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West Virginia State University Board of Governors
Schedule
October 24, 2019

8:00 AM	Institutional Advancement Committee
8:30 AM	Academic Policy Committee
9:30 AM	Recruitment and Retention Committee
10:30 AM	Finance Committee
11:30 AM	Audit Committee
12:00 PM	Presidential Review Committee
12:30	Board of Governors Lunch
1:30 PM	Full Board Meeting

AGENDA
West Virginia State University Board of Governors
Institutional Advancement Committee
Erickson Alumni Center, Grand Hall
October 24, 2019
8:00 a.m.

1. Call to Order, Chair Charles E. Jones, Jr., presiding
2. Roll Call, Committee Clerk
3. Verification of Appropriate Notice of Public Meeting
4. Review and Approval of Meeting Agenda Action
5. Election of Presiding Officer Action
6. Review and Approval of Minutes of Previous Meetings Action
7. Committee Recommendations and Reports Information
 - a. Report from Athletic Director Nate Burton
 - b. Fundraising Updates
 - i. FY2020 First Quarter Giving Report
 - ii. Step Up for STATE Challenge
 - iii. Legacy Giving: It's Easier Than You Think
8. Next Meeting Date – December 13, 2019
9. Adjournment

Agenda prepared by Pat Schumann, Administrator, Institutional Advancement Committee,
October 10, 2019

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

Date/Time: 10/24/2019 -- 8:00 AM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the regular business of the Committee.

Notes:

Meeting was approved : 10/11/2019 7:49:34 AM

MEETING MINUTES
West Virginia State University Board of Governors
Institutional Advancement Committee
Erickson Alumni Center, Weisberg Room
June 6, 2019
10:30 a.m. – 11:20 a.m.

1. Call to Order and Roll Call

Governor William W. Lipscomb called the meeting of the Institutional Advancement Committee to order at 10:31 a.m.

Administrative Clerk (Maria Drake) called the roll.

Members Present: Governor William W. Lipscomb, Governor Ann Brothers Smith, Governor Mark Kelley, Governor Kenneth Gray

Members Absent: Governor E. Gail Pitchford and Governor Frank Vaughan

Others Present: Dr. Anthony L. Jenkins, WVSU President; Patricia Schumann, Vice President for University Advancement, Communications & Marketing; Belinda Fuller, Director of Alumni Relations

2. Verification of Appropriate Notice of Public Meeting

Governor Lipscomb announced verification of the appropriate notice of the meeting.

3. Review and Approval of Agenda

Committee members requested amendments to the agenda. First, remove Nate Burton from item #6 since he is not available to report. Second, change University Advancement, Communications & Marketing to item #5, and Next Meeting Date to item #6. Governor Kelley moved approval of the amended agenda; the motion was seconded by Governor Gray; motion carried.

4. Review and Approval of Minutes of the Previous Meeting

Governor Smith moved approval of the May 10, 2019, meeting minutes; the motion was seconded by Governor Kelley; motion carried.

5. Reports from University Advancement, Communications & Marketing

A. Fundraising Updates

- I. Vice President Schumann presented the Comparative Gift Report. As of May 28, 2019, we had received \$1,318,780 in new gifts and pledges this fiscal year. This is 32% higher than the same date last year. The number of donors (966) was slightly lower than the same date last year. The \$440,000 commitment from the Thurgood Marshall College Fund Center for Advancing Opportunity should be formalized and officially recorded next week, bringing the total to \$1,758,000. There are several major gifts that could potentially be closed before the end of the fiscal year, and we are receiving responses to our final direct mail appeal of the year. The appeal emphasizes the Presidential Scholarship fund. We are getting closer to the President's \$400,000 challenge; the current total is \$325,000. The Advancement Staff will hold a retreat on June 20-21 to set goals and plan for the next two years of the Strategic Fundraising Plan. We will also be reviewing an analysis of our giving trends over the past 10 years. This information will inform our planning for the next

two years. The WVSU Foundation Board of Directors will hold a retreat on August 23.

B. Alumni Relations

I. Summer Alumni Events

Director of Alumni Relations Belinda Fuller presented an updated calendar of events. Alumni Relations is active with a series of chapter events around the country this summer. University representatives will be traveling to Charlotte, NC for the Charlotte Chapter's annual picnic. On the same weekend, the Philadelphia Chapter will have a picnic. On June 22, the YWCA Charleston's Over the Edge, Rappel for a Reason fundraiser will be held, and we will have some university administrators participating. Alumni Relations will have a tent at this event, and President Jenkins and Dr. Ulises Toledo, Associate Vice President for Research and Public Service Administration, will be rappelling down the BB&T Bank building in downtown Charleston. The Raleigh-Durham Chapter will hold its annual event at Durham Bulls Park on June 15. The Atlanta and Washington Metro chapters will both be sponsoring 5K races in their cities on June 29. Multifest will be held August 2-3 in Downtown Charleston. We are working diligently on getting enrolled and incoming students involved with chapter events, and encouraging future students to get involved with the chapter in the surrounding area.

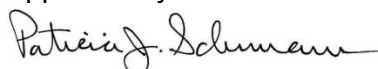
II. Homecoming

Mrs. Fuller presented the report for Homecoming 2019. The host hotel will be the Marriott, with surrounding hotels handling the overflow. One of the highlights of the weekend is the dinner cruise on the Belle of Cincinnati. Homecoming information is now available on the alumni website. Online registration will be open on June 17, and the brochure will be mailed in the near future. Individuals must be registered for Homecoming to get a room at the host hotel. We were not able to reserve a block of rooms at Embassy Suites this year because of another event. The Marriott will provide free parking and private breakfast in the Pavilion for WVSU hotel guests. Mrs. Fuller highlighted two new features at Homecoming, a wine tasting and a cigar bar at the young alumni mixer. The cigar bar will be in a tent outside Erickson Alumni Center.

6. Next Meeting Date – TBD

7. Adjournment -- Meeting adjourned at 11:00 a.m.

Approved by:



Patricia Schumann

Vice President for University Advancement, Communication, and Marketing

Respectfully Submitted by – Maria Drake, Institutional Advancement Administrative Clerk, July 31, 2019

MEETING MINUTES
West Virginia State University Board of Governors
Institutional Advancement Committee
Erickson Alumni Center, Grand Hall
September 5, 2019
8:30 a.m.

1. Call to Order and Roll Call

Governor Charles E. Jones, Jr. called the meeting of the Institutional Advancement Committee to order at 8:35 a.m.

Administrative Clerk, Maria Drake, called the roll.

Members Present: Governor Charles E. Jones, Jr., Governor James Payne

Members Absent: Governor James Buchanan, Governor Kenneth Gray, Governor E. Gail Pitchford, Governor Grazielle Preterotto and Governor William Lipscomb

Others Present: Dr. Anthony L. Jenkins, WVSU President; Ms. Patricia Schumann, Vice President for University Advancement, Communications & Marketing; Ms. Belinda Fuller, Director of Alumni Relations; Ms. Sue Woodward, Assistant Vice President for University Advancement and Mr. Jack Bailey, Assistant Vice President for Communications and Marketing. Other members of the Board of Governors and University administration were also present.

A quorum was not met; no action of the Committee was taken.

2. Verification of Appropriate Notice of Public Meeting

Governor Jones announced verification of appropriate notice of the meeting.

3. Report from Athletics Director Nate Burton

Mr. Nate Burton, Athletics Director, provided an Athletics Report updating the Committee on the 2018-19 Advancement Report for Fiscal Year (FY) 19. Intercollegiate Athletics raised \$430,000, totaling \$1.4 million over the past 3 years. The average for a Division II program within the Mountain East Conference is \$200,000 each year. Athletics is exceeding fundraising totals within the Conference.

The FY20 goal is \$400,000. Currently, Athletics is focused on sponsorships, particularly for its Men's and Women's basketball teams. Athletics will continue to build a cash reserve for items that are not typically budgeted, including future projects, unforeseen concerns with the facilities, opportunities to host tournaments, and expenses associated with post-season competition and championships.

4. Report from University Advancement, Communications & Marketing

A. Fundraising Updates

Ms. Patricia Schumann, Vice President for University Advancement, introduced the Annual Fundraising Report. The FY19 fundraising goal was not met. From an analysis of giving trends, there are strategies implemented for broadening the base of support and increasing major and planned gifts.

I. **FY2019 Gifts and Projections for FY2020 and FY2021**

Ms. Sue Woodward, Assistant Vice President for University Advancement, presented a report of FY2019 Gifts and Projections for FY2020 and FY2021. The analysis of gifts at each level showed an ability to target donors in each group with specific strategies. The focus within this coming year is to increase corporate and foundation support.

II. **FY2020 Annual Giving Plan**

Ms. Woodward discussed the annual giving plan, which includes mailings and electronic communications throughout the year to cultivate, solicit gifts and effectively steward those who make gifts.

A cultivation postcard was mailed in August to all stakeholders highlighting significant achievements in the past year that were possible because of philanthropic support.

A quarterly Foundation Newsletter will highlight gifts and giving opportunities.

The Tower Club, our monthly giving society, has grown by 36% in the past year. Later in September, a launch of "Step Up for STATE" Challenge, includes a "Battle of the Decades," to encourage Alumni participation in giving, and a Friends challenge, authored by new Foundation Board member Chuck Bailey, focusing on community members. The campaign will conclude December 31.

B. **Alumni Relations**

Homecoming

Ms. Belinda Fuller, Director of Alumni Relations, presented the Homecoming schedule and highlighted items that may be of particular interest to board members. The State of the University Address by President Anthony Jenkins will take place at 1:00 p.m. on Thursday, October 3.

A new event is the Presidential Distinguished Service Award reception on Thursday at 5:30 p.m. Athletics will hold a ceremony Saturday, October 5 at Noon to name Warren Anderson Way. Anderson is the only WVSU athlete drafted to the NFL. A Dinner Cruise is Saturday evening. Dr. Byers is the honored Alumnus of the Year.

C. **Marketing Updates**

Jack Bailey, Assistant Vice President for Communications and Marketing, presented the new billboard design and the new ad for Yeager airport. Both focus on 'It Starts at STATE'.

5. Next Meeting Date – October 24, 2019

6. Adjournment

With there being no further business, the Committee adjourned at 9:02 a.m.

Approved by:



Patricia Schumann

Vice President for University Advancement, Communication, and Marketing

Respectfully Submitted by – Maria Drake, Institutional Advancement Administrative Clerk, September 9, 2019

**West Virginia State University Board of Governors
Institutional Advancement Committee
Athletic Director's Report
October 24, 2019**

I. Purpose

Provide an update of gifts to Athletics and strategies for meeting FY2020 goals.

II. Background

In FY2019 Athletics set a new record with \$430,000 raised in support athletic programs and student athletes. Although this is well above the average in the Mountain East Conference, fundraising must continue to grow to support current programs and future progress.

III. Discussion

The report provides an update of funds received during FY2020. With \$93,646.93 raised, the program is off to a strong start. A number of strategies will be employed to reach the FY2020 goal of \$500,000. In addition to raising private support for operations, Athletics will be seeking additional funds to enhance facilities.

IV. Recommendation

This report is presented for information.

**FY2020 Fundraising for Athletics
October 24, 2019**

Giving as of 10/10/2019

Charitable Contributions
\$34,825.00
46 Donors

Non-Charitable Contributions (Sponsors, camps, etc.)
\$58,821.93

Total
\$93,646.93

Strategies

Strategies that will help us get there are an increase in sponsorships, soliciting Young Alumni that have not been involved in the past, Major Gifts, and focus on obtaining new Champions Club members.

FY2020 Goal

The FY2020 Goal is \$500,000. In addition to raising private support for operations, we will be looking to enhance facilities. The \$500,000 does not factor in those funds.

**West Virginia State University Board of Governors
Institutional Advancement Committee
First Quarter Giving Report
October 24, 2019**

I. Purpose

Provide an update of new gift commitments and revenue for the first quarter of fiscal year 2020.

II. Background

This new dashboard synthesizes information about revenue, new gift commitments and donors for the first quarter of FY2020 compared with the same period in FY2019.

III. Discussion

The report shows a decline in new pledges for the quarter, but an increase in new outright gifts as well as an increase in gross revenue as compared with the same quarter last year. Gross revenue includes revenue from current commitments as well as payments on pledges made in previous fiscal year. The number of donors is down this year compared with the same period last year, and the percentage of donors who are alumni is also down. These differences are probably due to the significant gift activity in the first quarter of FY2019 leading up to the dedication of the Katherine Johnson statue and scholarship.

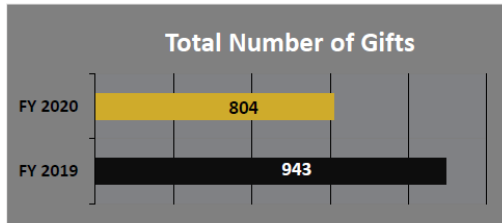
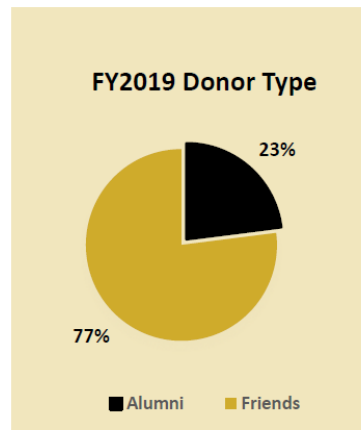
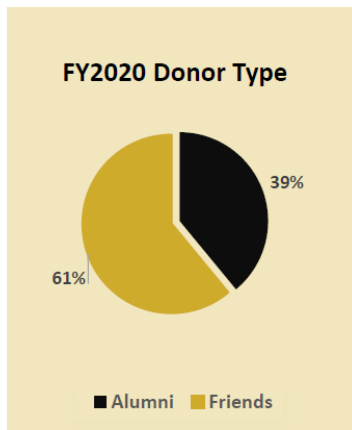
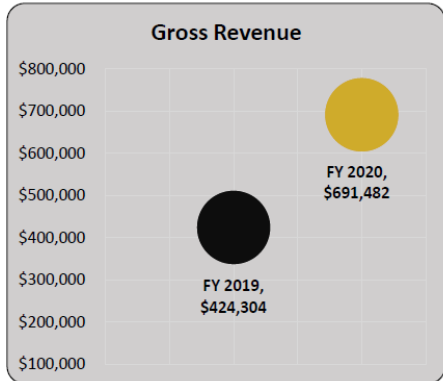
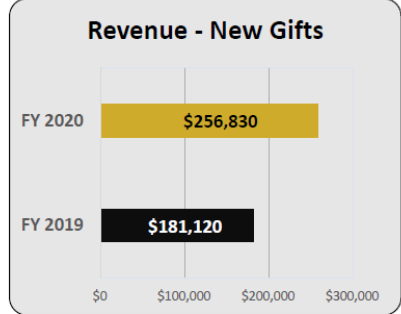
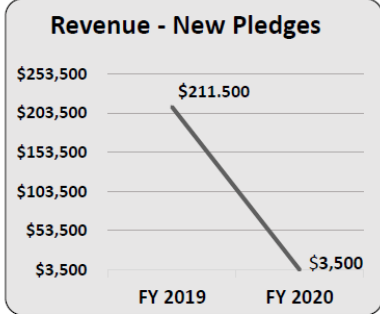
IV. Recommendation

This report is presented for information.



WVSU Foundation

Revenue Financial Report FY2020/FY2019 First Quarter



**West Virginia State University Board of Governors
Institutional Advancement Committee
Step Up for STATE Challenge
October 24, 2019**

I. Purpose

Provide the key branding and message for the Step Up for STATE/Battle of the Decades Challenge.

II. Background

The post card represented in this report was mailed to 21,000 alumni and friends to kick off the Step Up for STATE/Battle of the Decades Challenge.

III. Discussion

Nine versions of the post card were prepared, one representing each decade (with nostalgic photos representing the decade) and one for non-alumni, or friends. The post card was followed by an email message linking prospective donors to the crowdfunding platform. The goal of this challenge, which runs through December 31, 2019, is to increase alumni participation in giving through an engaging, interactive platform that encourages friendly competition among alumni who graduated in different decades. All gifts, to the Presidential Scholarship or any other purpose, count toward this challenge.

IV. Recommendation

This report is presented for information.

Join the
Battle of the Decades!

West Virginia State University and the Office of Alumni Relations are excited to announce Step Up for STATE, **Battle of the Decades Challenge** in support of our students and programs!

What is the challenge? Each graduating class is grouped by decade from the 1950s to 2010s. The decade that has the highest percentage of participants supporting the challenge will be named the winner, and will be recognized with a commemorative brick at the Katherine Johnson Plaza during a special ceremony at the 2020 Homecoming!

As a special incentive to first 50 new alumni that contribute, the National Alumni Association has pledged to match each **new** alumni donor's gift with a \$10 contribution!

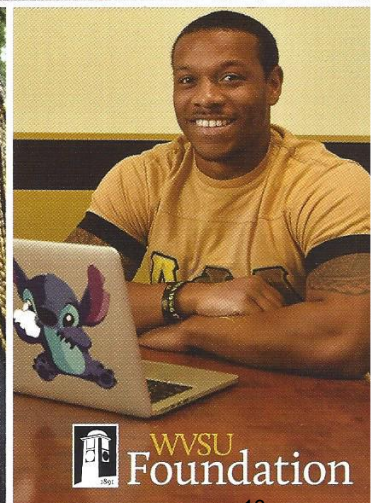
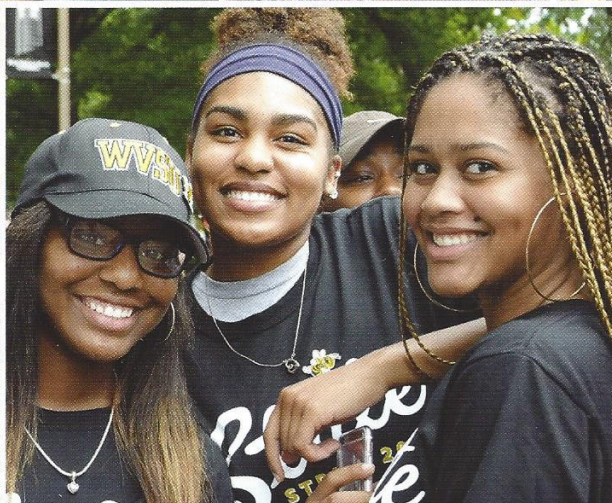
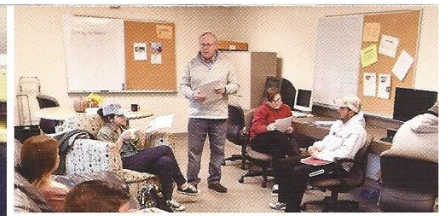
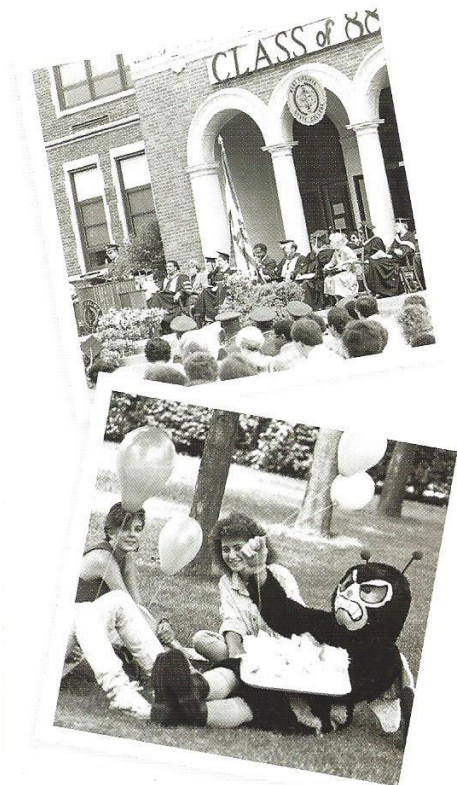
Your support for **your** class decade will benefit West Virginia State University now and well into the future. Please join me and other alumni today, so together we can open the doors of opportunity for students who would not otherwise be able to afford a college education, and provide a first class education in fields that support new and emerging industries.

So come on 1980s and join the challenge today!

Belinda Fuller

Belinda Fuller
Director of Alumni Relations

For more information you can go to connect.wvstateu.edu/StepUpforSTATEDecadesChallenge



**West Virginia State University Board of Governors
Institutional Advancement Committee
Legacy Giving Opportunities
October 24, 2019**

I. Purpose

Provide a list of the most common legacy giving tools.

II. Background

The list in this report is part of a brochure available through the WVSU Foundation entitled "Leaving your Legacy at WVSU."

III. Discussion

Legacy Giving is easier than many people think. The most common type of legacy gift is a gift through a will. Donors may also make a legacy gift through a life insurance policy, retirement assets, or appreciated securities, and each of these vehicles may provide tax benefits for the donor. Those with larger estates may choose to establish a trust. The WVSU Foundation shares information about legacy giving through publications, a quarterly e-newsletter, a website at <https://wvstateu.planmylegacy.org/>, and through seminars and individual conversations.

IV. Recommendation

This report is presented for information.

Choose the Gift Plan That Matches Your Goal

Your Gift	Your Goal	How You Make the Gift	Your Benefits
Gift in Will	Defer a gift until after your lifetime.	Name the WVSU Foundation in your will (designate a specific amount, a percentage or a share of the residue).	<ul style="list-style-type: none"> maintain your current lifestyle while making a meaningful gift to the WVSU Foundation
Gift in Living Trust	Make a revocable gift during your lifetime.	Name the WVSU Foundation the beneficiary of assets in a living trust.	<ul style="list-style-type: none"> maintain your current lifestyle while making a meaningful gift to the WVSU Foundation
Outright Gift of Securities	Eliminate tax on capital gains.	Contribute long-term appreciated stock or other securities.	<ul style="list-style-type: none"> qualify for a potential charitable deduction of full fair market value elimination of capital gains taxes
Gift of Life Insurance	Make a large gift with little cost to yourself.	Contribute a life insurance policy you no longer need.	<ul style="list-style-type: none"> qualify for a potential income tax deduction possible future deductions through gifts to pay policy premiums
Gift of Retirement Assets	Make a gift from your most highly taxed assets.	Name the WVSU Foundation as the beneficiary of the balance left after your lifetime using the plan's beneficiary form.	<ul style="list-style-type: none"> pass your retirement plan assets to the WVSU Foundation tax-free, leaving more for family
Charitable Remainder Unitrust	Create a hedge against inflation over the long term and supplement your retirement income.	Create a trust that pays a fixed percentage of trust's assets as revalued annually.	<ul style="list-style-type: none"> variable income for life or a term up to 20 years qualify for a potential income tax charitable deduction
Donor Advised Funds	You make a gift to the fund, without immediately having to choose the charities you want to support.	A written agreement between you and the WVSU Foundation that gives you (or other family members) the right to recommend that distributions be made from your fund to us.	<ul style="list-style-type: none"> qualify for a potential income tax charitable deduction for gifts to your donor advised fund
IRA Charitable Rollover	Meet the required minimum distribution for the year, while paying no income tax on the gift.	Contact your IRA custodian to complete the gift.	<ul style="list-style-type: none"> you pay no income taxes on the gift immediately witness the benefits of your generosity

To find out more about these gift planning options, please visit our website at wvstateu.planmylegacy.org.

AGENDA
West Virginia State University Board of Governors
Academic Policy Committee
Erickson Alumni Center, Grand Hall
October 24, 2019
8:30a.m.- 9:25a.m.

1. Call to Order and Roll Call – Committee Chair Ms. Kitty 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 Overview
 - 5.2 Healthy Grand-families Grant
6. Next Meeting Date –*December 13, 2019*
7. Adjournment

Agenda prepared by Ms. Brittany Fletcher, Administrative clerk for Academic Policies Committee, October 10, 2019

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

Date/Time: 10/24/2019 -- 8:30 AM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the regular meeting of the Committee.

Notes:

Meeting was approved : 10/11/2019 7:49:57 AM

MEETING MINUTES
West Virginia State University Board of Governors
Academic Policy Committee
Erickson Alumni Center, Grand Hall
September 5, 2019
9:00 A.M.

1. Call to Order and Roll Call

With a quorum being present, the meeting was called to order at 9:03 a.m.

Members Present: Ms. Kitty Dooley, Mr. Mark Kelley, Dr. Frank Vaughan, Dr. Ann Brothers Smith.
Members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

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

3. Election of Committee Chair

Mr. Mark Kelley nominated Ms. Kitty Dooley for Academic Policy Committee Chair and was seconded by Dr. Ann Brothers-Smith. Motion passed.

4. Election of Presiding Officer in the Absence of Chair

Mr. Mark Kelley nominated Dr. Frank Vaughan and was seconded by Dr. Ann Brothers-Smith. Motion passed.

5. Review and Approval of Meeting Agenda

Dr. Ann Brothers-Smith motioned for approval of the Agenda, seconded by Dr. Frank Vaughan. Academic Policies Committee approved the Meeting Agenda.

6. Review and Approval of Minutes of Previous Meeting

Mr. Mark Kelley motioned for the approval of the previous Meeting Minutes, seconded by Dr. Ann Brothers-Smith. The motion passed.

7. Committee Recommendations and Reports

Ms. Kitty Dooley introduced Dr. Byers and welcomed him in his service as the Interim Provost and Vice President for Academic Affairs and his role as the Administrator for the Academic Policy Committee. Dr. Byers presented a tentative Academic Program Review Schedule. There was Committee discussion regarding a streamlined format for Board submission and approval. Dr. DeNeia Thomas will contact HEPC to obtain the expected format. Dr. Vaughan will work with the Faculty Senate Program Review Committee for a proposed format to discuss at the October meeting.

Presentation of the Fred D. Thomas Learning Center in the Department of Education

Dean Carney and Professor Patricia Wilson presented to the committee an overview of the Education Program and the Fred D. Thomas Learning Center and the upcoming ribbon cutting celebration, Thursday, September 12 6th floor in Wallace Hall.

8. Next Meeting Date

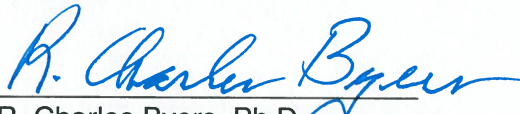
October 24, 2019

9. Adjournment

With there being no further business, a motion was made by Mr. Mark Kelley and seconded by Dr. Ann Brothers-Smith to adjourn the meeting. The motion passed. The meeting adjourned at 9:23 a.m.

Respectfully Submitted by –Brittany Fletcher, Academic Policy, Committee Clerk, September 10, 2019

Approve:



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

AGENDA
West Virginia State University Board of Governors
Recruitment and Retention Committee
Erickson Alumni Center, Grand Hall
Thursday, October 24, 2019
9:30 am – 10:25 am

1. Call to Order and Roll Call – Charles E. Jones, Jr., presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Nomination and Election of Committee Chair Action
5. Review and Approval of Minutes of the Previous Meeting Action
6. University Recommendations and Reports Information
 - a. Recruitment
 - b. Retention
7. Next Meeting Date – *Friday, December 13, 2019*
8. Adjournment

Agenda prepared by – Rhonda Brogan, Recruitment and Retention Committee Clerk, October 7, 2019

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

Date/Time: 10/24/2019 -- 9:30 AM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the regular business of the Committee.

Notes:

Meeting was approved : 10/11/2019 7:50:06 AM

MEETING MINUTES
West Virginia State University Board of Governors
Recruitment and Retention Committee
Erickson Alumni Center, Grand Hall
Thursday, September 5, 2019
9:30 am - 10:20 a.m.

1. **Call to Order and Roll Call** Mr. Charles E. Jones, Jr. called the Recruitment and Retention Committee meeting to order at 10:06 a.m.

Members Present: Ms. Katherine Dooley, Mr. Charles E. Jones, Jr., Mr. William Lipscomb, and Dr. Ann Brothers Smith

Members Absent: Mr. James Buchanan, Mr. Kenneth Gray, Ms. Grazielle Preterotto

Others Present: Mr. Mark Davis, Dr. Anthony L. Jenkins, Mr. Mark Kelley, Mr. James Payne, Mr. Frank Vaughan

2. **Verification of Appropriate Notice of Public Meeting**
Board of Governor Chair, Mr. Charles E. Jones, Jr. announced the Verification of Appropriate Notice of Public Meeting.
3. **Election of Committee Chair**
Dr. Ann Brothers Smith recommended to table the election of the Recruitment & Retention committee chair until the next meeting. All members present agreed to table the nomination and election of the committee chair until the October 24, 2019 meeting.
4. **Review and Approval of Meeting Agenda**
Board of Governor Chair, Mr. Charles E. Jones, Jr. acknowledged that the committee agenda was present.
5. **Review and Approval of Minutes of the Previous Meeting**
Board of Governor Chair, Mr. Charles E. Jones, Jr. requested that the minutes be approved with the correction of the last name spelling of Governor Mark Kelley. Ms. Katherine Dooley made the motion to approve the meeting minutes with the last name spelling correction. Mr. Mark Davis second the motion; motion carried.

6. **University Recommendations and Reports**

- a. **Recruitment**

Dr. Underdue Murph presented the Office of Undergraduate Admissions Recruitment Packet to all Board Members present. The recruitment packet contained the 2019-2020 View Book, Straight to State Brochures, Office of Financial Aid FAFSA School Code Postcard, ROTC Brochure and a University Pennant. The contents also included the Fall 2019 "Preliminary" Enrollment Report 10th Day Snapshot as of August 30, 2019.

Dr. Underdue Murph stated that our Fall 2020 recruitment season has begun and an initial step was a direct mail campaign of recruitment packets sent to in-state public and private

high school guidance counselors and community college transfer coordinators. Additionally, our new Associate Director of Undergraduate Admissions, Ms. Michelle Hanna was introduced to all present.

Dr. Underdue Murph reported that the Fall 2019 Preliminary 10th Day Snapshot, as of August 30, 2019, for the Undergraduate Headcount increased by 10% compared to Fall 2018, and the Graduate Headcount decreased by 7%. The combined total enrollment increased by 9%. Dr. Underdue Murph also stated that since several graduate classes have yet to begin, we anticipate graduate enrollment to increase. The Fall 2019 Undergraduate Full-Time Equivalency increased by 0.3% compared to Fall 2018, and the Graduate decreased by 11%. The combined Full-Time Equivalency decreased by 0.2%.

Ms. Dooley asked whether we achieved the Fall 2019 undergraduate enrollment goal. Dr. Underdue Murph along with the assistance of Ms. Jameelah Means, Director of Undergraduate Admissions, stated that the Fall 2019 freshman student target goal was 450 and as of the 10th class day snapshot, 280 are enrolled. The target goal for transfer students was 250 and currently 176 are enrolled. At the October 24, 2019 meeting the 30th Day Census enrollment figures will be presented. Dr. Underdue Murph further reiterated, that the industry standard for incremental enrollment growth is based on a 3% projected increase from Fall to Fall.

b. Retention

The First-Time Full-Time Freshman Fall 2018 cohort retention rate indicates that 61% of the students are registered for the Fall 2019 semester as of the 10th Day Snapshot. Whereas, at this point in time last year 55% of the Fall 2017 cohort were registered for the Fall 2018 semester. This indicates a 6% increase for the Fall 2018 cohort compared to Fall 2017.

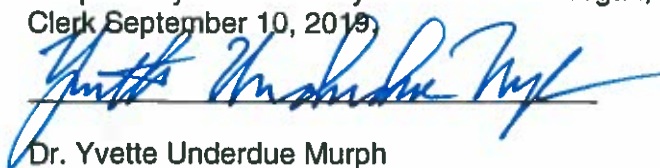
A new initiative introduced for the Fall 2018 enrollment cycle was the implementation of the merit based Presidential Scholarship to attract and retain new and continuing students. Mr. Kelley asked if whether there were WVSU Foundation Scholarships not awarded due to the stringent eligibility criteria. Dr. Underdue Murph stated that she and Vice President Patricia Schuman had an initial discussion to determine an appropriate approach for donors to revisit their scholarship eligibility criteria.

Next Meeting Date October 24, 2019

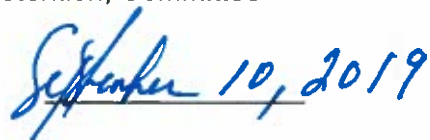
7. Adjournment

With there being no further business, Board of Governors Chair, Mr. Charles E. Jones, Jr. entertained a motion to adjourn. Ms. Katherine Dooley made the motion to adjourn the meeting. Mr. William Lipscomb second the motion; motion carried and the meeting adjourned at 10:34 a.m.

Respectfully Submitted by Mrs. Rhonda Brogan, Recruitment and Retention, Committee
Clerk September 10, 2019



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



Date

**Board of Governor's
Recruitment and Retention Committee**

September 5, 2019

Division of Enrollment Management and Student Affairs

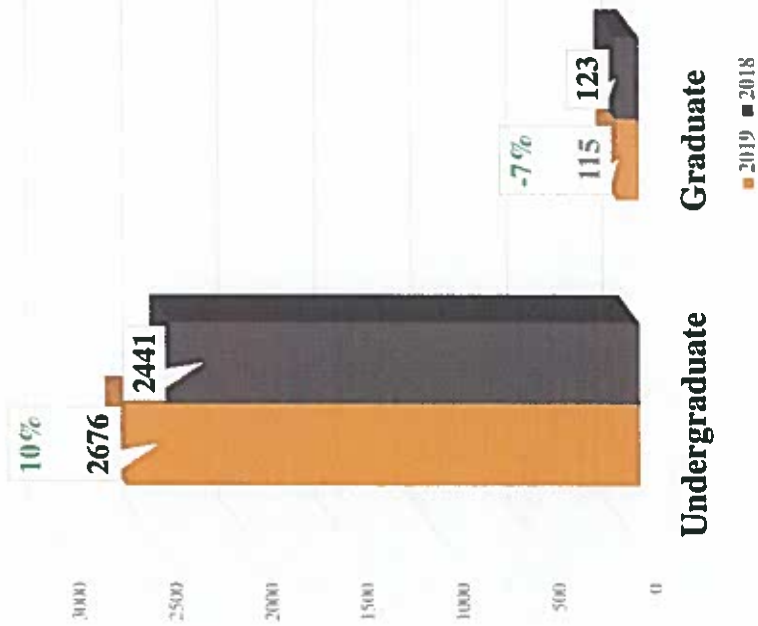


Fall 2019 “Preliminary” Enrollment

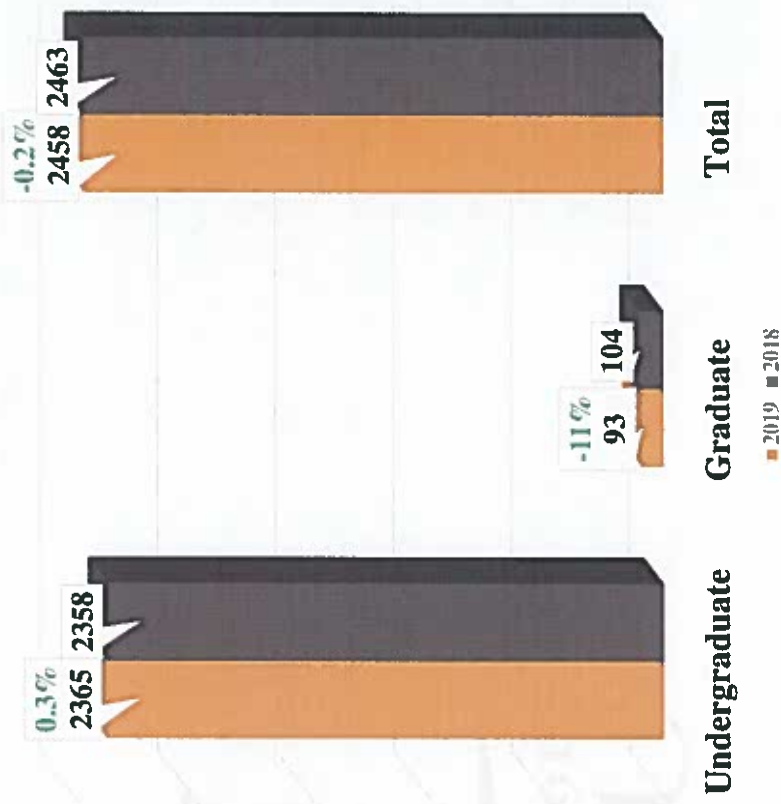
As of August 30, 2019 - 10th Day Snapshot

Enrollment

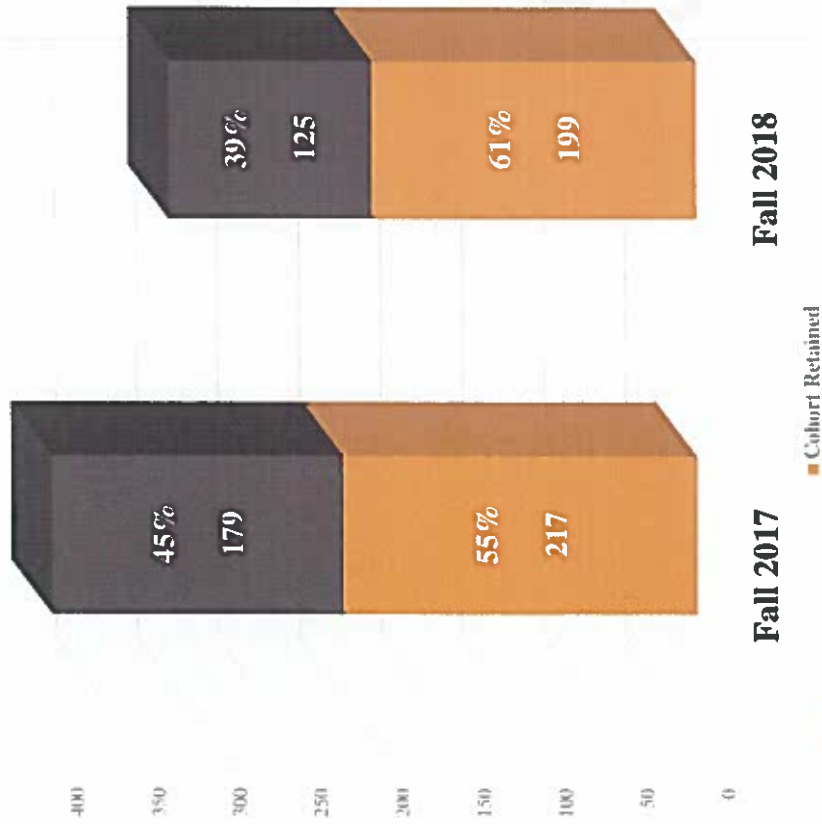
Headcount Fall 2018 and Fall 2019



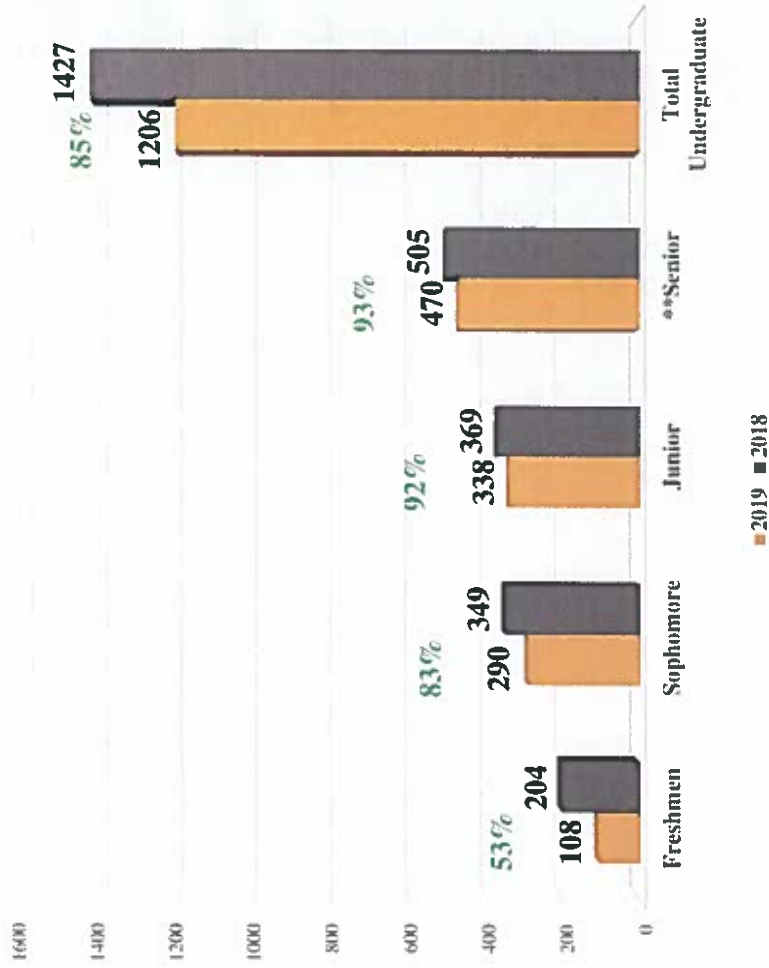
FTE Fall 2018 and Fall 2019



First-Time Full-Time Freshman Retention Fall 2017 and Fall 2018 Cohorts



Undergraduate Retention Fall 2018 Cohort



Thank You

Division of Enrollment Management and Student Affairs



AGENDA
West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center
October 24, 2019
10:30am – 11:25am

1. Call to Order and Roll Call – Chair, Mr. Mark Davis
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda
4. Review and Approval of Minutes of Previous Meeting
5. University Recommendations and Reports
 - a) Budget Reports – September 2019
 - b) Accounts Payable Report
 - c) Accounts Receivable Report
 - d) Faculty Housing
6. Other Matters
7. Next Meeting Date – December 13, 2019
8. Adjournment

Agenda prepared by Natasha Tyson, Executive Administrative Assistant for Business & Finance
August 27, 2019.

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

Date/Time: 10/24/2019 -- 10:30 AM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the regular meeting of the Committee.

Notes:

Meeting was approved : 10/11/2019 7:50:20 AM

MEETING MINUTES
West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Grand Hall
September 5, 2019
8:30 a.m.

1. Call to Order and Roll Call

Mr. Mark Kelley called the Finance Committee meeting of the West Virginia State University Board of Governors to order at 9:24 a.m. The administrative clerk called the roll.

Members Present: Mr. Mark Kelley, Mr. Mark Davis, Mr. James Payne, Dr. Frank Vaughan and Dr. Ann Brothers Smith

Members Absent: Ms. E. Gail Pitchford, Mr. James Buchanan

Others Present: President Anthony L. Jenkins, Mr. Charles E. Jones, Jr., Mr. William Lipscomb, Ms. Kitty Dooley and several members of the administration, faculty and staff were also present.

2. Election of Committee Chair

Mr. Mark Kelley asked for a nomination of a Finance Committee Chair. Dr. Ann Brothers Smith nominated Mr. Mark Davis, and it was seconded by Dr. Frank Vaughan. Motion carried.

3. Election of Presiding Officer

Mr. Davis asked for a nomination of a Presiding Officer in the absence of the Committee Chair. Mr. Kelley nominated Dr. Smith, and it was seconded by Dr. Vaughan. Motion carried.

4. Verification of Appropriate Notice of Public Meeting

Mr. Davis announced the Verification of Appropriate Notice of a Public Meeting.

5. Review and Approval of Meeting Agenda

Mr. Davis asked for a motion to approve the agenda. Dr. Smith made a motion, and it was seconded by Mr. Kelley. Motion carried.

6. Review and Approval of Minutes of the Previous Meeting

Mr. Davis asked for a motion to approve the meeting minutes from June 6, 2019. Mr. Kelley made a motion, and it was seconded by Dr. Smith. Motion carried.

7. University Recommendations and Reports

a) Monthly Budget Reports – June and July 2019

Mrs. Kristi Williams, Interim Vice President for Business and Finance, addressed the Board and explained the FY19 All Funds Reports as of June 30, 2019. The budgeted target for revenue was 100%, with a total revenue budgeted of \$35,929,104 of which

92.1% of the projected budget was collected at a total of \$33,112,207. A total of \$32,981,630 was spent at 91.8% of the projected amount. Overall \$130,376 more revenue was collected than what was spent for FY19. Auxiliary accounts for FY19 include Athletics, Student Union, Dining Hall, Parking, Faculty Housing, and the Bookstore. The accounts remained flat over July 1 FY18 to June 30 FY19 with an initial fund of \$58,253 and ended with \$58,456.

A total revenue of \$32,112,007 was collected for FY19 which is less than FY18. There was a decrease of the FY19 expenses of \$32,981,630 and \$34,598,298 in FY18 with a net difference of \$395,549. The p-card expenses had an overall increase in FY19 of \$150,000, however payroll is \$19,529,790 which is a decrease of \$518,000 from FY18.

b) Accounts Payable Report

Accounts Payable as of June 30 FY19 has an overall of \$3.275 million. Vendor by Vendor changes from June 30, 2019 compared to June 30, 2018; FY18 consisted of \$2.9 million and FY19 is currently \$3.275 with an overall change of \$369,872. The changes can be attributed to AEP with an increase of \$88,000 and invoices from Learning House summer school sessions were \$276,000. Thompson Hospitality payable has decreased to \$225,000 while ABM has dropped by \$42,000.

c) Accounts Receivable Report

As of June 30 FY19, payables currently has \$403,895 in receivables. In FY18, the balance due was \$514,576, and receivables decreased by \$110,681. The prior year consisted of 938 accounts and is down to 714 accounts.

d) Faculty Housing

As of June 30, 2019, Faculty Housing has an ending cash balance of \$169,122.65. Currently, there is one vacancy with inquiries.

8. Next Meeting Date

October 24, 2019

9. Adjournment

With there being no further business, Mr. Davis asked for a motion to adjourn. Mr. Kelley made the motion, and it was seconded by Dr. Smith. Motion carried. The meeting adjourned at 9:51 a.m.

Respectfully Submitted by - Natasha Tyson, Administrative Clerk, Finance Committee,
September 10, 2019.

Approved by:

Kristi Williams

Kristi Williams
Interim Vice President for Business and Finance

**West Virginia State University Board of Governors
Finance Committee
Budget Report
October 24, 2019**

- I. Purpose
To provide an update on status of the University's budget as of September 30, 2019.

- 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.

University Budget - All Funds
FY 2020 Budget / Actual Expenditures 09/30/2019

	Salaries & Benefits					%	Supplies & Other Services					%	Total					Actual %	Target %
	FY20 Budget	Budget Reduction	Revised FY20 Budget	Fiscal YTD Actual	Difference		FY20 Budget	Budget Reduction	Revised FY20 Budget	Fiscal YTD Actual	Difference		FY20 Budget	Budget Reduction	Revised FY20 Budget	Fiscal YTD Actual	Difference		
State Appropriations													11,342,512	0	11,342,512	2,036,502	9,306,010	17.95%	-7.05%
E&G Tuition													10,522,368	0	10,522,368	3,041,375	7,480,993	28.90%	3.90%
Academic Affairs													3,296,243	0	3,296,243	1,459,412	1,836,831	44.28%	19.28%
Student Affairs													6,147,958	0	6,147,958	1,759,588	4,388,370	28.62%	3.62%
President's Area													3,181,160	0	3,181,160	825,235	2,355,925	25.94%	0.94%
Athletics													662,144	0	662,144	138,385	523,759	20.90%	-4.10%
University Advancement													247,685	0	247,685	19,927	227,758	8.05%	-16.95%
Finance													3,394,628	0	3,394,628	1,102,875	2,291,753	32.49%	7.49%
College Wide													0	0	0	0	0		
Sub Total of Revenues													38,794,698	0	38,794,698	10,383,299	28,411,399	26.76%	1.76%
Academic Affairs	11,143,793	(345,458)	10,798,335	3,237,073	7,561,262	29.98%	1,675,471	(51,940)	1,623,531	376,730	1,246,801	23.20%	12,819,264	(397,398)	12,421,866	3,613,803	8,808,064	29.09%	4.09%
Student Affairs	1,882,159	(58,347)	1,823,812	491,656	1,332,157	26.96%	6,567,932	(203,606)	6,364,326	1,587,328	4,776,997	24.94%	8,450,091	(261,953)	8,188,138	2,078,984	6,109,154	25.39%	0.39%
President's Area	737,595		737,595	155,995	581,601	21.15%	4,104,739		4,104,739	162,879	3,941,860	3.97%	4,842,335	0	4,842,335	318,874	4,523,461	6.59%	-18.41%
Athletics	1,173,264	(36,371)	1,136,893	325,744	811,149	28.65%	462,144	(14,326)	447,818	147,167	300,651	32.86%	1,635,408	(50,697)	1,584,711	472,911	1,111,799	29.84%	4.84%
University Advancement	873,748		873,748	235,748	638,000	26.98%	211,643		211,643	60,134	151,509	28.41%	1,085,391	0	1,085,391	295,883	789,509	27.26%	2.26%
Finance	3,568,397	(110,620)	3,457,777	976,860	2,480,916	28.25%	4,216,949	(130,725)	4,086,224	849,820	3,236,404	20.80%	7,785,346	(241,345)	7,544,001	1,826,680	5,717,321	24.21%	-0.79%
College Wide	0		0	11,512	(11,512)		1,700,000	(52,700)	1,647,300	218,624	1,428,676	13.27%	1,700,000	(52,700)	1,647,300	230,136	1,417,164	13.97%	-11.03%
Sub Total of Expenses	19,378,957	(550,796)	18,828,161	5,434,588	13,393,573	28.86%	18,938,878	(453,297)	18,485,581	3,402,683	15,082,899	18.41%	38,317,835	(1,004,093)	37,313,742	8,837,271	28,476,471	23.68%	-1.32%
Grand Total													476,863	1,004,093	1,480,956	1,546,028	(65,072)		

Notes

West Virginia State University
Auxiliary Account Activity for September 2019
Fund 4612

Fund Number	Fund Name	6/30/2019 Fund Balance	9/30/2019 Fund Balance	FY 20 Net Activity
2361	Student Union Operation	(899,056)	(1,095,208)	\$ (196,152.04)
2371 - 2374	Housing	(4,645,424)	(4,678,861)	\$ (33,436.27)
2381	Dining Food Services	1,699,917	1,805,207	\$ 105,290.02
2800	Athletics Current	(2,001,013)	(2,050,676)	\$ (49,662.89)
2801 - 2980	Athletic Enhancement Funds	(1,327)	(1,327)	
2580	Faculty Housing	38,282	56,040	\$ 17,757.99
2562	Parking	(133,982)	(114,229)	\$ 19,753.18
2511	Bookstore	6,001,058	6,555,942	\$ 554,884.77
	Fund 4612 Balance	\$ 58,456	\$ 476,891	\$ 418,435

Balance in All Funds Report

476,891

FY20 Actual Talking Points

As of 9/30/19

	FY20 Sept 2019	FY19 Sept 2018	Difference
State Appropriations	2,036,502	1,970,444	66,058
E&G Tuition	3,041,375	3,368,361	(326,986)
Academic Affairs	1,459,412	867,486	591,926
Student Affairs	1,759,588	1,586,278	173,310
President's Area	825,235	15,574	809,661
Athletics	138,385	181,278	(42,892)
University Advancement	19,927	29,041	(9,114)
Finance	1,102,875	1,335,526	(232,651)
College Wide	0	0	0
Sub Total of Revenues	10,383,299	9,353,988	1,029,311
Academic Affairs	3,613,803	3,309,439	304,363
Student Affairs	2,078,984	1,225,334	853,650
President's Area	318,874	428,539	(109,665)
Athletics	472,911	393,637	79,274
University Advancement	295,883	236,397	59,486
Finance	1,826,680	1,889,149	(62,469)
College Wide	230,136	560,799	(330,663)
Sub Total of Expenses	8,837,271	8,043,295	793,976
Grand Total	1,546,028	1,310,693	235,335

NOTES:

**West Virginia State University Board of Governors
Finance Committee
Accounts Payable Update
October 24, 2019**

- I. Purpose
To provide an update on status of the University's outstanding invoices payable as of September 30, 2019.
- 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 year.
- IV. Recommendation(s)
Information.

**Accounts Payable as of 9/30/2019
Vendor List - Alpha Order**

Vendor Legal Name	Sept 2019
ADVANTAGE TECHNOLOGY LLC Total	3,000.00
APPALACHIAN POWER CO Total	114,943.17
AUTOMOTIVE RENTALS INC Total	3,651.11
B STANLEY GILL INC Total	64.00
B. Stanley Gill Total	1,447.00
BB & T Total	2,167.66
BigSigns.com Total	5,694.00
BRICKSTREET MUTUAL INSURANCE CO Total	1,876.00
BSN SPORTS Total	13,546.31
CDW GOVERNMENT LLC Total	1,930.14
CENGAGE LEARNING INC Total	7,920.11
CEP INC Total	2,500.00
CEP Incorporated Total	1,950.00
COLLEGE SOURCE INC Total	3,013.00
CONTEMPORARY GALLERIES Total	6,841.39
D & H DISTRIBUTING CO Total	6,866.28
DAKTRONICS INC Total	1,750.00
DATAPAGES INC Total	1,200.00
DELL MARKETING LP Total	2,094.83
Dell Total	14,627.78
DIRECT ENERGY BUSINESS MARKETING LLC Total	2,653.39
DOUGHERTY CO INC Total	12,293.44
DUNBAR SANITARY BOARD Total	4,507.10
EBSCO INDUSTRIES INC Total	30,221.00
FASTENAL CO Total	5,739.86
FRITO LAY Total	442.27
FROMUTH TENNIS Total	475.00
FRONTIER Total	7,961.16
GCA SERVICES GROUP Total	542,828.56
GLENNS SPORTING GOODS INC Total	4,193.60
GUARDIAN INNOVATIONS LLC Total	1,642.55
Hanna, Michelle Total	218.66
HENRY SCHEIN INC Total	7,263.35
HUNTINGTON NATIONAL BANK Total	5,173.76
IATSE LOCAL 271 LABOR CTR LLC Total	1,299.19
INSTITUTE VFD Total	3,200.00
Intoprint Total	929.00
Ivey, Marquia Total	137.50
J AMERICA LLC Total	1,821.20
LEAVE A LEGACY OF CENTRAL APPALACHIA Total	250.00
LIFE TECHNOLOGIES CORP Total	2,481.00
LUMOS NETWORKS LLC Total	284.03
MBS TEXTBOOK EXCHANGE INC Total	63,523.47
MCGRAW HILL GLOBAL EDUCATION HOLDINGS LLC Total	2,662.78
Millcraft Total	377.07
MORGANTOWN PRINTING & BINDING Total	9,165.00
MOUNTAIN EAST CONFERENCE INC Total	25,000.00
Mountain East Total	18,495.00
MOUNTAINEER GAS CO Total	4,180.11
MPS Total	2,000.00
Neon Entertainment Total	2,580.00
NEWSBANK INC Total	7,700.00
NICOLE L SNUFFER Total	1,000.00
OUTSOLVE LLC Total	1,450.00
PEARSON EDUCATION INC Total	13,059.12
Peoplwork Solutions Inc Total	1,250.01
PIONEER TRAILS INC Total	14,800.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total	6,335.40
PROQUEST LLC Total	13,371.72
R T ROGERS OIL CO INC Total	2,753.04
RAWLINGS SPORTING GOODS CO INC Total	3,068.00
RESERVE OIL & GAS INC Total	15,683.26
RESPONDUS INC Total	1,695.00
RICHARDSON SPORTS INC Total	1,333.20
RIDDELL ALL AMERICAN Total	11,584.21
RITA F BAILEY Total	3,000.00
RUFFALO NOEL LEVITZ LLC Total	15,500.00
SOMERVILLE & CO PLLC Total	292.50
STUDIMO Total	2,100.00
TEXAS BOOK CO Total	4,764.68
THOMPSON HOSPITALITY SERVICES LLC Total	1,410,393.13
Thompson Hospitality Total	161,514.49
TRI STATE ROOFING & SHEET METAL CO Total	5,249.55
VISTA HIGHER LEARNING Total	12,600.00
VTLS INC Total	41,543.94
W W NORTON & CO INC Total	7,111.15
Watermark Insights LLC Total	10,968.75
WEST VIRGINIA UNIVERSITY FOUNDATION INC Total	500.00
WILLIAMS & FUDGE INC Total	27,906.65
WT COX INFORMATION SERVICES Total	3,567.31
WV AM WATER CO Total	23,558.76
WV ARTS PRESENTERS INC Total	50.00
WV Outdoor Total	650.00
WV ROUNDTABLE INC Total	2,000.00
WV STATE UNIV FOUNDATION INC Total	207.98
WVNET Total	295,854.22
XEROX CORPORATION Total	14,971.76
	3,100,469.66

**Accounts Payable as of 9/30/19
Aging Summary**

	2019	2018	
Over 300	923,888.26	1,363,906.62	(440,018.36) Thompson Hospitality and WVNET
120 - 299 days	854,742.35	628,360.62	226,381.73 Thompson Hospitality, WVNET and GCA
90 - 119 days	106,721.04	124,570.04	(17,849.00)
60 - 89 days	153,631.79	287,429.21	(133,797.42)
0 - 59 days	1,061,486.22	603,057.67	458,428.55
Total	3,100,469.66	3,007,324.16	93,145.50

**West Virginia State University Board of Governors
Finance Committee
Accounts Receivable Update
October 24, 2019**

- I. Purpose
To provide an update on status of the University's student receivables as of September 30, 2019.
- 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.

**Accounts Receivable Summary
Trend Data
As of September 30, 2019**

AS Of September 30, 2019	Total Tuition Assessed to Student		% of Tuition Uncollected	Number of Student Accounts with Balances Due		Average Balance	AS Of June 30, 2018	Total Tuition Assessed to Student		% of Tuition Uncollected	Number of Student Accounts with Balances Due		Average Balance
	Accounts	Total Receivable		Accounts	Total Receivable			Accounts	Total Receivable				
Fall 2017	7,960,355	\$ 200,081	3%	513	\$	390	Fall 2017	7,960,355	\$ 243,439	3%	462	\$	527
Spring 2018	7,282,877	\$ 171,200	2%	276	\$	620	Spring 2018	7,287,521	\$ 236,948	3%	444	\$	534
Summer 2018	616,175	\$ 17,339	3%	9	\$	1,927	Summer 2018	618,071	\$ 34,189	6%	32	\$	1,068
Total		\$ 388,620		798			Total		\$ 514,576		938		
Change from Prior Year		\$ (125,956)		(140)									
Fall 2018	7,631,807	\$ 296,505	4%	670	\$	443	Fall 2018	7,614,416	\$ 1,955,025	26%	2427		806
Spring 2019	7,175,336	\$ 298,310	4%	1,076	\$	277	Spring 2019						
Summer 2019	669,779	\$ 139,388	21%	125	\$	1,115	Summer 2019						
Total		\$ 734,203		1,871			Total		\$ 1,955,025		2,427		
Change from Prior Year		(1,220,822)		(556)									

**West Virginia State University Board of Governors
Finance Committee
Faculty Housing Update
October 24, 2019**

- I. Purpose
To provide an update on status of the University's Faculty Housing as of September 30, 2019.
- 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.

**West Virginia State University
Faculty Housing Summary**

	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13
Beginning Cash	169,122.65	125,406.01	94,494.86	46,294.23	31,815.18	21,491.58	65,635.65	20,093.62
Revenue	39,862.40	96,718.06	72,653.04	102,078.42	97,964.89	104,137.76	106,350.35	143,268.48
Expense	20,874.57	53,001.42	41,741.89	53,877.79	83,485.84	93,814.16	150,494.42	97,726.45
Ending Cash	188,110.48	169,122.65	125,406.01	94,494.86	46,294.23	31,815.18	21,491.58	65,635.65

2 Vacant homes

AGENDA
West Virginia State University Board of Governors
Audit Committee
Erickson Alumni Center
October 24, 2019
11:30a.m. – 11:55a.m.

1. Call to Order and Roll Call – Chair, Mr. James Payne
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda
4. Review and Approval of Minutes of Previous Meeting
5. University Recommendations and Reports
 - a) Update on Annual Financial Audit
6. Other Matters
7. Next Meeting Date – December 13, 2019
8. Adjournment

Agenda prepared by Natasha Tyson, Executive Administrative Assistant for Business & Finance

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

Date/Time: 10/24/2019 -- 11:30 AM

Location:

Erickson Alumni Center

Purpose: To conduct the regular meeting of the Committee.

Notes:

Meeting was approved : 10/11/2019 7:50:41 AM

MEETING MINUTES
West Virginia State University Board of Governors
Audit Committee
Erickson Alumni Center, Grand Hall
September 5, 2019
10:30 a.m.

1. Call to Order and Roll Call

Mr. Mark Kelley called the Audit Committee meeting of the West Virginia State University Board of Governors to order at 10:50 a.m. The administrative clerk called the roll.

Members Present: Mr. Mark Davis, Mr. Mark Kelley, Mr. James Payne, Dr. Frank Vaughan, and Mr. William Lipscomb

Members Absent: Mr. James Buchanan, Ms. Grazielle Preterotto

Others Present: President Anthony L. Jenkins, Mr. Charles E. Jones, Jr., Dr. Ann Brothers Smith, Ms. Kitty Dooley and several members of the administration, faculty and staff were also present.

2. Election of Committee Chair

Mr. Kelley nominated Mr. James Payne as Audit Committee Chair, and it was seconded by Dr. Ann Brothers Smith. Motion carried.

3. Election of Presiding Officer in the absence of Committee Chair

Mr. Payne asked for a nomination for a Presiding Officer in the absence of the Committee Chair. Mr. Kelley nominated Mr. Mark Davis, and it was seconded by Dr. Smith. Motion carried.

4. Verification of Appropriate Notice of Public Meeting

Mr. Payne announced the Verification of Appropriate Notice of a Public Meeting. Dr. Smith recommended that "Action" should not be notated on the agenda for this item as no action is needed.

5. 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 Mr. Davis. Motion carried.

6. Review and Approval of Minutes of the Previous Meeting

Mr. Payne asked for a motion to approve the meeting minutes from June 6, 2019. Mr. Kelley made a motion to approve the minutes with the statement, "Dr. Vaughan attending another meeting" being amended from the report.

7. Audit Updates

Mrs. Kristi Williams, Interim Vice President for Business and Finance, announced that the internal audits are currently in the process of quarterly review of impressed funds. There were no exceptions reported. The annual financial audit is currently underway with the auditors of CliftonLarsonAllen. A virtual preliminary audit was performed in May via the CLA auditor’s assurance system. The draft report is due to HEPC by September 15 and has already been completed. The final draft from the auditors is due October 15 with the State deadline being set at October 31. A suggestion was made that the auditors should meet with the Audit Committee specifically as the Board should have the opportunity to question the auditors and review the report prior to any actions taken due to fiduciary responsibility of the Board. Mrs. Williams stated that once the report is received from the auditors, an audited draft will be provided to Dr. Deneia Thomas to distribute. Mr. Davis suggested that Mr. Payne should have access to the assurance portal as well.

8. Next Meeting Date

October 24, 2019

9. Adjournment

With there being no further business, Mr. Payne asked for a motion to adjourn. Mr. Davis made the motion, and it was seconded by Mr. Kelley. Motion carried. The meeting adjourned at 11:00 a.m.

Respectfully Submitted by - Natasha Tyson, Administrative Clerk, Audit Committee,
September 10, 2019.

Approved by:

Kristi Williams

Kristi Williams
Interim Vice President for Business and Finance

AGENDA
West Virginia State University Board of Governors
Presidential Review Committee
Erickson Alumni Center, Grand Hall
Thursday, October 24, 2019
12:00 p.m.

1. Call to Order and Roll Call
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. Update on Presidential Review Comment Period in Progress
6. Discussion on Response to Goals and Objectives for 2020
7. Other Business
8. Next Meeting Date – *TBD*
9. Adjournment

Agenda prepared by – Crystal Walker, Committee Clerk, October 10, 2019

**Board of Governors
West Virginia State University
Presidential Review Committee**

Date/Time: 10/24/2019 -- 12:00 PM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the regular meeting of the Committee

Notes:

Meeting was approved : 10/11/2019 7:50:52 AM

Meeting Minutes
West Virginia State University Board of Governors
Presidential Review Committee
Ferrell Hall, Room 113/Conference Call
September 27, 2019
3:00 p.m.

1. Call to Order and Roll Call

The meeting was called to order at 3:01 p.m. by Committee Chair Dr. Smith.

Members Present: Ms. Dooley, Mr. Grey, Mr. Jones, Mrs. Pitchford, and Dr. Smith. All members participated by conference call.

2. Verification of Appropriate Notice of Public Meeting

Dr. Smith verified the Appropriate Notice of Public Meeting.

3. Review and Approval of Meeting Agenda

Dr. Smith called for a motion to approve the agenda. Mr. Jones motioned for approval of the agenda as presented. Mr. Gray seconded the motion, and the motion carried.

4. Review and Approval of Minutes of Previous Meeting

Dr. Smith called for a motion to approve the minutes of the previous meeting. Mr. Jones motioned for approval of the minutes of the September 5, 2019 meeting. Ms. Dooley seconded the motion, and the motion carried.

5. Discussion of Presidential Review Process

Dr. Smith stated that she has been working with Dr. DeNeia Thomas and Mr. Jack Bailey in preparation for the review process. This year there will be an option to return evaluation forms electronically through a new portal. Electronic responses will be routed directly to a secure email account that will only be viewed by the Committee Chair. All comments and evaluation forms received will be kept confidential. Mr. Bailey will assist with distributing information about the review to students, faculty, and staff; Mrs. Belinda Fuller will send information to alumni; and Ms. Pat Schumann will assist with distribution to the business community. The presidential review letter, evaluation form, and link will be posted and distributed on October 1, 2019 for the 30-day comment period. The comment period will run through October 30, 2019.

Ms. Dooley said she reviewed the information pertaining to the Higher Education Policy Commission (HEPC) requirements for review of the President and the way she read is that the Board is to conduct a review every third year. Dr. Smith clarified that a comprehensive review is required every third year by HEPC, but BOG Policy #61 also requires an annual review. Mrs. Pitchford commented that the Board felt it was an obligation of the body that annual feedback for the President should be provided. Ms. Dooley asked if the President is going to be asked to provide a response on goals and objectives for 2020. Dr. Smith said that could be discussed as part of the agenda for the next meeting.

6. Other Business

No other business was brought before the Committee.

7. Next Meeting Date

October 24, 2019

8. Adjournment

With there being no further business, Mrs. Pitchford motioned for approval and Mr. Jones seconded the motion. The meeting adjourned at 3:19 p.m.

Respectfully submitted by - Crystal Walker, Committee Clerk, October 10, 2019

AGENDA
West Virginia State University
BOARD OF GOVERNORS
Erickson Alumni Center, Grand Hall
October 24, 2019
1:30 p.m.

1. Call to Order and Roll Call, Oath of Office – Chair, Mr. Charles Jones, Jr, presiding
2. Verification of Appropriate Notice of Public Meeting
3. Review and Approval of Meeting Agenda Action
4. Review and Approval of September 5, 2019 Meeting Minutes Action
5. Report from the University President
6. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel and Property Matters Action
7. Other Matters
8. Next Meeting Date – December 13, 2019
9. Adjournment

Agenda prepared by – DeNeia M. Thomas, Ph.D., Chief of Staff and Board Liaison,
October 12, 2019

Mission Statement:

West Virginia State University will meet the higher education and economic development need of the state and region through innovative teaching and applied research.

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

Date/Time: 10/24/2019 -- 1:30 PM

Location:

Erickson Alumni Center
Grand Hall
West Virginia State University

Purpose: To conduct the business of the Board.

Notes:

Meeting was approved : 10/11/2019 7:51:08 AM

Meeting Minutes
West Virginia State University Board of Governors
Erickson Alumni Center, Grand Hall
September 5, 2019
12:30 p.m.

1. Call to Order and Roll Call

Mr. Jones called the meeting to order at 12:30 p.m. The Clerk called the roll.

Members Present: Mr. Davis, Ms. Dooley, Mr. Jones, Mr. Kelley, Mr. Lipscomb, Mr. Payne, Dr. Smith, and Dr. Vaughan.

Members Absent: Mr. Buchanan, Mr. Gray, Mrs. Pitchford, and Ms. Preterotto.

Before proceeding with the agenda, Mr. Jones asked the Board to join him and President Jenkins in recognizing Dr. Orlando F. McMeans for his service to the University. President Jenkins presented a Presidential Citation to Dr. McMeans for his long-standing service and commitment to West Virginia State University. Dr. McMeans is leaving to serve as Chancellor-Dean of the Southern University Agricultural Center in Baton Rouge, Louisiana.

2. Verification of Appropriate Notice of Public Meeting

Mr. Jones announced the Verification of Appropriate Notice of Public Meeting.

3. Review and Approval of Meeting Agenda

Mr. Kelley motioned to amend the Agenda to remove item six, Committee Reports. All Board members were present to participate in the Committee meetings held in the morning with no action for full Board consideration. Dr. Smith seconded the motion and the motion carried. Mr. Kelley motioned to accept the amended agenda. Ms. Dooley seconded the motion, and the motion carried.

4. Review and Approval of Minutes of Previous Meetings

Ms. Dooley motioned for approval of the minutes for the June 6, 2019 meeting. Dr. Smith seconded the motion, and the motion carried.

5. Report from the University President

President Jenkins shared several updates and accomplishments by students, faculty, and staff.

President Jenkins discussed his vision for West Virginia State University to become a premier regional research university that is recognized nationally for its quality education, innovative teaching, and experiential learning. The Criminal Justice online program was recently named the seventh most affordable program in the nation and the highest-ranking among all West Virginia colleges and universities by Best Schools. The University's seven fully online

programs make the University the highest ranked school in the state, further recognizing Interim Provost and Vice President, Dr. R. Charles Byers, the Deans, and faculty; President Jenkins expressed appreciation for all their work carving the niche for quality affordable education. The Education Department is recognized as one of the best teacher education programs in West Virginia. Fred Thomas, Jr., an alumnus, a life-long educator has invested in the Education Department by creating the Fred D. Thomas Learning Center to help prepare future teachers.

Dr. Byers is creating advisory councils for all majors. The councils will consist of experts within the profession to assist with the development of a curriculum to assist students with preparation and transition to career. The University is at a critical point where we must make sure students are receiving hands-on, real-world experiences. Field experiences such as our Education Department and the Teacher in Residence programs are critical in retention and the overall development of our students.

The University is going to examine how to expand experiential learning opportunities, stackable credentials and the importance of developing skills and credentials for success. Career Services is expanding to add its responsibility for ensuring students are prepared and provide followup for students following graduation.

The Research Rookies program, where students are provided with research opportunities has been successful and boasts a retention rate north of 80 percent. The University also working to expand the study abroad program. With an intentional commitment to student success and retention, through the Presidential Scholarship, funds totaling \$112,000 have been awarded to students. Ms. Deja Smoot, a recipient of this prestigious scholarship, was asked to stand to be recognized.

The University is focused on becoming more student-centered, having invested more than \$100,000 in upgrades for the fitness center and the installation of additional security cameras around campus.

The women's soccer team in their inaugural season is now 1-2. The first home game is during Homecoming on Saturday. President Jenkins expressed appreciation to Athletic Director Nate Burton for his work and leadership. Homecoming weekend is the kickoff for the student tailgate for football games. The SGA President, Colleen Miller, is leading the effort to create the tailgate atmosphere for our students. Admission to football games is free to all staff and faculty.

6. 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, under the authority of 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 regular session was made by Ms. Dooley, and Dr. Vaughan 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.

7. Other Matters

There was a discussion about changing the April 2 Board meeting. Mr. Kelley motioned to remove the April 2 meeting date of the Board for a prep session for the HLC visit. Mr. Lipscomb seconded the motion, and the motion carried.

Ms. Dooley shared that Board of Governors member General Kenneth Gray is the honoree for the Lunch and Laughs with Legal Legend on September 14th. Ms. Dooley will present a Presidential Citation to General Gray on behalf of President Jenkins.

8. Next Meeting Date

October 24, 2019

9. Adjournment

Mr. Kelley motioned to adjourn the meeting. Dr. Vaughan seconded the motion, and the motion carried. With there being no further business, the meeting adjourned at 2:25 p.m.

Respectfully submitted,

Katherine Dooley
Secretary

Approved:

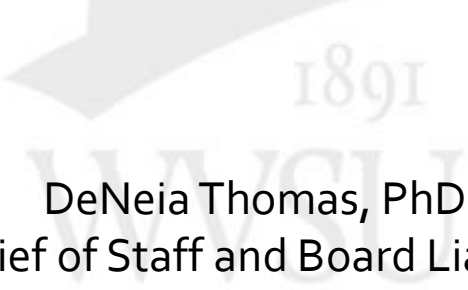
Charles E. Jones
Chair



Accreditation

Board of Governors Role in the Accreditation Process Overview

October 24, 2019



DeNeia Thomas, PhD
Chief of Staff and Board Liaison
West Virginia State University

Higher Learning Commission (HLC)

In order to receive federal support, public post-secondary institutions are required to have accreditation from their regional accreditor:

- WVSU has been accredited by the Higher Learning Commission (HLC, formerly the North Central Association)
- HLC is our “US Department of Education gateway.” Accreditation demonstrates institutional quality, rigor, robustness of our curriculum, student support, governance, finances.
- Without accreditation, all federal funding is at risk.

HLC GUIDING VALUE

Governance for the well-being of the institution.

"The well-being of an institution requires that its governing board place that well-being above the interests of its own members and the interests of any other entity. Because HLC accredits the educational institution itself, and not the state system, religious organization, corporation, medical center or other entity that may own it, it holds the governing board of an institution accountable for the key aspects of the institution's operations. The governing board must have the independent authority for such accountability and must also hold itself independent of undue influence from individuals, be they donors, elected officials, supporters of athletics, shareholders, or others with personal or political interests.

Governance of a quality institution of higher education will include a significant role for faculty, in particular with regard to currency and sufficiency of the curriculum, expectations for student performance, qualifications of the instructional staff, and adequacy of resources for instructional support."

pp.19 HLC Resource Manual (2019)

Role of the Board: Assumed Practices

HLC Policy CRRT.B.10.020

Assumed Practices → : a set of practices shared by institutions of higher education in the United States. They are (1) generally matters to be determined as facts, rather than matters requiring professional judgment and (2) unlikely to vary by institutional mission or context. hlc.commission.or/assumed-practices

Assumed Practices A1, A8, and A9 specifically discuss the governing board of the institution.

A. Integrity: Ethical and Responsible Conduct

- A1: The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution.
- A8: The governing board and its executive committee, if it has one, include some “public” members. Public members have no significant administrative position or any ownership interest in any of the following: the institution itself; a company that does substantial business with the institution; a company or organization with which the institution has a substantial partnership; a parent, ultimate parent, affiliate, or subsidiary corporation; an investment group or firm substantially involved with one of the above organizations. All publicly-elected members or members appointed by publicly-elected individuals or bodies (governors, elected legislative bodies) are public members.
- A9: The governing board has the authority to approve the annual budget and to engage and dismiss the chief executive officer.

Role of the Board
Criteria for Accreditation
HLC Policy CRRT.B.10.010

Criteria: the standards of quality by which the HLC determines whether an institution merits accreditation or reaffirmation of accreditation.

The Criteria have been designed to seek evidence of continual improvement of the part of member institutions rather to define minimum qualifications.

Role of the Board

Criteria for Accreditation

HLC Policy CRRT.B.10.010

Criterion 1/Mission: The institution's mission is clear and articulated publicly: it guides the institutions operations.

Core Components:

1.A. The institution's mission is broadly understood within the institution and guides its operations.

1. The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board.

Role of the Board

Criteria for Accreditation

HLC Policy CRRT.B.10.010

Criterion 2/ Integrity: Ethical and Responsible Conduct: The institution acts with integrity: its conduct is ethical and responsible.

- 2.A The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.
- 2.C The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
 - 1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
 - 2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
 - 3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests, or other external parties when such influence would not be in the best interest of the institution.
 - 4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

ROLE OF THE BOARD

CRITERIA FOR ACCREDITATION

HLC POLICY CRRT.B.10.010

Criterion 5/ Resources, Planning, and Institutional Effectiveness: The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

5.B. The institution's governance and administrative structures promote effective leadership and support collaborative processes that enable the institution to fulfill its mission.

1. The governing board is knowledgeable about the institution; it provides oversight of the institution's financial and academic policies and practices and meets its legal and fiduciary responsibilities.
2. The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance.
3. Administration, faculty, staff, and students are involved in setting academic requirements, policy, and processes through effective structures for contribution and collaborative effort.

Board Participation

AGB/CHEA Joint Advisory Statement

- The Association of Governing Boards (AGB) and the Council for Higher Education Accreditation (CHEA) **suggested practices for governing boards:**
 - Establish an accreditation education program
 - Be informed – receive, review, and engage on self-study, team report, formal action and decision letters
 - Be informed about accreditation standards that apply to board governance
 - Participate in accreditation process (assuring regular policy review, and WV Code requirements)
 - Assure broad and regular university-wide participation

WVSU BOG Criterion is Met

1. The Strategic Planning Process in 2015, the Board reviewed and approved the university mission and vision.
2. The Board of Governors is required by WV Code and managed through HEPC, and has established Bylaws for assurance of ethical conduct.
5. The Board Bylaws, Committee structure and Meeting actions, at Board meetings for financial health, academic program reviews demonstrate the promotion of effective leadership supportive of collaborative processes that enable the institution to fulfill its mission.

A Board Guide to Accreditation

- **Understand** the importance of accreditation and the basics of our criteria and assumed practices.
- **Participate** in the self-study.
- **Review** final self-study report before submission.
- **Meet** with visiting team when they come in April 2020.
- **Review** draft and final team report.
- **Attend** an accrediting commission meeting with CEO and ALO – Chicago, every April.
- **Receive and review** action letters.
- **Require** ongoing follow-up reports.