

BOARD OF GOVERNORS MEETING MATERIALS
June 16 - 17, 2021

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**WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS COMMITTEE MEETING SCHEDULE**

WEDNESDAY

3 – 4:30 p.m.	ENDOWMENT	134 UNIVERSITY UNION
5 – 8 p.m.	COCKTAIL RECEPTION	TBD

THURSDAY

7 – 8 a.m.	BREAKFAST	134 UNIVERSITY UNION
8 – 10 a.m.	UNIVERSITY AFFAIRS <i>(Additional reporting may include: Academic and Student Affairs, Research & Public Service, Athletics, and Human Resources)</i>	134 UNIVERSITY UNION
9 – 10 a.m.	ADVANCEMENT AND EXTERNAL AFFAIRS	ABS – KEITH SCHOLARS
10 – 11 a.m.	GOVERNANCE	135 UNIVERSITY UNION
11 a.m. – 1 p.m.	BUSINESS AFFAIRS <i>(Additional reporting may include: Information Technology Services)</i>	134 UNIVERSITY UNION
12 – 1 p.m.	RISK MANAGEMENT, AUDIT, AND COMPLIANCE	ABS – KEITH SCHOLARS
1 – 2 p.m.	LUNCH	134 UNIVERSITY UNION
2 – 5 p.m.	FULL BOARD MEETING	134/135 UNIVERSITY UNION

*Dr. Ann Brothers-Smith Conference Room in Keith Scholars Hall (ABS – Keith Scholars)

**Board of Governors
Endowment Committee
134 James C. Wilson University Union
Wednesday, June 16, 2021
3-4:30 p.m.**

AGENDA

- | | |
|--|-------------------------------|
| I. Call to Order | Charles E. Jones, Jr. |
| II. Roll Call | Natasha Tyson |
| III. Verification of Appropriate Notice of Public Meeting | Charles E. Jones, Jr. |
| IV. Election of Committee Chair (<i>Action Required</i>) | Charles E. Jones, Jr. |
| V. Endowment Overview | Patricia Schumann |
| VI. Manager Presentation – Buckingham Strategic Wealth | Cindy S. McGhee
Nick Oxley |
| VII. Adjournment | Committee Chair |

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

Date/Time: 6/16/2021 -- 3:00 PM

Location:

James C. Wilson University Union, Room 134

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:34:31 PM

WVSU Foundation Endowment Overview

Board of Governors Meeting
Endowment Committee
Patricia Schumann
June 16, 2021

Endowment Management

- The WVSU Foundation manages more than 150 endowed accounts, each designated for a purpose defined by the donor
- Nearly all endowed funds are designated for scholarships
- Endowed funds are pooled for investment purposes
- Each year investment gains/losses are allocated to the individual endowed accounts as part of the audit process

Investment Policy Statement

- The Foundation's endowment is managed according to guidelines outlined in the Investment Policy Statement
- The Investment Policy Statement is reviewed at least annually by the WVSU Foundation's Finance & Audit Committee and updated as needed in response to market conditions and institutional needs

Investment Goals

Primary Goal

Enable the investment portfolio to ensure the solvency of the Foundation over time and to meet obligations that are made to carry forward the mission of the Foundation.

Secondary Goal

Cause the Foundation to earn the highest (net of all costs) rate of return possible without taking excess risk and thereby jeopardizing the primary goal and/or subjecting the Foundation to an undue amount of contribution rate volatility.

Investment Objectives

Overall Performance Objective

Earn the minimum of either a 6% rate of return OR a return equal to the Consumer Price Index plus 3%, whichever is greater.

Evaluation of performance will be done on a long-term (market cycle) basis.

Investment Objectives

Equity performance will be measured against a blended index that reflects the composition of the equity portfolio. In addition, each sub-class will be measured directly against an appropriate benchmark as indicated below:

Sub-Class

Benchmark

Large Cap

S&P 500

Mid/Small Cap

Russell 2000

International

MSCI EAFE

Investment Objectives

Fixed-income performance will be measured against the Lehman Brothers Government Credit Index.

Policies

- Diversification of assets will help ensure that adverse, unanticipated return from a security class will not have an excessive detrimental impact on the entire portfolio.
- Asset classes and ranges considered appropriate for investment of the Foundation's assets are outlined in the Investment Policy Statement and are subject to review by the Finance & Audit Committee.
- Investment management may be delegated to managers or specialists within a class. Other than unusual circumstances that may arise, the Committee does not intend to place restrictions on the selection of individual investments by the Foundation's investment managers.

Target Asset Allocation

Fixed Income and Cash	35%
Large Cap Equities	20%
Mid/Small Cap Equities	26%
International Equities	19%

Acceptable Investment Instruments: Equities

- Equity exposure (at market) is targeted at 65% and limited to 75% of the total market value of the fund.
- No more than 7.5% of the total equity allocation (at market) can be in any one issue. Sector exposure should be limited to no more than 1.5 times the respective sector weighting in the S&P 500 index.
- Equity issues will be limited to those securities currently traded on an exchange registered with the Securities and Exchange Commission.

Acceptable Investment Instruments: Equities

- Large cap equity exposure is targeted at 30% and limited to 40% (at market) of the equity portfolio. Equity REITs are permitted as part of the large cap exposure.
- Mid/Small cap equity exposure is targeted at 40% and limited to 50% (at market) of the equity portfolio.
- International equity exposure is targeted at 30% and limited to 35% (at market) of the equity portfolio.
- Appropriate mutual funds and common trust funds may be utilized at the investment manager's discretion.

Acceptable Investment Instruments: Fixed Income

- Fixed income exposure (at market), including obligation of the U.S. government, agencies, or corporations, is targeted at 35% and limited to 45% of the market value of the Foundation. Cash and Money Market holdings are considered part of the fixed income exposure.
- No more than 10% of the fixed-income portfolio can be invested in any one issue, with the exception of U.S. Treasury and Agency obligations.
- The Investment Manager shall be responsible for establishing the appropriate maturity schedule for the fixed-income segment. Based on current and expected market conditions, the manager should determine the structure that will yield optimal performance in light of the Foundation's needs. In general, the fixed income portfolio should maintain a relatively short average maturity and duration.

Acceptable Investment Instruments: Fixed Income

- Each debt instrument selected for investment shall be subjected to credit analysis prior to inclusion in the portfolio. The minimal rating for corporate bonds A-/A3.
- Appropriate mutual funds and common trust funds may be utilized at the investment manager's discretion.
- The investment manager will manage cash reserves to meet the Foundation's anticipated annual distributions from the endowment.

Prohibited Investments

- Private placements
- IPOs
- Futures
- Derivatives for speculative purposes
- Direct real estate investments
- Naked options
- The use of margin
- Short sales
- Other investments that are speculative in nature

Spending from the Endowment

The WVSU Foundation follows the unitrust method of calculating spending from the endowment, which includes not only dividends and interest earned on the investments in the endowment (income) but also includes capital appreciation on the investments in the endowment. The unitrust method of calculating spending allows the investments of the endowment to be more widely diversified, including assets that are expected to increase in value over time, but may not currently provide income.

Spending from the Endowment

- 1.5% of the fair market value is assessed in administrative fees each year. Administrative fees are used to meet the operating expenses of the Foundation and fund university programs as provided in the Foundation budget.
- 4% of the fair market value of the portfolio each year is used for the purposes of the endowed funds as defined by the donors to those funds. Most are scholarships. Allocations to the individual endowed funds are made each year following the audit and correspond to the proportion of the total endowment that each fund represents.

Review and Reporting

The investment manager provides reports to the Finance & Audit Committee and Executive Committee on at least a quarterly basis indicating:

- Portfolio Composition (i.e. asset mix at book and market values) for each class of security including cash equivalents
- Individual security holdings

Review and Reporting

- The investment manager will meet with WVSU Foundation Committees or the full Board on at least an annual basis, or as requested, to discuss investment results and administrative issues.
- The Investment Policy Statement is reviewed at least annually by the WVSU Foundation Finance & Audit Committee and is subject to approval of the WVSU Foundation Executive Committee.
- The Investment Policy State will be revised during Summer 2021 to incorporate federal guidelines for the administration of the Title III Endowment Matching Program.

Title III Endowment Matching Program

- West Virginia State University has received permission from the U.S. Department of Education to use 20 percent of its grant under the Strengthening Historically Black Colleges and Universities Program (Title III Part B) to participate in the Title III Endowment Match Program.
- The first matching funds of \$225,000 were received in October 2020 and were matched by \$225,000 in privately donated funds to create a new endowment of \$450,000.
- A similar award is anticipated in October 2021.

Title III Endowment Matching Program Guidelines

The Foundation will invest the corpus, composed of the privately donated funds and the Title III Endowment Matching funds, in an independent endowment fund for a period of 20 years. During the required 20-year period, the Foundation will:

- Ensure that no part of the endowment corpus is withdrawn or spent
- Ensure that not more than 50% (other 50% must be re-invested and becomes part of the corpus) of the income is spent in any given year
- Report on progress in an annual performance report

At the end of 20 years, funds invested through the Title III Endowment Match Program will be released from these restrictions.

Questions

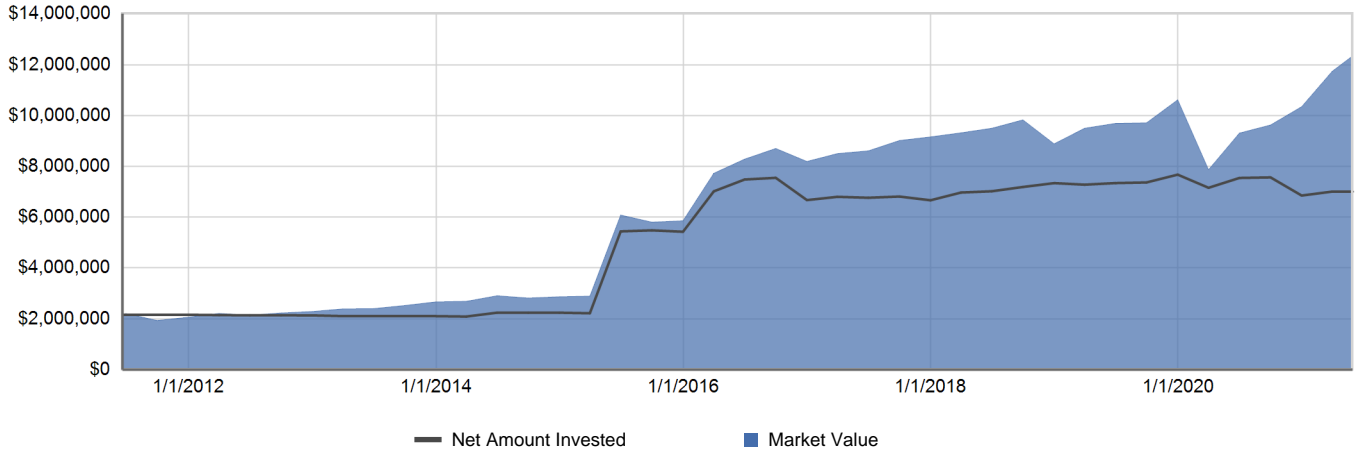
ENDOWMENT COMMITTEE OF THE WEST VIRGINIA STATE UNIVERSITY
BOARD OF GOVERNORS

WEDNESDAY, JUNE 16, 2021

Portfolio Value vs Cumulative Net Investment

WV State University Foundation

Invested Value Comparison



Invested Value Comparison

Period Ending	Net Amount Invested	Net Flows	Investment Gain	Market Value
06/20/2011	\$2,158,382.04	\$2,158,382.04	(\$4,344.62)	\$2,154,037.42
12/31/2011	\$2,160,882.27	\$2,500.23	(\$97,936.70)	\$2,062,945.57
12/31/2012	\$2,135,187.46	(\$25,694.81)	\$153,332.28	\$2,288,519.74
12/31/2013	\$2,105,422.58	(\$29,764.88)	\$561,364.75	\$2,666,787.33
12/31/2014	\$2,241,782.50	\$136,359.92	\$626,631.17	\$2,868,413.67
12/31/2015	\$5,427,611.99	\$3,185,829.49	\$432,672.07	\$5,860,284.06
12/31/2016	\$6,673,651.19	\$1,246,039.20	\$1,522,977.28	\$8,196,628.47
12/31/2017	\$6,666,793.98	(\$6,857.21)	\$2,495,208.12	\$9,162,002.10
12/31/2018	\$7,341,665.52	\$674,871.54	\$1,548,402.07	\$8,890,067.59
12/31/2019	\$7,676,595.85	\$334,930.33	\$2,947,462.60	\$10,624,058.45
12/31/2020	\$6,852,655.51	(\$823,940.34)	\$3,500,531.45	\$10,353,186.96
05/31/2021	\$7,008,775.26	\$156,119.75	\$5,348,604.04	\$12,357,379.30

TOTAL PORTFOLIO RETURNS ARE NET OF OUR MANAGEMENT FEES AND MAY NOT BE NET OF FEES PAID TO OTHER ADVISORS. WHILE TOTAL PORTFOLIO RETURNS ARE NET OF MANAGEMENT FEES, INDIVIDUAL ACCOUNT PERFORMANCE RETURNS MAY NOT BE NET OF MANAGEMENT FEES IF DIFFERENT ACCOUNTS ARE BEING UTILIZED TO PAY ALL MANAGEMENT FEES. PAYMENTS OF MANAGEMENT FEE FROM OUTSIDE THE ACCOUNT DISPLAY AS CONTRIBUTIONS TO "PAID-FOR" ACCOUNTS. PAYMENTS OF MANAGEMENT FEES FOR OTHER ACCOUNTS DISPLAY AS WITHDRAWALS FROM "PAYING" ACCOUNTS.



WV State University Foundation
 1/1/2021 to 3/31/2021

Portfolio Summary

Management Style	Account Number	Account Type	Contributions	Withdrawals	Market Value
All Accounts					
West Virginia State University Foundation	*****7820	Corporation	\$156,019.75	\$0.00	\$11,246,971.27
West Virginia State University Foundation, Inc.	*****7722	Corporation	\$0.00	\$0.00	\$497,738.72
All Accounts Total:			\$156,019.75	\$0.00	\$11,744,709.99
Household Total:			\$156,019.75	\$0.00	\$11,744,709.99

Summary Change in Portfolio Value

Management Style	Beginning Market Value	Contributions/Withdrawals	Fees	Income Received	Change in Market Value	Change In Accrued Income	Ending Market Value
All Accounts	\$10,353,186.96	\$156,019.75	(\$12,423.82)	\$31,784.48	\$1,212,492.27	\$3,650.35	\$11,744,709.99
Total:	\$10,353,186.96	\$156,019.75	(\$12,423.82)	\$31,784.48	\$1,212,492.27	\$3,650.35	\$11,744,709.99

Performance History Table

Management Style	QTD	YTD	1-Year	3-Year	5-Year	Since Inception	Inception Date
All Accounts	11.84 %	11.84 %	50.03 %	7.40 %	8.42 %	7.09 %	6/20/2011
Cumulative Total	11.84 %	11.84 %	50.03 %	7.40 %	8.42 %	7.09 %	

Performance returns are annualized and calculated using Time Weighted Return (TWR) and are net of fees. Cumulative returns are net of fees except when the fee is being paid by another account in a separate household. Account level returns may not be net of fees if the account does not pay the fee directly. Unmanaged assets excluded from these data points. Report may include accounts that are under advisement but not directly managed.

Report Data Disclaimer

For the above report, bond accrual is included in market values. Performance returns are calculated using time-weighted rate of return (TWR), net of fees.



WV State University Foundation
 4/1/2021 to 5/31/2021

Portfolio Summary

Management Style	Account Number	Account Type	Contributions	Withdrawals	Market Value
All Accounts					
West Virginia State University Foundation	*****7820	Corporation	\$100.00	\$0.00	\$11,837,002.67
West Virginia State University Foundation, Inc.	*****7722	Corporation	\$0.00	\$0.00	\$520,376.63
All Accounts Total:			\$100.00	\$0.00	\$12,357,379.30
Household Total:			\$100.00	\$0.00	\$12,357,379.30

Summary Change in Portfolio Value

Management Style	Beginning Market Value	Contributions/Withdrawals	Fees	Income Received	Change in Market Value	Change In Accrued Income	Ending Market Value
All Accounts	\$11,744,709.99	\$100.00	(\$14,093.66)	\$10,251.15	\$617,432.61	(\$1,020.79)	\$12,357,379.30
Total:	\$11,744,709.99	\$100.00	(\$14,093.66)	\$10,251.15	\$617,432.61	(\$1,020.79)	\$12,357,379.30

Performance History Table

Management Style	QTD	YTD	1-Year	3-Year	5-Year	Since Inception	Inception Date
All Accounts	5.22 %	17.67 %	42.02 %	8.60 %	9.24 %	7.51 %	6/20/2011
Cumulative Total	5.22 %	17.67 %	42.02 %	8.60 %	9.24 %	7.51 %	

Performance returns are annualized and calculated using Time Weighted Return (TWR) and are net of fees. Cumulative returns are net of fees except when the fee is being paid by another account in a separate household. Account level returns may not be net of fees if the account does not pay the fee directly. Unmanaged assets excluded from these data points. Report may include accounts that are under advisement but not directly managed.

Report Data Disclaimer

For the above report, bond accrual is included in market values. Performance returns are calculated using time-weighted rate of return (TWR), net of fees.



WV State University Foundation
7/1/2020 to 5/31/2021

Portfolio Summary

Management Style	Account Number	Account Type	Contributions	Withdrawals	Market Value
All Accounts					
West Virginia State University Foundation	*****7820	Corporation	\$193,219.75	(\$1,180,000.00)	\$11,837,002.67
West Virginia State University Foundation, Inc.	*****7722	Corporation	\$450,000.00	\$0.00	\$520,376.63
All Accounts Total:			\$643,219.75	(\$1,180,000.00)	\$12,357,379.30
Household Total:			\$643,219.75	(\$1,180,000.00)	\$12,357,379.30

Summary Change in Portfolio Value

Management Style	Beginning Market Value	Contributions/Withdrawals	Fees	Income Received	Change in Market Value	Change In Accrued Income	Ending Market Value
All Accounts	\$9,311,455.79	(\$536,780.25)	(\$51,141.98)	\$198,496.83	\$3,439,707.47	(\$4,358.56)	\$12,357,379.30
Total:	\$9,311,455.79	(\$536,780.25)	(\$51,141.98)	\$198,496.83	\$3,439,707.47	(\$4,358.56)	\$12,357,379.30

Performance History Table

Management Style	Period	QTD	YTD	1-Year	3-Year	5-Year	Since Inception	Inception Date
All Accounts	39.67 %	5.22 %	17.67 %	42.02 %	8.60 %	9.24 %	7.51 %	6/20/2011
Cumulative Total	39.67 %	5.22 %	17.67 %	42.02 %	8.60 %	9.24 %	7.51 %	

Performance returns are annualized and calculated using Time Weighted Return (TWR) and are net of fees. Cumulative returns are net of fees except when the fee is being paid by another account in a separate household. Account level returns may not be net of fees if the account does not pay the fee directly. Unmanaged assets excluded from these data points. Report may include accounts that are under advisement but not directly managed.

Report Data Disclaimer

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Portfolio Allocation Summary

Created on June 02, 2021 at 1:58 PM CT

Client Relationship (IPS): WV State University Foundation (12/9/15)

Blue Text: Non-targeted asset class
Red Text: Asset class out of tolerance

	Target \$	Actual \$	Drift \$	Target %	Actual %	Drift %
EQUITIES	8,598,631	9,448,409	849,778	62.0	68.1	6.1
DOMESTIC	5,894,223	6,684,752	790,530	42.5	48.2	5.7
US Lg Neutral	901,469	902,095	626	6.5	6.5	0.1
US Lg Value	1,386,876	1,468,172	81,296	10.0	10.6	5.9
US Sm Neutral	1,109,501	1,221,103	111,602	8.0	8.8	10.1
US Sm Value	2,496,377	3,093,382	597,005	18.0	22.3	23.9
INTERNATIONAL	2,704,408	2,763,656	59,248	19.5	19.9	0.4
Intl Lg Value	1,109,501	1,156,118	46,617	8.0	8.3	4.2
Intl Sm Growth	485,407	481,933	-3,473	3.5	3.5	-0.7
Intl Sm Value	693,438	698,477	5,039	5.0	5.0	0.7
EM Equity	416,063	427,128	11,065	3.0	3.1	2.7
ALTERNATIVES	416,063	365,563	-50,499	3.0	2.6	-0.4
REAL ESTATE	416,063	365,563	-50,499	3.0	2.6	-0.4
US REITs	416,063	365,563	-50,499	3.0	2.6	-12.1
FIXED INCOME	4,854,066	4,054,787	-799,279	35.0	29.2	-5.8
FIXED INCOME	4,854,066	3,669,323	-1,184,743	35.0	26.5	-8.5
MONEY MARKET	-	-	-	-	-	-
MM - Non-Sweep	-	-	-	-	-	-
MM - Sweep	-	385,464	385,464	-	2.8	2.8
TOTALS	13,868,759	13,868,759				

Portfolio Allocation Summary

Created on June 02, 2021 at 1:58 PM CT

Client Relationship (IPS): WV State University Foundation (12/9/15)

Blue Text: Non-targeted asset class
Red Text: Asset class out of tolerance

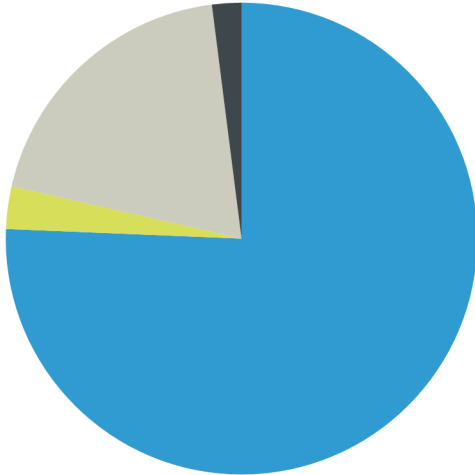
Accounts

Account Description	Account Type	Account Number	Tax Status	Value	Sweep Cash	Value As Of
Held Away Fixed Income	Corporate		Taxable	1,405,000	-	03/11/21
West Virginia State University Foundation	Corporation	XXX-XX7820	Taxable	11,939,405	379,139	06/01/21
West Virginia State University Foundation, Inc.	Corporation	XXX-XX7722	Taxable	524,354	6,325	06/01/21

Portfolio Holdings by Account

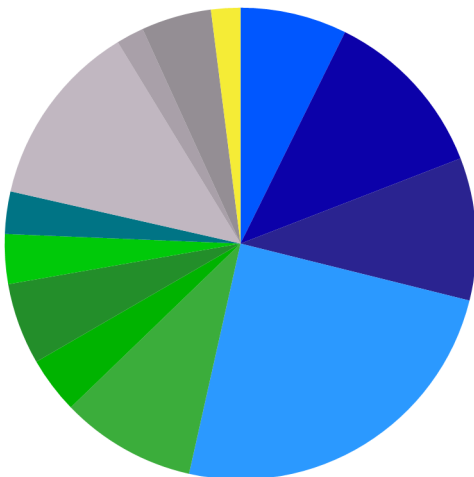
WV State University Foundation
 5/31/2021 to 5/31/2021

Allocation Summary



Asset Category	Allocation	Market Value
Equity	75.6 %	\$9,348,281.33
Alternatives	2.9 %	\$359,145.64
Fixed Income	19.4 %	\$2,401,175.78
Money Market	2.0 %	\$248,776.55
Total:	100.0 %	\$12,357,379.30

Allocation Overview



Asset Class	Market Value	Allocation
Large Blend	\$902,666.94	7.3%
Large Value	\$1,459,698.62	11.8%
Small Blend	\$1,206,632.70	9.8%
Small Value	\$3,043,003.30	24.6%
Foreign Large Value	\$1,146,810.75	9.3%
Foreign Small/Mid Blend	\$477,587.98	3.9%
Foreign Small/Mid Value	\$691,029.59	5.6%
Diversified Emerging Mkts	\$420,851.45	3.4%
Real Estate	\$359,145.64	2.9%
CDs	\$1,573,565.08	12.7%
Government Bonds	\$234,679.99	1.9%
Municipal Taxable Bonds	\$592,930.71	4.8%
Cash or Equivalent	\$248,776.55	2.0%
Total:	\$12,357,379.30	100.0%

Portfolio Detail

	Account Number	Units	Price	Market Value*	Allocation
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West Virginia State University Foundation - Corporation - XXX-XX7820

Equity

Large Blend

DFA US Large Company I (DFUSX)	*****7820	27,528.61	\$31.59	\$869,628.70	7.04 %
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Large Blend Total:				\$869,628.70	7.04 %
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Large Value

DFA US Large Cap Value III (DFUVX)	*****7820	45,268.26	\$31.01	\$1,403,768.77	11.36 %
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Large Value Total:				\$1,403,768.77	11.36 %
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Small Blend

DFA U.S. Small Cap Instl (DFSTX)	*****7820	24,439.89	\$47.53	\$1,161,627.97	9.40 %
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Small Blend Total:				\$1,161,627.97	9.40 %
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Small Value

DFA U.S. Small Cap Value Instl (DFSVX)	*****7820	63,043.81	\$46.51	\$2,932,167.46	23.73 %
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Small Value Total:				\$2,932,167.46	23.73 %
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Foreign Large Value

DFA Intl Value III (DFVIX)	*****7820	64,004.15	\$17.25	\$1,104,071.60	8.93 %
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Foreign Large Value Total:				\$1,104,071.60	8.93 %
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Foreign Small/Mid Blend

DFA Intl Small Company Instl (DFISX)	*****7820	19,913.63	\$23.08	\$459,606.51	3.72 %
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Foreign Small/Mid Blend Total:				\$459,606.51	3.72 %
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Foreign Small/Mid Value

DFA International Small Cap Value Instl (DISVX)	*****7820	29,853.46	\$22.27	\$664,836.44	5.38 %
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Foreign Small/Mid Value Total:				\$664,836.44	5.38 %
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Diversified Emerging Mkts

DFA Emerging Markets Core Equity Instl (DFCEX)	*****7820	15,125.66	\$26.82	\$405,670.31	3.28 %
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Diversified Emerging Mkts Total:				\$405,670.31	3.28 %
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Equity Total:				\$9,001,377.76	72.84 %
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Portfolio Detail

	Account Number	Units	Price	Market Value*	Allocation
Alternatives					
Real Estate					
DFA Real Estate Securities Instl (DFREX)	*****7820	7,759.65	\$44.21	\$343,054.08	2.78 %
Real Estate Total:				\$343,054.08	2.78 %
Alternatives Total:				\$343,054.08	2.78 %
Fixed Income					
CDs					
Berkshire Bank Pittsfield CD 1.30% 4/6/2023 (08xxxxXC2)	*****7820	58,000.00	\$102.22	\$59,403.86	0.48 %
Capital One Na CD 2.65% 5/30/2024 (14xxxxLW9)	*****7820	101,000.00	\$107.25	\$108,334.14	0.88 %
Capital One NA McLean VA CD 1.80% 10/5/2022 (14xxxxCR0)	*****7820	50,000.00	\$102.11	\$51,197.05	0.41 %
Capital One Natl Assn Mclean 1.60% 4/8/2025 (14xxxxPG0)	*****7820	59,000.00	\$104.88	\$62,020.63	0.50 %
CIT Bank Salt Lake City UT CD 3.30% 6/30/2025 (17xxxxDT6)	*****7820	170,000.00	\$111.75	\$192,316.32	1.56 %
Citibank NA CD 3.30% 9/21/2023 (17xxxxT33)	*****7820	175,000.00	\$107.29	\$188,900.18	1.53 %
Citibank National Association Cd 3.40% 1/9/2024 (17xxxxZ36)	*****7820	50,000.00	\$108.38	\$54,854.53	0.44 %
Discover Bank Greenwood DE CD 1.95% 6/8/2023 (25xxxxZD3)	*****7820	131,000.00	\$103.71	\$137,088.79	1.11 %
Discover Bank Greenwood DE CD 2.55% 6/24/2022 (25xxxxQP6)	*****7820	45,000.00	\$102.65	\$46,691.92	0.38 %
Goldman Sachs Ban 0.1%22 Cd Fdic Ins Due 05/19/22 Us (38xxxxWE9)	*****7820	60,000.00	\$100.02	\$60,015.34	0.49 %
Goldman Sachs Bank USA CD 2.65% 4/17/2025 (36xxxxJC1)	*****7820	61,000.00	\$109.98	\$67,289.53	0.54 %
Goldman Sachs Bk USA NY CD 2.60% 1/3/2023 (38xxxxVR5)	*****7820	100,000.00	\$103.99	\$105,054.37	0.85 %
Morgan Stanley Bank Na Cd 1.95% 10/10/2024 (61xxxxLQ1)	*****7820	120,000.00	\$105.62	\$127,079.77	1.03 %
Morgan Stanley Bank Na CD 2.50% 1/18/2022 (61xxxxG54)	*****7820	50,000.00	\$101.58	\$51,247.40	0.41 %
Morgan Stanley Pr 1.90% 01/09/2025 (61xxxx5K1)	*****7820	45,000.00	\$105.74	\$47,918.87	0.39 %
Morgan Stanley Pvt Bank Purchase CD 1.85% 2/6/2025 (61xxxx7F0)	*****7820	85,000.00	\$105.65	\$90,297.95	0.73 %
Synchrony Bank Draper UT CD 3.15% 6/19/2025 (87xxxxHZ0)	*****7820	20,000.00	\$110.25	\$22,332.87	0.18 %
Wells Fargo & Co Cd 3.35% 1/9/2024 (94xxxxWR3)	*****7820	24,000.00	\$108.25	\$26,030.42	0.21 %
CDs Total:				\$1,498,073.94	12.12 %
Government Bonds					
Fidelity Short-Term Treasury Bond Index Instl (FUMBX)	*****7820	14,842.76	\$10.72	\$159,114.40	1.29 %
Government Bonds Total:				\$159,114.40	1.29 %
Municipal Taxable Bonds					
California State Taxable Var P Urp Go Cons 2.375% 10/1/2026 (13xxxxRD2)	*****7820	145,000.00	\$107.12	\$155,903.76	1.26 %
Manchester NH For Issues Dtd Prior To 3.00% 1/1/2024 (56xxxxLC6)	*****7820	100,000.00	\$106.46	\$107,711.00	0.87 %
Northeast IA Cmnty College Indl New 2.50% 6/1/2021 (66xxxxLK7)	*****7820	135,000.00	\$100.00	\$136,687.50	1.11 %

Portfolio Detail

	Account Number	Units	Price	Market Value*	Allocation	
Univ Ca 3.789% 5/15/2024 (91xxxxTF2)	*****7820	175,000.00	\$109.91	\$192,628.45	1.56 %	
				Municipal Taxable Bonds Total:	\$592,930.71	4.80 %
				Fixed Income Total:	\$2,250,119.05	18.21 %
Money Market						
Cash or Equivalent						
Fidelity Cash Fund** (FID:CASH)	*****7820	1,327.25	\$1.00	\$1,327.25	0.01 %	
Fidelity Government Cash Reserves (FDRXX)	*****7820	241,124.53	\$1.00	\$241,124.53	1.95 %	
				Cash or Equivalent Total:	\$242,451.78	1.96 %
				Money Market Total:	\$242,451.78	1.96 %
				West Virginia State University Foundation - Corporation - XXX-XX7820 Total:	\$11,837,002.67	95.79 %
West Virginia State University Foundation, Inc. - Corporation - XXX-XX7722						
Equity						
Large Blend						
DFA US Large Company I (DFUSX)	*****7722	1,045.85	\$31.59	\$33,038.24	0.27 %	
				Large Blend Total:	\$33,038.24	0.27 %
Large Value						
DFA US Large Cap Value III (DFUVX)	*****7722	1,803.61	\$31.01	\$55,929.85	0.45 %	
				Large Value Total:	\$55,929.85	0.45 %
Small Blend						
DFA U.S. Small Cap Instl (DFSTX)	*****7722	946.87	\$47.53	\$45,004.73	0.36 %	
				Small Blend Total:	\$45,004.73	0.36 %
Small Value						
DFA U.S. Small Cap Value Instl (DFSVX)	*****7722	2,383.05	\$46.51	\$110,835.84	0.90 %	
				Small Value Total:	\$110,835.84	0.90 %
Foreign Large Value						
DFA Intl Value III (DFVIX)	*****7722	2,477.63	\$17.25	\$42,739.15	0.35 %	
				Foreign Large Value Total:	\$42,739.15	0.35 %
Foreign Small/Mid Blend						
DFA Intl Small Company Instl (DFISX)	*****7722	779.09	\$23.08	\$17,981.47	0.15 %	
				Foreign Small/Mid Blend Total:	\$17,981.47	0.15 %
Foreign Small/Mid Value						
DFA International Small Cap Value Instl (DISVX)	*****7722	1,176.16	\$22.27	\$26,193.15	0.21 %	
				Foreign Small/Mid Value Total:	\$26,193.15	0.21 %

Portfolio Detail

	Account Number	Units	Price	Market Value*	Allocation
■ Diversified Emerging Mkts					
DFA Emerging Markets Core Equity Instl (DFCEX)	*****7722	566.04	\$26.82	\$15,181.14	0.12 %
				Diversified Emerging Mkts Total:	\$15,181.14
				Equity Total:	\$346,903.57
□ Alternatives					
■ Real Estate					
DFA Real Estate Securities Instl (DFREX)	*****7722	363.98	\$44.21	\$16,091.56	0.13 %
				Real Estate Total:	\$16,091.56
				Alternatives Total:	\$16,091.56
□ Fixed Income					
■ Government Bonds					
Fidelity Short-Term Treasury Bond Index Instl (FUMBX)	*****7722	7,049.03	\$10.72	\$75,565.59	0.61 %
				Government Bonds Total:	\$75,565.59
■ CDs					
Wells Fargo Bank Na Cd 2.35%22 2.35% 11/8/2022 (94xxxxLF1)	*****7722	73,000.00	\$103.26	\$75,491.14	0.61 %
				CDs Total:	\$75,491.14
				Fixed Income Total:	\$151,056.73
□ Money Market					
■ Cash or Equivalent					
Fidelity Government Cash Reserves (FDRXX)	*****7722	6,324.77	\$1.00	\$6,324.77	0.05 %
				Cash or Equivalent Total:	\$6,324.77
				Money Market Total:	\$6,324.77
				West Virginia State University Foundation, Inc. - Corporation - XXX-XX7722 Total:	\$520,376.63
				Household Total:	\$12,357,379.30

It is recommended that you compare these statements with the ones you receive from your custodian(s). Values may vary slightly because of, but not limited to, situations such as rounding, accrued interest or the timing of information reporting. Report may include accounts that are under advisement but not directly managed. Please contact us if you have questions.

Report Data Disclaimer

For the above report, bond accrual is included in market values.

**Board of Governors
University Affairs Committee
134 James C. Wilson University Union
Thursday, June 17, 2021
8-10 a.m.**

AGENDA

- | | |
|---|-----------------------|
| I. Call to Order | Charles E. Jones, Jr. |
| II. Roll Call | Brittany Fletcher |
| III. Verification of Appropriate Notice of Public Meeting | Charles E. Jones, Jr. |
| IV. Election of Committee Chair (<i>Action Required</i>) | Charles E. Jones, Jr. |
| V. Approval of April 23, 2021 Minutes (<i>Action Required</i>) <ul style="list-style-type: none">• Academic Policy Committee• Recruitment and Retention Committee | Committee Chair |
| VI. Fall 2021 Enrollment Update | Gwen Bausley |
| VII. Student Success Strategies | Sharon Warren Cook |
| VIII. Future of Athletics | Nate Burton |
| IX. Approval of Minors on Campus Policy (<i>Action Required</i>) | Sharon Warren Cook |
| X. Adjournment | Committee Chair |

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

Date/Time: 6/17/2021 -- 8:00 AM

Location:

James C. Wilson University Union, Room 134

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:34:41 PM

Meeting Minutes
West Virginia State University Board of Governors
Academic Policy Committee
James C. Wilson University Union and Zoom
April 23, 2021
8:30 a.m.

I. Call to Order

Dr. Smith called the meeting to order at 8:30 a.m.

II. Roll Call

The clerk called the roll. Members present were Mr. Davis, Mr. Jones, Dr. Smith, Mr. Buchanan, Dr. Vaughan, and Mr. Gray. Mr. Flores, Mr. Kelley, Mr. Raines, Mr. Payne, Ms. Harper, and Mrs. Pitchford were absent.

III. Verification of Appropriate Notice of Public Meeting

Dr. Smith announced the Verification of Appropriate Notice of Public Meeting.

IV. Approval of February 4, 2021 Meeting Minutes

Mr. Jones motioned for approval of the February 4, 2021 meeting minutes. Mr. Davis seconded the motion, and the motion carried.

V. Approval of Academic Program Reviews

Dr. Pandher reported that the Academic Program Review for the Psychology, B.A. did not go through the Faculty Senate program review committee. Following discussion, the program review was tabled so it could go before the appropriate Faculty Senate committee then brought before the board at the next meeting.

Dr. Carney reported to the committee with program highlights of the Bachelor of Science in Education. Dr. Vaughan made a motion to recommend approval to the full board that the Academic Program Review-Education, B.S. continue at the current level. Mr. Davis seconded the motion, and the motion carried.

VI. Approval of Proposal for New Academic Degree Program

Dr. Pandher presented to the committee the proposal for a new academic degree program-Master of Business Administration (MBA). Dr. Vaughan made a motion to recommend the approval of the proposal for the Master of Business Administration to the full board. Mr. Gray seconded the motion, and the motion carried.

VII. Approval of Mission, Vision, and Values

Dr. Cook presented to the committee a strategic planning update, which included a recommendation for the Mission, Vision, and Values for the university. Mr. Davis made a motion to recommend approval of the Mission, Vision, and Values for the university to the full board. Mr. Gray seconded the motion, and the motion carried.

VIII. Adjournment

With there being no further business, a motion was made by Dr. Vaughan and seconded by Mr. Buchanan to adjourn the meeting. The motion carried. The meeting adjourned at 9:43 a.m.

Respectfully Submitted by –Brittany Fletcher, Committee Clerk, April 23, 2021

Approved by:

Sharon Warren Cook, Ph.D.
Provost and Vice President for Academic Affairs
Academic Policy Committee Administrator

MEETING MINUTES
West Virginia State University Board of Governors
Recruitment and Retention Committee
James C. Wilson University Union and Zoom
Friday, April 23, 2021
12:00 p.m.

- I. Call to Order**
Presiding Officer, Mr. Gray, called the Recruitment and Retention Committee meeting to order at 12:00 p.m.
- II. Roll Call**
The clerk called the roll. Members present were Mr. Gray, Mr. Buchanan, Mr. Davis, Mr. Flores, Mr. Jones, Dr. Smith, and Dr. Vaughan. Members absent were Mrs. Pitchford, Ms. Harper, Mr. Kelley, Mr. Payne, and Mr. Raines.
- III. Verification of Appropriate Notice of Public Meeting**
Mr. Gray verified the Appropriate Notice of Public Meeting.
- IV. Approval of the February 4, 2021 Minutes**
Mr. Gray stated that there was a typographical error under Roll Call. After the word present, “wee” should be deleted. With no further corrections noted, Mr. Jones motioned for approval of the previous meeting minutes as corrected. Dr. Vaughn seconded the motion, and the motion carried.
- V. Career Services**
Ms. Sandy Maharaj, Director of Career Services presented on the Office of Career Services. The office is a unit in the Student Affairs division that offers a variety of programs and direct services to help students identify and make informed decisions about career and academic goals, engage in experiential learning opportunities, connect with employers, develop professional skills and promote lifelong career management. The presentation included information on the office’s personnel structure, initiatives, past career fairs, and national outlook. Ms. Maharaj also presented information on strategies and opportunities for future student successes.
- Mr. Gray asked if freshmen and sophomores have more touch points than upper level students do. Ms. Maharaj stated that a requirement in all First Year Experience classes is to introduce students to the Office of Career Services. Sophomore students do not get the touch points that the other classifications do, and the office will be collaborating with other departments to remedy the oversight. Dr. Vaughan commented that the office coordinates job fairs to help students obtain skills employers are looking for, which is very helpful to multiple areas on campus.
- Dr. Smith how many 2020-2021 internships were available especially in the Kanawha Valley by alumni, and are they paid or unpaid? Ms. Maharaj stated some are paid but many are unpaid internships with non-profits such as the American Red Cross and Make-A-Wish Foundation.
- VI. Adjournment** with there being no further business, Mr. Gray asked for a motion to adjourn the meeting. Mr. Flores made the motion to adjourn, and Mr. Davis seconded the motion. The motion carried. The meeting adjourned at 12:36 p.m.

Respectfully Submitted by – Rhonda Brogan, Committee Clerk, April 27, 2021.

Approved by:

Dwight Sanchez
Vice President of Enrollment Management
Recruitment and Retention Committee Administrator

Fall 2021 Enrollment Update

Board of Governors Meeting
University Affairs Committee
Gwendolyn Bausley
June 17, 2021

Enrollment Management Mission and Vision

Mission

To identify, recruit, and enroll students whose aspirations align with West Virginia State University's mission.

Vision

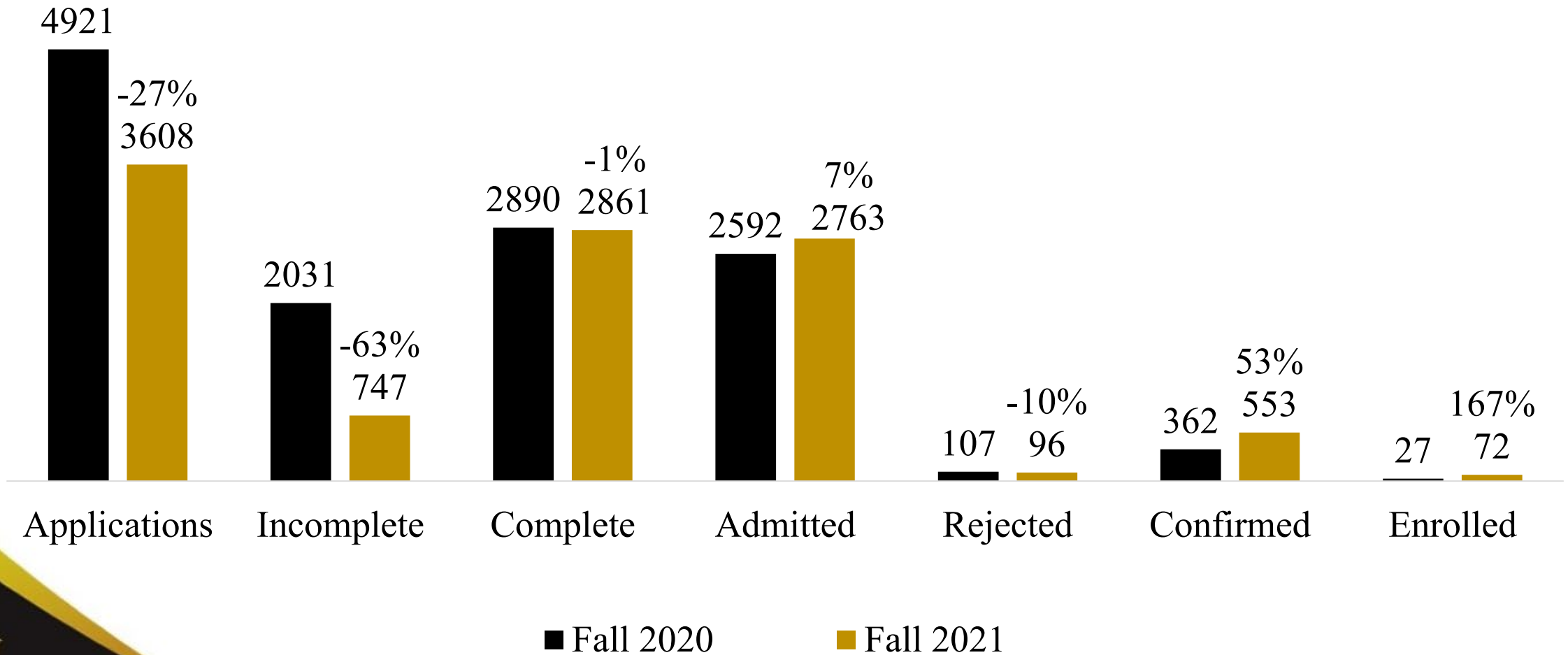
To operate efficiently through practices embedded in policies and guidelines to achieve compliance and provide optimal service to all constituents who engage the offices within Enrollment Management to ensure the success of our students and the University.

Overview

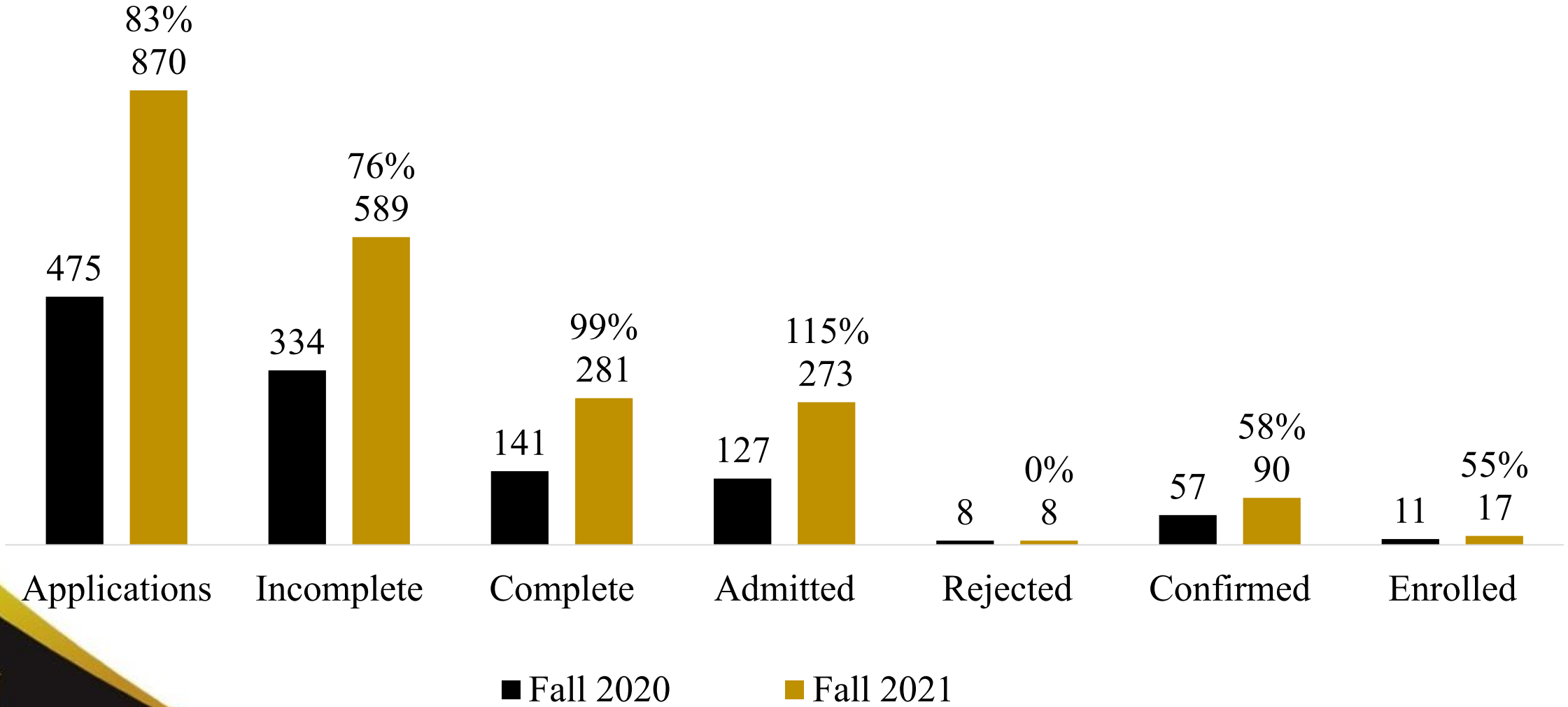
- Fall 2020 and Fall 2021 Admissions Funnel
- Fall 2021 Confirmed Demographics
- Fall 2020 and Fall 2021 Registration
- New Student Orientation



First-Time Freshman Admission Funnel



Transfer Student Admission Funnel

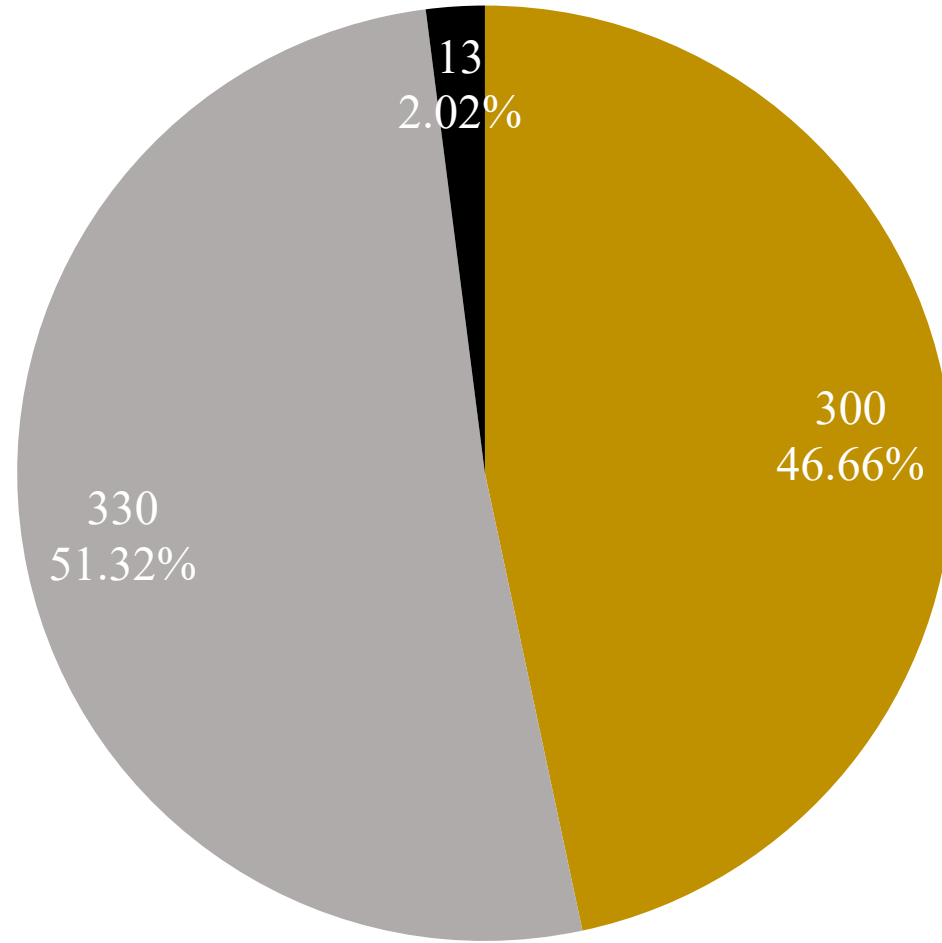


Confirmed by State / International

State	Quantity
West Virginia	301
Maryland	71
Ohio	50
Washington DC	32
Georgia	31
California	23
North Carolina	20
Virginia	18
Tennessee	17
Pennsylvania	11

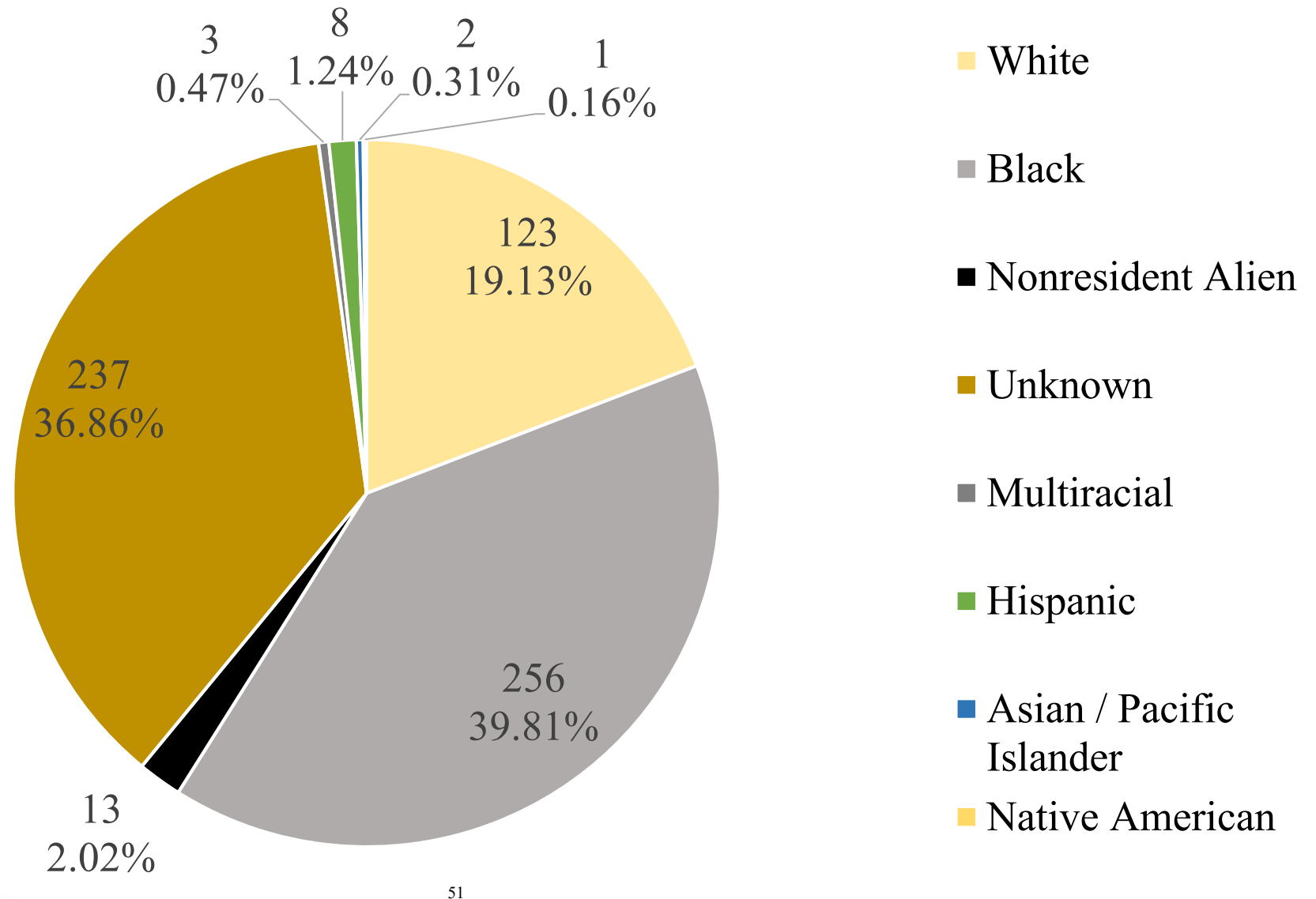
State	Quantity
Florida	10
South Carolina	10
Illinois	10
Kentucky	8
Louisiana	8
New Jersey	8
New York	7
Texas	7
Michigan	7
Indiana	5
Delaware	4
Alabama	3

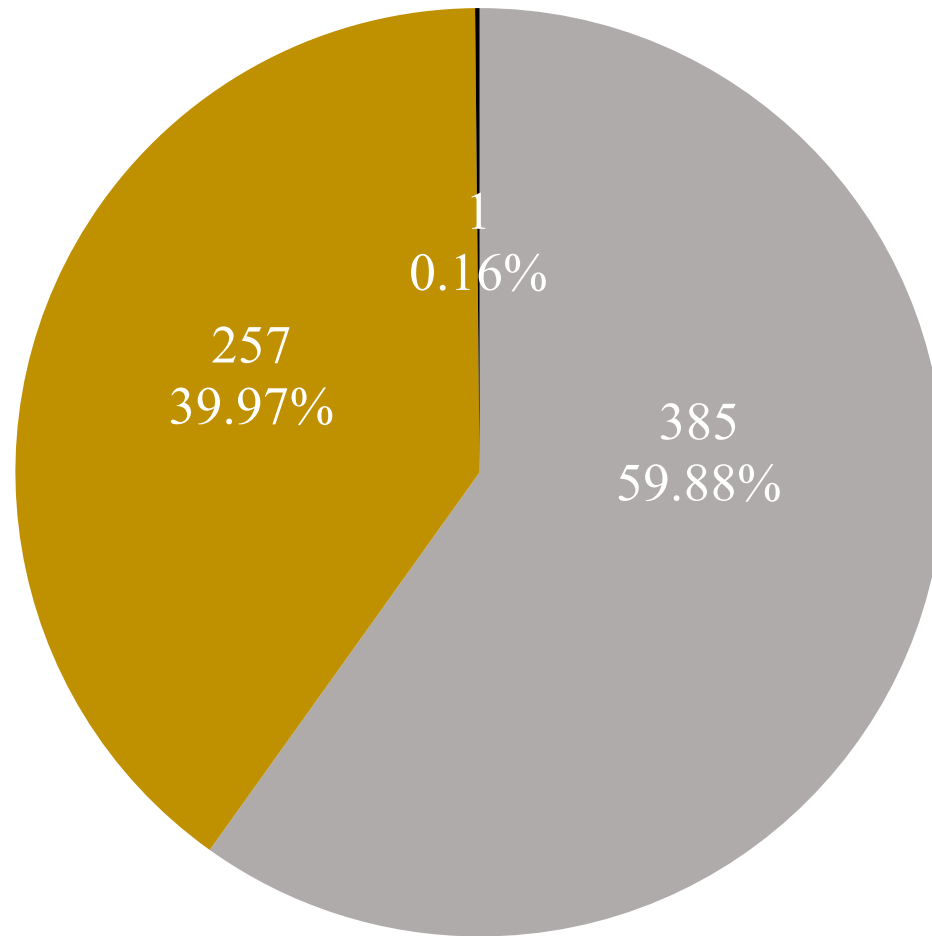
Country	Quantity
Ecuador	3
Colombia	2
Canada	1
Poland	1
Columbia	1
Bahamas	1
Nigeria	1
Kenya	1
Trinidad & Tobago	1
France	1



- In-State
- Out-of-State
- International

Confirmed by Ethnicity





■ Female

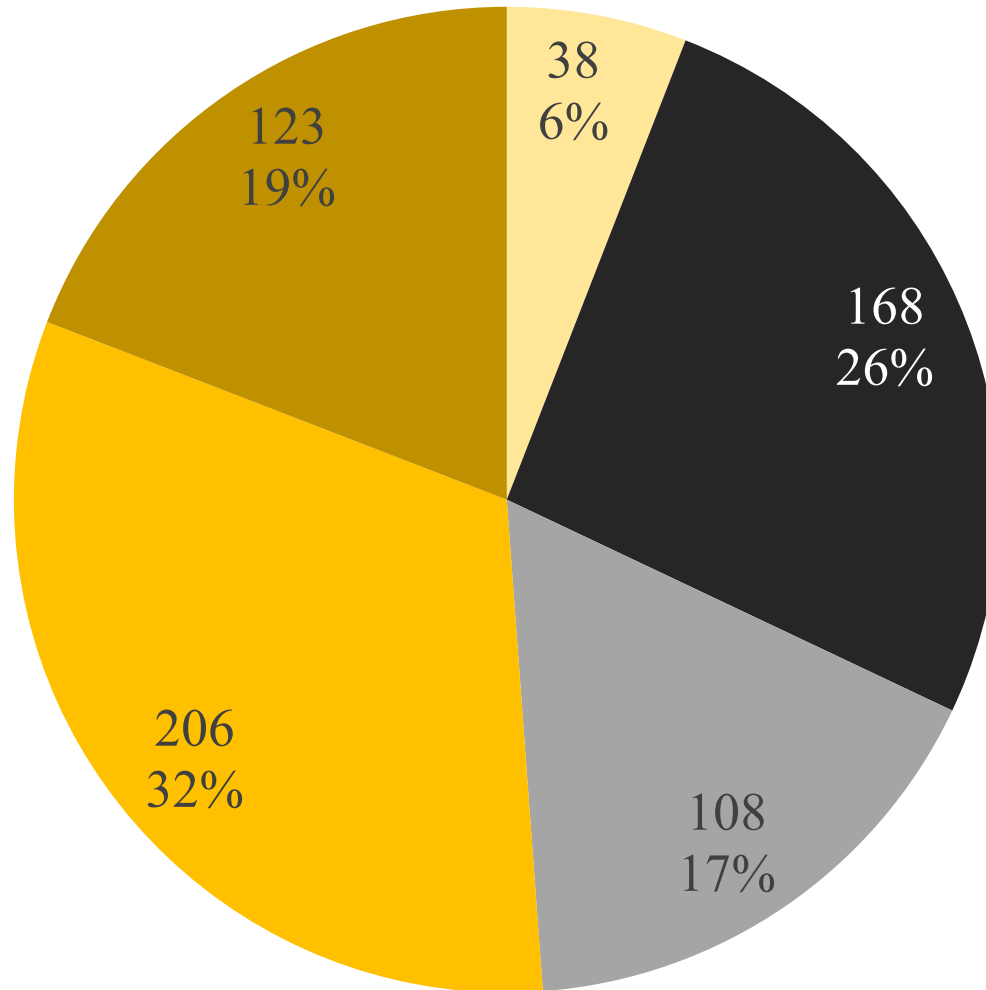
■ Male

■ Not Declared

Freshman Academic Profile

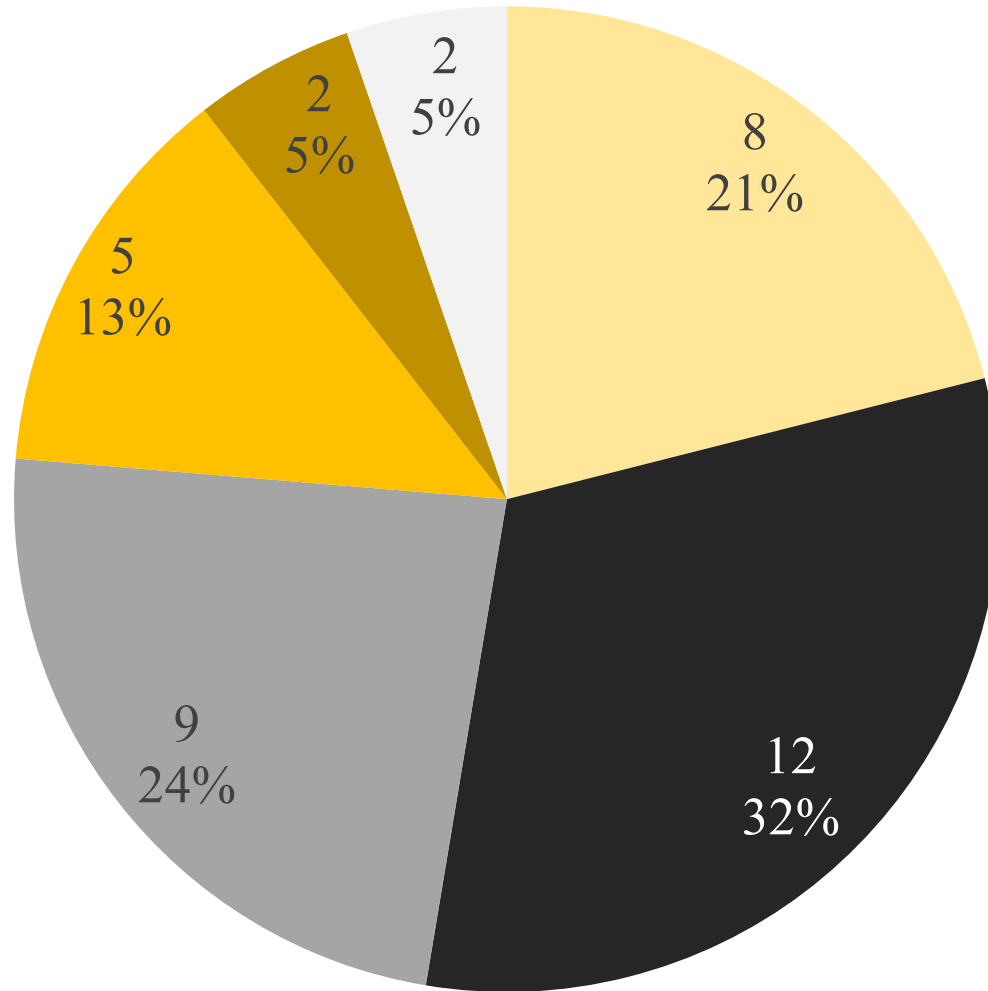
Average	Fall 2020 Confirmed	Fall 2021 Confirmed
GPA	3.22	3.31
SAT	983	963
ACT	20	19

Confirmed by College



- Arts and Humanities
- Business and Social Sciences
- Natural Science and Mathematics
- Professional Studies
- General Education

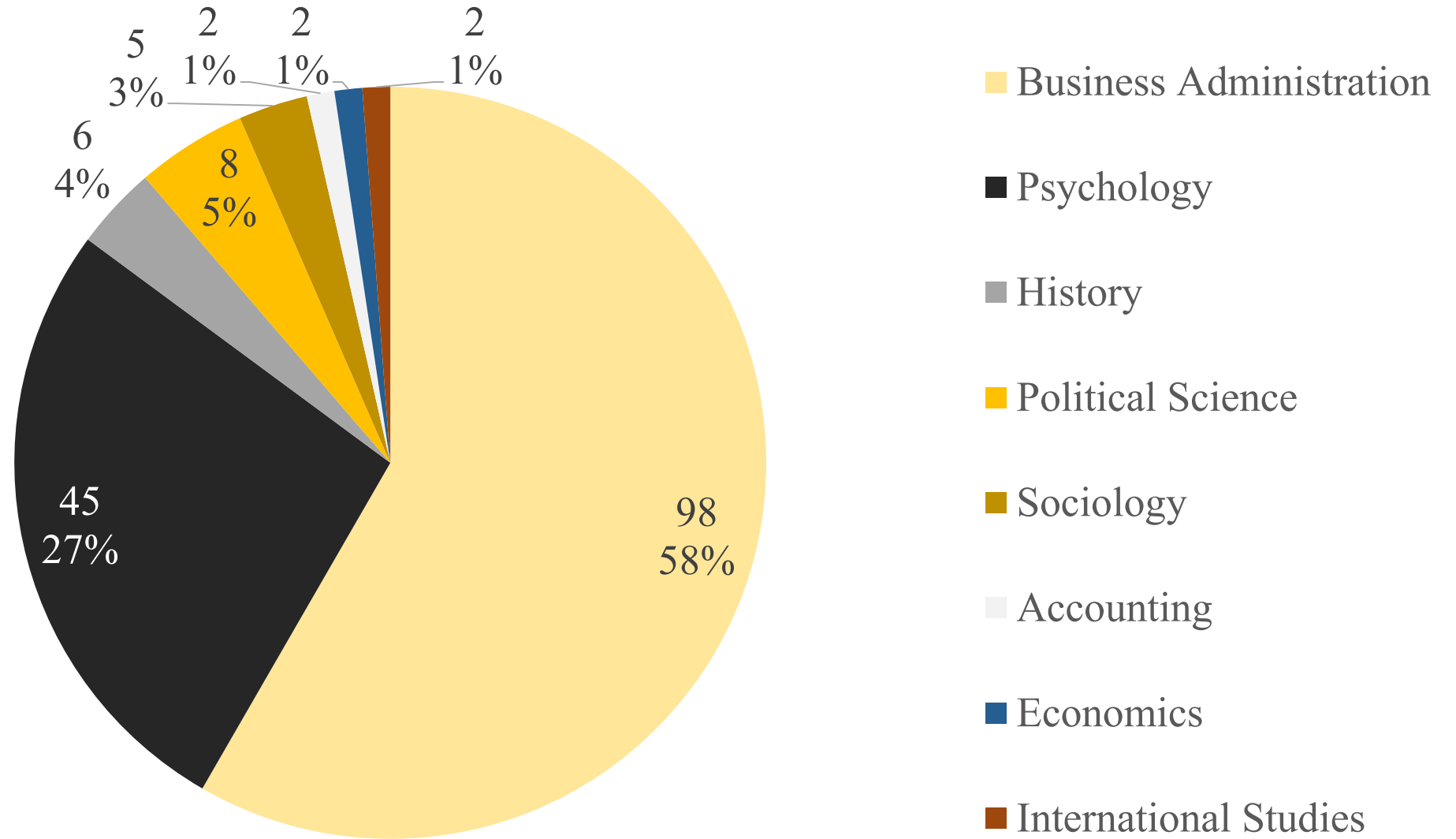
Confirmed by Major



- Art
- Communications
- RBA
- English
- BFA
- International Studies

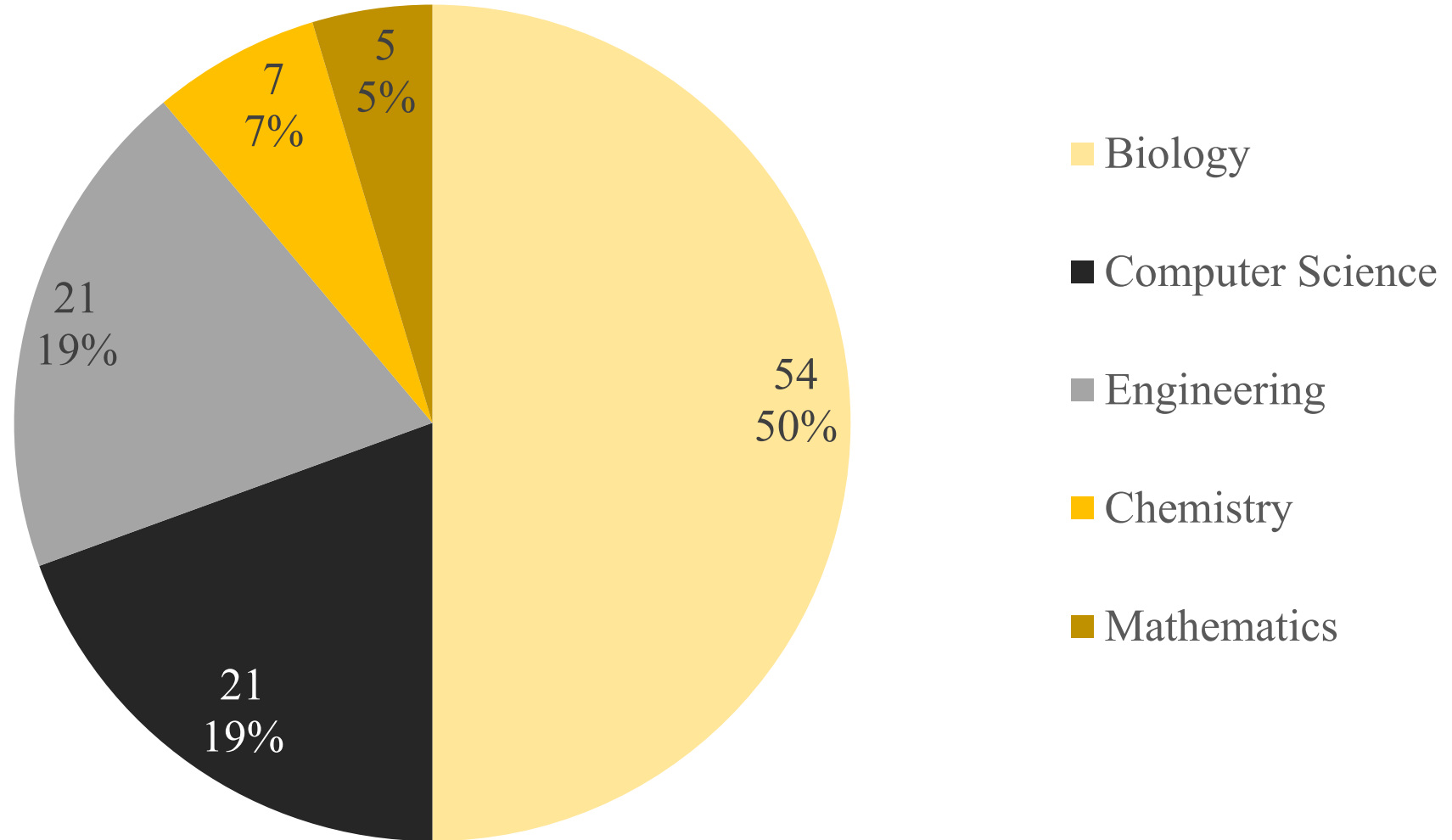
College of Arts and Humanities

Confirmed by Major



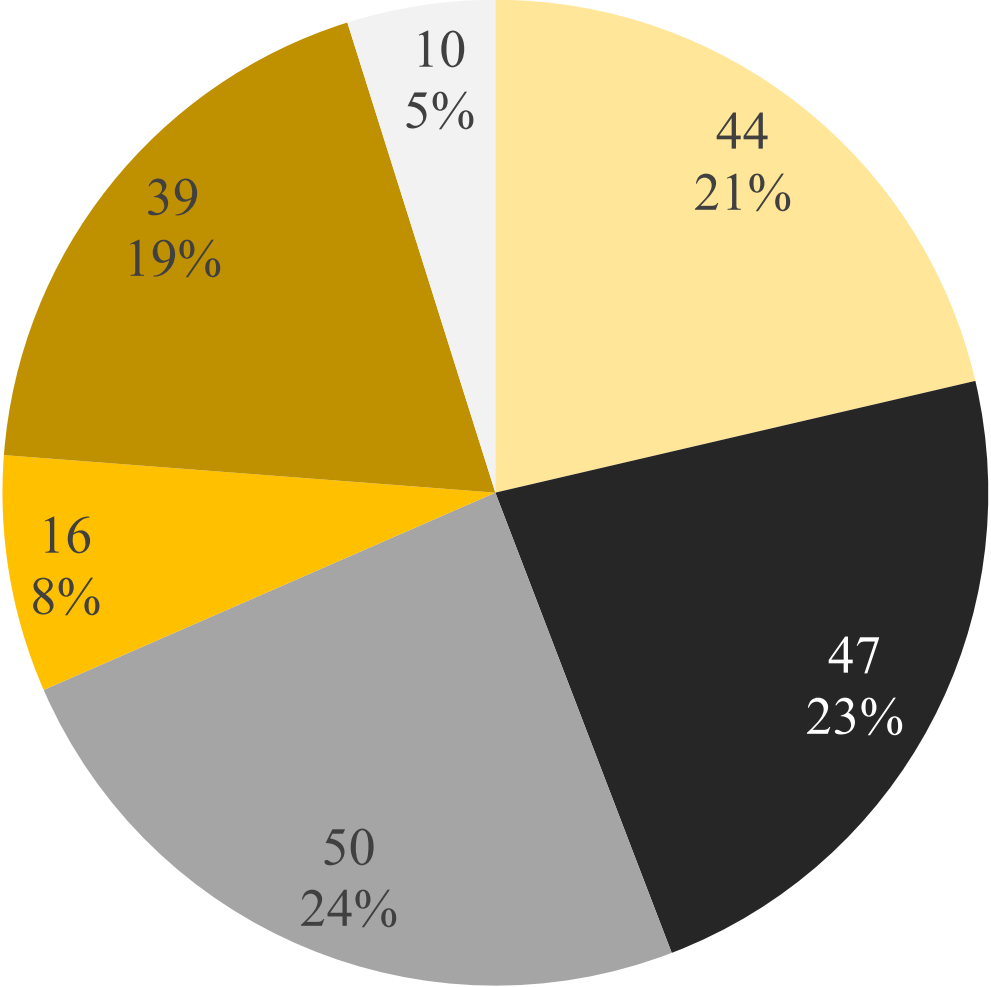
College of Business and Social Sciences

Confirmed by Major



College of Natural Science and Mathematics

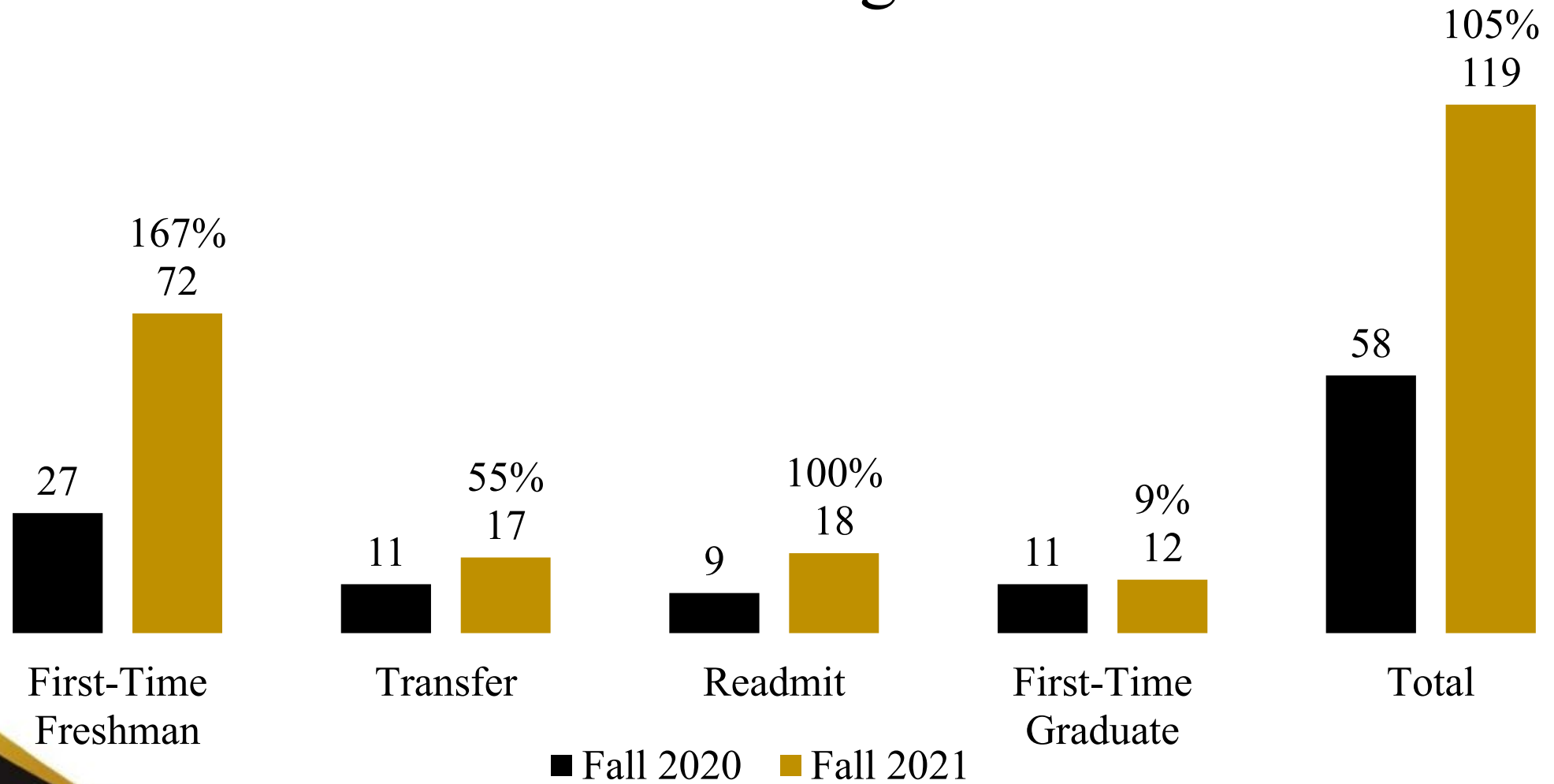
Confirmed by Major



- Nursing
- Sports Studies
- Education
- Social Work
- Criminal Justice
- Health Science

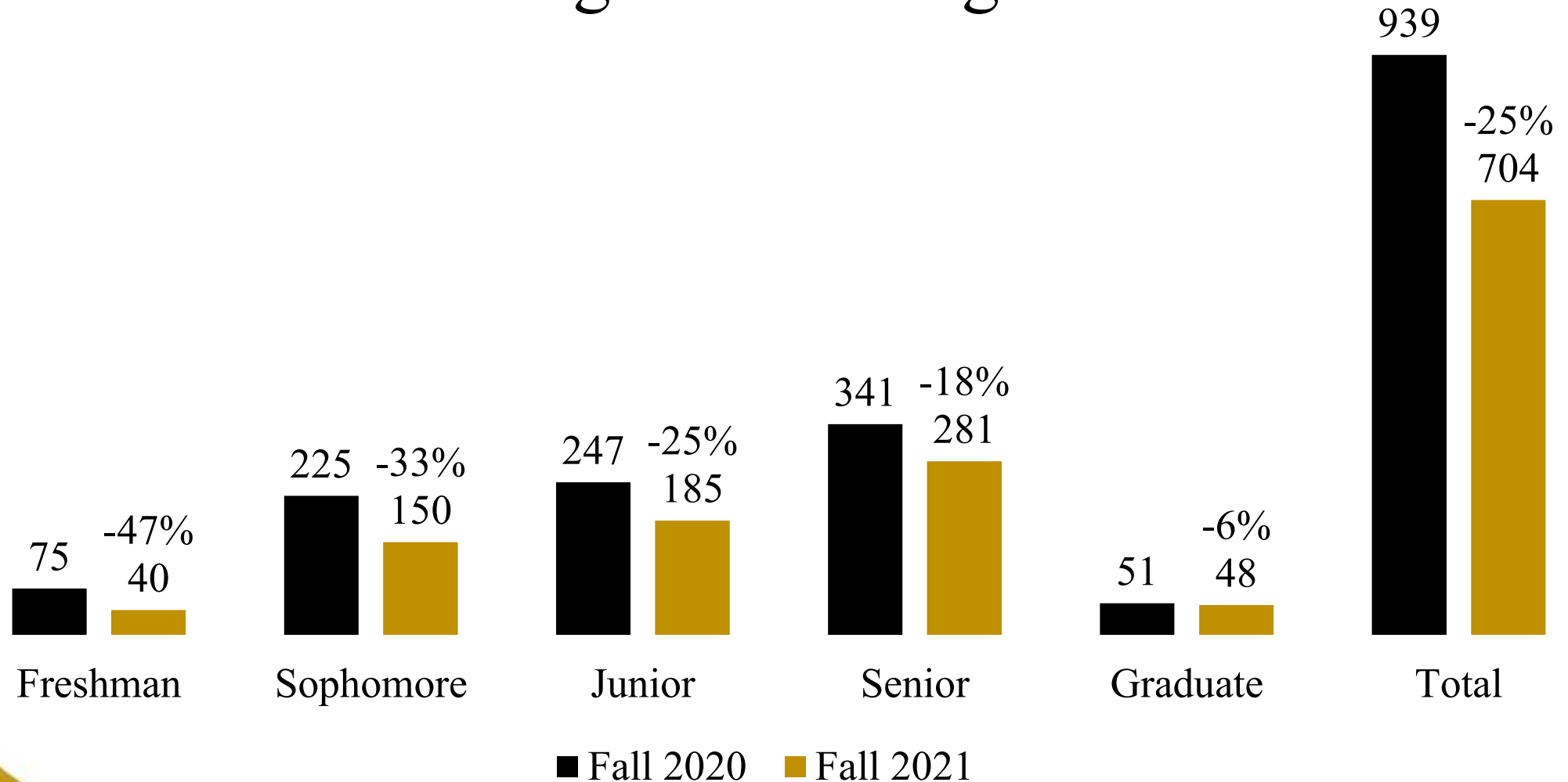
College of Professional Studies

New Student Registration

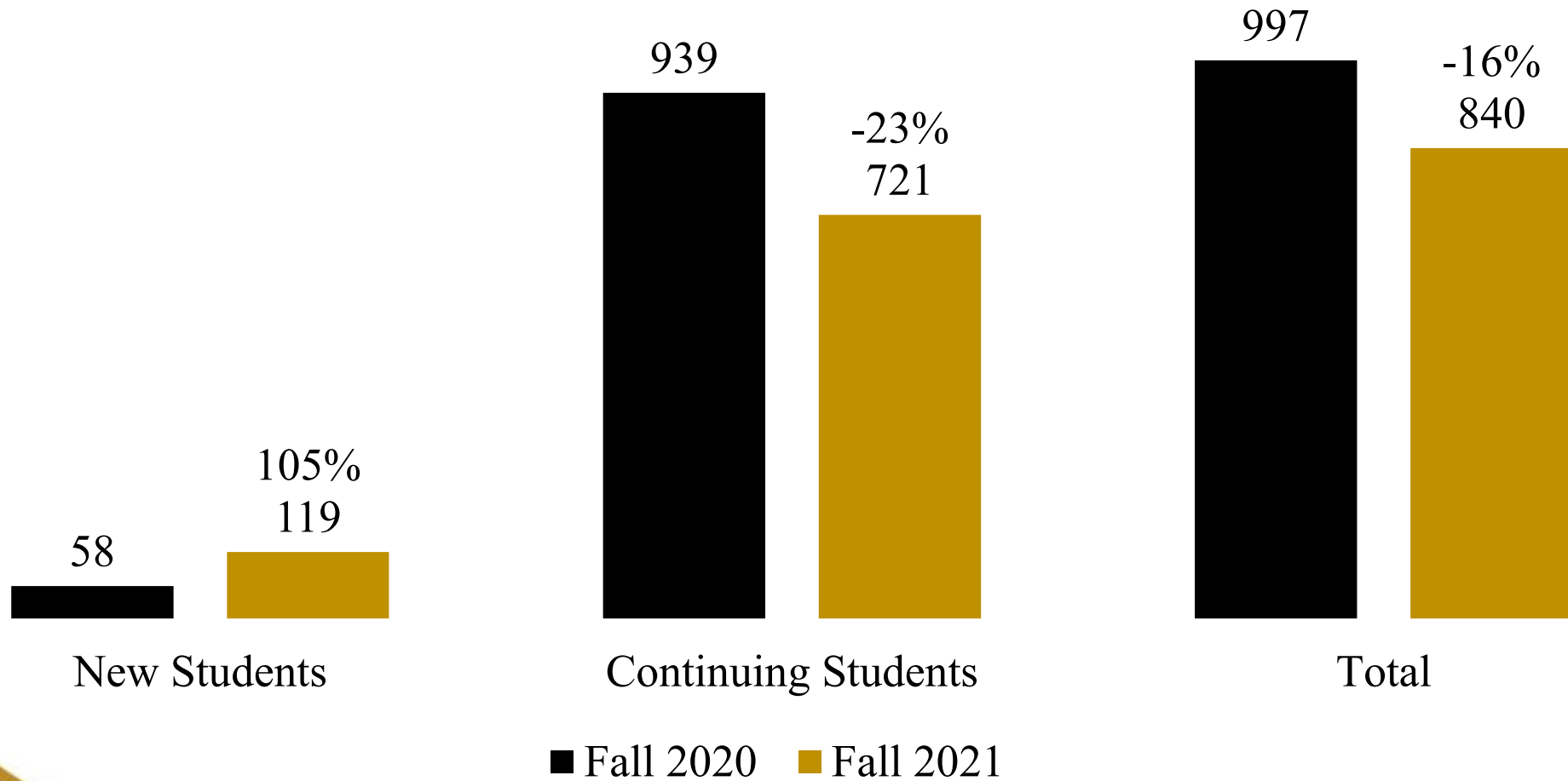


Fall 2020 data is as of June 9, 2020. Fall 2021 is as of June 9, 2021.

Continuing Student Registration



Total Degree Seeking Registration



New Student Orientation

On Campus New Student Orientation	
NSO Dates	Total Registered
June 26 th	132
July 17 th	49
August 6 th	10
Virtual New Student Orientation	
Student	Total
Registered	291
Started	243
Completed	231

Engagement Strategies

- Outreach to students who have registered for NSO but have not completed.
- Guide and assist students through Virtual NSO with step by step communications and video tutorials.
- Encourage students who have not completed virtual NSO to sign up for the on campus event.

Melt Analysis

Reason	Total
Confirmed: Attending Elsewhere	84
Not Confirmed: Attending Elsewhere	188
Financial Aid	3
Housing	1
Scholarship Opportunities	1
Unknown	1
Total:	278

Managing the Melt

- Provide surveys for the likelihood of enrollment with confirmed applicants.
- Outreach to confirmed students that have not registered for NSO.
- Outbound call and text campaigns to applicants that have not confirmed enrollment.

First Year Support Services Needed

ADA Services

Tutoring

Advisors

Career Counselors

Financial Literacy

Transportation

Mental Health Counseling

Holistic Student Support

Diversity Training and Implementation

Cultural Student Activities and Awareness



Questions

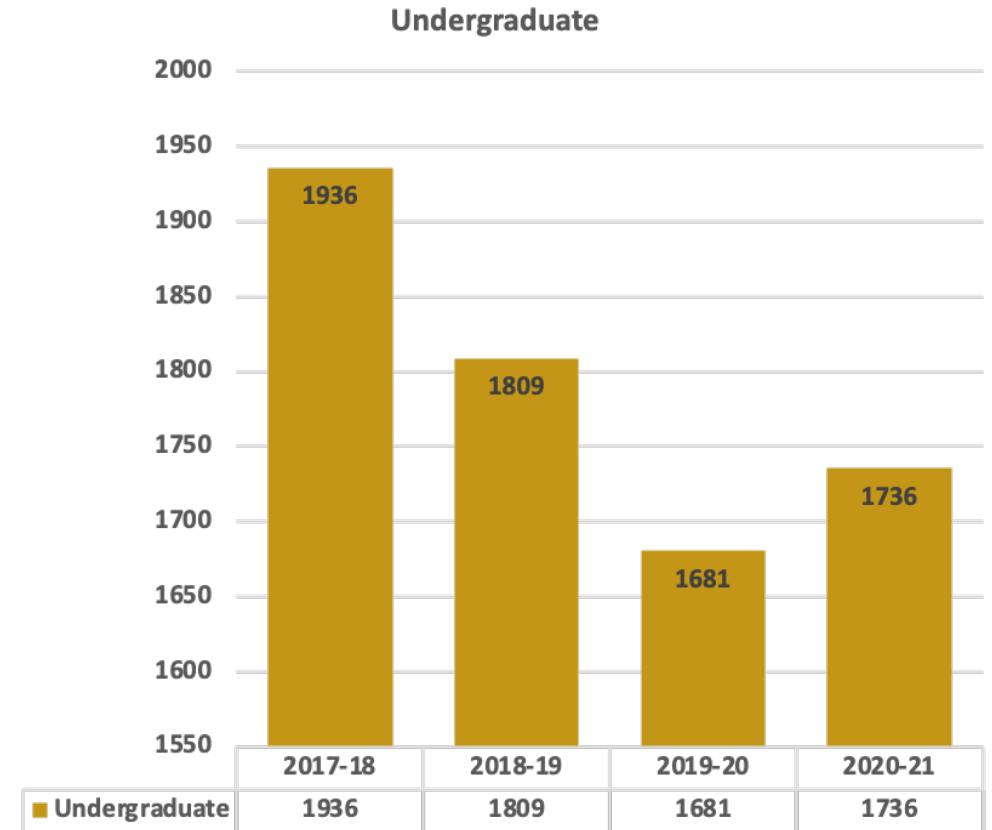
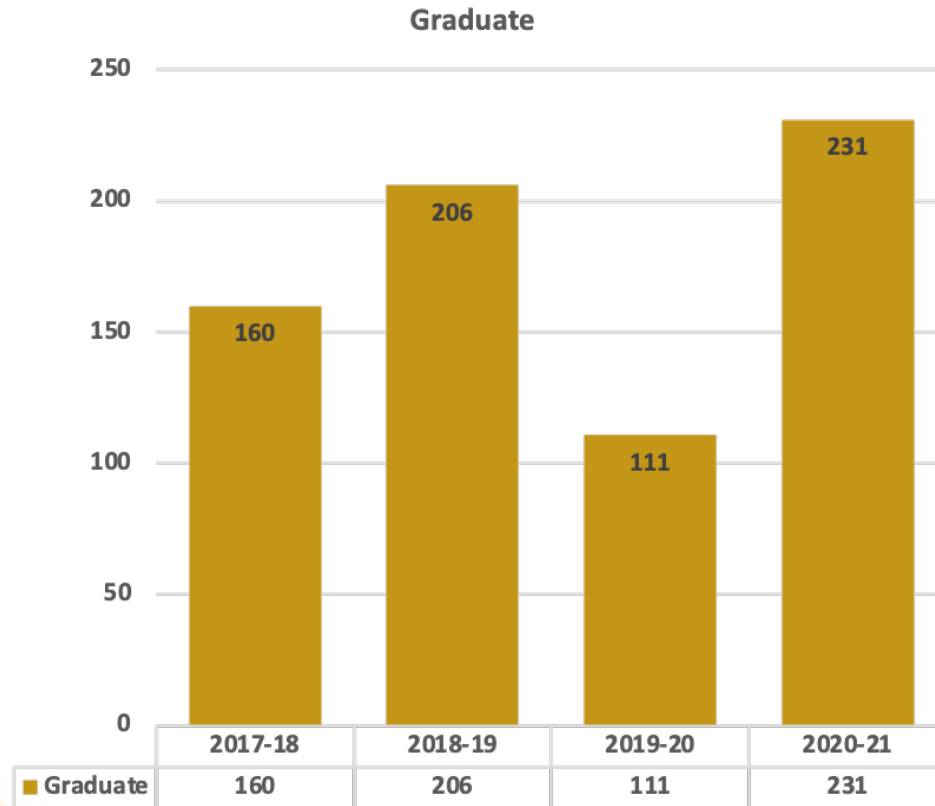
The “STATE” of Success

Board of Governors Meeting
University Affairs Committee
Sharon Warren Cook
June 17, 2021

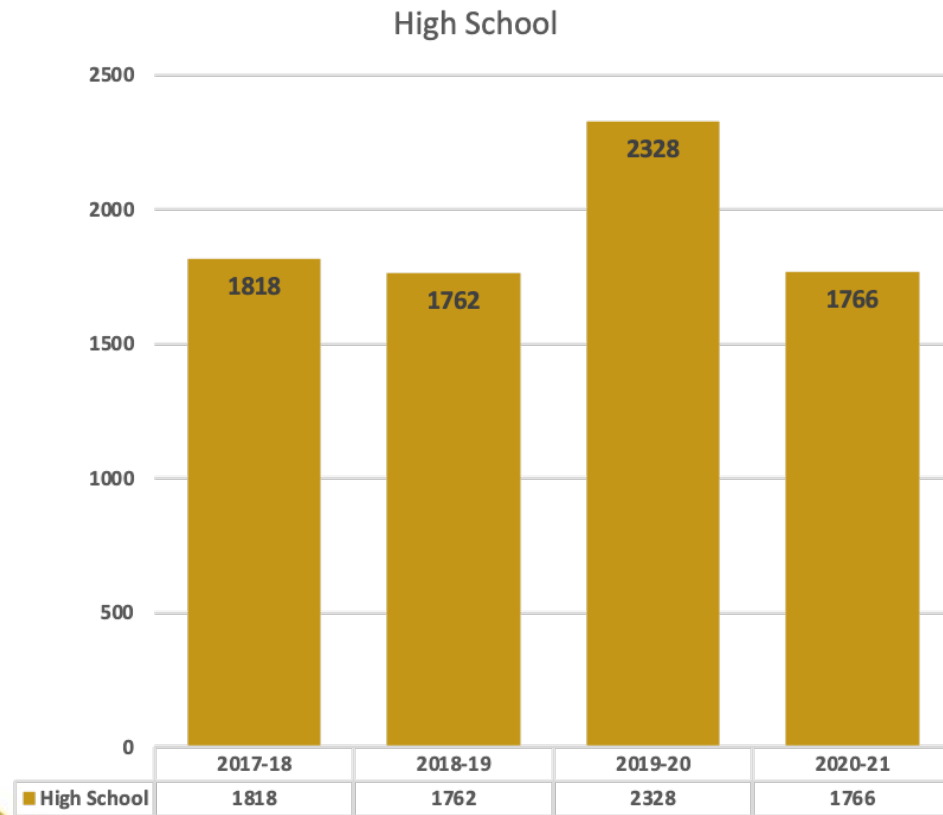
Overview

- Student Success Data
- Academic Advising Defined
- Advising Models
- Current Advising Structure
- Future Advising Structure-Data Informed Response
- Looking Ahead

Graduate and Undergraduate Enrollment



High School and Transfer Enrollment

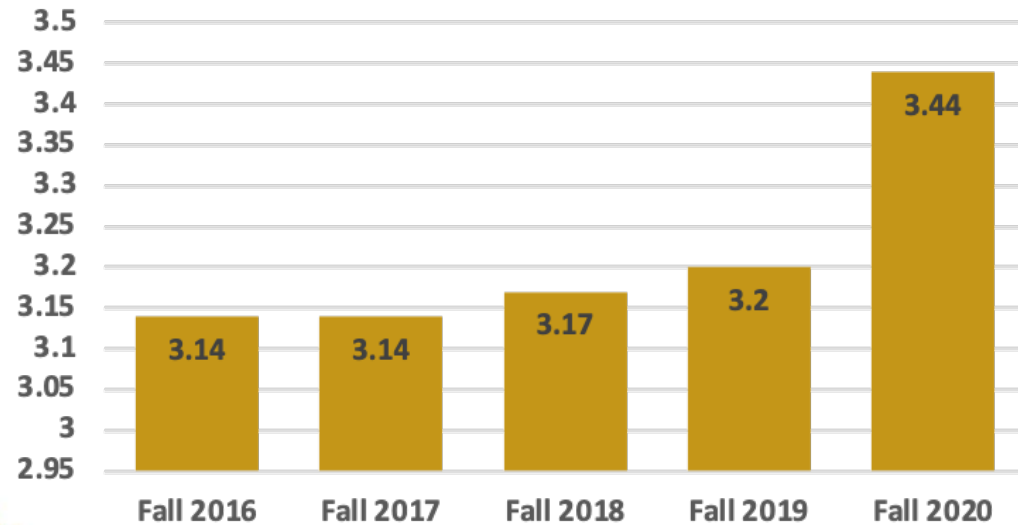


Freshman Profile

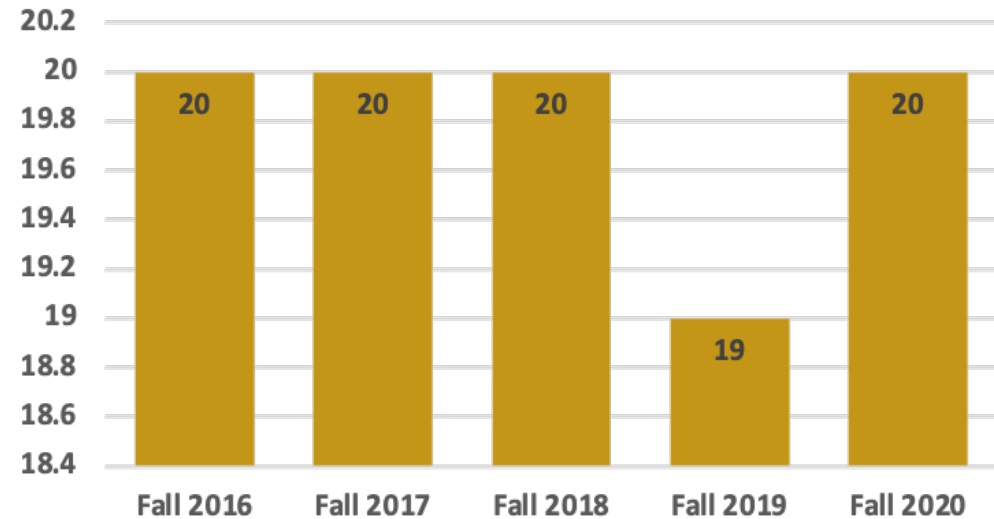
- HS GPA (unweighted)

- ACT Composite

AVG. HS GPA

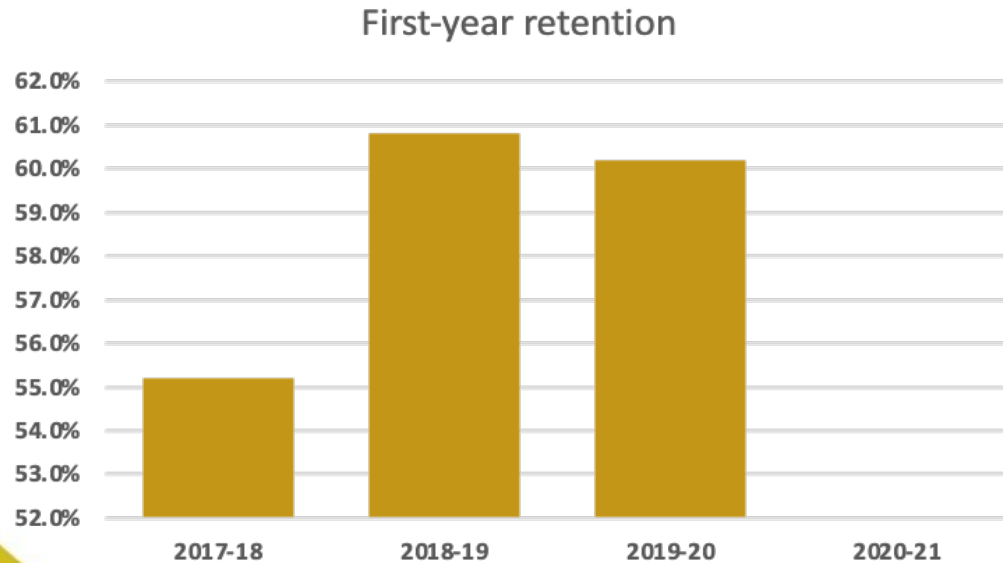


AVG. ACT COMPOSITE

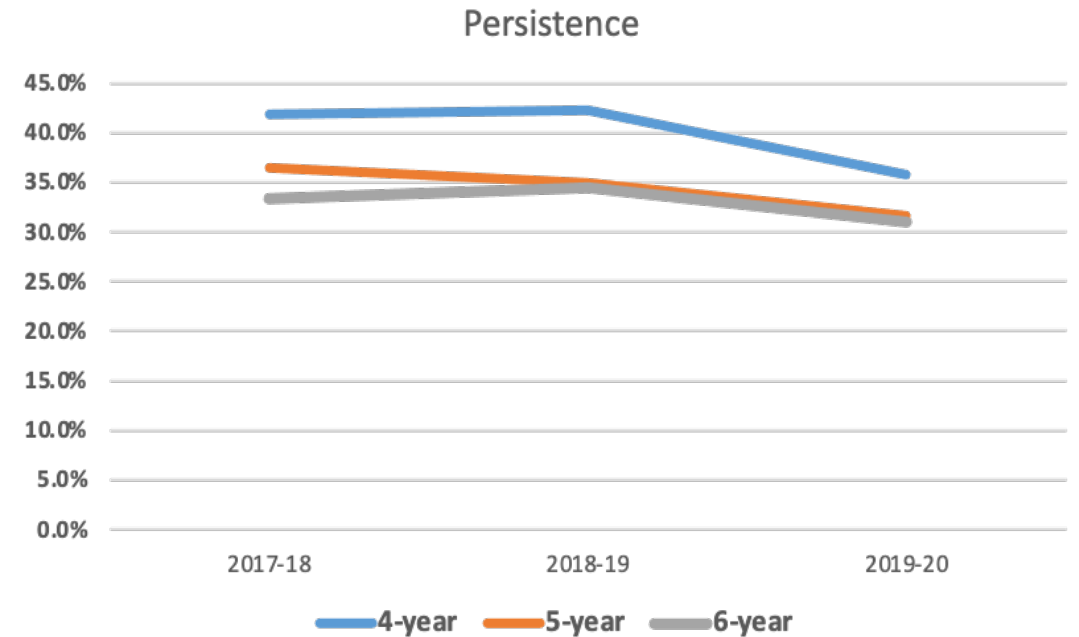


Retention and Persistence

- Retention

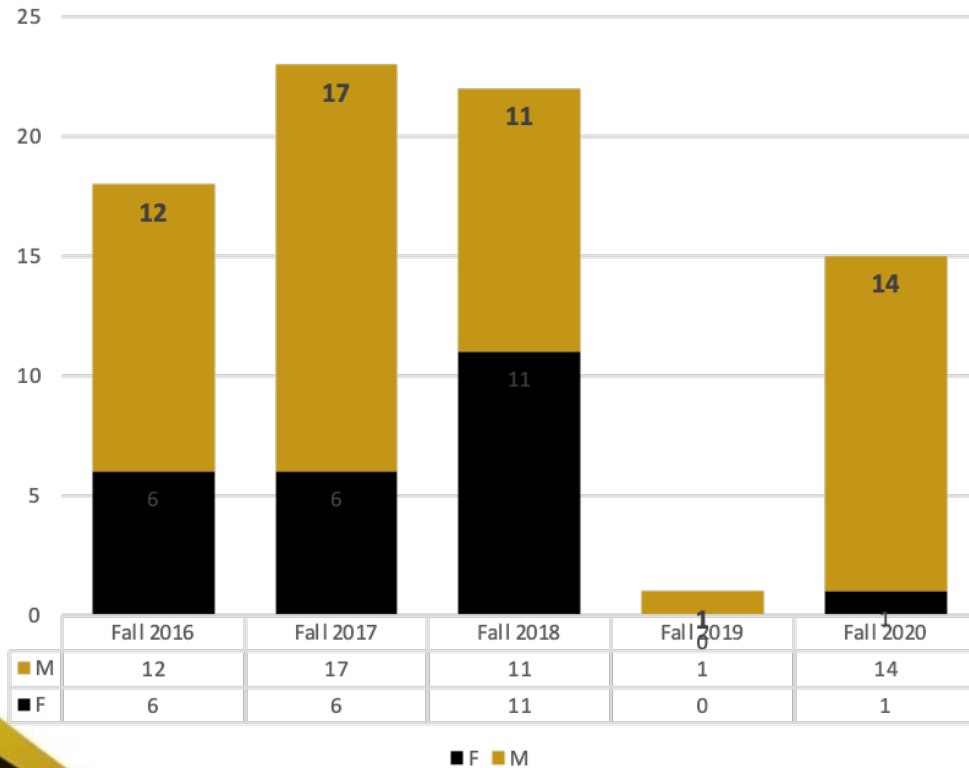


- Persistence (Graduation + Retention)

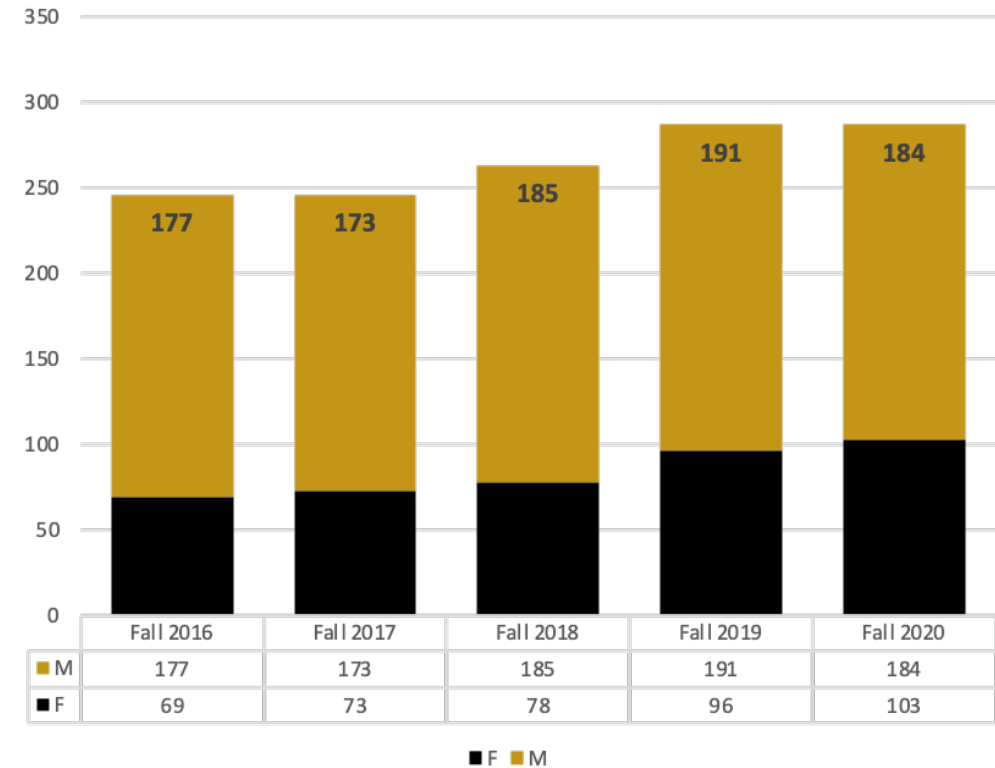


Athletes by Gender

Graduate



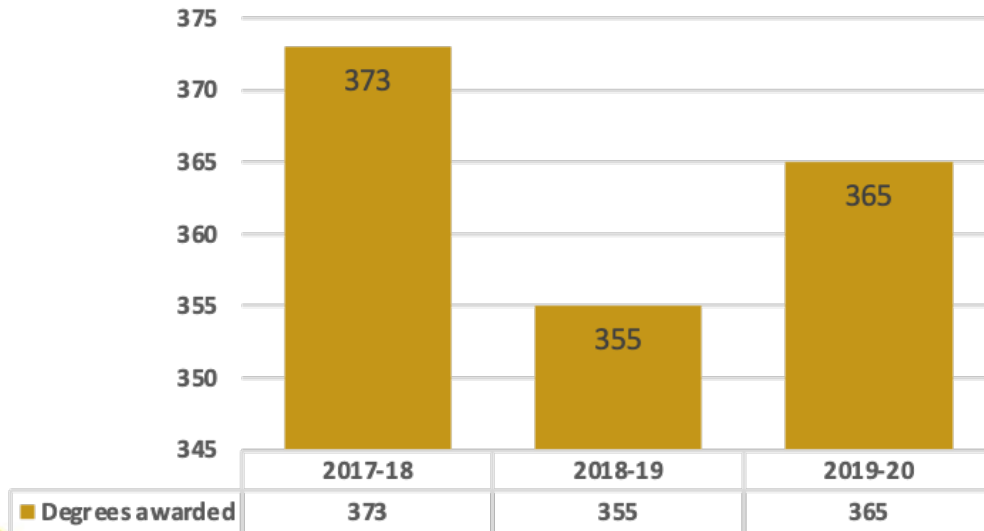
Undergraduate



Degrees Awarded

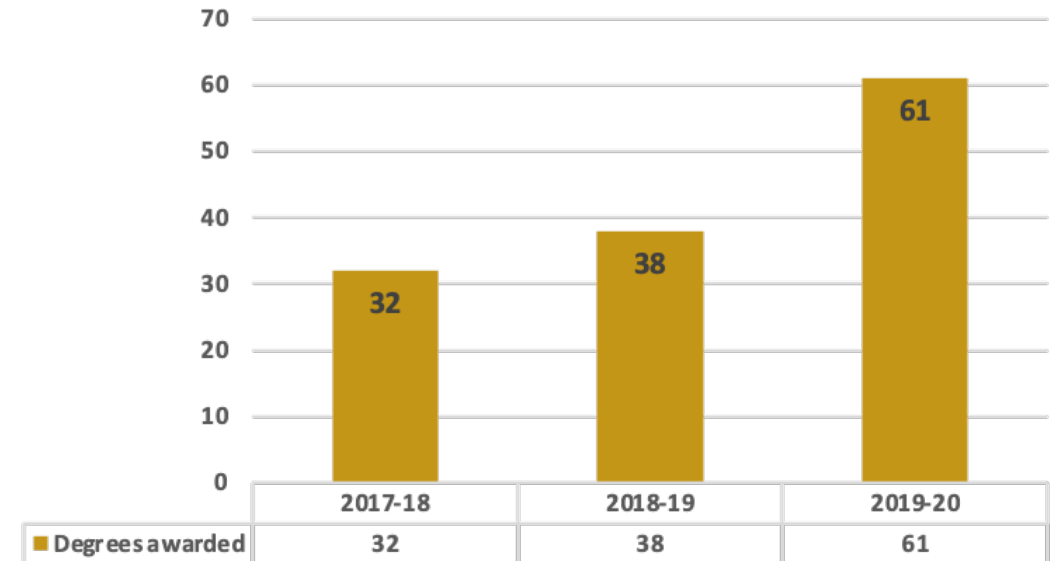
Undergraduate

Degrees awarded



Graduate

Degrees awarded



Academic Advising Defined

- An institutional representative provides insight or direction to a student about an academic, social, or personal matter. This direction may be to inform, suggest, counsel, discipline, coach, or mentor.

Advising: A Core Student Success Strategy

- Student Success is an intentional approach to provide holistic support for students to achieve desired student outcomes measured by retention, persistence, graduation, and placement rates.
- A primary means to provide comprehensive support to students is through effective academic advising.

Models of Academic Advising

Decentralized

Faculty or professional advisors are located in their respective academic departments (Barron & Powell, 2014)

- Advantage: Students are immersed within academic departments early on
- Disadvantages: Inconsistent advising experience; concerns regarding advisors' availability; difficulty ensuring accountability; lack of professional development for faculty advisors

Centralized

Faculty and professional advisors are housed in one academic or administrative unit (Barron & Powell, 2014)

- Advantages: Consistent advising experience, focus on professional development and relevance within the field
- Disadvantage: Personnel costs

Shared

Some advisors meet with students in a central administrative unit, while others advise in the academic area of their discipline (Barron & Powell, 2014)

- Advantage: Potential to build on strengths from the previous models and eliminate weaknesses
- Disadvantage: Difficulty ensuring communication and collaboration between administrative unit and faculty advisors

Barron, K. E. & Powell, D. N. (2014). *Academic Advising: A Handbook for Advisors and Students* (pp. 14-23). Washington, D.C.: Society for the Teaching of Psychology.

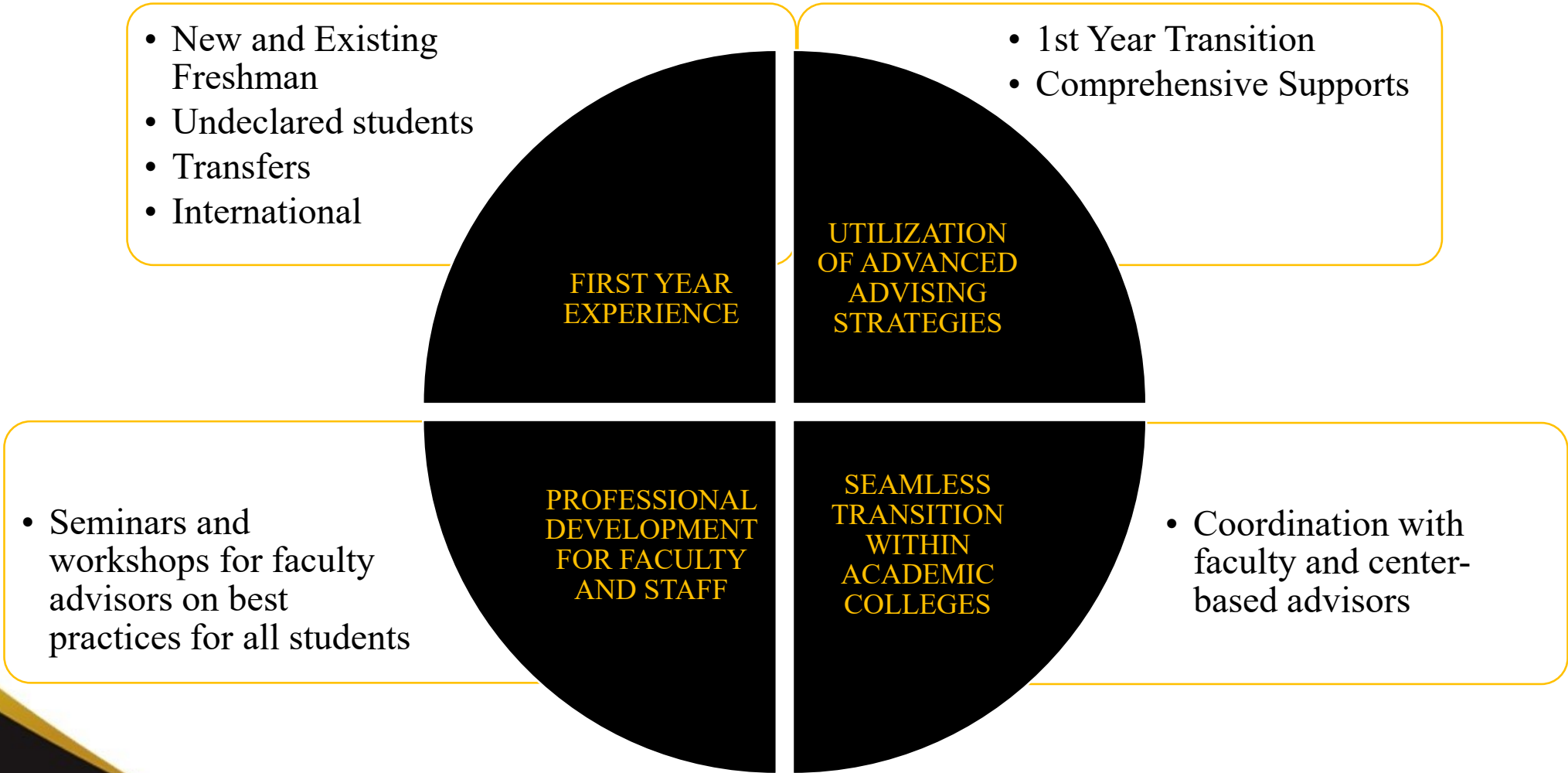
Advising Models by Institutional Size & Type

- The top two advising models used by institutions (regardless of size or type) were **Shared Models (39.4%)** followed by **Centralized Models (28.6%)**. **
- At small institutions (enrollment < 6,000), the two advising models most often used were **Shared Models (39.1%)** and **Decentralized Models (24.9%)**. **
- Among public masters degree-granting institutions, the two most frequently used models were **Shared Models (52.8%)** and **Centralized Models (20.2%)**. **

The Current State: A Shared Model

- Departmental faculty provide advising based on major or area of interest.
- Students are often advised by other faculty within their discipline when they are unable to locate their primary advisors.
- Students are advised within the Advising Center when they are unable to locate their primary advisors.
- There are faculty who provide outstanding advising services to students; however our goal is consistently within departments and across colleges.
- There has not been a systematic focus on training or professional development for faculty advisors nor accommodations for faculty advisors with significant advisees.

The Future: A STATE of Success



STATE of Success Centralized Advising Model

Advisor Assignment

- Alpha-numeric Distribution
- STEM Majors
- Special Populations
- Re-assign continuing students to the Center when their GPA drops below a 2.4

Block and Lock Student Schedules

- Consultation from an Advisor to Drop or Change Schedules
- Advising Contract is Negotiated and Signed by the Student
- Face-to-face or Virtual Advising Bi-weekly Check-ins
- Comprehensive Plan of Benchmarks for Students

STATE of Success Advising Model

Pathway to Retention

- **Orientation Program**
 - Create an Individualized Learning Plan
 - Explain the Early Alert Supports for Students
 - Design Living and Learning Communities
 - Peer Mentors Assigned
 - Supplemental Instruction

Proactive Advising

- **Strategies**
 - Early identification of student needs with early, intensive, and continuous intervention
 - Provide support and resources students need when they need them with high-touch, high-impact interventions
 - Assist students in identifying resources and advocating or intervening on their behalf

McGuire, S. Y. (2019). *Using Proactive Advising to Help Students Excel* [PowerPoint slides]. West Virginia University. Workshop series.
Dial, M., & McKeown, P. (2019, December). Beyond faculty referrals: Advisory facilitated early intervention. *Academic Advising Today*, 42(4).

Looking Ahead

- Build an infrastructure to support a STATE of Success advising model
 - Hire an Assistant Vice Provost for Student Success and 3 new academic advisors (The national average is 1 advisor for every 200 students)
 - Reduce the reliance on faculty advisement
- Implement a comprehensive framework of national best practices
 - Continuous Training for all faculty and staff that advise students
 - Training the instructors pedagogically and methodologically on the new structure and content of the First Year Experience Course
 - Design Living and Learning Communities to support students
- Wrap-around Student Supports
 - Only students with a GPA of 2.4 or higher will move at the end of each semester from the STATE of Success Advising Center to their academic departments for advising

Questions

WV SU

ATHLETICS

Board of Governors Meeting
University Affairs Committee
Nate Burton
June 17, 2021

Agenda

- Athletics at WVSU
- Snapshot of MEC
- Investment in Athletics
- Program Growth

Sports at WVSU

Men	Women
Football	Volleyball
Baseball	Softball
Basketball	Basketball
Tennis	Tennis
Golf	Cross Country
	Soccer

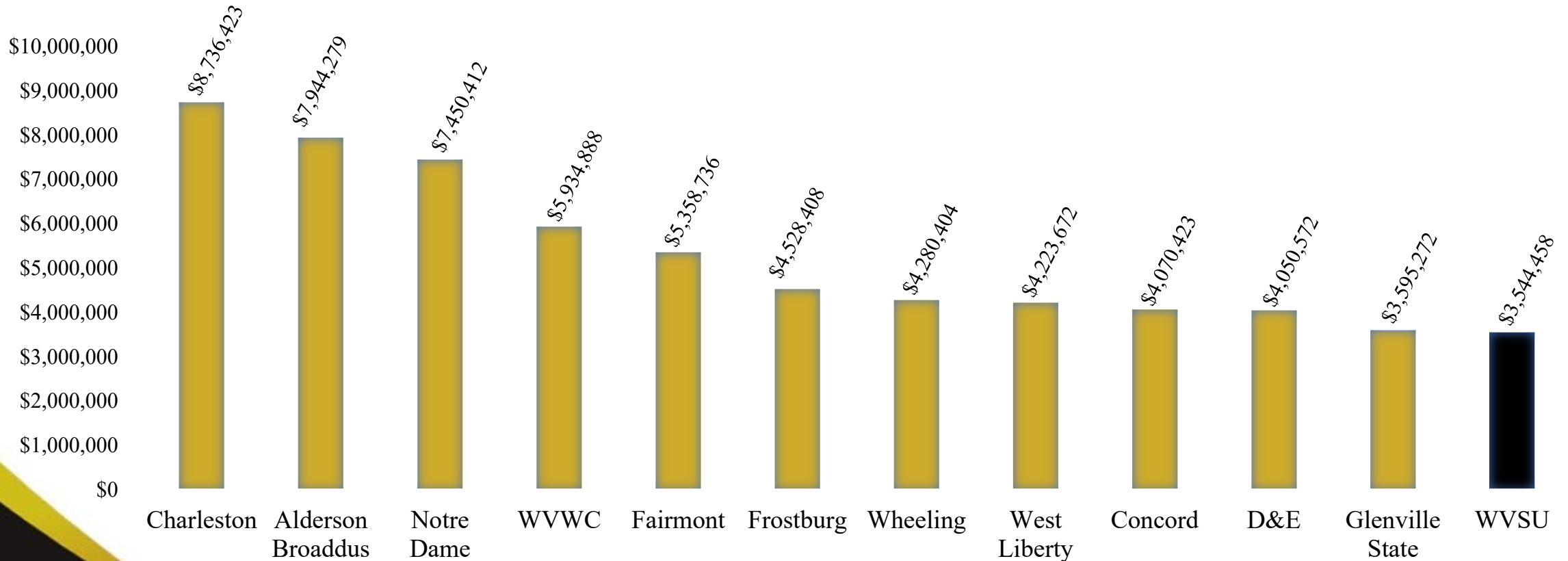
2020-2021 Recap

- Four Regular Season MEC Championships
- One MEC Tournament Championship
- Two NCAA Tournament Appearances
- 3.1 cumulative GPA in Spring 2021 term
- Record 63% of student-athletes earned a 3.0 GPA or higher

Number of Student-Athletes

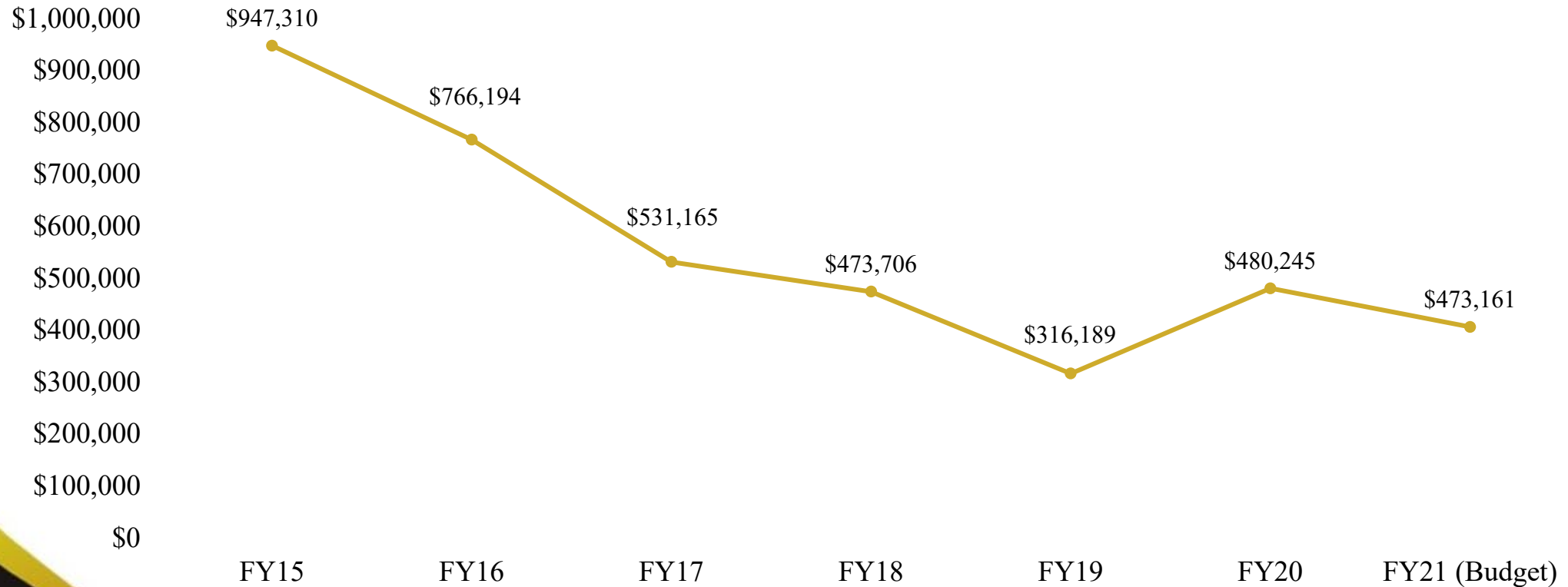
Sport	Returners	Newcomers	Fall 21 Student-Athletes
Football	64	42	106
Baseball	39	11	50
Women's Soccer	18	9	27
Men's Basketball	11	9	20
Volleyball	19	9	28
Women's Basketball	12	5	17
Softball	14	8	22
Women's Tennis	5	3	8
Men's Tennis	5	5	10
Men's Golf	1	4	5
Women's Cross Country	2	3	5
Total	190	108	298

Snapshot of MEC



Operations – Actual Expense

University's investment in Athletics

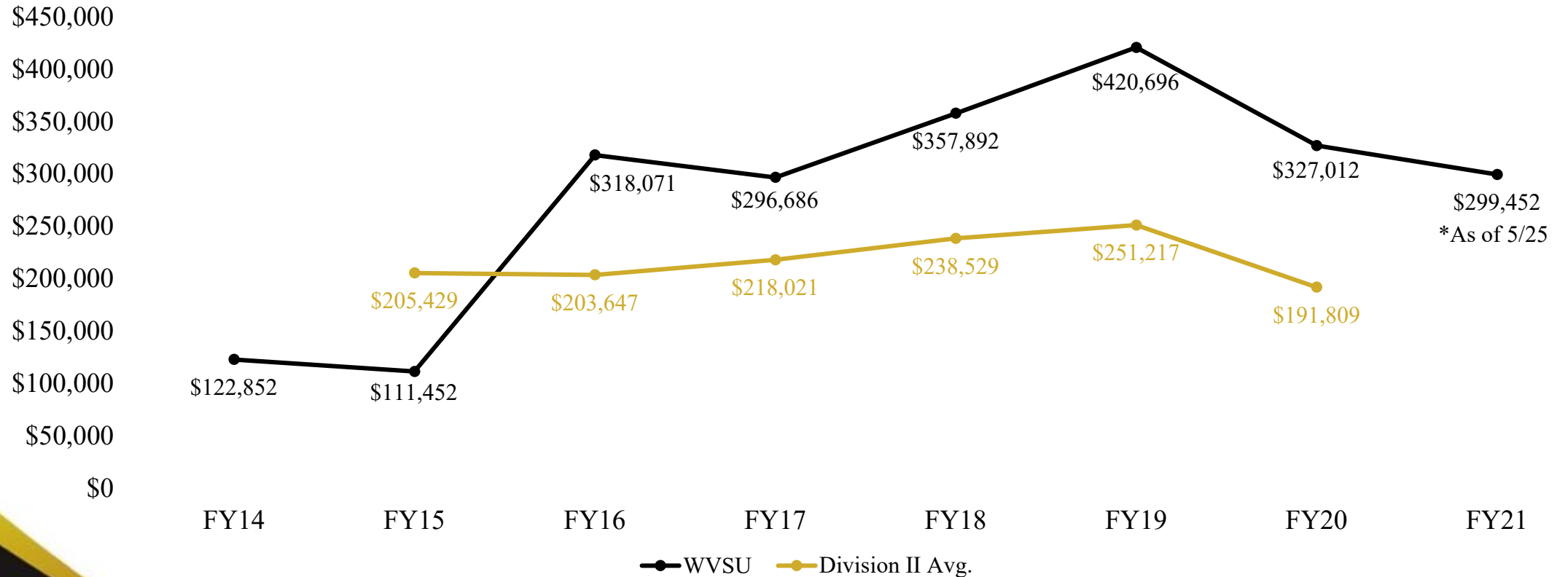


Expense Breakdown

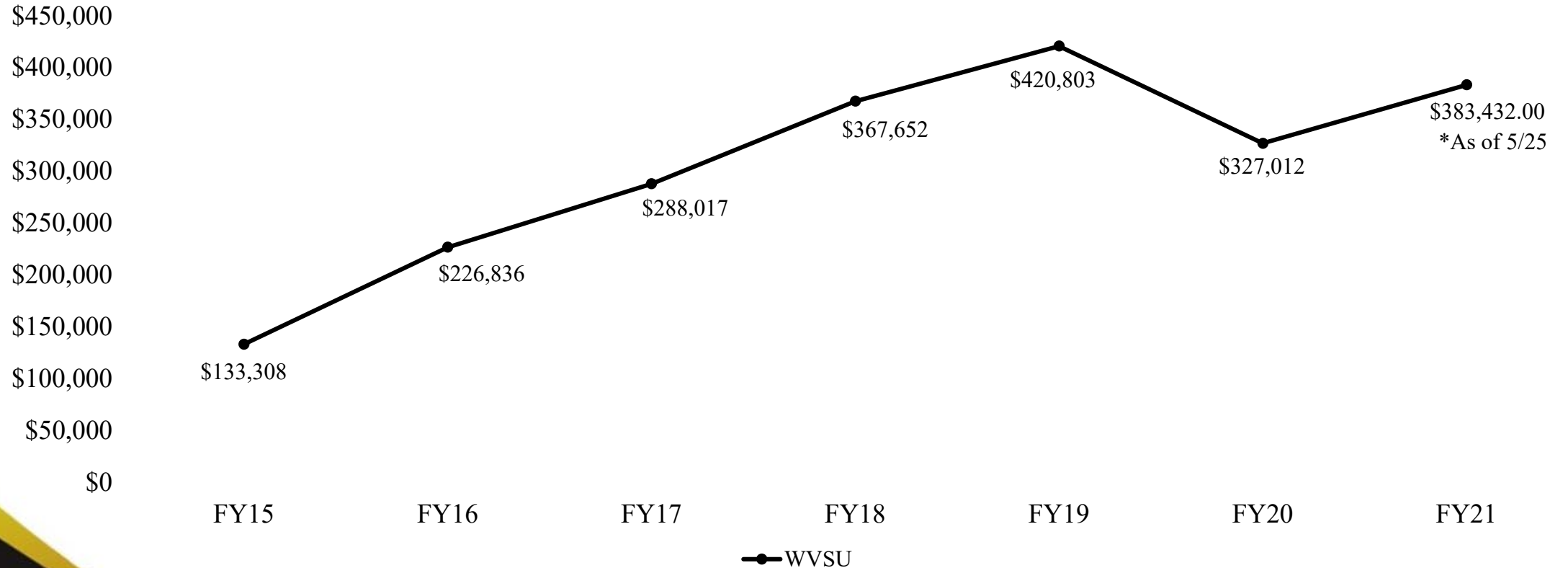
Athletic Admin. Budget - \$111,045

Budget Item	Amount
Conference Dues	\$25,000
Transportation/Vans	\$45,000
Officials	\$53,000
BRIM	\$24,000
Website	\$5,000
Copier	\$3,500
Water	\$1,000
Gas	\$500
Total	\$157,000

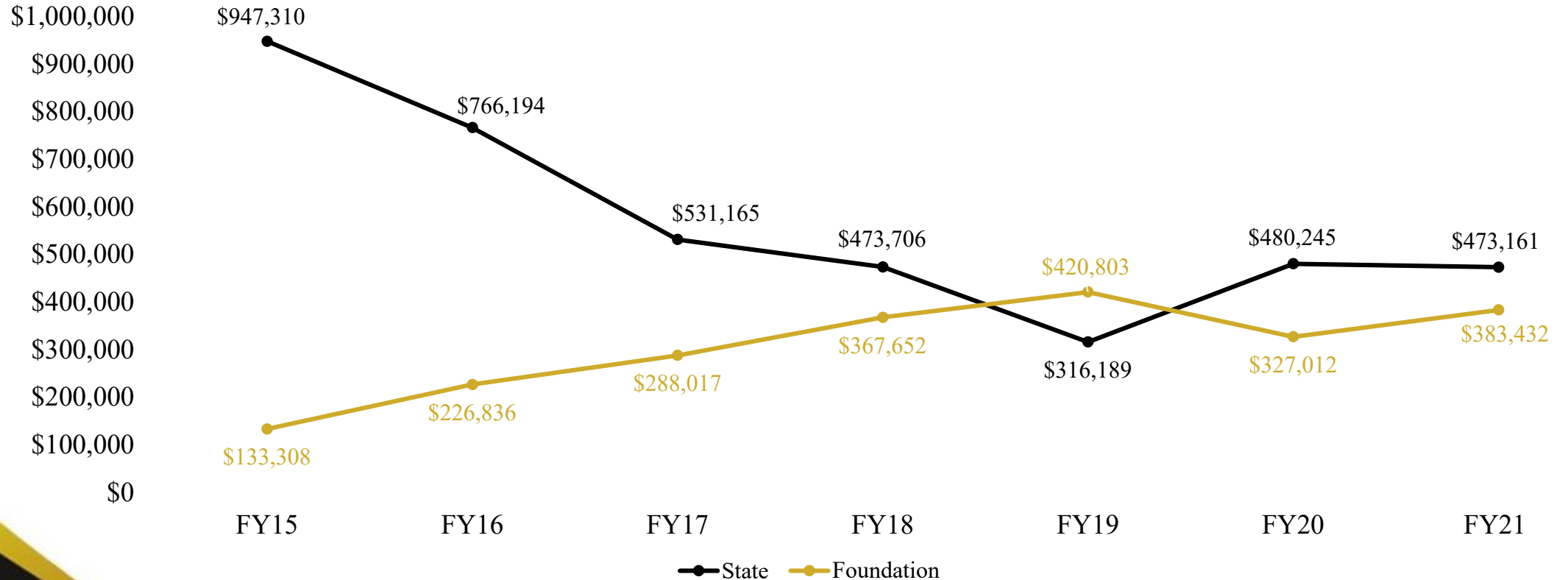
Development - Revenue



Development - Expense



Expenses Breakdown



Acrobatics & Tumbling

- An NCAA emerging sport
- 38 programs currently
 - 27 Division II members
 - 8 MEC members
- Large roster size – 25-35 student-athletes
- Low start-up costs
- No new facility needs
- Title IX compliant

Acrobatics & Tumbling

	Year 1	Year 2	Year 3
Student-Athletes	18	25	25
Equipment	\$12,500	\$2,500	\$2,500
Operations	\$35,000	\$35,000	\$35,000
Dues	\$3,250	\$3,250	\$3,250
Salary	\$40,000	\$40,000	\$40,000
Scholarships	\$100,000	\$125,000	\$125,000
Total Costs	\$190,750	\$205,750	\$205,750
Gross Revenue	\$388,250	\$548,595	\$548,895
Net Revenue	\$197,500	\$342,845	\$342,845

Outdoor Track & Field

- 8 MEC members
- Large roster size – 65-90 student-athletes
- Dollar for dollar, the best sport for a University
- New Track & Field facility: \$1,750,000 +/- 10%

Outdoor Track & Field

	Years 1-3	Year 4-6
Student-Athletes	50	75
Equipment	\$65,000	\$65,000
Operations	\$65,000	\$65,000
Salary	\$80,000	\$80,000
Scholarships	\$350,000	\$500,000
Total Costs	\$560,000	\$710,000
Gross Revenue	\$1,097,190	\$1,713,169
Net Revenue	\$537,190	\$1,003,169

Questions

West Virginia State University

TITLE: PROTECTION OF MINORS

Purpose

Section 1. General

- 1.1** Scope: The West Virginia State University has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. The University recognizes that children are a valued part of the campus community and is committed to providing appropriate supervision to minors who are involved in University-sponsored programs both on and off campus and for non-University sponsored programs held on the University's campus.
- 1.2** Authority: W. Va. §18B-1-6.
- 1.3** Application: This policy applies to activities and programs in which minors will be physically present and participating, either taking place on the University campus or under the authority and/or direction of the University at other locations. This policy also applies to visitors or guests using University facilities who must provide to the sponsoring University unit satisfactory evidence of compliance with all of the requirements of this policy prior to, and when necessary during, the scheduled program or activity. This policy does not apply to general public events where parents/legal guardians are invited and are expected to accompany and provide supervision to minors in their care.
- 1.4** Effective Date:

Section 2. Definitions.

- 2.1** Authorized Adult. An individual, age 18 and older, paid or unpaid, who supervises, chaperones, or otherwise works with minors in program activities, or recreational, and/or residential facilities. This includes but is not limited to: faculty, employees, student employees, staff, volunteers, graduate and undergraduate students, interns, employees provided by temporary agencies, and independent contractors/consultants. The role of authorized adult may include positions such as counselors, mentors, chaperones, coaches, instructors, and other similarly situated persons.
- 2.2** Campus. All domestic real property owned or leased by the University.
- 2.3** Child Abuse. Child Abuse or Neglect” means Sexual Abuse, physical injury, mental or emotional injury, sale or attempted sale, negligent treatment or maltreatment of a child by an adult, any other act that endangers or attempts to endanger the health, safety, or well-

being of a child, or anything else that is otherwise prohibited by a West Virginia law intended to protect children.

- 2.4 Legal Guardian. Any person appointed under applicable law to have the care and management of the person, the estate, or both of a minor.
- 2.5 Mandatory Reporters. A category of people derived defined in West Virginia Code who are by West Virginia law to report any type of Child Abuse or Neglect, including physical or Sexual Abuse, in accordance with W. Va. Code §§ 49-2801 to -814 (2017). Mandatory Reporters include but are not limited to: Any medical, dental, or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law-enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer of an entity that provides organized activities for children, or commercial film or photographic print processor who has reasonable cause to suspect that a child is neglected or abused.
 - 2.5.a. For the purposes of this policy all faculty, staff and volunteers of the University and its affiliated entities are considered Mandatory Reporters.
- 2.6 Minors. Persons under the age of eighteen (18) who are not enrolled or accepted for enrollment at the University as a student. The term “minors” and “children” are used interchangeably in this policy.
- 2.7 One-On-One Contact. Personal, unsupervised interaction between any authorized adult and a single participant minor without at least one other authorized adult, parent or legal guardian being present. Such contact is to be avoided by all adults on campus, whether considered an “authorized adult” under this policy or not.
- 2.8 Parent. The natural parent or adoptive parent as recognized under the law, of a minor child whose parental rights and responsibilities have not been terminated under applicable law.
- 2.9 Programs. Programs and activities offered by various academic or administrative units of the University, whether on University property or not, or by non-University groups using University facilities. This includes but is not limited to workshops, sports camps, academic camps, conferences, pre-enrollment visits, Extension activities, and other similar activities.
- 2.10 Program Participants. Minors who are involved in University-sponsored programs both on and off campus and for non-University sponsored programs held on the University’s campus.
- 2.11 Sponsoring Unit. The academic or administrative unit of the University which offers a program or gives approval for housing or use of facilities.

- 2.12 Works with Minors. Participation in any of the activities identified in this document in which an adult has the potential to work with and/or be alone with a minor, unless the adult is the parent, legal guardian or a person entrusted by the parent or legal guardian of a minor with the care of the minor.

Section 3. Reporting Child Abuse or Neglect.

- 3.1 If any Member of the University Community observes, or has reasonable cause to suspect, any type of Child Abuse or Neglect, including physical or Sexual Abuse, he or she must immediately report the circumstances to the Title IX Coordinator at:

Office of EEO/Title IX Business Hours of Operation

Monday thru Friday 8:30 AM - 5:00 PM.

Contact the Coordinator at:

416 Wallace Hall;

carolyn.stuart@wvstateu.edu;

304-204-4018.

Non-Work Hour Access:

For Title IX emergencies occurring after business hours, on weekends, or during school closures access the following resources for assistance:

Title IX emergency phone: 304-533-5392

The University Police Department: 304-766-3181

- 3.2 Under West Virginia state law, some individuals are considered Mandatory Reporters. Mandatory Reporters are required by West Virginia law to report any type of Child Abuse or Neglect, including physical or Sexual Abuse, in accordance with W. Va. Code §§ 49-2801 to -814 (2017).

- 3.2.1 In cases involving a Mandatory Reporter, reports of Child Abuse or Neglect should be immediately reported to each of the following:

3.2.1.1 West Virginia Department of Health and Human Resources or by contacting the Child Abuse and Neglect Hotline (1-800-352-6513), seven days a week, twenty-four hours a day;¹

3.2.1.2 West Virginia State Police at 304-293-6400 (Crimes Against Children Unit);

3.2.1.3 West Virginia State University Police Department at 304-766-3181 or other appropriate law enforcement agency; and

3.2.1.4 If the Reporter is a Member of the University Community, the Title IX Coordinator 304-204-4018.

- 3.2.1.5 A mandatory reporter making such a report should also notify the person in charge of the program, if any.
- 3.3 Upon receiving a report, the University's Title IX Coordinator shall take immediate action in order to protect children present on the University campus or participating in University sponsored programs.
- 3.4 The University's reporting requirements within this Rule do not supersede the requirements placed on individuals by law. West Virginia's mandatory reporting obligations can currently be found at W. Va. Code §§ 49-2-801 to -814 (2017), which can be found at: <http://www.legis.state.wv.us/WVCODE/Code.cfm>.
- 3.5 Under West Virginia law, an individual that reports an incident of Child Abuse or Neglect in good faith is immune from civil or criminal liability.
 - 3.5.1 Additionally, no individual may retaliate against any person who makes a good faith report of Child Abuse or Neglect, any person who assists in the investigation of a report of Child Abuse or Neglect, or a witness to Child Abuse or Neglect.

Section 4. Requirements.

4.1. Sponsoring Unit

A Sponsoring Unit offering or approving a program which involves minors or provides University housing for minors participating in a program, or a non-University group utilizing the University for a program involving minors, whether utilizing University housing or not, shall abide by this policy. Those who do not meet the proscribed standards of behavior may be asked to leave the campus.

4.2. Minors

- 4.2.a. All minors, whether participating in a University program or a program taking place on the University campus, must provide a waiver or release form signed by a parent or legal guardian prior to their participation in a program or activity. The parent or legal guardian must also provide a medical treatment authorization form on behalf of the minor.
- 4.2.b. All minors who are participating in a University program or a program taking place on the University campus must be supervised by an authorized adult(s) at all times while they are participating in that program.
- 4.2.c. All minors participating in a University program or a program taking place on University property are permitted in the general use facilities (i.e. athletic fields, public spaces, academic buildings, food services areas, etc.) but may be restricted

from certain areas of the campus facilities or from utilizing certain equipment (i.e. storage rooms, equipment rooms, research laboratories, etc.).

4.3. Pre-High School Age Children

4.3.a All minors 13 years of age and younger visiting the University campus, including the children of employees and students, must be escorted or supervised at all times by parent/legal guardian or an authorized adult. It is the responsibility of the parents, legal guardians or other authorized adults to make the appropriate arrangements in agreement with this policy.

4.4. High School Age Children

4.4.a. Visiting minors, 14 years of age or older, may utilize University facilities open to the public, such as the library, University Bookstore, dining facilities, etc., as long as they meet the same standards of behavior expected of the enrolled students found in the University Student Handbook.

4.4.b. When high school students under the age of 18, including prospective student athletes, are participating in pre-enrollment visitations to campus, the requirement for them to be escorted by an authorized adult will be waived. However, the standards of behavior expected of the enrolled students found in the University Student Handbook and the “Conduct Requirements” section of this policy is to be adhered to strictly.

4.5. Programs

4.5.a. All programs shall maintain an up-to-date list of all program times and dates, locations, attendance information (names, ages and emergency contacts for program participants), and a program contact, so that in the event of an emergency, appropriate measures may be taken. All programs must establish a procedure for the notification of a program participant’s parent/legal guardian in the case of an emergency, which might include medical or behavioral issues involving the minor, or changes in the program due to unforeseen and significant disruptions. Parent/legal guardians must also be given contact information in a manner in which the program participant can be contacted while the program is in session.

4.5.b. All programs must provide adequate supervision of minors while they are on University property. All programs involving minors must be supervised by one or more authorized adults or by their parent(s) or legal guardian(s) at all times.

4.5.c. All programs must provide and supervise trained authorized adults who must be at least 18 years of age. Documentation that the authorized adults have taken the training required by this policy should be maintained by a designated and identified member of the program's organizing team.

- 4.5.d. All programs must establish a procedure for the pick-up and drop-off of program participants, specifying times and locations. No program participant shall be released to any person other than his or her parent or legal guardian without prior written authorization that the minor can be released to an entrusted adult. The authorized adult(s) overseeing the pick-up and drop-off of program participants shall remain at the specified location until all minors have been released to an entrusted adult.
- 4.6. Minors brought to campus that are not participating in a University Program
 - 4.6.a. Minors brought to campus by an employee, student, or visitor, and who are not participating in a University program, are the sole responsibility of the employee, student, or visitor. The person bringing the child to campus is responsible for all aspects of the minor's behavior including the minor's safety and is financially responsible for any damages caused by the minor.
 - 4.6.b. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised minors.

Section 5. Training, Checks and Volunteers

- 5.1. Training: Each authorized adult, who is not the minor's parent, legal guardian or an entrusted adult of the parent or legal guardian, who will be participating with minors in a program or activity, shall complete mandatory training in the conduct and reporting requirements of this policy. This training is given to maximize the protection of minors from abuse of any kind. The appropriate vice president or area director may enhance and/or supplement the required training program to meet specific needs of the particular program or activity involved.
- 5.2. Background Checks: Authorized adults (including but not limited to, University employees, students, independent contractors and/or other volunteers) who are working with programs in which minors will be physically present must comply with the University's Background Check Administrative Procedures.
- 5.3. Volunteers: Authorized adults who are volunteers of the University or its affiliated entities who are working with programs in which minors will be physically present must comply with the University's Background Check Administrative Procedures and the University's Administrative Procedures for Volunteers.

Section 6. Conduct

- 6.3.a All authorized adults, participating in programs and activities covered by this policy, shall at all times be in compliance with the laws, rules and policies governing the University, as well as the following:

- 6.3.a.1 Not engage in abusive conduct of any kind toward, or in the presence of, a minor. For example, no authorized adult shall strike, hit, administer corporal punishment or touch in an inappropriate or illegal manner, any minor.
- 6.3.a.2. Not possess fireworks, firearms, knives, and other weapons, unless being used for an officially sanctioned and approved instructional program.
- 6.3.a.3. Not transport minors, except as specifically authorized in writing by the minor's parent or legal guardian.
- 6.3.a.4. Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during such programs or activities.
- 6.3.a.5. Not possess, have within reach and/or share sexually-oriented or other inappropriate printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to minors participating in programs or activities covered by this policy or assist them in any way in gaining access to such materials. The one exception would be legitimate sexual education programs in which the minor's parents or legal guardians have given prior written consent.
- 6.3.a.6. Not continue to participate in programs or activities if an allegation of inappropriate conduct has been made against an authorized adult covered by this policy until such allegation has been satisfactorily resolved and future participation in programs is permitted by the University.
- 6.3.a.7. Not engage in any activity that the University deems inappropriate.
- 6.3.b. The following behavioral expectations apply to authorized adults, but shall not be rigidly applied to enrolled University students:
 - 6.3.b.1. Not have one-on-one contact with minors. In general, it is required that two or more adult participants will be involved in activities where minors are present.
 - 6.3.b.2. Have separate accommodations from the minors. An authorized adult should not enter a minor's room, bathroom facility, or similar area without another authorized adult in attendance.
 - 6.3.b.3. Not take photographs or digital images of minors without prior permission from the minor's parents or legal guardian.
 - 6.3.b.4. Not engage in private communication not pertaining to program matters with a minor by email, text message or social media at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the University.

- 6.3.b.5. Not meet with minors outside of established times for program activities. Any exceptions require written parental or legal guardian authorization and must include more than one authorized adult from the program.

Section 7. Third Party Programs held on University Property

- 7.1. Third Parties sponsoring programs involving minors and using University facilities shall operate within the guidelines of this Policy.

Section 8. Reporting Requirements

- 8.1 Any person who witnesses any form of child abuse, inappropriate conduct or a violation of this policy shall report the incident as outlined in the policy. Child Abuse or Neglect” means sexual abuse, physical injury, mental or emotional injury, sale or attempted sale, negligent treatment or maltreatment of a child by an adult, any other act that endangers or attempts to endanger the health, safety, or well-being of a child, or anything else that is otherwise prohibited by a West Virginia law intended to protect children and as further defined below:
 - 8.1.a. Physical Abuse: acts or omissions that cause, or fail to prevent, a serious physical injury to a minor.
 - 8.1.b.. Sexual Abuse: rape, sexual assault, molestation, incest, indecent exposure, or exploiting a child in a manner in which the child is used for gratification or sexual enjoyment by another person.
 - 8.1.c. Emotional or Mental Abuse: actions or omissions that have an actual or likely severe negative impact on a child’s emotional and behavioral development.
 - 8.1.d. Neglect: a severe or persistent failure to provide for a minor’s physical, emotional or basic needs.
- 8.2. Authorized Adults: Authorized adults participating in programs covered by this policy shall report an incident of known or suspected child abuse, or the threat of child abuse, in two ways:
 - 8.2.a. Report the incident to appropriate authorities:
 - 8.2.a.1. If the University program is on campus, report the incident to The University Police Department.
 - 8.2.a.2. If the University program is off-campus but the host facility/location does not have a standard of practice for handling such incidents, report the incident to The University Police Department.
 - 8.2.a.3. If the University program is off-campus and the host facility/location has a standard of practice for handling such incidents, report the incident to the

appropriate authorities for that physical location and to The University Police Department.

8.2.a.4. Notify the person in charge of the program, if any. If that person is a University student, or there is no clear person in charge of the program, also report the incident to the head of the University unit/department under which that program falls.

8.3. Any individual not otherwise identified in this policy who knows or suspects that child abuse has occurred or that a threat of such abuse exists shall report such abuse or threat:

8.3.a. to The University Police Department, if the conduct occurred during a University program on-campus, or at a University program off-campus where the host facility/location does not have a standard of practice for handling such incidents;
or

8.3.b. to the appropriate authorities for the location, if the conduct occurred during a University program off-campus and that site has a standard of practice for handling such incidents.

8.4. Any person who witnesses a violation of this policy shall report such violation to The University Police Department or, if off-campus where the site has a standard of practice for handling such incidents, the appropriate authorities for that physical location and notify the person in charge of the program. If that person is a University student, or there is no clear person in charge of the program to the head of the University unit/department under which that program falls.

8.5. Other Considerations

8.5.a. Individuals who witness or suspect child abuse should not conduct an investigation or delay in notifying the appropriate authorities. Such actions could taint any appropriate criminal or administrative investigation and render evidence inadmissible.

8.5.b. Authorized adults should consider the safety of minors participating in programs above all other program requirements. It may be necessary to remove minors from abusive or potentially abusive situations. In such a case, The University Police Department must be notified immediately.

8.5.c. When an authorized adult or other person has been alleged to engage in inappropriate conduct with a minor, that individual must discontinue any further participation in programs covered by this policy until such allegation has been satisfactorily resolved and he or she has been given written permission by the University to participate again in programs. Resolution of the allegation will involve appropriate investigatory steps, and any written permission to continue participation (or participate in the future) in a program covered by this policy must be coordinated with the Office of Legal Affairs.

- 8.5.d. Upon receipt of any notification of alleged inappropriate or dangerous conduct or situations involving minor(s), The University Police Department will take immediate steps to ensure the safety of the minor(s) in question. The University Police Department may initiate an investigation in accordance with all federal and state requirements in effect at the time of the incident, and will contact additional law enforcement agencies, emergency responders, and social service agencies as deemed appropriate and/or legally required under the circumstances.
- 8.5.e. The University Police Department will report all incidents of alleged inappropriate conduct involving minors as required by federal, state or local requirements.

Section 9. Interaction with Other Standards, Practices or Requirements

- 9.1. Nothing in this policy is meant to supersede or replace the standards of practice of other entities in responding to child abuse, suspected incidents of child abuse or threats of child abuse. Satisfying the requirements of this policy does not relieve a person from any obligation he or she may have to follow or the protocols of another entity that may apply to the particular incident. Additionally, individual University units maintain the discretion to impose other reasonable safety measures beyond those required by this policy on University programs they sponsor or oversee.

Cabinet Position and Department: Office of General Counsel

**Board of Governors
Advancement and External Affairs Committee
Dr. Ann Brothers Smith Conference Room, Keith Scholars Hall
Thursday, June 17, 2021
9-10 a.m.**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order | Ann Brothers Smith |
| II. Roll Call | Kristin Marsalek |
| III. Verification of Appropriate Notice of Public Meeting | Ann Brothers Smith |
| IV. Election of Committee Chair (<i>Action Required</i>) | Ann Brothers Smith |
| V. Approval of April 23, 2021 Meeting Minutes (<i>Action Required</i>) <ul style="list-style-type: none">• Institutional Advancement Committee | Committee Chair |
| VI. Fiscal Year-End Giving Plan and Projections | M. Sue Woodward |
| VII. Alumni Engagement Strategies | Belinda Fuller |
| VIII. Approval of Policies (<i>Action Required</i>) <ul style="list-style-type: none">a. Alumni and Donor Privacyb. Fundraising Guidelines for University Units, Organizations and Affiliated Entitiesc. Procedure for Requesting a Memorial Resolution, Citation or Tribute | Patricia Schumann |
| IX. Adjournment | Committee Chair |

**Board of Governors
West Virginia State University
Advancement and External Affairs**

Date/Time: 6/17/2021 -- 9:00 AM

Location:

Judge Damon J. Keith Scholars Hall, Dr. Ann Brothers Smith Conference Room

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:34:52 PM

MEETING MINUTES
West Virginia State University Board of Governors
Institutional Advancement Committee
James C. Wilson University Union and Zoom
April 23, 2021
11:15 a.m.

I. Call to Order

Mr. Jones called the meeting of the Institutional Advancement Committee to order at 11:15 a.m.

II. Roll Call

The clerk called the roll. Members present were Mr. Jones, Dr. Smith, Mr. Flores, Mr. Davis, Mr. Gray, Dr. Vaughan, and Mr. Buchanan. Members absent were Mr. Kelley, Mr. Raines, Mr. Payne, Mrs. Pitchford, and Ms. Harper.

III. Verification of Appropriate Notice of Public Meeting

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

IV. Review and Approval of Minutes of Previous Meeting

Mr. Gray motioned for approval of the minutes for the October 22, 2020 meeting. The motion was seconded by Dr. Smith, and the motion carried.

V. FY2021 Third Quarter Gift Report

Ms. Patricia Schumann, Vice President for University Advancement, opened the presentation by highlighting the substantial increase in gifts received as of March 31, 2021 compared with the same date in 2020. With regard to pledges, the FY2020 year to date total was \$150,850, whereas FY2021 totaled \$795,176 (which represents an increase of 427%). With regard to Cash Gifts, the year to date total in FY2020 was \$733,568, whereas the FY2021 figure stands at \$1,311,134 (a 79% increase). Additionally, Total Giving increased from \$884,418 on March 31, 2020 to \$2,117,085 in 2021 (a 139% overall increase). Donor participation has also experienced a considerable uptick, going from 789 in FY2020 to 1,699 in FY2021 (an increase of 115%). Ms. Schumann explained the momentum is primarily driven by increases in larger gifts. Ms. Schumann also shared alumni participation has also increased substantially since last year; currently 3.4% of alumni have given this year, compared with 2.17% as of March 31, 2020. Last year the total alumni participation rate as of June 30 was 2.4%. The success of the Homecoming and Athletics Week of Giving campaigns last fall, as well as the very successful Day of Giving campaign in March, have contributed to this increase.

With regard to Gift Types, Ms. Schumann emphasized that the upsurge in major gifts, corporation and foundation giving, and planned gift commitments all serve to contribute to both the overall increase in giving/average gift size this year and the long term financial health of the university. The increase in giving to endowment is important for the long-term financial stability of the university. The Title III Endowment Matching Program and planned gift commitments were all targeted toward endowment.

Mr. Jones requested that Ms. Schumann further explain endowments and address the substantial endowment increase in detail. Ms. Schumann replied gifts to endowment might come from a variety of sources. The WVSU Foundation has a number of memorial scholarships, which often receive small gifts in memory of the individuals for whom the scholarships are named. Major gift commitments can also go directly to endowed funds. With Dr. Pride's leadership and the

introduction of the Title III Endowment Matching Program, several donors readily took advantage of the \$225,000 in matching funds available this year. Ms. Schumann also reiterated that when donors make planned gift commitments, they are primarily looking at permanent funds. Once funds are established, they generate income for the university in perpetuity.

Dr. Smith inquired about the strategies involved that have translated to such a considerable increase in money received. Ms. Schumann stated that while staff had not increased, there has been an increased focus on major and planned gifts. The Title III Endowment Matching Program has been an effective tool in generating interest in giving to endowment. Major gift activity has also benefitted from the momentum of having a new president. While travel is limited, educational presentations for foundation board members and philanthropic sessions for alumni and friends were shared in the fall of 2020. Ms. Schumann stated she, Ms. Sue Woodward and Dr. Pride have had opportunities to engage in conversations that led to gifts. Furthermore, Ms. Schumann emphasized the evolution of WVSU's Day of Giving. When the Day of Giving initiative began in 2016, it primarily served as a marketing campaign. By 2021, Day of Giving has evolved into an event that affords major gift opportunities; the ability to announce a new gift commitment proved highly effective this spring.

Dr. Smith praised the acquisition of the crowdfunding platform and expressed appreciation for its ease of use and the donor wall's ability to promote healthy competition. Dr. Smith reiterated the platform made WVSU's virtual homecoming a great success. Essentially, more money was raised by not having an in-person homecoming. Mr. Jones seconded Dr. Smith's assessment. Ms. Schumann agreed that crowdfunding represents an exciting new tool in WVSU's fundraising arsenal. Every campaign has led to greater understanding of the platform's capabilities. Additionally, the power of peer-to-peer competition through the platform has led to increased participation in giving. As major gifts were announced on the Day of Giving, those gifts were then uploaded to the donor wall with the donors' permission.

While crowdfunding brings WVSU tremendous opportunity, it remains imperative to implement a variety of strategies as prospective donors often respond differently to various methods. Ms. Schumann then shared an abbreviated history of WVSU's highlighted giving days, which have been held on Founders Day in March, on the nationally recognized Giving Tuesday after Thanksgiving, or both. What initially began as a simple direct mail and email campaign has grown from 117 donors contributing \$11,772 in 2016 to 287 donors contributing more than \$500,000 in 2021. Over the past several years, the philanthropy market on Giving Tuesday has become increasingly saturated as more and more non-profits attempt to engage prospective donors. Ms. Schumann stated that this saturation, as well as the intense giving activity that had taken place throughout fall 2020, prompted WVSU to renew focus on WVSU's Founder's Day. Day of Giving 2021 incorporated the entire campus - all colleges, board members, faculty, staff, etc. Ms. Schumann also stated planning and work with major gift donors took place over a three-month period and that careful cultivation paid off. Day of Giving 2021 raised \$500,064. Three hundred and three gifts were received from 287 donors (62 brand new donors). Gifts benefitted multiple projects, and some donors gave more than once over the course of the day. Ms. Schumann expressed gratitude to the University Relations team as they provided great support to this endeavor - the event received coverage on three local media stations, social media, etc. Dr. Smith inquired about the difference between the Presidential Scholarship Fund, the WVSU Fund and the WVSU Scholarship Fund. Ms. Schumann responded that for Day of Giving unrestricted funds were highlighted. WVSU Foundation scholarships all have criteria established by the donors, i.e., required major, required GPA, but every year there are students in need who don't fit into those designated parameters. The WVSU Scholarship Fund fills those gaps. Ms. Schumann also extended credit to college deans and their involvement in Day of Giving 2021.

The individual college giving pages created for Day of Giving are expected to become evergreen so that graduates/students will have the opportunity to support their respective colleges. Ms. Schumann concluded that Athletics also experienced substantial success with Day of Giving participation.

Mr. Jones inquired about the original goal that was set for Day of Giving 2021. Ms. Schumann stated while \$300,000 was the published goal, there was always an internal goal that WVSU could achieve more. Because of this year's success, Ms. Schumann expressed her belief that next year's Day of Giving goal will be considerably higher.

VI. Adjournment

Dr. Vaughan moved for adjournment and the motion was seconded by Mr. Davis. With there being no further business, the meeting adjourned at 11:43 a.m.

Respectfully submitted by – Kristin Marsalek, Committee Clerk, April 28, 2021.

Approved by:

Patricia Schumann
Vice President for University Advancement
Institutional Advancement Committee Administrator

Fiscal Year-End Giving Plan and Projections

Board of Governors Meeting
Advancement and External Affairs Committee
M. Sue Woodward
June 17, 2021



Monthly Gift Report

May 31, 2021

	FY2020 YTD	FY2021 YTD	+/-
Pledges	\$150,900.00	\$929,806.02	516%
Cash Gifts	\$825,395.06	\$1,442,191.13	75%
Gifts in Kind	\$0.00	\$10,904.99	NA
Total Giving	\$976,295.06	\$2,382,902.14	144%

Monthly Gift Report

May 31, 2021

	FY2020	FY2021	+ / -
Number of Donors	880	1,761	101%
Number of Gifts	3,355	4,570	36%
Average Gift	\$291.00	\$521.42	79%
Number of Alumni	420	633	51%
Alumni Participation	2.37%	3.6%	47%

Fiscal 2021 Year-End Annual Giving Efforts

- President's Circle Renewal Letters
- President's Circle Upgrade Letters
- Tower Club Upgrade Letters
- Pledge Reminder Letters

Fiscal 2021 Year-End Annual Giving Efforts

- Video sent to alumni and friends with known email addresses featuring students – many from the recent graduation – sharing “Because of You” and the ongoing need for support
- Appeal letters to alumni and friends without email addresses with same messaging
- Social media posts of email video through the crowdfunding platform

Major, Corporate and Foundation Gifts in the Pipeline

Major Gift Proposals: 7	\$ 329,000
Corporate Proposals: 1	\$ 20,000
Foundation Proposals: 2	\$ 355,000
 Total	 \$694,000

Questions

Alumni Engagement Strategies

Board of Governors Meeting
Advancement and External Affairs Committee
Belinda Fuller
June 17, 2021

Alumni Relations Goals for Engagement

- Increase the number of alumni engaged in support of the University
 - Current alumni participation rate is 3.6%; the goal for FY2022 is 5.0%
 - Engage local alumni, many of whom are former commuter students
 - Identify young alumni ambassadors to aid in the giving message to their peers

Alumni Relations Goals for Engagement

- Identify and build upon internal and external engagement opportunities that appeal to our diverse alumni population
 - Emphasis on West Virginia alumni - 12,919 out of 17,957 live in West Virginia

West Virginia	12919
Ohio	600
Virginia	483
North Carolina	476
Florida	465
Maryland	438
Georgia	275
Pennsylvania	268
South Carolina	249
Texas	207
Michigan	190
New York	179
California	172
District of Columbia	139

Kentucky	133
New Jersey	131
Tennessee	124
Illinois	110
Indiana	68
Alabama	42
Missouri	34
Massachusetts	34
Delaware	32
Arizona	31
Unknown	30
Nevada	30
Connecticut	28
Colorado	28
Louisiana	24

Mississippi	21
Washington	20
Oklahoma	19
Minnesota	14
Kansas	13
Wisconsin	10
Oregon	8
New Mexico	8
Iowa	7
Nebraska	6
Maine	5
Hawaii	5
Rhode Island	4
Montana	4
Arkansas	4

AE - Arab	3
Virgin Island	2
Utah	2
Ontario	2
North Dakota	2
New Hampshire	2
Idaho	2
AP - Asia	2
Wyoming	1
Vermont	1
Greece	1
British Columbia	1
Alberta	1
AA - Aruba	1

Communications

Engage alumni through effective communications about the university, its alumni, and opportunities to participate

- University Publications
 - State Magazine
 - Points of Pride
- The Buzz monthly e-newsletter
- Social media
- Invitations to participate in campus and regional events
- Surveys and other means to gauge alumni interests

Volunteer Opportunities

Collaborate with university departments to elevate and enhance engagement opportunities for alumni

- Student Mentorship
- Speaking in Classes and at Conferences
- Service on University Committees
 - 130th Anniversary Planning Committee
 - Presidential Inauguration Planning Committee

Volunteer Opportunities

- Board Service
 - College Advisory Boards
 - Academic Program Advisory Boards
 - Board of Visitors
 - WVSU Foundation Board of Directors
- Athletics Program Support
 - Game day operations
 - Volunteer coaching
 - Feeding Teams

Volunteer Opportunities

- Alumni Organizations
 - National Alumni Association
 - National 'W' Club/Sports Hall of Fame
 - ROTC Hall of Fame
 - Greek Alumni Chapters

Volunteer Alumni Admissions Network (VAAN) Collaboration with the Office of Admissions

Goals

- Strengthen the university's recruitment support structure by assisting in recruitment and retention efforts
- Engage National Alumni Association chapters that are already active with student recruitment, support and mentoring
- Target non-traditional alumni (former commuter students) in West Virginia and other key recruitment areas

Volunteer Alumni Admissions Network (VAAN)

Expectations

- Yearly training required for all approved VAAN members
- Participation in Alumni Volunteer Engagement Opportunities
 - New Student Orientation (NSO) – Alumni panel for students and parents
 - How to make the most out of the Yellow Jacket experience
 - Involvement in Welcome Week - Connecting alumni with students
 - Pinning Ceremony during State Stride – engage diverse local alumni
 - Recruitment at College Fairs - all around the country

LiveAlumni - LinkedIn

- Innovative platform pulls latest, most accurate career data from LinkedIn and integrates with donor/alumni database – 8,214 alumni records were recently appended
- Recently utilized for the university's strategic planning process to identify alumni in business, industry, and government-related careers

LiveAlumni - LinkedIn

Benefits

- Identify alumni in their professions and locations for possible:
 - Speaking engagements
 - Student internships
 - Student mentorship opportunities
 - Graduate employment opportunities
 - Corporate partnerships
- Increase alumni engagement to aid in generating funds through personal and corporate gifts

Oral History Project

- Create an oral history of WVSU that will record alumni shared connections
- Strengthen the relationship alumni have with the university to keep them more engaged and willing to support the university
- Invite all alumni (especially those who haven't been engaged) to contribute stories and pictures about their experiences on campus and how State has impacted their lives

1976 FLORA ELLA WOODFIN

Degree: BA

School: College of Liberal Arts
Interviewed on 02/03/2020



I'M FROM A FAMILY OF EIGHT PEOPLE, AND I WAS the oldest girl. I wanted to leave home, and I was the first one who went to college and graduated. I was the first one with a degree. They were proud of me. My brother eventually got his degree in the Air Force. He retired as a teacher also. What stood out for me at Purdue was Harrison Hall. At the time, the Art Department wasn't a real big thing, but one of the teachers was proud that some people who came there for other subjects like engineering had become artists. We were a little community there in those ROTC barracks. The walk from Harrison Hall to the fine arts buildings required a lot of exercise. I enjoyed campus life. I was involved in a sorority, Delta Sigma Theta Sorority. When you leave a big family, you try to find a substitute family. I still kept in contact with some of my friends that I went to school with. It was in my sorority and my dorm that I found my college family.



1971 JEFFREY "JEFF" DODGE MILLER

Degree: BSIM

School: School of Management
Interviewed on 03/27/2020



I WAS THE FIRST ONE IN MY FAMILY OF ALL MY cousins and so forth to go to college, so it was a bit of an issue for my parents and for me to decide where I was going to go. I was directed by the counselors in my high school to study engineering, and Purdue's engineering school stood very high. When I enrolled in 1966, Purdue had two guys for every girl. Success was an important thing, and we were not coddled. After I graduated, I went into technical sales. It was good. Purdue turned out to be my son's number one school. I think I rubbed off on him.

1971 DR. DAVID "DAVE" GENE PENCE

Degree: DVM

School: College of Veterinary Medicine
Interviewed on 12/27/2019



MY SISTER WAS A YEAR AHEAD OF ME IN SCHOOL at Purdue, but she didn't complete her degree, so I was the first one in my family to graduate from college. They were fairly excited, especially in veterinary medicine, because I was in one of the earlier classes; before that, they had to go to Ohio State, Kansas State, or someplace for veterinary school. Purdue wasn't nearly as big then as it is now, but it was still a pretty good size compared to home.

Oral History Project

- No cost to the university
- Total project duration -12 months
- WVSU will gain updated alumni contact information
- Stories can be utilized for fundraising appeals, social media content, alumni spotlights, etc.

1963 THOMAS "TOM" ALBAN JACQUAY

Degree: BS

School: School of Mechanical Engineering
Interviewed on 02/18/2020

I WAS THE FIRST OF 11 CHILDREN WHO WENT to college, and Purdue was my choice. I'm a believer in Purdue. I chose Purdue because in my younger days I was mechanically inclined and I really liked working with things. Prior to Purdue, I was at Purdue Center in Fort Wayne. I spent my first two years there, and then I transferred to Purdue. It took me a while to graduate. I was earning money and all that. Between my junior and senior years, I was called for active duty to serve in the US Air Force in France. I went to France in 1961 and got married in 1962 as soon as I got discharged. I graduated in 1963 and went into a career in mechanical engineering. I was with International Harvester, which is now called Navistar. I worked on truck engineering with a specialty in engines. I was the first engineer starting in 1964 to work in the exhaust mission program, which was new for every company because of the California Air Resources Board regulations. I worked in that for the next 16 years. Then, I was into fuel economy on big diesel engines for heavy-duty trucks until I retired.

F
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generation



My wife Helen is my faithful Boilermaker supporter after 57 years of wedded bliss!



“ I chose Purdue because in my younger days I was mechanically inclined and I really liked working with things. ”

Questions

Title: ALUMNI AND DONOR PRIVACY

Section 1. General

- 1.1 Scope: West Virginia State University (WVSU) and University Advancement are committed to respecting the privacy of WVSU's alumni and donors. This privacy policy is adopted to ensure alumni and donors that none of their information will be shared with any third party, except as required by law (i.e., public records requests, subpoenas, and court orders), or to conduct business on behalf of WVSU (i.e., produce alumni directory, mail publication).
- 1.2 Application: This policy informs alumni, donors, and prospective donors of the way their information is used. University Advancement also provides individuals with the opportunity to remove their names from the mailing and email lists, if they desire to do so.
- 1.3 Authority: W. Va. 18B-1-6
- 1.4 Effective Date: [Text] (Initial effective date of policy. This is when it has received final approval for implementation.)

Section 2. Information Collected

- 2.1. Types of alumni and donor information that University Advancement collects and maintains:
 - 2.1.a. Contact information: name, phone number, email address; mailing address; work information
 - 2.1.b. Biographical information: date of birth, gender, name of spouse/partner, WVSU major and class year; alumni and volunteer activities
 - 2.1.c. Payment information: credit card number, expiration date, CVC, and billing information. *(See Section 3 about credit card information never being stored in WVSU files.)*
 - 2.1.d. Information the individual wishes to share: questions, comments, suggestions, and updates
 - 2.1.e. Requests to receive periodic updates: e.g., to individuals who request it, University Advancement will send periodic information related to specific membership appeals, organizational updates, and newsletters.
 - 2.1.f. Gift information such as gift amount, date and designation.

Section 3. Utilization of Information

3.1 University Advancement uses alumni and donor information to understand alumni and donor needs and provide better service.

3.1.a. University Advancement uses donor information to complete a transaction, communicate back to donors, and update them on programs and activities.

3.1.b. Credit card numbers are used only for donation or payment processing and are not retained for other purposes or stored anywhere on WVSU software or hardware.

3.1.c. University Advancement uses the comments donors offer to provide them with information requested, and University Advancement takes seriously each recommendation as to how it might improve communication.

Section 4 No Sharing of Personal Information

4.1. WVSU will not sell, rent, or lease any alumni, donor or prospective donor personal information to other organizations. Use of information will be limited to the internal purposes of WVSU and only to further the activities and mission of WVSU.

4.2. University Advancement will take reasonable efforts to protect the identity of all alumni and donors, to the extent permitted by law.

Section 5 Removing Alumni or Donor Name from Mailing List

5.1 University Advancement does not desire to send unwanted mail or email to alumni and donors. Anyone wishing to be removed from the mailing and / or email list should contact University Advancement to so advise.

Section 6 Contacting University Advancement

6.1 Comments or questions about WVSU's donor privacy policy or practice, should be directed to the office of University Advancement.

Section 7 Donor Bill of Rights

7.1 University Advancement adheres to the Donor Bill of Rights. A copy of this documentation may be obtained at: <https://connect.wvstateu.edu/foundationdocuments>

Cabinet Position and Department: (Vice President for University Advancement)

West Virginia State University

Title: FUNDRAISING GUIDELINES FOR UNIVERSITY UNITS, ORGANIZATIONS AND AFFILIATED ENTITIES

Section 1. General

- 1.1 Scope: West Virginia State University appreciates the many departments, clubs, organizations, chapters and individuals that choose to conduct fundraising efforts and encourage others to give to the university and its affiliated entities.
- 1.2 Application: This procedure outlines how those fundraisers are to be coordinated with the university and provides guidelines for those wishing to conduct them.
- 1.3 Authority: W. Va. Code 18B-1-6
- 1.4 Effective Date: [Text] (Initial effective date of policy. This is when it has received final approval for implementation.)

Section 2. Definitions

- 2.1 Affiliated Entity: Any entity which exists to support West Virginia State University, including West Virginia State University Foundation, West Virginia State University Research & Development Corporation, West Virginia State University Alumni Association and its chapters, and the WVSU National ‘W’ Club and its chapters.
- 2.2 In-Kind Donation: Donation of goods or services in place of a cash.
- 2.3 Third Party: Any individual or group, not employed by the University, who wishes to raise money on behalf of the University. Examples include fraternities, sororities, service organizations, affinity groups, and community organizations.
- 2.4 University Organization: A club, honor society or affinity group that is not part of the university’s administrative or governance structure but whose membership is composed of university students, faculty or staff.
- 2.5 University Unit: A division, department, college, program, team, committee, or board that is part of West Virginia State University’s administrative or governance structure.

Section 3. Guidelines

- 3.1. **Scheduling and Notice:** University Units, Affiliated Entities and Third Parties should give at least sixty days' notice to West Virginia State University of their intent to conduct a campaign or fundraising event. University Advancement will approve campaigns or events based on their alignment with WVSU's mission and strategic priorities, and coordination of timing to avoid competing with University Advancement initiatives.
- 3.2. **Campaign or Event Sponsored by a Third Party:** Because third party campaigns or events are not held directly by the university or its affiliated entities, they should only refer to the university as a beneficiary (i.e., a special event to benefit West Virginia State University, rather than West Virginia State University Event).
- 3.3. **Communications/Publicity:** Public announcements, promotions, and solicitation materials should not take place or be sent until reviewed with the University Advancement team, at which time Advancement will vet with other appropriate WVSU personnel. Promotional materials must be approved by University Advancement before use. All printed materials and other information should state "net proceeds will be directed to West Virginia State University to benefit (program or scholarship name)"
- 3.4. **Sponsorship/Expenses:** University units, organizations, affiliated entities and third parties are responsible for finding sources to fund the planning of the event or to pay for advance expenses, if necessary.
 - 3.4.a. Monetary or in-kind donations to university units, organizations or affiliated entities whose funds are on deposit with the WVSU Foundation will be considered a tax-deductible gift if no goods or services (tangible benefits) are received in exchange for the gift.
 - 3.4.b. Monetary or in-kind donations to university units, organizations or affiliated entities whose funds are on deposit with the WVSU Foundation and whose donations or sponsorships carry tangible benefits to the donor will be eligible for charitable gift credit on the portion of their donation value over and above any tangible benefits received by the donor.
 - 3.4.c. Monetary or in-kind donations to a third party for a campaign or event cannot be considered a tax-deductible gift to the university.
- 3.5. **Event Planning:** University units, organizations, affiliated entities or third parties are responsible for securing the appropriate venue, staff and/or volunteers, and services including, but not limited to, food, drinks, and entertainment desired for the event. The university cannot provide the university unit, organization, affiliated entity or third parties with funding or reimbursement for event expenses, staff, students, or volunteers to support the event, and cannot guarantee that alumni, students, donors, volunteers or employees of the university will participate in the event.
- 3.6. **Treatment of Donations:** West Virginia State University Foundation receives and manages gifts for the benefit of West Virginia State University, its units and organizations, and must adhere to strict IRS standards. Donations to the WVSU

Foundation are tax deductible to the extent allowable by law. However, donations to third parties, regardless of whether any portion of those donations are used to defray event expenses, may not be classified as gifts to the university or its affiliated entities. The WVSU Foundation cannot provide receipts for items donated or event fees collected by a third party for an event. If a third party would like to collect or encourage donations to be given to WVSU, gifts should be payable to the WVSU Foundation and adhere to the university's gift handling guidelines. The legal donor of those gifts will be that entity or individual listed on the check or credit card. If a third party group is able to issue a list of donors who contributed to the amount ultimately given to the university or one of its affiliated entities, soft (or recognition) credit will be given to those individuals.

Cabinet Position and Department: (Vice President for University Advancement)

West Virginia State University

TITLE: WEST VIRGINIA STATE UNIVERSITY MEMORIAL RESOLUTION POLICY AND PROCEDURES

Section 1. General

1.1 Scope: This policy establishes guidelines for the type of recognition the university provides for alumni and other members of the university community when they die, and the procedures that will be followed to coordinate the university's response to requests for memorial resolutions, citations, and tributes.

1.2 Application: The West Virginia State University Office of Alumni Relations will be the point of contact for receiving and responding to requests for memorial resolutions, citations, and tributes, and will be responsible coordinating expressions of condolence.

1.3 Authority – W. Va. Code 18B-1-6

1.4 Effective Date: [Text] (Initial effective date of policy. This is when it has received final approval for implementation.)

Section 2. Record Updates, Condolences, and Response to Requests

2.1 The Office of Alumni Relations is responsible for preparing and coordinating memorial resolutions, citations, and tributes concerning the lives and contributions of the university's deceased faculty, staff members, alumni and other members of the university community who have served in a notable capacity to the university.

2.2 The Office of Alumni Relations will verify the death information and update the individual's record with pertinent biographical information such as obituaries and news articles. If appropriate and timely, the Office of Alumni Relations will write a letter or send a condolence card to the family of the deceased. If the deceased is a recent graduate within the last three years or a current student, the Office of Alumni Relations will notify the Office of Student Affairs and coordinate a response.

Section 3. Prominent Members of the West Virginia State University Community

3.1. The Office of Alumni Relations shall receive and coordinate the university's response to requests for memorial resolutions, citations and tributes honoring prominent members of the West Virginia State University community.

3.1.a. If the deceased person is a notable alumnus/alumna, current or former employee, or member of the Board of Governors or the board of an affiliated entity (WVSU Foundation Board

of Directors, WVSU National Alumni Association Executive Board, National ‘W’ Club, WVSU Research & Development Corporation), the Office of Alumni Relations will contact the Office of the President or the appropriate vice president to coordinate a response.

3.1.b. Requests for memorial resolutions, citations, or tributes received by other university offices should be directed to the Office of Alumni Relations.

Section 4. Procedure for Requesting a Memorial Resolution, Citation or Tribute

4.1 **Submit request to the Office of Alumni Relations.** Please allow the office time to prepare resolutions. Resolutions may be requested by emailing alumni@wvstateu.edu. Email confirmation will be sent upon receipt of a resolution request. If email confirmation is not received within 48 hours, please contact the Office of Alumni Relations at 304.766.4121. Resolution requests are completed in the order in which they were received during regular business hours.

4.2 Written requests must be submitted 7-9 days in advance of the memorial service to ensure the proposed resolution is completed and delivered to the family and/or organization.

4.3 Those submitting resolution requests should be prepared to submit a biography or obituary for use as a guide for those preparing said resolutions by providing pertinent information about the deceased person’s life such as: **parents, hometown, education, class year, occupation, spouse/partner, siblings, social/civic clubs, community achievements, etc.**

4.4 If the person being honored was a member of the National Alumni Association, the resolution signed by the current President of the WVSU National Alumni Association will be provided. If the individual was not a member of the National Alumni Association, a resolution provided by the appropriate university administrator will be provided.

4.5 Resolutions can only be requested from one entity.

4.6 If a resolution calls for any additional expense and/or staff time, the staff will contact the individual requesting said resolution. The resolution, if accepted, shall not be put into action until such funding is secured.

Cabinet Position and Department: (Vice President for University Advancement)

**Board of Governors
Governance Committee
135 James C. Wilson University Union
Thursday, June 17, 2021
10-11 a.m.**

AGENDA

- | | |
|--|-----------------------|
| I. Call to Order | Charles E. Jones, Jr. |
| II. Roll Call | Crystal Walker |
| III. Verification of Appropriate Notice of Public Meeting | Charles E. Jones, Jr. |
| IV. Election of Committee Chair (<i>Action Required</i>) | Charles E. Jones, Jr. |
| V. Review Committee Charter | Alice Faucett |
| VI. Establish Short-term and Long-term Goals | Alice Faucett |
| a. Review West Virginia Code Requirements of Board Members | |
| b. Consider Utilizing a Board Evaluation Tool | |
| c. Determine BOG Members' Skills, Experiences, Knowledge
and Qualifications for Governor's Office | |
| d. Review Current BOG Membership Status | |
| VII. Adjournment | Committee Chair |

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

Date/Time: 6/17/2021 -- 10:00 AM

Location:

James C. Wilson University Union, Room 135

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:35:02 PM

West Virginia State University Board of Governors Governance Committee Charter

Board of Governors Meeting
Governance Committee
Alice Faucett
June 17, 2021

Purpose

The Governance Committee researches, reviews, and recommends policies and best practices in governance, ensuring that such practices and policies enhance the quality, efficiency and effectiveness of West Virginia State University.

Authority and Responsibilities

- Develops Board orientation for each new member and continuing Board educational programs, and in mentorship of new Board members;
- Creates and evaluates a Board profile of the combination of talents, knowledge, backgrounds, and expertise needed to fulfill the university's goals;
- Develops and secures Board approval of a written statement setting out the roles and responsibilities of Board members;
- Establishes performance criteria/expectations for governors in areas of attendance, preparedness, candor, and participation;
- Establishes a process for recommending reappointment of a Board member for the President's consideration;

Authority and Responsibilities Continued

- Designs and manages any term-limit policies on Board officers;
- Honors and recognizes retiring Board members;
- Effectively communicates the committee's responsibilities and achievements; and
- Assesses the performance of the committee itself, and the board as a whole through a process of confidential self-assessment by each Board member.

Meetings

- The Governance Committee meets in conjunction with each regularly scheduled Board meeting, and may meet other times as needed to fulfill its responsibilities. The committee chair shall serve as the presiding officer of all committee meetings. In the committee chair's absence, the presiding officer shall be elected by a majority of the committee members present at the meeting.

Members / Quorum

- The Governance Committee shall consist of at least five but no more than seven members, including ex officio members, as determined by the Board chair. The committee members shall be appointed by the Board chair. Committee members shall elect a committee chair. The Board chair and the President shall be non-voting, ex-officio members of the committee. A majority of the committee members shall constitute a quorum.

Staff Designee

- The General Counsel shall be staff to the Governance Committee.

Questions

West Virginia State University Board of Governors West Virginia Code Requirements

Board of Governors Meeting
Governance Committee
Alice Faucett
June 17, 2021

CHAPTER 18B. HIGHER EDUCATION.

- ARTICLE 2A. INSTITUTIONAL BOARDS OF GOVERNORS.

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

(a) Findings.

The Legislature finds that the State of West Virginia is served best when the membership of each governing board includes the following:

- (1) The academic expertise and institutional experience of faculty members and a student of the institution governed by the board;
- (2) The technical or professional expertise and institutional experience of a classified employee or, as appropriate, nonclassified employee of the institution governed by the board;
- (3) An awareness and understanding of the issues facing the institution governed by the board; and

(4) The diverse perspectives that arise from a membership that is balanced in terms of gender and varied in terms of race and ethnic heritage.

(b) Boards of governors established.

A board of governors is continued at each of the following institutions: Bluefield State College, Blue Ridge Community and Technical College, Bridgemont Community and Technical College, Concord University, Eastern West Virginia Community and Technical College, Fairmont State University, Glenville State College, Kanawha Valley Community and Technical College, Mountwest Community and Technical College, Marshall University, New River Community and Technical College, Pierpont Community and Technical College, Shepherd University, Southern West Virginia Community and Technical College,

West Liberty University, West Virginia Northern Community and Technical College, the West Virginia School of Osteopathic Medicine, West Virginia State University, West Virginia University and West Virginia University at Parkersburg.

(c) Board membership.

(1) An appointment to fill a vacancy on the board or reappointment of a member who is eligible to serve an additional term is made in accordance with the provisions of this section.

(2) The Board of Governors for Marshall University consists of sixteen persons. The Board of Governors for West Virginia University consists of seventeen persons. The boards of governors of the other state institutions of higher education consist of twelve persons.
institution.

(3) Each board of governors includes the following members:

(A) A full-time member of the faculty with the rank of instructor or above duly elected by the faculty of the respective institution;

(B) A member of the student body in good academic standing, enrolled for college credit work and duly elected by the student body of the respective institution; and

(C) A member from the institutional classified employees duly elected by the classified employees of the respective institution or, if the respective institution does not have classified employees, a member from the institutional nonclassified employees duly elected by the nonclassified employees of the respective institution.

(4) For the Board of Governors at Marshall University, thirteen lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section;

(5) For the Board of Governors at West Virginia University, twelve lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section, and additionally:

(A) The Chairperson of the Board of Visitors of West Virginia University Institute of Technology;

(B) A full-time faculty member representing the extension service at the institution or a full-time faculty member representing the health sciences, selected by the faculty senate.

(6) For each board of governors of the other state institutions of higher education, nine lay members appointed by the Governor, by and with the advice and consent of the Senate, pursuant to this section.

(A) Of the nine members appointed by the Governor, no more than five may be of the same political party. Of the thirteen members appointed by the Governor to the governing board of Marshall University, no more than eight may be of the same political party.

Of the twelve members appointed by the Governor to the governing board of West Virginia University, no more than seven may be of the same political party. (B) Of the nine members appointed by the Governor, at least five shall be residents of the state. Of the thirteen members appointed by the Governor to the governing board of Marshall University, at least eight shall be residents of the state. Of the twelve members appointed by the Governor to the governing board of West Virginia University, at least seven shall be residents of the state.

(7) In making lay appointments, the Governor shall consider the institutional mission and membership characteristics including the following:

(A) The need for individual skills, knowledge and experience relevant to governing the institution;

(B) The need for awareness and understanding of institutional problems and priorities, including those related to research, teaching and outreach;

(C) The value of gender, racial and ethnic diversity; and

(D) The value of achieving balance in gender and diversity in the racial and ethnic characteristics of the lay membership of each board.

(d) Board member terms.

(1) The student member serves for a term of one year. Each term begins on July 1.

(2) The faculty member serves for a term of two years. Each term begins on July 1. Faculty members are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

(3) The member representing classified employees or, as appropriate, nonclassified employees serves for a term of two years. Each term begins on July 1. Members representing classified employees or, as appropriate, nonclassified employees are eligible to succeed themselves for three additional terms, not to exceed a total of eight consecutive years.

(4) The appointed lay citizen members serve terms of four years each and are eligible to succeed themselves for no more than one additional term, except that citizen members who are appointed to fill unexpired terms are eligible to succeed themselves for two full terms after completing an unexpired term.

(5) A vacancy in an unexpired term of a member shall be filled for the unexpired term within thirty days of the occurrence of the vacancy in the same manner as the original appointment or election. Except in the case of a vacancy, all elections are held and all appointments are made no later than June 30 preceding the commencement of the term. Each board of governors shall elect one of its appointed lay members to be chairperson in June of each year. A member may not serve as chairperson for more than four consecutive years.

(6) The appointed members of the boards of governors serve staggered terms of up to four years except that four of the initial appointments to the governing boards of community and technical colleges that became independent July 1, 2008, are for terms of two years and five of the initial appointments are for terms of four years.

(e) Board member eligibility, expenses.

(1) A person is ineligible for appointment to membership on a board of governors of a state institution of higher education under the following conditions:

(A) For a baccalaureate institution or university, a person is ineligible for appointment who is an officer, employee or member of any other board of governors within this state; an employee of any institution of higher education within this state; an officer or member of any political party executive committee; the holder of any other public office or public employment under the government of this state or any of its political subdivisions; an employee of any affiliated research corporation created pursuant to article twelve of this chapter; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission:

Provided, That if an appointee is an employee or board member of an out-of-state higher education institution, there is no apparent conflict of interest caused by the individual serving in both capacities. This subsection does not prevent the representative from the faculty, classified employees or, as appropriate, nonclassified employees, students or the superintendent of a county board of education from being members of the governing boards.

(B) For a community and technical college, a person is ineligible for appointment who is an officer, employee or member of any other board of governors within this state; a member of a board of visitors of any public institution of higher education; an employee of any institution of higher education within this state; an officer or member of any political party executive committee; the holder of any other public office, other than an elected county office, or public employment, other than employment by the county board of education, under the government of this state or any of its political subdivisions;

an employee of any affiliated research corporation created pursuant to §18B-12-1 et seq. of this code; an employee of any affiliated foundation organized and operated in support of one or more state institutions of higher education; or a member of the council or commission: Provided, That if an appointee is an employee or board member of an out-of-state higher education institution, there is no apparent conflict of interest caused by the individual serving in both capacities. This subsection does not prevent the representative from the faculty, classified employees or, as appropriate, nonclassified employees or students from being members of the governing boards.

(2) Before exercising any authority or performing any duties as a member of a governing board, each member shall qualify as such by taking and subscribing to the oath of office prescribed by section five, article IV of the Constitution of West Virginia and the certificate thereof shall be filed with the Secretary of State.

(3) A member of a governing board appointed by the Governor may not be removed from office by the Governor except for official misconduct, incompetence, neglect of duty or gross immorality and then only in the manner prescribed by law for the removal of the state elective officers by the Governor.

(4) The members of the board of governors serve without compensation, but are reimbursed for all reasonable and necessary expenses actually incurred in the performance of official duties under this article upon presentation of an itemized sworn statement of expenses.

(5) The president of the institution shall make available resources of the institution for conducting the business of its board of governors. All expenses incurred by the board of governors and the institution under this section are paid from funds allocated to the institution for that purpose.

Questions

Board Evaluation Tools

Board of Governors Meeting
Governance Committee
Alice Faucett
June 17, 2021

Evaluation Tools

Board assessment **tools** help focus on the issues that are priorities among the **board** members, as well as to align those priorities with the expectations that are set up by the University's mission statement, and by governance best practices.

Self Evaluation

Self-evaluation is one way to continuously improve board performance. It gives board members the opportunity to reflect on their understanding of the university, their roles and duties, the roles and responsibilities of staff, their preparation for meetings, and how satisfied each are with their contributions to the board.

Peer-to-peer Evaluation

Peer-to-peer evaluation provides board members with a performance review of their participation and identifies areas where improvement can take place.

Example: The chair of the governance committee can set up an evaluation questionnaire asking board members to rate their colleagues based on a scale from 1-3 (outstanding contribution, satisfactory contribution, and improvement required).

The questionnaire results should be handled on a confidential basis and should go to the chair. Using the praise in public and criticize in private model, any discussions regarding “improvement needed” performance should take place between the chair and the individual board member(s).

Effectiveness of Board Meetings

Ex. 1. Continually evaluate the effectiveness of board meetings. After each board meeting some boards make it a practice to send an online questionnaire to each attendee requesting feedback on the meeting to help better prepare for future board meetings. You can use a scale from 1-3 (poor to excellent) for each question.

Ex. 2. A review of the board's agendas is a good way to measure board effectiveness. If the same items are appearing on the agenda with no resolution, it may be an indication that the board lacks the necessary expertise to deal with the issue. Boards should explore the frequency of information exchanges.

Questions

West Virginia State University Board of Governors Current Membership

Board of Governors Meeting
Governance Committee
Alice Faucett
June 17, 2021

Name	Appointment Date	Term Ending Date
Mr. Ian C. Flores	12/18/2020	6/30/2024
Mr. Charles E. Jones, Jr.	10/28/2016	6/30/2024
Dr. Lester Raines	12/18/2020	6/30/2023
Ms. E. Gail Pitchford	4/09/2014	6/30/2023
General Kenneth D. Gray	12/12/2018	6/30/2022
Mr. Mark D. Davis	12/12/2018	6/30/2022
Dr. Ann Brothers Smith	7/01/2011	6/30/2021
Mr. Mark W. Kelley	9/13/2016	6/30/2021
Mr. James Payne	2/15/2019	6/30/2021

Questions

**Board of Governors
Business Affairs Committee
134 James C. Wilson University Union
Thursday, June 17, 2021
11 a.m.-1 p.m.**

AGENDA

- | | |
|---|--------------------|
| I. Call to Order | Ann Brothers Smith |
| II. Roll Call | Natasha Tyson |
| III. Verification of Appropriate Notice of Public Meeting | Ann Brothers Smith |
| IV. Election of Committee Chair (<i>Action Required</i>) | Ann Brothers Smith |
| V. Approval of April 23, 2021 Meeting Minutes (<i>Action Required</i>) <ul style="list-style-type: none">• Business and Finance Committee | Committee Chair |
| VI. Public Safety Restructuring | Christina Dalton |
| VII. FY22 Capital Projects | Christina Dalton |
| VIII. FY21 Year End Projections Update | Christina Dalton |
| IX. Adjournment | Committee Chair |

**Board of Governors
West Virginia State University
Business Affairs Committee**

Date/Time: 6/17/2021 -- 11:00 AM

Location:

James C. Wilson University Union, Room 134

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:35:12 PM

MEETING MINUTES
West Virginia State University Board of Governors
Finance Committee
James C. Wilson University Union and Zoom
April 23, 2021
10:15 a.m.

I. Call to Order and Roll Call

Mr. Davis called the meeting of the Finance Committee to order at 10:15 a.m.

II. Roll Call

The clerk called the roll. Members present were Mr. Davis, Mr. Payne, Mr. Jones, Mr. Flores, Mr. Gray, Dr. Smith, Mr. Buchanan, and Dr. Vaughan. Members absent were Mr. Raines, Mr. Kelley, Mrs. Pitchford, and Ms. Harper.

III. Verification of Appropriate Notice of Public Meeting

Mr. Davis verified the Appropriate Notice of a Public Meeting.

IV. Review and Approval of February 4, 2021 Meeting Minutes

Mr. Davis asked for a motion to approve the February 4, 2021 meeting minutes. Dr. Vaughan made the motion, and it was seconded by Mr. Jones. The motion carried.

V. Business and Finance Update

Ms. Dalton provided information on the Higher Education Emergency Relief Fund (HEERF I), referred to as Round I and explained that the CARES Act was created to provide aid to higher education institutions to address the impact of the pandemic. Round II funding, the Coronavirus Response and Relief Supplemental Appropriations Act – CRRSAA (HEERF II), which passed in December of 2020. The most recent legislation passed the American Recovery Act (HEERF III), which passed in March 2020 and is referred to as Round III.

The university received three types of funding, the first being student funding which was used for student emergency aid which totaled \$825,000 in Round I, provided as an emergency grant to the students that attended on-campus classes. Currently, in Round II, WVSU was awarded an additional \$825,000 for spring 2021. Round III has an estimated amount of \$2,997,938 to be provided to the university to allocate to students for additional aid to continue their academic progress. An accumulated amount of \$4.6 million has been awarded to the university within the past year to support the students. During Round I, 1,161 students were awarded aid for \$718 on average, for a total of \$833,196 collectively. Round II consisted of \$678.50 on average allocated to 1,231 students for a total of \$833,200 to use towards their financial needs; this round included online students unlike the previous round. An estimated amount of \$3 million is projected to be awarded in Round III.

Ms. Dalton reported that in order for students to be eligible for the HEERF funding, they had to be an on-campus, fulltime student. Some students were eligible to receive funding from both rounds of emergency aid due to the eligible requirements and online students were available in Round II and the amount of funds awarded needed to match the first round of aid. Round III funding has provided more flexibility in how the award can be allocated to include the prevention of insecurities such as

hunger and food, homelessness and housing, and the reduction of other hardships that a student may encounter because of the pandemic. Each college and university will be solely responsible for determining which students receive emergency financial aid grants. A committee will be created to better track and manage the awards and requests from Round III. An application process will be administered as well; this will allow a better understanding of the student's request or needs. Students will be notified appropriately of the application process. Mr. Vaughan requested that other emergency funding that has been raised for the pandemic should be included in the application process so that students are aware of all avenues of assistance and only having to submit one application request. Ms. Dalton ensured that there would be a cohesive and centralized process in place to accommodate the students. Mr. Flores made note of the need to assist part-time students as well. Ms. Dalton stated that throughout the conversations with the Scholarship Committee, there has been conversation on an effort to explore assistance being provided to part-time students during this time.

The institutional portion of Round I funding consisted of \$825,103. In Round II, the university received \$2.5 million, and an estimated funding amount of \$2.9 million will be provided in Round III. A total of \$6.2 million emergency funding will have been allocated to WVSU during the pandemic. The HBCU Supplemental funding has been provided to HBCUs on top of the student and institutional portion of which \$3.9 million was received in the first allocation of funds; in Round II \$5.8 million was issued while an estimated \$10.2 million will be provided in Round III for a total of \$20.1 million for all three rounds. The institutional and HBCU supplemental criteria consisted of allowable expenses such as direct expenses associated with the coronavirus that includes, but not limited to, technology for distance learning, cleaning and sanitizing, and other COVID related expenses. The calculations reflect a loss in revenue due to reimbursements to a higher education institution as otherwise expected but were reduced or eliminated because of the pandemic. The government is allowing some flexibility in reporting the loss of revenue by giving several options to spend down the grant funding and reimburse the institution. Unallowable expenses include but are not limited to the marketing or recruitment activities, capital outlays associated with athletic facilities, and senior administrator or executive salaries.

Utilization of funds from the HEERF I, HEERF II, and projected HEERF III total \$30.2 million of which \$8.7 million has been spent to date with a 29% of utilization reflected.

VI. Adjournment

With there being no other business, Mr. Davis asked for a motion to adjourn. Dr. Smith made a motion, and it was seconded by Mr. Flores. The meeting adjourned at 10:52 a.m.

Respectfully Submitted by – Natasha Tyson, Committee Clerk, April 27, 2021.

Approved by:
Christina Dalton
Vice President for Business and Finance
Finance Committee Administrator

Public Safety Restructuring

Board of Governors Meeting
Business Affairs Committee
Christina Dalton
June 17, 2021

Recruitment and Retention

- New Chief of Police; Reggie Patterson
 - Started May 29, 2021
- Revising organizational reporting structure
- Recruitment of new officers (both full/part-time)
- Updates to hiring process that will better prepare officers
- Increasing available benefits and incentives to retain officers
- Partnership with Department of Criminal Justice

Rebranding

- Department name; University Police Department
- Uniforms
- Vehicles
- Website
- Community Outreach/Networking
- Campus Policing

Special Projects

- Emergency Operations Plan (EOP)
 - EOP Committee
 - Coordination with local law enforcement agencies
 - Formulation of routine drill schedules
- Updating Policies and Procedures
- Clery Compliance Audit
- Officer Training and Professional Development Initiatives

Questions

FY22 Capital Projects

Ranking	Building	Project	Funding Source
1	Davis Fine Arts	Roof Replacement	Capital Fees/Central Funds
1	Hamblin Hall	HVAC Upgrade	East Bond
2	Davis Fine Arts	Bioler Upgrade	East Bond
2	Hamblin Hall	Elevator Upgrade	East Bond
2	East Side of Campus	Underground Electrical Upgrade	East Bond

WVSU Deferred Maintenance

1 Year or Less- Priority	\$2,980,000
1-2 Years	\$11,460,000
2-5 Years	\$5,055,000
5-8 Years	\$1,040,000
Grand Total	\$20,535,000

Questions

FY21 Year End Projections Update

Revenues:	FY21 YE Projections
Tuition and Fees	7,003,867
State Appropriations	11,042,412
Grants (includes CARES funding)	6,623,907
Auxiliaries	3,623,843
Other Revenues	9,517,995
Total Revenues	37,812,024
Expenditures:	
Salaries and wages	16,915,811
Benefits	4,128,161
Supplies and other services	7,865,797
Utilities	768,567
Debt Service	357,056
CARES Act	4,729,801
Total Expenditures	34,765,193
Total Net Position	3,046,832

Key Takeaways

- 92% towards overall revenue goal
- 11% savings in salaries
- 7% savings in benefits
- 18% savings in operating expenses
- 46% savings in utilities expenses

Questions

Board of Governors
Risk Management, Audit, and Compliance Committee
Dr. Ann Brothers Smith Conference Room, Keith Scholars Hall
Thursday, June 17, 2021
12-1 p.m.

AGENDA

- | | |
|---|-----------------------|
| I. Call to Order | Charles E. Jones, Jr. |
| II. Roll Call | Crystal Walker |
| III. Verification of Appropriate Notice of Public Meeting | Charles E. Jones, Jr. |
| IV. Election of Committee Chair (<i>Action Required</i>) | Charles E. Jones, Jr. |
| V. Review of the University's Compliance Calendar and HEPC Reporting | Alice Faucett |
| VI. Adjournment | Committee Chair |

**Board of Governors
West Virginia State University
Risk Management, Audit, and Compliance Committee**

Date/Time: 6/17/2021 -- 12:00 PM

Location:

Judge Damon J. Keith Scholars Hall, Dr. Ann Brothers Smith Conference Room

Purpose: To conduct regular business of the committee prior to the full board meeting.

Notes:

Meeting was approved : 6/9/2021 3:35:21 PM

WVSU COMPLIANCE CALENDAR															
	Responsible Person	Brief Title	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	
Nursing	Mary Sizemore	The nursing department must submit a report to the West Virginia Board of Examiners for Registered Professional Nurses 30 days prior to each scheduled RN Board Meeting in March, June, and October.													
CPS, Social Work	Carrie Steele	CSWE Annual Report										Based on agency request			
	Carrie Steele	Assessment of SLOs, CSWE form AS4 (B)								Aug. 31, Every other year					
	Carrie Steele	CSWE Self Study--EVERY 7 YEARS													
Sports Studies, G, UG, HHP	Aaron Settle	National Strength and Conditioning Assoc. ERP					2022, every 3 years								
Financial Aid, EM	Dwight Sanchez	DOE A-133 annual FA audit (affects Title 4 funds)								Fall audit					
Research and Development, B&F	Stephen Seitz	501c3 IRS form 990												31-Dec	
	Stephen Seitz	Federal SF-425 financial report to USDA (deadline depends on grant award)													
Physical Facilities	Dayton Wilson	Storm Water Report for DEP, MS4 Annual Report (State)													
Title III, Academic Affairs	Eric Jackson	Annual performance report to Institutional Service Office, USDOE													
	Eric Jackson	Phase 1 Data Report to Institutional Service Office of USDOE													
	Eric Jackson	Phase 2 Data Report to Institutional Service Office of USDOE													
U.S. Department of Education		U.S. Department of Education, Title III HBCU Formula Grant Worksheet		21-Feb											
Center for Online Learning, Academic Affairs	Thomas Kiddie	NC-SARA data reporting, Fall distance education enrollment													
	Thomas Kiddie	NC-SARA data reporting, Out-of-state Learning Placements (OOSLP)													
	Thomas Kiddie	The U.S. News statistical survey on best online programs										Oct. 15			
University Advancement	Cynthia Rakes	TIAA-CREF annual participant fee disclosure							11-Jun						
	Cynthia Rakes	TIAA form 5500-SF to Dept. of Treasury IRS								31-Jul					
	Cynthia Rakes	990 Filing to Dept. of Treasury IRS											15-Nov		
	Cynthia Rakes	WVA registration of charitable organizations to Secretary of State office					2-May								
	Cynthia Rakes	Kanawha-Charleston Health dept. food permit application								Before June 30					
	Cynthia Rakes	Liquor license to WVA Alcohol Beverage Control commissioner								Before June 30					
Counseling Services, Student Affairs	Kellie Toledo	CLERY report as requested by Sgt. Porterfield, when requested													
Research and Public Service	Jose Toledo	USDA Civil Rights compliance federal report (EVERY 5 TO 6 YEARS, depending on review)													
	Jose Toledo	Exchange visitor program J1 annual report to Dept. of States-SEVIS													
	Jose Toledo	J1 program revalidation to Dept. of State--SEVIS													
HR B&F	Regina Powell	IRS-SSA-CMS data match survey					Every two years								
	Regina Powell	Survey of occupational injuries and illnesses (ANNUAL REPORT, due within 30 days)													
Public Safety	William Porterfield	ASR annual security report (CLERY manual)										1-Oct			
	William Porterfield	National incident based reporting system (NIBRS) 14th of each month													
Human Resources	Matthew McMillion	IPEDS report					7-Apr								
	Matthew McMillion	Board report of employee data to HEPC													
	Carolyn Stuart	Complete Annual Title 6, 7, & 9/Sexual Misconduct Trainings (AUG. 31)								31-Aug					
	Matthew McMillion	AAP affirmative action plan													
	Matthew McMillion	Survey of occupational injuries and illnesses to Bureau of Labor Statistics													
	Carolyn Stuart	Proactive OCR audit of Research & Development programs (ANNUALLY)													
	Carolyn Stuart	Internal report to the President re # of OCR complaints/details (ANNUALLY AS NEEDED)													

College and University Professional Association for Human Resources (CUPA-HR)		CUPA-HR																	
Art Dept.	Joshua Martin	Tier 2 EPA reporting																	
Judicial Affairs, Student Affairs	Joseph Oden	Campus judicial matters report to Office of Public Safety (ANNUAL, determined by Public Safety office)																	
Athletics, NCAA Compliance	Sean McAndrews	MEC eligibility certification/sportsmanship																	
	Sean McAndrews	NCAA Squad list report to MEC (athletic aid)																	
	Sean McAndrews	NCAA demographics report																	
	Sean McAndrews	NCAA graduation rates																	
	Sean McAndrews	NCAA retention rates																	
	Sean McAndrews	NCAA Federal EADA																	
	Sean McAndrews	NCAA EADA	15-Jan																
	Sean McAndrews	ISSG Institutional Self Study Guide (EVERY 5 YEARS, next in 2025)																	
	Sean McAndrews	ISSG Bylaw 6.3.1 (EVERY 5 YEARS)																	
	Sean McAndrews	6.2.3 financial report submitted to president																	
	Sean McAndrews	Practice logs declaration of seasons to AD																	
	Sean McAndrews	NCAA Violation report--ongoing																	
	Sean McAndrews	Rules education--ongoing																	
	Sean McAndrews	Senior exit interview																	
	Sean McAndrews	NCAA Eligibility Center / recruits admission status																	
	Sean McAndrews	Biweekly class list--ONGOING																	
	Sean McAndrews	NCAA-MEC compliance																	
	Sean McAndrews	Renewal / nonrenewal athletic aid																	
	Sean McAndrews	Athletic aid / National Letter of Intent																	
	Sean McAndrews	Transfer portal notice--ONGOING																	
	Sean McAndrews	Health-Safety-Welfare--ONGOING																	
	Sean McAndrews	Team rules communication																	
	Sean McAndrews	NCAA attestation of compliance obligation																	
	Sean McAndrews	Student proof of insurance and current physical on file--ONGOING																	
	Sean McAndrews	Campus sexual violence attestation form (every year)																	
	Sean McAndrews	Bylaw 20.10.3 report (FALL, every year)																	
Academic Affairs, Drain-Jordan Library	Willette Stinson	Biennial Survey of Depository Libraries (ADMINISTERED IN ODD NUMBERED YEARS)																	
Extension, RPS	Ami Smith	USDA NIFA Civil Rights Compliance (NO FUTURE DUE DATES SET)	31-Jan																
	Ami Smith	Annual Report of Accomplishments, required by NIFA																	
Academic Affairs, Provost's Office	Sharon Warren-Cook	HEPC-Annual Reauthorization Review-Annual Report																	
	Sharon Warren-Cook	HLC-Contact Update Survey																	
Academic Affairs, Institutional Research		Common Data Set (CDS)	31-Jan																
		University of Delaware, Delaware Cost Study	31-Jan																
		IPEDS Registration, Institution ID, IC Header																	
		IPEDS 12-Month Enrollment																	
		IPEDS Completions																	
		IPEDS Enrollment Fall Data																	
		IPEDS Admissions																	
		IPEDS Finance																	
		IPEDS Academic Libraries																	
		IPEDS Graduation Rate Survey																	
		IPEDS Graduation Rate 200% Survey																	
		IPEDS Outcome Measures																	
		IPEDS Human Resources Data																	
		IPEDS Institutional Characteristics																	
		IPEDS Student Financial Aid																	
		US News Finance Survey																	
		US News Financial Aid Survey																	
		US News Main Survey																	

**Board of Governors
FULL BOARD
Room 134/135, James C. Wilson University Union
Thursday, June 17, 2021
2:00 p.m.**

AGENDA

- | | |
|---|--|
| I. Call to Order | Charles E. Jones, Jr. |
| II. Roll Call | Crystal Walker |
| III. Verification of Appropriate Notice of Public Meeting | Charles E. Jones, Jr. |
| IV. Approval of April 23, 2021 and April 30, 2021 Meeting Minutes <i>(Action Required)</i> | Charles E. Jones, Jr. |
| V. Report from the Board Chair <ul style="list-style-type: none">• Approval of FY2021-22 Meeting Dates <i>(Action Required)</i>• Election of Officers <i>(Action Required)</i> | Charles E. Jones, Jr. |
| VI. Report from the University President <ul style="list-style-type: none">• WVSU Economic Development Center | President Nicole Pride |
| VII. Reports from Board Committees <ul style="list-style-type: none">• Endowment• University Affairs<ul style="list-style-type: none">• Approval of Policy <i>(Action Required)</i><ul style="list-style-type: none">• Minors on Campus• Advancement and External Affairs<ul style="list-style-type: none">• Approval of Policies <i>(Action Required)</i><ul style="list-style-type: none">• Alumni and Donor Privacy• Fundraising Guidelines for University Units, Organizations and Affiliated Entities• Procedure for Requesting a Memorial Resolution, Citation or Tribute• Governance• Business Affairs• Risk Management, Audit, and Compliance | Committee Chair
Committee Chair

Committee Chair

Committee Chair
Committee Chair
Committee Chair |

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

Charles E. Jones, Jr.

IX. Adjournment

Charles E. Jones, Jr.

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

Date/Time: 6/17/2021 -- 2:00 PM

Location:

James C. Wilson University Union, Room 134/135

Purpose: To conduct regular business of the full board.

Notes:

Meeting was approved : 6/9/2021 3:35:30 PM

Meeting Minutes
West Virginia State University Board of Governors
Full Board
James C. Wilson University Union and Zoom
April 23, 2021
2:00 p.m.

- I. Call to Order**
Mr. Jones called the meeting to order at 2:00 p.m.
- II. Roll Call**
The clerk called the roll. Members present were Mr. Buchanan, Mr. Davis, Mr. Flores, Mr. Gray, Mr. Jones, Mr. Payne, Dr. Smith, and Dr. Vaughan. Members absent were Ms. Harper, Mr. Kelley, Mrs. Pitchford, and Mr. Raines.
- III. Verification of Appropriate Notice of Public Meeting**
Mr. Jones verified the Appropriate Notice of Public Meeting.
- IV. Approval of February 3-4, 2021 and March 26, 2021 Meeting Minutes**
Dr. Smith motioned for approval of the minutes of the February 3-4, 2021 and March 26, 2021 meetings. Mr. Flores seconded the motion, and the motion carried.
- V. Report from the Board Chair**
Mr. Jones recognized Dr. Smith, who received the American Association of University Administrators 2020 Dan L. King Award for University and College Trustee Leadership. This award is given to a college or university board member whose service exemplifies commitment to higher education and who demonstrates the highest ethical standards in providing leadership from the trustee-level. Dr. Smith has been a member of the Board of Governors since 2011, serving as board chair, vice chair, and secretary as well as chair of several board committees.
- VI. Report from the University President**
President Pride presented information on the inaugural Board of Visitors, including the plan and purpose of having a Board of Visitors.
- VII. Academic Policy Committee**
Approval of Academic Program Review-Psychology, B.A.
This item was tabled until the next meeting.

Approval of Academic Program Review-Education, B.S.
As recommended by the Academic Policy Committee, Dr. Smith motioned for approval by the Board of Governors of the Academic Program Review-Education, B.S. as presented. Dr. Vaughan seconded the motion, and the motion carried.

Approval of Proposal for New Academic Degree Program-Master of Business Administration (MBA)
As recommended by the Academic Policy Committee, Dr. Smith motioned for approval by the Board of Governors of the proposal for a new academic degree program-Master of Business Administration (MBA). Pending approval by the full board, the proposal for the MBA will go before the West Virginia Higher Education Policy Commission for approval. Dr. Vaughan seconded the motion, and the motion carried.

Approval of Mission, Vision, and Values (Strategic Planning Update)

As recommended by the Academic Policy Committee, Dr. Smith motioned for approval by the Board of Governors of the Mission, Vision, and Values for the university as presented within the strategic planning update. Mr. Davis seconded the motion, and the motion carried.

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

Dr. Vaughan 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.

Dr. Vaughan motioned to arise from the executive session and reconvene into the regular session, and Dr. Smith 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 or motions were made in executive session, and no votes were taken.

IX. Adjournment

Dr. Vaughan motioned for adjournment. Dr. Smith seconded the motion, and the motion carried. The meeting adjourned at 4:02 p.m.

Respectfully submitted,

Dr. Ann Brothers Smith, Secretary

Approved:

Charles E. Jones, Chair

Meeting Minutes
West Virginia State University Board of Governors
Full Board
James C. Wilson University Union and Zoom
April 30, 2021
9:00 a.m.

- I. Call to Order**
Mr. Jones called the meeting to order at 9:00 a.m.
- II. Roll Call**
The clerk called the roll. Members present were Mr. Buchanan, Mr. Davis, Mr. Flores, Mr. Gray, Ms. Harper, Mr. Jones, Mr. Payne, Dr. Smith, and Dr. Vaughan. Members absent were Mr. Kelley, Mrs. Pitchford, and Mr. Raines.
- III. Verification of Appropriate Notice of Public Meeting**
Mr. Jones verified the Appropriate Notice of Public Meeting.
- IV. Approval of Academic Program Review-Psychology, B.A.**
Dr. Pandher presented information on the Academic Program Review-Psychology, B.A. Following board discussion, Dr. Smith motioned for approval by the Board of Governors of the Academic Program Review-Psychology, B.A. as presented. Mr. Gray seconded the motion, and the motion carried.
- V. Review of FY 2021 Actuals and Year-end Projections**
Ms. Dalton provided an overview on the FY 2021 Actuals and Year-end Projections. Board discussion was held on expenses versus revenue, enrollment projections, student to faculty ratios, the impact of the pandemic, and relief funding.
- VI. Approval of FY 2022 Budget**
Ms. Dalton presented on the proposed FY 2022 Budget. Following board discussion, Dr. Smith moved that the Board of Governors approve the FY 2022 Budget as presented. Mr. Gray seconded the motion, and the motion carried.
- VII. Approval of FY 2022 Tuition and Fees**
Ms. Dalton presented on the proposed FY 2022 Tuition and Fees. She stated that the Tuition and Fees schedule included an increase in special fees and a flat tuition rate. Following board discussion, Dr. Smith moved that the Board of Governors approve the FY 2022 Tuition and Fees as presented. Mr. Flores seconded the motion, and the motion carried.
- VIII. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel and Property Matters**
Dr. Smith 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. Mr. Davis seconded the motion, and the motion carried.

Mr. Davis motioned to arise from the executive session and reconvene into the regular session, 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 or motions were made in executive session, and no votes were taken.

IX. Adjournment

Mr. Buchanan motioned for adjournment. Mr. Flores seconded the motion, and the motion carried. The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Dr. Ann Brothers Smith, Secretary

Approved:

Charles E. Jones, Chair

West Virginia State University Board of Governors
Proposed Meeting Dates for FY2021-22

As required by West Virginia Code §18B-2A-2, the Board of Governors shall hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

For FY2021-22, the following meeting dates are proposed for consideration by the Board of Governors.

September 23, 2021
November 11, 2021
December 16, 2021
February 10, 2022
April 14, 2022
June 16, 2022

The West Virginia State University Economic Development Center

Board of Governors Meeting
President's Report
Ami Smith
June 17, 2021

Economic Development Center



Opened in 2005, the West Virginia State University Economic Development Center (WVSU-EDC) is a co-working space, micro-enterprise incubator and training facility that offers a fully equipped multimedia production studio (which includes Capture Space, Editing Suite & Voice Studio), conference and training rooms, private office space and various business and community development programs.

Funding and Background

- Funding to conduct the 2011 renovation of the WVSU EDC was obtained by two generous grants:
 - HUD-HBCU grant award of \$850,000
 - 1890 Facilities Program grant award of \$500,000 (to upgrade/renovate building to its current look)
- The center was established to develop and implement programs that enhance the skills and knowledge of individuals by increasing entrepreneurship, employment opportunities, investment and economic development on the west side of Charleston.
- Since its opening, the WVSU EDC has continue its efforts on the west side of Charleston and the Kanawha Valley.

Inside the EDC



Inside the EDC



Inside the EDC



Programs and Services

EDC Co-Working Membership Program

The EDC Co-working Membership Program provides members access to office and shared co-working space, fully equipped meeting and training rooms and video/music production studios with an editing suite. In addition to space, members receive services such as free Wi-Fi, computer workstation access, business mailing address/box, and facility access Monday through Friday from 8:30am-10:00pm, Saturday-Sunday from 8:30am-5:00pm. Members also receive business development training, one-on-one coaching and mentoring, and networking opportunities.

3 membership levels- Business Plan (\$25/mo.); Studio Plan (\$50/mo.) and Office Tenant (\$300/mo.)

Our Numbers Before Covid-19 Pandemic

8- Office Tenants (100% occupancy rate)

30- Business Plan members

15- Studio Plan members

Programs and Services

The Opening Soon Inc. (OSI) Entrepreneurial Program

The OSI program is a business and product development program for entrepreneurs, start-ups and micro-enterprises in Kanawha County and surrounding areas. The program provides education and guidance in launching participants' business idea into a viable product or service. The goal is to create, expand, and salvage businesses. Our target audience are the minority and economic challenge communities.

- The OSI consist of 10 workshops, each workshop covering various aspects of creating and maintaining a business.
- Each workshop is held each Saturday from 9am-1130am. Topics include: Empathize, Define, Ideate, Prototype, Test, Business Plans, Credit/Financing, Social Media/Marketing, & Leadership & Project Management
- On Tuesdays, one hour peer- to- peer sessions are provided for participants with the instructor during the week to answer any questions or assist with needs from the previous class.
- Technical Assistance is provided to those who need additional one on one assistance.

Programs and Services

The Creators Program

The Creators Program, launched in 2012, is a series of short community workshops, trainings, and panel discussions that focus on key skills and knowledge essential to digital media production for the mass media and arts industry. The program packages expertise from some of the most accomplished individuals and companies in their fields (film, videography, photography, animations, podcast, producing and audio engineering) from throughout the region and state.

The target audience- Mobile Creatives, Free-lance filmmakers/Photographers, Webcasters, Videographers and Storytellers/Poets.

Year 2020 (January – December)

15 workshops/Trainings (Total of 304 participants)

132 –Female

71- Male

115- Black

54- Black

12- Other Race

11- Asian

Partnerships

In addition to the programs mentioned, the WVSU EDC through partnerships develop and deliver specialized workshops that affect the communities we serve. Monthly workshops with partners include but not limited to:

Small Business Administration (SBA) Roundtable Discussions

Partnering to provide monthly business development workshops/ trainings to start up/small businesses/veterans.

- Social/Digital Media Training, Selling your Business Online, Monetizing Your Blog, 8(a) Program, HUB Zones, Staying Open during COVID, Veterans Reboot, and Record Keeping

WV Small Business Development Center

Partnering to provide technical assistance (business plans, coaching, mentoring, etc.) to EDC members and participants in the OSI Entrepreneurial Program.

BB&T *now Truist*

Partnering to provide program delivery in the area of financial literacy.

Growing Your Business, Budgeting, Savings, Credit, etc.

Partnerships

Element Federal Credit Union

Partnering to provide program delivery in financial literacy, credit repair and homeownership w/ a focus on Charleston's west side.

Women's Business Center

Partnering to provide technical assistance (business plans, coaching, mentoring, etc.) to EDC members and participants in the OSI Entrepreneurial Program. WBC and WVSU EDC will collaborate on hosting AARP's Work for Yourself at 50 webinars.

Tristate Supplier Minority Development Council- Minority Business Enterprise Certification. Partnering to promote new market access through supplier diversity and procurement opportunities among minority businesses (suppliers) and major corporations (purchasers).

EnAct Community

Partnering to provide financial literacy and other educational workshops to low income individuals.

Partnerships

WV Health Right

Partnering to provide healthcare literacy workshops and PSAs in the area of vaccination, chronic diseases and health management.

WVSU College of Business & Social Sciences

Assist EDC members/participants in starting/growing their business by delivering curriculum ranging from product development, marketing to project management

*With each of these partnerships, the WVSU EDC had been able to provide **free** program delivery to the communities we serve.*

Efforts in Growing and Sustaining the Center

Generating Income

- **Grant Opportunities-** The WVSU EDC director with assistance from the Office of Sponsored Programs will continue to search for grant opportunities and apply to generate income to pay for program delivery. Latest awards: GKVF- \$49,800 & WV Humanities Council- \$5,338
- **EDC Membership-** Increase membership & maintain tenant office occupancy at 100% by increasing usage of the facility and its programs/services through marketing efforts and events. Emphasis will be placed on increasing participation among the minority and underserved communities.

Programming

- **Establish a Minority Development Component-** To assist entrepreneurs/small businesses of color that will focus on opportunities that targeted the minority business community.
 - Develop a Resource Guide (Registration/Marketing/Technical Assistance/ Coaching/Mentoring/Access to Capital)
 - Minority Business Development Workshop Series (Procurement Opportunities, SBA 8a Program/ HUB Zone, Minority Business Enterprise Certifications).
- **Partnership/Collaboration-** Identify and develop partnerships to increase collaboration efforts to identify new clients and initiatives. WVSU EDC has and will partner with other organizations in the region that share the vision of creating a robust entrepreneurship ecosystem to aid in the development of clients of the EDC.

Efforts in Growing and Sustaining the Center

Higher Education

- **Entrepreneurship Training-** WVSU EDC collaborate with WVSU College of Business & Social Science to design, develop and implement curriculum to increase skills, knowledge, experience and networking opportunities.
- **Certifications-** Develop certificate programs in the following areas, Entrepreneurship, Project Management, and Leadership to increase the skills and knowledge of entrepreneurs and address the needs of the business community.
- **Business Coaching-** Utilize faculty & senior level students in providing entrepreneurs with business coaches in Marketing, Business Plans and Market Research/Analysis.
- **Apprenticeships-** Collaborate with current apprenticeship programs to assist existing small business with succession planning. This creates opportunities for new entrepreneurs looking to purchase an existing business.

Businesses/Corporations

- **Mentoring-** For most entrepreneurs, mentorship is seen as a critical component to the success or failure of the entrepreneur's business endeavor. WVSU EDC partner with local businesses/corporations to become business mentors. The Mentors will serve as a trusted guide and confidante with knowledge and experience similar to the participant's respective business and in return assist entrepreneurs, start-ups and micro enterprises to learn, grow and succeed.
 - **Business Service Providers-** Worked with business leaders/ local businesses to provide services to entrepreneurs/small businesses. Develop a list of business service providers that entrepreneurs/small businesses can utilize with little to no cost. The list includes but not limited to experience accountants, attorneys, tax, graphic designers and web designers.

Efforts in Growing and Sustaining the Center

Community Partners

Collaborate w/ current and new partners to provide:

- **Programming-** Continue efforts of providing specialize trainings, workshops and lectures to entrepreneurs in the areas of taxes, credit, business planning, digital marketing, minority/women certifications and financial literacy.
- **Networking Opportunities-** Develop events/workshops where entrepreneurs can learn from one another, exchange ideas and services and connect with the entrepreneurial ecosystem to increase their chances for success.
- **Establishment of a Makerspace-** Worked with WVSU staff/faculty/students and community members in establishing a makerspace to allow entrepreneurs to engage and have access to prototyping resources. The makerspace can also facilitate engagement between the entrepreneur and local community businesses in launching a new product or service.

Summary

- The WVSU EDC is positioned as a valuable resource to the minority and underserved community.
- The facility is unique in West Virginia in its emphasis on cultivating creative entrepreneurs and its ability to provide low cost access to sound capture/editing and videography equipment and studio space.
- While the facility itself is geared toward creative entrepreneurs, the EDC provides support and programming relevant to all potential entrepreneurs and small business owners.
- The EDC provides significant opportunities to advance the institution's work.

Questions