy is reviewed annually to ensure that endowed funds continue to grow over time.

Board Development Sessions

In lieu of a retreat this year, the WVSU Foundation plans to hold a series of Board development sessions via video conference over the summer. Sessions will include:

- New Member Orientation
- Endowment Management and Spending Policy
- Administration of Gifts and Grants (Temporarily Restricted Funds)
- Board’s Role in Fundraising

Katherine Johnson Plaza Enhancements

As efforts continue to increase the endowed scholarship and enhance the statue and plaza honoring Katherine Coleman Goble Johnson, the WVSU Foundation is working with the University to install bricks and benches at the Katherine Johnson Plaza. Opportunities remain for donors to name a brick for \$1,000, or a bench for \$5,000. Installation will be complete in August.

AGENDA
West Virginia State University Board of Governors
Recruitment and Retention Committee

.....Ncca `A YHjb[
.....June 11, 2020
.....%%() `U'a "

1. Call to Order and Roll Call – ~~Chair~~. Gail Pitchford, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of Minutes of the Previous Meeting Action
5. University Recommendations and Reports Information
 - a. Recruitment
 - b. Retention
6. Next Meeting Date – *TBD*
7. Adjournment

Agenda prepared by – Rhonda Brogan, Recruitment and Retention Committee Clerk, January 13, 2020.

**Board of Governors
West Virginia State University
Recruitment and Retention Committee**

Date/Time: 6/11/2020 -- 11:45 AM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: To conduct the business of the Committee prior to the June 11, 2020 West Virginia State University Board of Governors meeting.

Notes:

Meeting was approved : 6/2/2020 12:55:43 PM

MEETING MINUTES
West Virginia State University Board of Governors
Recruitment and Retention Committee
Erickson Alumni Center, Grand Hall
Friday, May 8, 2020
12:00 p.m. – 12:30 p.m.

1. **Call to Order and Roll Call** Ms. E. Gail Pitchford called the Recruitment and Retention Committee meeting to order at 12:25 p.m.

Members Present: Ms. Katherine Dooley, General Kenneth Gray, Mr. Charles E. Jones, Jr., Mr. Mark Kelley, Mr. Ryan Kendrick, Mr. William Lipscomb, Mr. James Payne, Ms. E. Gail Pitchford, Dr. Ann Brothers Smith, Ms. Deja Smoot, and Dr. Frank Vaughan

Members Absent: Mark Davis

2. **Verification of Appropriate Notice of Public Meeting**
Committee Chair, Ms. E. Gail Pitchford state there was notice of public meeting as approved by Higher Education Policy Commission.
3. **Review and Approval of Meeting Agenda**
Ms. E. Gail Pitchford asked for a motion to approve the agenda. Mr. Charles E. Jones, Jr. made the motion. Dr. Frank Vaughan seconded the motion; motion carried.
4. **Review and Approval of Minutes of the Previous Meeting**
Ms. E. Gail Pitchford asked for a motion to approve the previous meeting minutes. General Kenneth Gray made the motion. Dr. Frank Vaughan seconded the motion; motion carried.
5. **University Recommendations and Reports**

5.1 Recruitment

Dr. Underdue Murph presented the Spring 2020 30th Day Census Undergraduate Headcount enrollment comparative data report. Dr. Underdue Murph stated the 2020 International student headcount have increased 318% from the 2019. The 2020 Online student headcount have decreased by 13% from 2019. This decrease is due to the fact that not all online classes had started by the date the data report was generated. The 2020 Domestic student headcount have decreased by 11% from 2019. Mr. Mark Kelley asked if the International headcount data included only on-campus students or all students. The data included all International students including Ningbo students in China. Dr. Jenkins stated the Ningbo students contribute approximately \$300,000 to \$400,000 in annual revenue for WVSU and the goal is to increase Ningbo student enrollment to 800-1,000 students, over time that will generate a significant amount of revenue for WVSU.

Dr. Underdue Murph presented the Spring 2020 30th Day Census Undergraduate FTE (full-time equivalency) enrollment comparative data report that was based on 12 or more credit hours. Dr. Underdue Murph stated the 2020 International FTE students have increased by 172% from the 2019. The 2020 Online FTE students have decreased by 14% from 2019. The 2020 Domestic FTE students have decreased by 12% from 2019. This calculated

reduction rate is because some courses had not started by the date the data report was generated. Dr. Underdue Murph stated she would like to have an exception to be able to have an extension to submit documents to the Chief of Staff for the Recruitment and Retention Committee meetings to ensure current enrollment data numbers are reported. Ms. Katherine Dooley stated she would prefer current enrollment data numbers during committee meetings.

Dr. Underdue Murph presented the Spring 2020 30th Day Census Graduate Headcount. Dr. Underdue Murph stated the 2020 International Graduate student headcount has increase by 6% from 2019. The 2020 Online Graduate student headcount have decreased by 93% from 2019. This calculated reduction rate is because some courses had not started by the date the data report was generated. The 2020 Domestic Graduate student headcount has decreased by 12% from 2019.

Dr. Underdue Murph presented the Spring 2020 30th Day Census Graduate FTE (full-time equivalency) enrollment comparative data report that was based on 9 or more credit hours. Dr. Underdue Murph stated the 2020 International FTE Graduate students have remained at the same rate as 2019. The 2020 Online Graduate FTE students have decreased by 90% from 2019. This calculated reduction rate is due to all courses had not started by the date the data report was generated. The 2020 Domestic Graduate FTE students have decreased by 6% from 2019.

Dr. Underdue Murph presented the Spring 2020 Dual Enrollment Headcount and the Spring 2020 Dual Enrollment FTF (full-time equivalency) enrollment comparative data report. Dr. Underdue Murph stated the Dual Enrollment Headcount has decreased by 10% from 2019. The 2020 Dual Enrollment FTF has decreased by 10% from 2019. This calculated reduction rate is due in part to several high school guidance counselors had not submitted their rosters to Mr. James Taylor by the deadline to be counted in the enrollment data reports. Dr. Scott Woodard and Mr. James Taylor met with the Kanawha County Superintendent of high schools regarding the matter. The group developed a process to ensure the proper submission of rosters for future semesters.

Dr. Frank Vaughan asked how the COVID-19 pandemic has affected the recruitment of Dual Enrollment students for the Fall 2020 semester. Dr. Underdue Murph stated the Undergraduate Admissions department is aggressively targeting Dual Enrollment students specifically with call, email, and texting campaigns. Ms. Means and her team are doing outreach to high school guidance counselors especially to the feeder schools. Ms. Means has participated with Kanawha County Schools Web Series May 4-8, 2020 to reach out to all Kanawha County high schoolers. Both Ms. Jameelah Means and Mr. Taylor are advertising the Loyalty program and the new Nursing program to all high school students. Mr. James Taylor stated that he has had several Dual Enrollment students reach out to him inquiring about online summer courses. The students have stated they are more comfortable taking online classes at WVSU due to the fact that Dual Enrollment courses have been moved to the online platform due to COVID-19 pandemic. Mr. James Taylor stated he currently has five online summers courses and may expand due to need.

Dr. Frank Vaughan asked if the time frame from when a student submits an enrollment application and when the student receives a letter of acceptance has been extended due to the pandemic. Dr. Underdue Murph stated the time frame has not changed this is due to the fact that the Director of Undergraduate Admissions has implement an automated process to

render an admissions decision on completed applications within 24-hours. Dr. Vaughan then asked if the automated process includes a financial aid package? Dr. Underdue Murph stated yes.

Dr. Underdue Murph stated due to the COVID-19 pandemic the projected number of registering First-Time Freshman and Transfer student goal was required to be adjusted. The adjusted projected number of First-Time Freshman went from 450 to 250, the adjusted projected number of Transfer students went from 250 to 125 for Fall 2020. This will be a total of 375 projected new students for Fall 2020. These adjusted projected numbers are more realistic due to the COVID-19 pandemic and the issues students and institutions will be facing for Fall 2020.

Ms. Katherine Dooley asked if the adjusted projected numbers included incoming students seeking an associate degree? Dr. Underdue Murph stated that Academic Affairs have not yet determined which associate degrees will be offered Fall 2020 and upon notification the faucet will be turned to recruit the target population that the Office of Undergraduate Admissions as identified as potential students.

5.2 Retention

Dr. Underdue Murph presented the Fall 2020 Continuing Student Enrollment as of April 14, 2020 comparative data report. Dr. Underdue Murph stated 2020 undergraduate continuing students 34% have enrolled for Fall 2020 at this time last year there was 41% undergraduate continuing students enrolled for Fall 2019. However, as of May 5, 2020 the number of undergraduate continuing students enrolled for Fall 2020 is 47%. Dr. Underdue Murph stated 2020 graduate continuing students 9% have enrolled for Fall 2020 at this time last year there was 31% graduate continuing students enrolled for Fall 2019. However, as of May 5, 2020 the number of graduate continuing students enrolled for Fall 2020 is 44%.

Dr. Underdue Murph presented the First-Time Full-Time Freshman Cohort Retention Rate as of April 14, 2020. The report shows the retention rate for Fall 2017 was 55%, Fall 2018 was at 61% and Fall 2019 was at 31%. If we continue with an upward retention rate, Dr. Underdue Murph is confident the retention rate for Fall 2019 will reach 61%. Dr. McGhee and Athletic Director, Nate Burton are aware of 15 athletes that have yet to be registered for Fall 2020. An unofficial survey of the unregistered students show that many of the out-of-state students have stated their preference to stay closer to home this Fall semester due to the COVID-19 and it will be more cost effective to remain home.

Dr. Underdue Murph stated that the respective departments in Enrollment Management and Student Affairs have shifted delivery of student services from face-to-face to virtual. Specifically, Undergraduate Admissions recruiters have participated in virtual college fairs to recruit freshmen and transfer students. Career Services offers virtual job search skills sessions to help students create a resume, hone interview skills and establish a LinkedIn profile. The staff in Counseling and Accessibility Services offers students "Telehealth" counselling services and an online request process for student access food from the WVSU Food Pantry. The Financial Aid staff are remotely packaging and awarding financial aid for new and returning students, and are hosting virtual financial aid awareness sessions for students and parents on FAFSA process. The Scholarship Coordinator utilizes a new texting platform to augment email communication to students about scholarship opportunities. The Retention and Student Services staff offers virtual tutoring and supplemental instruction to help students. The Office of Student Life and Engagement has completed the initial phase

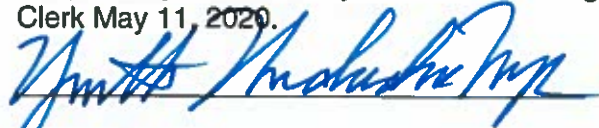
implemented a virtual New Student Orientation Program and the tentative launch date to open the portal is June 2020. In addition, efforts to engage current students include Netflix watch parties with student virtual movie reviews, social media student engagements via TikTok, Instagram, and Snapchat challenges. The Office of Housing and Residence Life continues to provide accommodations to international and domestic students unable to return to their home locations due to extenuating circumstances. The Office International Student Services administer remote processing and signing of SEVIS I-20's, Student Affidavits of Support and administration Optional Practical Training (OPT) for international students. In addition, virtual sessions with current students to ensure maintain appropriate status with Department of Homeland Security and US Customs Immigration Service.

Next Meeting Date June 11, 2020

6. Adjournment

With there being no further business, Ms. E. Gail Pitchford requested a motion to adjourn. Ms. Katherine Dooley made the motion. Dr. Ann Brothers Smith second the motion; motion carried; the meeting adjourned at 1:26 p.m.

Respectfully Submitted by Mrs. Rhonda Brogan, Recruitment and Retention, Committee
Clerk May 11, 2020.



Dr. Yvette Underdue Murph
Vice President of Enrollment Management and Student Affairs

5-21-20

Date

Board of Governor's

Recruitment and Retention Committee

June 11, 2020

Division of Enrollment Management and Student Affairs

Fall 2020 Enrollment as of June 2, 2020

The Fall 2020 Enrollment comparative data between Fall 2020 and Fall 2019 is illustrated below.

Table One illustrates that there are 23% fewer total students registered for Fall 2020 compared to Fall 2019. At this time in 2019, there were 69% more freshmen registered, 13% more sophomores registered, 16% more juniors registered, and 11% more seniors registered. Registration for graduate students has increased 14%, while registration for students in special categories has decreased by 40% from 2019.

Table One: New and Continuing Students

Classification	2020	2019	Difference	2020 FTE	2019 FTE	Difference
Freshmen	72	229	-69%	85	279	-70%
Sophomore	225	259	-13%	276	319	-14%
Junior	249	298	-16%	301	355	-15%
Senior	332	371	-11%	355	388	-8%
Total Undergraduate	878	1157	-24%	1017	1340	-24%
Total Graduate	57	50	14%	48	335	36%
Total Special	41	68	-40%	35	57	-39%
Grand Total	976	1275	-23%	1100	1432	-23%

Table Two illustrates that 39% of continuing freshmen were registered, 76% of continuing sophomores were registered, 77% of continuing juniors were registered, and 67% of continuing seniors were registered for the fall 2020 semester.

Table Two: Continuing Undergraduate Students

Classification	Fall 2020 Registered	Percent Registered	Fall 2020 Not Registered	Percent Not Registered	Fall 2019 Total	Comparative % Registered
Freshmen	67	39%	103	61%	170	47%
Sophomore	225	76%	73	24%	298	67%
Junior	248	77%	76	23%	324	80%
Senior	332	67%	167	33%	499	701%
Total Undergraduate	872	68%	419	32%	1291	69%

Table Three below illustrates that 66% of graduate students registered for fall 2020.

Table Three: Continuing Graduate Students

College	Fall 2020 Registered	Percent Registered	Fall 2020 Not Registered	Percent Not Registered	Fall 2019 Total	Comparative % Registered
Arts & Humanities	5	71%	2	29%	7	100%
Business & Social Sciences	9	75%	3	25%	12	5%
Natural Sciences & Mathematics	6	50%	6	50%	12	8%
Professional Studies	36	67%	18	33%	54	79%
Total Graduate	56	66%	29	34%	85	53%

Table Four below illustrates that 57% of our FTF 2019 cohort registered for the fall 2020 semester. At this time last year, 56% of 2018 FTF were registered for the fall 2019 semester.

Table Four: Fall 2019 Cohort First-Time, Full-Time Freshman Retention Rate

Cohort	Fall 2020 Registered	Percent Registered	Fall 2020 Not Registered	Percent Not Registered	Total	Comparative % Registered
Fall 2019	154	57%	115	43%	269	56%

Adapted Fall 2020 and Spring 2021 Enrollment Projections in Response to COVID-19

Like many other universities across the state and nation, West Virginia State University will take a sizeable hit to its Fall 2020 and Spring 2021 enrollment projections as a result of COVID-19. The adapted Fall 2020 and Spring 2021 enrollment projections scenarios illustrated below is an institutional response to this unprecedented pandemic. The adapted enrollment projections encompasses two scenarios for headcount, FTE and revenue reduction.

**Table Five: Adapted Fall 2020 Enrollment Projections Scenarios
Headcount, FTE and Revenue Reduction**

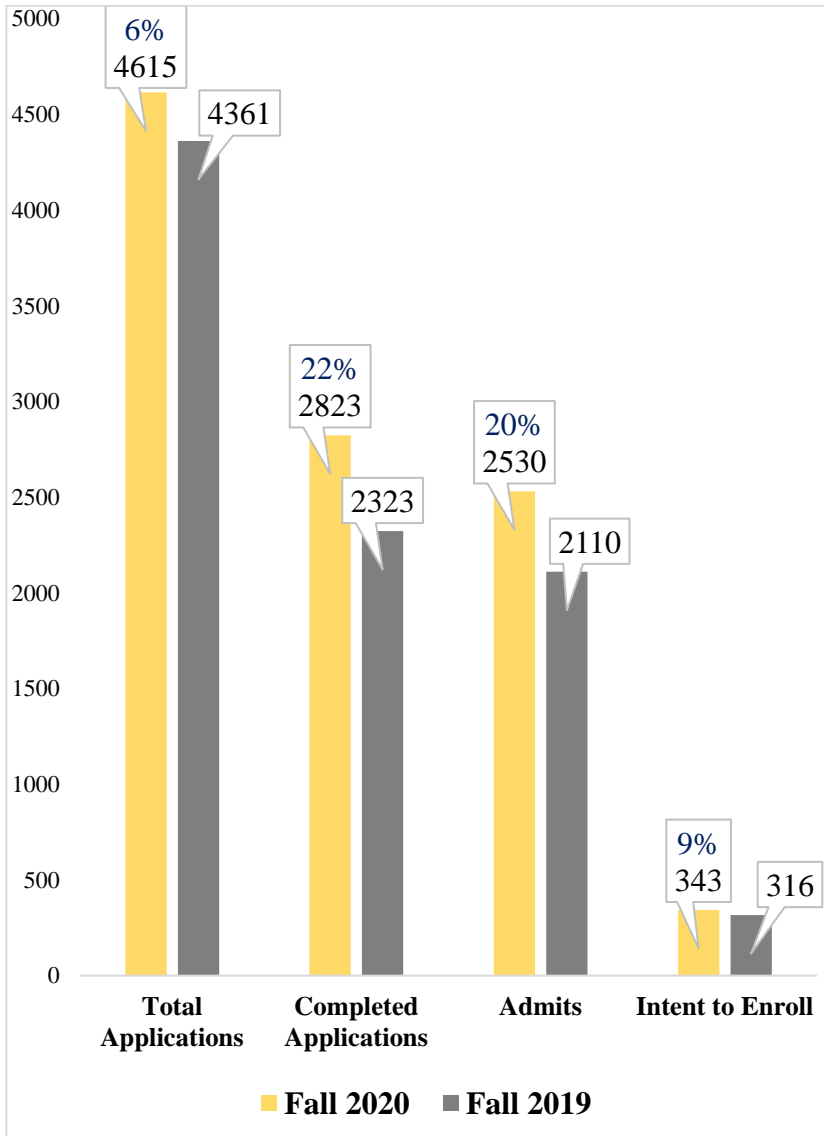
Fall 2020 Projection Scenarios	Undergraduate Headcount	Graduate Headcount	Dual Headcount	Total Headcount	Total FTE	Total Revenue
Fall 2019 Actual	1736	111	2277	4124	2969	\$19,511,338.00
Scenario One 20% Percent Reduction	1215	88	1822	3296	2375	\$2,496,302.00
Scenario Two 25% Percent Reduction	1139	83	1708	3090	2318	\$3,120,378.00

**Table Six: Adapted Spring 2021 Enrollment Projections Scenarios
Headcount, FTE and Revenue Reduction**

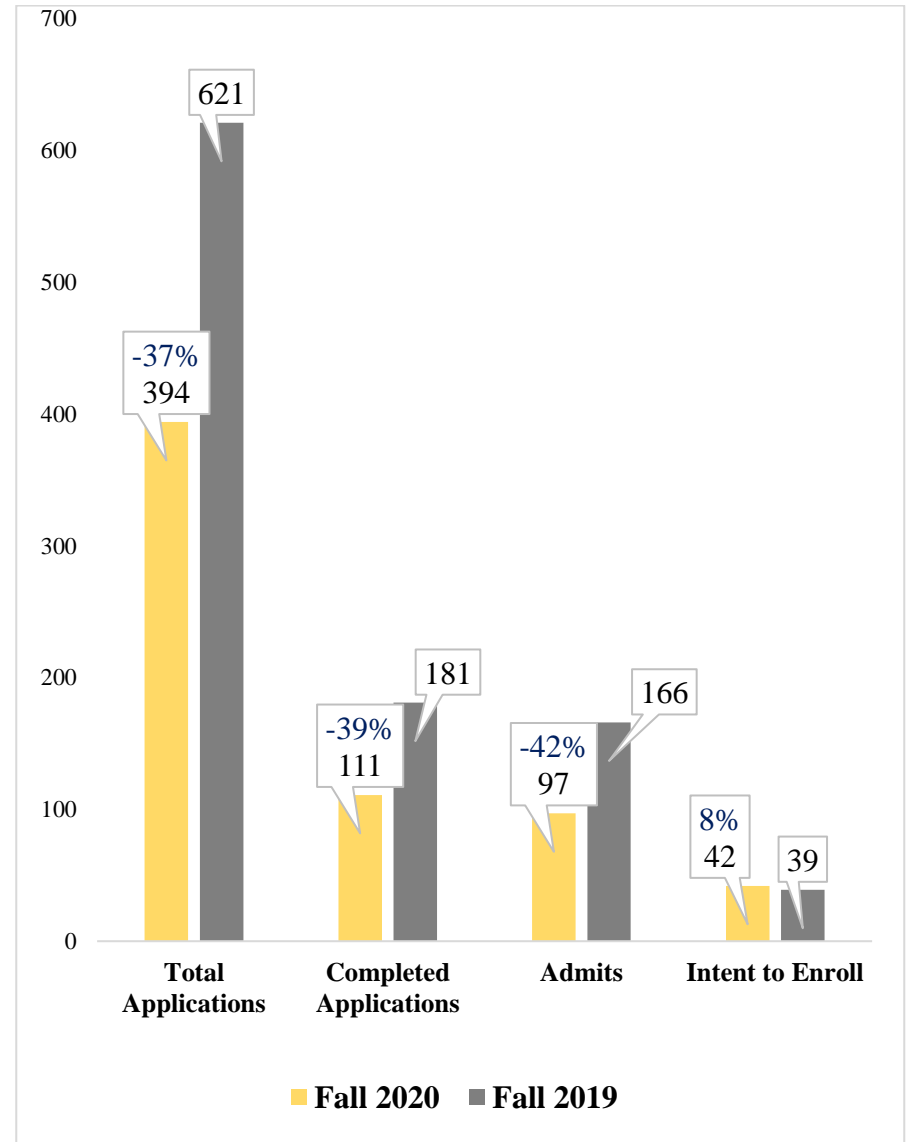
Spring 2021 Projection Scenarios	Undergraduate Headcount	Graduate Headcount	Dual Headcount	Total Headcount	Total FTE	Revenue Reduction
Spring 2020 Actual	1629	108	1378	3115	2381	\$15,963,822.00
Scenario One 20% Percent Reduction	1303	86	1102	2492	1905	\$2,001,918.00
Scenario Two 25% Percent Reduction	1222	81	1033	2337	1785	\$2,502,398.00

Fall 2020 Undergraduate Engagement Funnel as of May 26, 2020

Fall 2020 Compared to Fall 2019 Freshman



Fall 2020 Compared to Fall 2019 Transfer



AGENDA
West Virginia State University
BOARD OF GOVERNORS
Zoom Meeting
June 11, 2020
12:45 p.m.

1. Call to Order and Roll Call, Chair - Mr. Charles E. Jones, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of May 8, 2020 Meeting Minutes Action
5. Report from the University Interim President
 - a. Transition Report
 - b. University Updates
6. Academic Policy Committee Recommendation Action
 - a. Approval of Interdisciplinary Studies Degree
7. Adhoc Bylaws and Policies Review Committee Recommendations
 - a. Approval of Intent to Draft Proposed Revised BOG Policy #3-Adademic Standards for Students to Participate in Intercollegiate Athletics Action
 - b. Approval of Intent to Draft Proposed Revised BOG Policy #57-Deadly Weapons and Destructive Devices Action
8. Report from the Board Chair
 - a. Approval of Proposed Fiscal Year 2021 Meeting Dates Action
 - b. Approval of Fiscal Year 2021 Election of Officers Action
 - c. Appointment of Presidential Review Committee Action
 - d. Special Presentation
9. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel and Property Matters Action
10. Other Matters
11. Next Meeting Date – TBD
12. Adjournment

Agenda prepared by – Eric Jackson, Chief of Staff and Board Liaison, May 29, 2020

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

Date/Time: 6/11/2020 -- 12:45 PM

Location:

Zoom Meeting
<https://zoom.us/j/9944614079>
Meeting ID: 994 461 4079
Dial by your location
+1 929 205 6099 US
Meeting ID: 994 461 4079

Purpose: Annual meeting to conduct regular business of the West Virginia State University Board of Governors.

Notes:

Meeting was approved : 6/2/2020 12:57:52 PM

Minutes
West Virginia State University Board of Governors
Zoom Meeting
May 8, 2020
12:00 p.m.

1. Call to Order and Roll Call

Mr. Jones called the meeting to order at 1:46 p.m. and asked for the roll call.

Members Present: Ms. Dooley, Mr. Gray, Mr. Jones, Mr. Kelley, Mr. Kendrick, Mr. Lipscomb, Mr. Payne, Mrs. Pitchford, Dr. Smith, Ms. Smoot, and Dr. Vaughan

Members Absent: Mr. Davis

2. Verification of Appropriate Notice of Public Meeting

Mr. Jones verified the Appropriate Notice of Public Meeting.

3. Review and Approval of Meeting Agenda

Dr. Vaughan motioned for approval of the agenda as presented. Mr. Gray seconded the motion, and the motion carried.

4. Review and Approval of Minutes of April 15, 2020 Meeting

Mr. Kelley motioned for approval of the minutes of the April 15, 2020 meeting. Mr. Lipscomb seconded the motion, and the motion carried.

5. President's Report

President Jenkins provided an update on how the University has been adjusting to and dealing with the impacts of COVID-19. In coordination with the West Virginia State University (WVSU) Foundation, the Yellow Jackets Strong campaign was launched; over \$35,000 was raised for the emergency response fund, and over 70 students were assisted. Students are also receiving assistance through the University's food pantry. Last week the United States Department of Education provided guidelines for the CARES Act funding, specifically the portion that is to be disbursed directly to students. WVSU received an additional \$3.1 million because of a collective effort with the Association of Public Land-Grant Universities, other HBCUs, and MSIs. In total, over \$4.7 million will be received to help the University move forward over the next several months.

The University received the first draft report from the Higher Learning Commission (HLC) accreditation team. President Jenkins said the University received satisfactory marks in all criteria with no sanctions. One area in academics needs addressed, and he will be following up on that matter. He thanked Dr. Scott Woodard and Dr. Tom Kiddie for leading the campus HLC committee. President Jenkins reported that the Dependent Tuition Waiver would go into effect this fall; students of employees who meet the criteria will receive \$1,500 per semester for undergraduate level tuition. He expressed appreciation to Mr. Kendrick and the team that worked on the waiver.

President Jenkins announced that in fall 2020, the University would begin offering associate degree programs again. He thanked Dr. R. Charles Byers and Dr. DeNeia Thomas for their work with Interim Chancellor Sarah Tucker and Dr. Corley Dennison on this endeavor. A campus beautification project was recently completed. The wooden benches and concrete

trash receptacles were replaced, outdoor eating space was added, and outdoor lighting was upgraded with LED lights. President Jenkins thanked Eric Jackson for his leadership in executing the plan. He also thanked Nate Burton for his leadership in getting turf for the baseball and softball fields, which is being laid and will be completed in next few weeks. The University will continue the current mode of operation for summer with teaching online and working remotely until further notice. All summer camps will be cancelled. In an effort to honor and celebrate our graduates, a virtual commencement will be held on May 13, 2020 at 3:00 p.m. To date, 88 students have confirmed their plans to participate.

In closing, President Jenkins noted that this would be his last Board meeting. He said it has been a great four years. He thanked the Board, the President's Cabinet, the Office of the President staff, students, faculty, and staff for their dedication and support. He expressed appreciation for the outstanding work that has been done to continue moving the University forward. He stated that it has been an honor to serve as President. The cards, messages, and well wishes he has received have been overwhelming in the best way. President Jenkins spoke on how he watched his daughters grow, as well as how proud he is of First Lady Toinette Jenkins and how she engaged students and contributed to community projects.

6. Academic Policy Committee Recommendation

6a and 6b. As recommended by the Academic Policy Committee, the program reviews for the Bachelor of Arts in English and Bachelor of Science in Biology were brought before the Board for consideration. The Committee voted to recommend that the programs continue at the current level of activity. Ms. Dooley motioned for approval by the Board of the program reviews as recommended by the Committee. Dr. Smith seconded the motion, and the motion carried.

7. Adhoc Bylaws and Policies Committee Recommendation

7a. As recommended by the Adhoc Bylaws and Policies Committee, the Intent to Draft a Reductions in Force and Layoffs policy was brought before the Board for consideration. The Committee voted to recommend approval to the full Board. Mr. Kelley motioned for approval by the Board to distribute the Intent to Draft a Reductions in Force and Layoffs policy. Mrs. Pitchford seconded the motion, and the motion carried.

8. Finance Committee Recommendation

8a. As recommended by the Finance Committee, the Fiscal Year 2021 Tuition and Fees were brought before the Board for consideration. The Committee voted to recommend approval to the full Board as presented. It was noted that there was no increase for undergraduate or graduate tuition and fees, the out-of-state rate was lowered to reflect the metro rate, and the metro rate was thus eliminated. Mr. Payne motioned for approval by the Board of the Fiscal Year 2021 tuition and fees. Mrs. Pitchford seconded the motion, and the motion carried.

8b. As recommended by the Finance Committee, the Fiscal Year 2021 proposed budget was brought before the Board for consideration. It was noted that due to variables related to COVID-19, the budget was presented as a draft. The Committee voted to recommend approval to the full Board. Mr. Payne motioned for approval of the Fiscal Year 2021 proposed budget, and Mrs. Pitchford seconded the motion. The motion carried.

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

Ms. Dooley motioned for approval to go into executive session, in accordance with West Virginia Code §6-9A-4, to discuss legal, personnel, and property matters. Dr. Smith seconded the motion, and the motion carried.

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

10. Approval of Presidential Search Timeline

Due to the COVID-19 pandemic, the Presidential Search Timeline had to be revised. Ms. Dooley presented the revised timeline to the Board. Dr. Smith moved that the Board approved the revised timeline. Mr. Gray seconded the motion, and the motion carried.

11. Approval of Interim President Contract

Dr. Smith motioned that the Board approve the proposed contract for the Interim President. Mr. Lipscomb seconded the motion, and the motion carried. Mr. Jones will endorse the contract in his capacity as Chair and forward it to the Higher Education Policy Commission for approval.

12. Presentation by Board Chair Jones

Prior to the Board meeting, a resolution was drafted to recognize President Jenkins for his exemplary service to the University. Mr. Jones read the resolution aloud. He stated that the resolution will be archived as part of the meeting minutes, and a copy will be presented to President Jenkins. President Jenkins thanked Mr. Jones and the Board. He said that he had great Board chairs and members during his tenure as President.

13. Other Matters

No other matters were brought before the Board.

14. Next Meeting Date

June 11, 2020

15. Adjournment

With there being no further business, Dr. Smith motioned to adjourn the meeting. Mrs. Pitchford seconded the motion, and the motion carried. The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Katherine L. Dooley
Secretary

Approved:

Charles E. Jones
Chair

West Virginia State University Board of Governors
June 11, 2020

I. Purpose

To provide a transition report to the Board of Governors.

II. Background

The report is an update from Interim President R. Charles Byers, Ph.D. regarding administrative and organizational changes, as well as plans for re-opening the University.

III. Discussion

Information

IV. Recommendation(s)

Information

West Virginia State University Board of Governors
June 11, 2020
Interim President's Transition Report

Since transitioning into the role of Interim President at West Virginia State University on May 16, 2020, several important personnel and organizational changes have taken place. In addition, the University's Leadership Team has been working on the development of a plan to re-open the University for face-to-face classes in a safe and efficient manner. Outlined below is specific information on the aforementioned topics.

Administrative Changes

Office of the President

- Chief of Staff/Associate Vice President for Title III Programs, Mr. Eric Jackson, Master of Business Administration and Master of Public Administration, 12 years at WVSU

Academic Affairs

- Interim Provost and Vice President for Academic Affairs, Scott Woodard, Ph.D. Musical Arts, 14 years at WVSU and 7 years in Academic Affairs
- Interim Associate Provost and Associate Vice President for Academic Affairs/Dean of the College of Professional Studies, Paige Carney, Ed.D. Instruction and Administration, 17 years at WVSU

Research and Public Service

- Dean and Director of the Gus R. Douglass Land-Grant Institute/Associate Vice President for Research and Public Service, Ulises Toledo, Ph.D. Natural Resources and Environmental Sciences, 21 years at WVSU
- Associate Dean of the Gus R. Douglass Land-Grant Institute and Director of Extension/Associate Vice President for Public Service, Ami Smith, Ph.D. Biosciences, 9 years at WVSU

Organizational Changes

- Title IX Coordinator and EEO Compliance reports to Office of the President.
- Institutional Research, Assessment and Effectiveness, and Information Technology report to the Office of the Provost.

Timeline and Plans for Re-Opening

- March 25, 2020 – Leadership Team began meeting weekly regarding various impacts of COVID-19
- May 18, 2020 – Leadership Team was expanded to include Academic Deans and Chairs of the Faculty Senate and Staff Council. The group is tasked with developing the plan, "Focus on West Virginia State University," which will serve as Plan A. Dr. Scott Woodard serves as the chair and 24 subcommittees were established to provide recommendations/concerns regarding topics of focus for re-opening.
- June 12, 2020 – Leadership Team will review the recommendations from each subcommittee and recommend measures for the draft Plan A

- June 15, 2020 – A team from Human Resources, Safety and Chemical Hygiene and Public Safety will review the recommended measures for their legality, compliance with University policies, and other regulations.
- June 15, 2020 – President’s Cabinet will meet to finalize a draft for “Focus on West Virginia State University”

August 10 – November 20 Fall semester
Commencement November 21

Plan A – “Focus on West Virginia State University”
Face-to-Face Classes

Plan B
Hybrid of Plans A and C

Plan C
Fully Online Courses

West Virginia State University Board of Governors
June 11, 2020

I. Purpose

To approve Board of Governors meeting dates for Fiscal Year 2021.

II. Background

As required by West Virginia Code, the Board of Governors must hold a total of six meetings a year with an annual meeting during the month of June for the purpose of electing officers.

III. Discussion

As outlined in the Board of Governors Bylaws, specifically Article II (Meetings), Section A (Meetings), Items 1 through 7, the following are required:

- A. *Meetings*
 - 1. *The Board of Governors shall hold a minimum of six (6) meetings during each fiscal year, to include an annual meeting each June.*
 - 2. *Notice of meetings shall be in accordance with the Open Governmental Meetings Act.*
 - 3. *Of the twelve (12) voting members of the Board of Governors, seven (7) shall constitute a quorum.*
 - 4. *Special meetings may be convened by the Chair or upon petition of a majority of the members.*
 - 5. *Meeting procedures shall be in accordance with Robert's Rules of Order subject to the suspension of any rule by a two-thirds vote of the Board.*
 - 6. *An annual meeting shall be convened each June for the purpose of selecting a Chairperson and other officers.*

The Board of Governors shall provide an opportunity for administrators, faculty, students and classified staff to discuss various issues no less than one (1) time per year. The viewpoints of the various constituencies should be presented by a person or persons selected by those constituencies. That person shall be someone other than the constituency's board representative.

IV. Recommendation(s)

For Fiscal Year 2021, the below meeting dates are proposed for the Board's consideration and review:

September 3, 2020

October 22, 2020

December 11, 2020 (December 12, 2020 Commencement)

February 3-4, 2021 (February 3 Roundtable Meetings, February 4 Regular Meetings)

May 14, 2021 (May 15, 2021 Commencement)

June 17, 2021