

BOARD OF GOVERNORS METING MATERIALS
June 16, 2022

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

8:30 am	BREAKFAST	131 UNIVERSITY UNION
9 – 10 am	ENDOWMENT, ADVANCEMENT AND EXTERNAL AFFAIRS	135 UNIVERSITY UNION
10 – 10:30 am	GOVERNANCE	135 UNIVERSITY UNION
10:30 am – 11 am	RISK MANAGEMENT, AUDIT, AND COMPLIANCE	135 UNIVERSITY UNION
11 am – 12 pm	BUSINESS AFFAIRS <i>(Additional reporting may include: Information Technology Services)</i>	134 UNIVERSITY UNION
12 – 1 pm	UNIVERSITY AFFAIRS <i>(Additional reporting may include: Academic and Student Affairs, Research & Public Service, Athletics, and Human Resources)</i>	135 UNIVERSITY UNION
	LUNCH	134 UNIVERSITY UNION
1:15 pm	FULL BOARD MEETING	134/135 UNIVERSITY UNION

Board of Governors
Endowment, Advancement and External Affairs Committee
Dr. Ann Brothers Smith Conference Room, Keith Scholars Hall
Thursday, June 16, 2022
9-10 a.m.

AGENDA

- | | |
|--|-------------------|
| I. Call to Order | E. Gail Pitchford |
| II. Roll Call | Susan Compton |
| III. Verification of Appropriate Notice of Public Meeting | |
| IV. Approval of April 14, 2022 Minutes <i>(Action Required)</i> | |
| V. Financial Reports May 31, 2022 | |
| a. Fundraising Performance Report | Patricia Schumann |
| b. Cash Flow Report | Patricia Schumann |
| c. Investment Report | Mark Pendleton |
| VI. Advancement Year in Review | |
| a. Annual Giving Campaigns and Days of Giving | Belinda Fuller |
| b. Black & Gold Gala | Belinda Fuller |
| c. Major and Planned Gifts | Patricia Schumann |
| d. Corporation and Foundation Relations | Trey Jones |
| e. Community Engagement | Patricia Schumann |
| f. WVSU Foundation Board Engagement | Dr. Sami Ghareeb |
| VII. University Relations Updates | Jack Bailey |
| a. Spring '22 Media Coverage | |
| b. Social Media Activity, Growth and Strategy | |
| c. RFP for Website Design | |
| VIII. Adjournment | |

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

Date/Time: 6/16/2022 -- 9:00 AM

Location:

134 James C. Wilson University Union

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

Notes:

Meeting was approved : 6/9/2022 9:38:05 AM

MEETING MINUTES
West Virginia State University Board of Governors
Endowment, Advancement and External Affairs Committee
134 James C. Wilson University Union
Thursday, April 14, 2022
11:00 a.m. -12:00 p.m.

- I. Call to Order and Roll Call**
Ms. Pitchford called the meeting to order at 11:08 a.m.
- II. Administrative Clerk (Susan Compton) called the roll.**
Members present were E. Gail Pitchford, Tracy McKibben, Mark Davis, Lester Raines, Mark Kelley, Ian Flores, Dr. Sami Ghareeb and President Ericke Cage.
Members not present were Chris Jackson, Charles E. Jones, Jr. and Mark Pendleton.
Guests present were Patricia Schumann and Trey Jones.
- III. Verification of Appropriate Notice of Public Meeting**
Ms. Pitchford verified the Appropriate Notice of Public Meeting.
- IV. Approval of February 10, 2022 Minutes**
Ms. Pitchford entertained a motion to approve minutes from the February 10, 2022 meeting. Dr. Ghareeb made a motion to approve; the motion was seconded by Mr. Davis. Motion carried.
- V. Fundraising**
Ms. Schumann provided the March 31, 2022 quarterly fundraising report. Overall giving increased from \$2,143,776 last year to \$4,173,464 this year, an increase of 95%. This large increase was driven primarily by leadership gifts received from foundations, businesses and other organizations.
Ms. McKibben raised a question about recording cash vs. pledges. Ms. Schumann advised that if a gift is initially recorded as a pledge, as those pledge payments are received, they reduce the pledge balance but are not recorded as new gifts. She will provide a cash flow report at the next meeting.
Ms. Schumann also reported WVSU Day of Giving garnered a record-breaking year \$891,446, received from 217 donors. This total included the cybersecurity grant from the Kanawha County Commission. She shared alumni contributed \$91,948 towards the overall total received. Participation in Day of Giving may have been compromised by the timing of Athletics Week of Giving along with Black and Gold Gala giving. Ms. Schumann advised that getting major gift commitments lined up in advance will be a priority for next year's Day of Giving.
Ms. Schumann also reported on the Black and Gold Gala. This year's gala was the largest and most successful yet with over 400 people in attendance, 58 sponsors and a total of \$209,271 raised. This year's silent auction raised a record \$15,531. Ms. Schumann acknowledged much of the success of the Gala was due to the leadership of co-chairs Sue Woodward and Belinda Fuller, the WVSU Foundation Development Committee chaired by Jennifer Herrald, and the Silent Auction Committee led by Jada Hunter, Minnie Jones and a host of dedicated volunteers.
- VI. Corporation and Foundation Relations**
Mr. Jones reported on corporation and foundation relations. He shared the five (5) levels of partnership that have been established to track progress with partnerships: Single Point of Engagement, Managed Relationship, Tailored Partnership, Broad Based Engagement, and Strategic Partner. Mr. Jones provided focus points of partnerships at each level.

A full list of active partnerships was included in the board packet which committee members received but Mr. Jones highlighted several partnerships including West Virginia American Water, FamilyCare Health Center, Marathon Petroleum, Diversified Energy, Encova, Nucor, and Toyota. He reported that these partnerships have led to the opportunity to apply for several grants, and there are more opportunities in the pipeline.

Mr. Jones also shared several strategies for continued growth including maintaining high visibility and presence in the community, increasing campus visits and activities, refining metrics for new and advancing relationships, development of sponsorship packages, and top-tier stewardship to nurture genuine, sustainable relationships.

Mr. Flores raised a question as to how we translate all these organizations into being prospective employers for students. Mr. Jones advised that when he meets with partners or potential partners, he focuses on three all-inclusive approaches: philanthropic, workforce development & research.

Mr. Jones also ensures he brings the Executive Director of Career Services into any of these conversations.

VII. Endowment

Ms. Schumann reported as of March 31, 2022, the total value of the Foundation's endowment was \$13,109,457, including the two loans to the University. Performance for the first quarter of 2022 was minus 1.98%; however, due to growth during the last two quarters of 2021, performance for the fiscal year is a positive 1.71%. A complete report from Buckingham Strategic Wealth was included in full packet.

Ms. McKibben raised a question in regards to how frequently the Foundation does a bid for new investment company vendors. Ms. Schumann advised the last time they did an RFP was in 2016. The investment policy statement of the foundation calls for a review of the relationship every year and she believes in the next year or two the Foundation will do another RFP.

Mr. Flores also raised the question as to whether the new investment policy has been implemented. Ms. Schumann advised the revised investment policy was approved in September 2021 and Buckingham Strategic Wealth has begun implementing the new policy, and implementation should be complete by end of fiscal year. Ms. Schumann will have more detailed information regarding implementation at next meeting. She also shared research is underway to determine how we are performing in comparison to other similar foundations and hopes to have more information close to the end of the fiscal year.

Ms. Schumann shared as of July 1, 2021, the total value of endowed scholarships was \$11,318,315, which included \$10,803,200 in the primary endowment account and \$514,935 in the Title III endowment account. This balance is the basis of the endowed scholarship award budget for the 2022-2023 academic year. In accordance with the WVSU Foundation's Investment Policy Statement, \$425,646 is available from the primary endowment and \$20,292 is available from the Title III endowment.

Ms. Schumann reported ten (10) new endowed scholarships have been established to date this year. The latest is the Virgil Matthews Memorial Scholarship, which will be dedicated this evening in a ceremony with members of Dr. Matthews' family, members of the Kanawha Valley Section of the American Chemical Society, and WVSU faculty and students.

Ms. Schumann shared the current balance in the Temporarily Restricted funds is \$725,555. The amount budgeted for the 2022-2023 academic year is \$494,490. Thus, the total Foundation Scholarship budget for the 2022- 2023 academic year is \$940,428. A detailed listing of endowed and temporarily restricted scholarships was included with the board packet.

Ms. Schumann also discussed strategies for increasing the endowment including encouraging Foundation Board members and volunteer leaders to consider establishing endowments; educating alumni and friends on the benefits of planned giving; enhancing scholarship stewardship; and marketing the Title III Endowment opportunities. Ms. Pitchford encouraged all members to consider establishing an endowment.

VIII. Upcoming Engagement Opportunities

Ms. Schumann shared information about upcoming engagement opportunities. A detailed listing of events was included in members' full packets. Ms. Pitchford spoke on the upcoming Reenactment of Mark Twain and the excitement of hosting the event at West Virginia State University. Ms. Schumann also highlighted the Dedication of Dr. R. Charles Byers Land-Grant Administration Building on May 13, 2022 and Commencement on May 14, 2022.

IX. Adjournment

With there being no further business, Chair Pitchford adjourned the meeting at 12:12 p.m.

Approved by:

Patricia Schumann
Vice President for University Advancement

Respectfully submitted by:
Susan Compton
Advancement and External Affairs Administrative Clerk

Endowment, Advancement and External Affairs Report

Board of Governors Meeting
Endowment, Advancement and External Affairs Committee
Patricia J. Schumann
June 16, 2022

FY2022 Fundraising Performance Report May 31, 2022

	FY2021	FY2022	+ / -
Pledges	\$909,706	\$2,685,992	195%
Cash Gifts	\$1,439,270	\$1,672,673	16%
Gifts in Kind	\$10,905	\$2,423	NA
Total Giving	\$2,359,881	\$4,361,088	85%

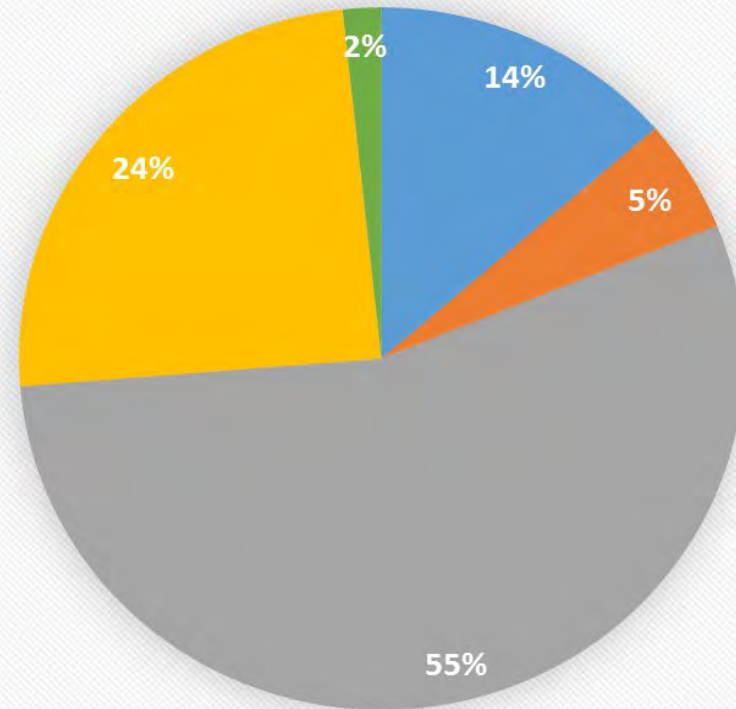
FY2022 Fundraising Performance Report May 31, 2022

	FY2021 YTD	FY2022 YTD	+ / -
Number of Donors	1,756	1,288	(27%)
Number of Gifts	4,534	3,626	(22%)
Alumni Donors	634	503	(21%)
Alumni Participation Rate	3.5%	2.8%	NA

Sources of Gifts

FY 2022

- Alumni (\$594,215.86)
- Friend (\$226,825.74)
- Corp/Foundations (\$2,395,094.76)
- Other Organizations (\$1,070,105.52)
- Estates and Trusts (\$74,846.54)



Cash Flow Report May 31, 2022

FY2022 Cash Flow Report	
Payments on FY2022 Pledges	\$ 160,020
Payments on Pledges Prior to FY2022	\$ 296,590
Outright Cash Received	\$ 1,672,673
Total Cash	\$ 2,129,283

Investment Report May 31, 2022

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS
ENDOWMENT, ADVANCEMENT, AND EXTERNAL AFFAIRS COMMITTEE
THURSDAY, JUNE 16, 2022

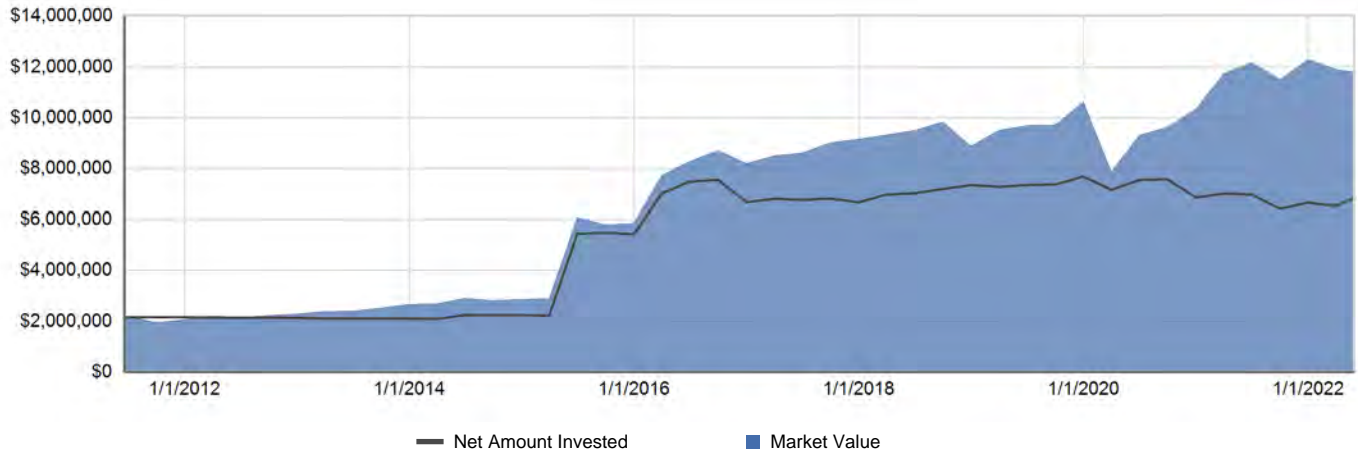
**West Virginia State University Foundation
Portfolio Allocation Summary as of May 31, 2022**

Managed Portfolio Value May 31, 2022	\$11,798,109
Loan Value May 31, 2002	\$1,115,586
Total Portfolio Value May 31, 2022	\$ 12,913,695

	Target \$	Actual \$	Drift \$	Target %	Actual %	Drift %
Equities	\$ 8,006,491	\$ 8,390,133	\$ 383,642	62.0%	65.0%	3.0%
US	\$ 5,488,320	\$ 5,771,006	\$ 282,686	42.5%		
Intl	\$ 2,518,170	\$ 2,619,127	\$ 100,956	19.5%		
Alternatives	\$ 387,411	\$ 364,638	\$ (22,773)	3.0%	2.8%	-0.2%
Fixed Income	\$ 4,519,793	\$ 4,158,924	\$ (360,869)	35.0%	32.2%	-2.8%
Managed	\$ 3,404,207	\$ 3,043,338	\$ (360,869)	25.8%		
Loan Value	\$ 1,115,586	\$ 1,115,586	\$ -	9.2%		
Total Portfolio	\$ 12,913,695	\$ 12,913,695				

***Managed Fixed Income includes bonds, bond funds and cash**

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	\$432,656.70	\$5,860,268.69
12/31/2016	\$6,673,651.19	\$1,246,039.20	\$1,522,961.91	\$8,196,613.10
12/31/2017	\$6,666,793.98	(\$6,857.21)	\$2,495,192.75	\$9,161,986.73
12/31/2018	\$7,341,665.52	\$674,871.54	\$1,548,386.70	\$8,890,052.22
12/31/2019	\$7,676,595.85	\$334,930.33	\$2,947,447.23	\$10,624,043.08
12/31/2020	\$6,852,655.51	(\$823,940.34)	\$3,500,531.45	\$10,353,186.96
12/31/2021	\$6,660,828.65	(\$191,826.86)	\$5,641,398.42	\$12,302,227.07
05/31/2022	\$6,855,894.77	\$195,066.12	\$4,942,214.07	\$11,798,108.84

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
 1/1/2022 to 5/31/2022

Portfolio Summary

Management Style	Account Number	Account Type	Contributions	Withdrawals	Market Value
All Accounts					
West Virginia State University Foundation	*****7820	Corporation	\$556,498.52	(\$424,257.11)	\$11,231,209.60
West Virginia State University Foundation, Inc.	*****7722	Corporation	\$75,000.00	(\$12,175.29)	\$566,899.24
All Accounts Total:			\$631,498.52	(\$436,432.40)	\$11,798,108.84
Household Total:			\$631,498.52	(\$436,432.40)	\$11,798,108.84

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	\$12,302,227.07	\$195,066.12	(\$29,054.58)	\$40,784.09	(\$714,467.01)	\$3,553.15	\$11,798,108.84
Total:	\$12,302,227.07	\$195,066.12	(\$29,054.58)	\$40,784.09	(\$714,467.01)	\$3,553.15	\$11,798,108.84

Performance History Table

Management Style	Period	QTD	YTD	1-Year	3-Year	5-Year	10-Year	Since Inception	Inception Date
All Accounts		-5.70 %	-3.79 %	-5.70 %	-3.30 %	9.64 %	6.25 %	7.40 %	6/20/2011
Cumulative Total		-5.70 %	-3.79 %	-5.70 %	-3.30 %	9.64 %	6.25 %	7.40 %	6.48 %

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. ** The first 12 month returns are not annualized
 * Asset Level Return is Gross of Fees

WV State University Foundation
 7/1/2021 to 5/31/2022

Portfolio Summary

Management Style	Account Number	Account Type	Contributions	Withdrawals	Market Value
All Accounts					
West Virginia State University Foundation	*****7820	Corporation	\$838,997.68	(\$1,024,257.11)	\$11,231,209.60
West Virginia State University Foundation, Inc.	*****7722	Corporation	\$75,000.00	(\$12,175.29)	\$566,899.24
All Accounts Total:			\$913,997.68	(\$1,036,432.40)	\$11,798,108.84
Household Total:			\$913,997.68	(\$1,036,432.40)	\$11,798,108.84

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	\$12,180,365.91	(\$122,434.72)	(\$57,488.08)	\$593,108.68	(\$799,561.43)	\$4,118.48	\$11,798,108.84
Total:	\$12,180,365.91	(\$122,434.72)	(\$57,488.08)	\$593,108.68	(\$799,561.43)	\$4,118.48	\$11,798,108.84

Performance History Table

Management Style	Period	QTD	YTD	1-Year	3-Year	5-Year	10-Year	Since Inception	Inception Date	
All Accounts		-2.15 %	-3.79 %	-5.70 %	-3.30 %	9.64 %	6.25 %	7.40 %	6.48 %	6/20/2011
Cumulative Total		-2.15 %	-3.79 %	-5.70 %	-3.30 %	9.64 %	6.25 %	7.40 %	6.48 %	

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.

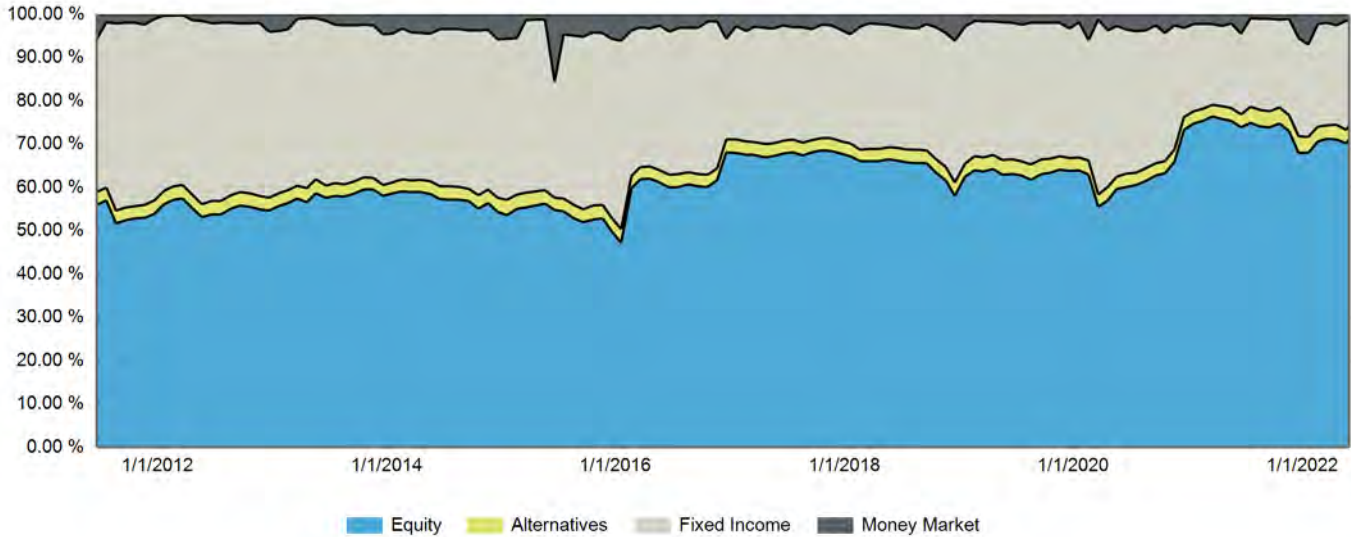
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 * Asset Level Return is Gross of Fees

Allocation Over Time

WV State University Foundation
6/20/2011 to 5/31/2022

Allocation Over Time



Accounts Included in this Report

Registration Name	Registration Type	Account Number	Market Value
West Virginia State University Foundation	Corporation	*****7820	\$11,231,209.60
West Virginia State University Foundation, Inc.	Corporation	*****7722	\$566,899.24
Total:			\$11,798,108.84

Performance History Table

Asset Category	Period	QTD	YTD	1-Year	3-Year	5-Year	10-Year	Since Inception	Inception Date	
Equity		9.29 %	-4.53 %	-5.87 %	-2.73 %	13.66 %	8.39 %	11.11 %	9.29 %	6/20/2011
Alternatives		9.32 %	-8.45 %	-13.22 %	4.26 %	8.37 %	8.89 %	9.41 %	9.32 %	6/20/2011
Fixed Income		2.07 %	-0.96 %	-4.12 %	-5.00 %	1.27 %	1.64 %	1.76 %	2.07 %	6/20/2011
Money Market		0.29 %	0.04 %	0.05 %	0.06 %	0.50 %	0.59 %	0.31 %	0.29 %	6/20/2011
Cumulative Total		6.48 %	-3.79 %	-5.70 %	-3.30 %	9.64 %	6.25 %	7.40 %	6.48 %	6/20/2011

Cumulative returns are net of fees except when the fee is being paid by another account in a separate household. Asset level returns are gross of fees. Unmanaged assets excluded from these data points. Report may include accounts that are under advisement but not directly managed.

Advancement Year in Review: Annual Giving Appeals

- New Members (33) Renewal (97) Upgrade (17)



Advancement Year in Review: Days of Giving



Advancement Year in Review: Annual Giving Appeals and Days of Giving

- Segment constituents for targeted appeals
 - Date of last gift
 - Supporter type
- Assess timing of appeals
- First-time donor program
- Leverage giving platforms
 - Scalefunder
 - Mobile Cause
 - CoVideo
 - Double the Donation



Advancement Year in Review: Black & Gold Gala



Largest number of sponsors	58
Largest number of attendees	400+
Largest Silent Auction	\$ 15,531
Largest Gross Revenue	\$209,271
Largest Net Revenue	\$122,132

Advancement Year in Review: Major Gifts

• Gift of Property	\$155,000
• McCullough Endowed Scholarship	\$ 25,000
• Unrestricted Annual Gift (IRA Rollover)	\$ 27,307
• Unrestricted Annual Gift (IRA Rollover)	\$ 30,000
Total	\$237,307

Advancement Year in Review: Planned Gifts

- Endowed/Expendable Scholarship \$31,000
 - Cash Pledge and Planned Gift Commitment
- New Endowed Scholarship \$25,000
 - Cash payments during lifetime
 - Backed by bequest commitment to complete funding
- Estate of Samuel Chilton \$72,636
 - Realized bequest not previously recorded

Total **\$128,636**

Advancement Year in Review: Major and Planned Gifts

Advancement Year in Review: Grants from Organizations

- Kanawha County Commission \$764,792
 - Cybersecurity Program
- Kanawha County Commission \$150,000
 - Lakin Ray Field
- AICPA Grant for Business Labs \$ 30,000
- Alpha Kappa Alpha HBCU Scholarship \$ 25,000

Total \$969,792

Advancement Year in Review: Grants from Corporations and Foundations

• Honey Bear Project	\$1,280,000
• Jacobson Foundation	\$ 250,000
• Maier Foundation	\$ 200,000
• McGee Foundation	\$ 100,000
• Ascendium	\$ 59,266
• McDonough Foundation	\$ 50,000
• TGKVF	\$ 49,450
• Truist WV Foundation	\$ 25,000
Total	\$2,013,716

Advancement Year in Review: Corporation and Foundation Relations

Progress

- 31 new developing partners
- Increase in collaboration across campus units
- Securing institutional, industry, and community partnerships
- Brand awareness focus
- Campus visits/meetings

Advancement Year in Review: Corporation and Foundation Relations Updates

- Toyota--Grant Proposal Submitted, Grant Awardees Notification in July
- Apple Propel Center--Grant Proposal Submitted, Grant Awardees Notification in July
- Diversified Energy--Successful Campus Meeting, Potential Extension Partner
- Chemours--Industry & Institutional Partner, MOU for joint partnership with Chemours & WVU
- Marathon--Grant Proposal in Preparation, Immediate campus involvement
- Student Freedom Initiative--Donation of Security Products in Progress

Advancement Year in Review: Corporation and Foundation Relations

Challenges and Opportunities

- Campus Single Point of Contact
- In-Kind Trends within Corporate Industry
- Corporation/Foundation Matching Funds
- Travel

Advancement Year in Review: Community Engagement

- Mark Twain Event
- Capitol Market Reception
- Engagement with community boards
- Sponsorships

Advancement Year in Review: WVSU Foundation Board Engagement

- Expanded meeting format to accommodate training and development activities
- Alignment with University Goals and Priorities
- Fiduciary Responsibility Training
- Increased participation in Fundraising

Advancement Year in Review: WVSU Foundation Board Structure to Support Mission

Board Committees

- Executive Committee
- Finance & Audit Committee
- Governance Committee

Standing Committees

- Alumni Engagement Committee
- Business Enterprise Committee
- Development Committee
- Gift Policy Committee

University Relations:

Spring 2022 Earned Media Coverage

- University utilizes Cision media monitoring tool which monitors print, online, television, radio, podcasts, etc.
- 3,032 total media mentions as of May 19, 2022
- Top mentions include: Home Depot Retool Your School, Men's basketball team, Presidential search and selection of President Cage.
- Advertising equivalency value of \$10.37 million based on audience size reached per each outlet

University Relations:

Social Media Activity and Growth

- Continued growth across all social media channels
- University has started to utilize a new social media monitoring tool – Sprout Social
- Since January 1, 2022, WVSU’s Facebook has **increased its following by 3.53%**. This is the second highest in a selection of other higher education institutions in the state – behind only Glenville State which grew by 5.58%, likely because of the women’s basketball national championship.

University Relations: Social Media Activity and Growth

- Since January 1, 2022, WVSU's Facebook has received **44,858 engagements**. These are reactions, comments, shares, video views, and link clicks. The only university in the state with more engagement than WVSU so far this year is WVU.
- Of the top 12 highest performing Facebook posts (based on engagement) across West Virginia colleges and universities since January 1, 2022, WVSU had three of them. WVU had the other nine.

University Relations: Social Media Activity and Growth

- Since Jan. 1, 2022, WVSU's Instagram audience has **grown 24.28%! This is higher than all other colleges and universities in the state.**
- Since Jan. 1, WVSU's Instagram has received 10,224 engagements through Instagram. In engagement, we rank fourth in the state among colleges and universities.
- WVSU's Twitter audience has grown 3.67% since the beginning of the year, and stood at 5,992 as of May 17.

University Relations: Social Media Strategy

- We are engaging more with users across all platforms
- We are sharing more content including some user-generated student content when appropriate
- We are sharing more student and people-focused content, but also showing off our beautiful campus
- We are trying new methods of content creation including Stories and short-form video on Instagram and TikTok

University Relations: Social Media Strategy

- We are using a friendlier/more personable tone in our text copy
- We are responding to all messages in a timely, friendly, and accurate manner
- We are intentional with every single post in its quality, how it's formatted, and how it's presented
- We are showcasing who we are, what we offer, and why everyone should come to WVSU

University Relations:

RFP for Website Design Services

- Current university website design was created and launched in 2016
- RFP for new design issued in April and closed May 16
- Proposals evaluated in May and select bidders invited to give oral presentations
- Target award date June 17
- Target deployment date for redesigned website is yearend 2022

Questions

**Board of Governors
Governance Committee
135 James C Wilson University Union
Thursday, June 16, 2022
10:00a.m. -10:30 a.m.**

AGENDA

- | | |
|--|---------------------|
| I. Call to Order | Chair Lester Raines |
| II. Roll Call | Myrna Thomas |
| III. Verification of Appropriate Notice of Public Meeting | Chair Lester Raines |
| IV. Approval of April 14, 2022 Minutes (<i>action required</i>) | Chair Lester Raines |
| V. Review of Agenda Items for Board Retreat | Alice Faucett |
| VI. Adjournment | Chair Lester Raines |

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

Date/Time: 6/16/2022 -- 10:00 AM

Location:

135 James C. Wilson University Union

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

Notes:

Meeting was approved : 6/9/2022 9:38:21 AM

MEETING MINUTES
West Virginia State University Board of Governors
Governance Committee
135 James C. Wilson University Union
Thursday, April 14, 2022
10-10:50 a.m.

I. Call to Order and Roll Call

Mr. Raines called the meeting to order.

II. Roll Call

The clerk called the roll. Members present were Mr. Raines, Mr. Jones, Mr. Kelley, Mr. Davis, Mr. Pietruszynski, and Mr. Cage. Mr. Payne was absent.

III. Verification of Appropriate Notice of Public Meeting

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

IV. Approval of February 10, 2022 Minutes

Mr. Raines asked for a motion to approve the minutes from February 10, 2022 which was offered by Mr. Jones and seconded by Mr. Davis. A unanimous vote was received with no objections.

V. Sample Communication Correspondences for Faculty and Staff

Ms. Faucett shared a sample Communication Correspondence for consideration as it pertains to faculty and staff as a way to show appreciation for their service while offering the opportunity to express any concerns through their respective representatives, either Governor Pietruszynski for faculty and Governor Jackson for staff. Mr. Raines shared that this process should be very simple as possible while opening the line of communication., adding that at the same time there is a need to keep the line open to the President. Mr. Pietruszynski agreed and added that there has always been a Board of Governors meeting with all the different stakeholders, faculty, staff, etc. and cited that one had not be held this year. He added that it states in the bylaws that ‘the Board of Governors shall meet’, which indicates that you should but you don’t have to. Mr. Jones stated that shall mean ‘we will’ and the President will schedule that as time permits. He added that it would preclude and prevent individual conversation with various governors and lessen how misinformation and rumors get stated and that it should also include not only staff and faculty but also alumni, legislators and the community. Ms. Faucett stated that per the directive, she would draft a correspondence and communicate with the President.

VI. Fiduciary Responsibility & Liability

Tom Heywood of Bowles Rice LLP shared his presentation on Fiduciary Responsibility & Liability. He informed the Board that the goals of the presentation were to present an overview of the issue, provide guidance on what boards should be doing, what is the role and help meet their responsibilities. Mr. Heywood stated that if there was ever a suit, the first question that would be asked is if they understood their fiduciary duties which is part of their job and means they are fulfilling their mission. Additionally, he would review the role of the board and the relationship between the board and management. He shared that there are six basic board duties which include oversight of the CEO, highlighting the importance of having the right CEO in place and that the job of the board is steering and not rowing, citing that they hold the CEO accountable and provide good

feedback. Mr. Heywood added that they have a very capable leader who runs the university, not the board citing that they stay in constant contact and interaction with the president. Additional duties include mission planning and resources procurement which are a key part in the success of the university, citing that there is a need to look at goals and accomplishments for 2028 or 2038 and it does not mean using our own money to achieve it. Added that the board should be paying attention to the landscape and the environment not only in WV but also nationally, citing that WVSU is a land grant university with a lot of great programs. Mr. Heywood stated that there is a need to set an agenda along with doing periodical reviews and that the key is flexibility, accountability and giving clear direction. He stated that there should be annual evaluations of the CEO, holding him accountable, and that the communications are typically through an executive committee or the chair. Mr. Heywood added that the CEO hungers for feedback and needs to hear from the board, adding that if they board 'stays in their lane' it assists the University in achieving its mission. He noted that there is also a need to question how is the board doing and clearly define expectations of the board members. Organizational reviews along with board monitoring and evaluation are included in the basic duties of the board. Mr. Heywood added that self-evaluations or periodic check-ups are an ideal way to ensure the board is performing as it should. He explained that a fiduciary is any person who has discretionary authority over the assets of another and includes all members of the board of directors of every organization, clarifying that you should treat assets with the same care and attention as if they were yours, adding that decisions should be made in the best interest of the institution and not our own self-interest. Mr. Heywood reviewed the specific fiduciary duties that include the duty of care in decision making, acting impartially and avoiding conflicts of interest. He stated that the law expects there to be conflicts of interest, citing that there is a way to handle it. Additionally, he shared that there is a co-fiduciary duty to investigate if a member of the board breaches the duty as a board member, challenge another's wrong doing and remedy it as well as complying with statutes, rules and regulations stressing that these duties are personal. Mr. Heywood shared a document entitled 'Role and Responsibility of a Trustee', drawing particular attention to page 5 which identifies the Ten Truisms of a Trusteeship.

1. Individual Trustees have no authority.
2. Trustees should not circumvent proper channels
3. Trustees should not violate confidentiality.
4. Trustees should not represent special interests.
5. Trustees should not speak or vote for political purposes.
6. Trustees should not have hidden agendas.
7. Trustees should not engage in conflicts of interest.
8. Trustees should not engage in surprises.
9. Trustees should not say or do anything that is not in the best interest of the organization.
10. Trustees should not interfere in administration.

Mr. Raines asked for any other questions and stated that Ms. Faucett would prepare a communication that would be as simple as possible. Mr. Kelley suggested adopting a policy to approve the contract of senior hires as well as a policy that speaks to the resignation of a president rendering them unable to promote, hire and fire. Mr. Heywood interjected that the intent would still be to honor and respect authority but to establish parameters over transactions. Mr. Cage agreed that there should be a contract or something in writing and would work with the General Counsel to present to the board.

Mr. Cage made the recommendation that Mr. Heywood share this presentation with the entire board to which Mr. Jones agreed and Mr. Heywood stated he would be honored to assist.

VII. Adjournment

Chair Raines adjourned the meeting.

Respectfully submitted by Myrna Thomas, Committee Clerk, April 19, 2022.

Approved by:

Alice Faucett
General Counsel
Governance Committee Liaison

**Board of Governors
Risk Management, Audit and Compliance Committee
135 James C Wilson University Union
Thursday, June 16, 2022
10:30 a.m.-11:00 a.m.**

AGENDA

- | | |
|---|-------------------|
| I. Call to Order | Chair James Payne |
| II. Roll Call | Myrna Thomas |
| III. Verification of Appropriate Notice of Public Meeting | Chair James Payne |
| IV. Approval of Minutes (<i>Action Required</i>) | Chair James Payne |
| • February 10, 2022 | |
| • April 14, 2022 (<i>No quorum</i>) | |
| V. Compliance Reports | Alice Faucett |
| • WVSU Fleet Compliance Audit
(<i>AVP Justin McCallister, Business & Finance</i>) | Alice Faucett |
| VI. Adjournment | Chair James Payne |

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

Date/Time: 6/16/2022 -- 10:30 AM

Location:

135 James C. Wilson University Union

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

Notes:

Meeting was approved : 6/9/2022 9:41:27 AM

MEETING MINUTES
West Virginia State University Board of Governors
Risk Management, Audit, and Compliance Committee
135 James C. Wilson University Union
Thursday, February 10, 2022
11 a.m.-12 p.m.

I. Call to Order and Roll Call

Mr. Payne called the meeting to order.

II. Roll Call

The clerk called the roll. Members present were Mr. Payne, Mr. Jackson, Mr. Jones, Mr. Kelley and Mrs. Pitchford via Zoom.

III. Verification of Appropriate Notice of Public Meeting

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

IV. Approval of November 11, 2021 Minutes

Mr. Payne asked for the approval of the November 11, 2021 minutes. Mrs. Jones offered a motion and Mr. Jackson seconded. The motion carried.

V. Review of Updated Audit Compliance Calendar

Ms. Faucett reviewed the Audit Compliance Calendar and noted all changes made to the calendar since it was previously presented and responded to questions from Governors Payne and Pitchford explaining that the layout of the calendar and that some of the “audits” are actually “reports”, such as accreditation report. Ms. Faucett explained that Myrna Thomas, Executive Administrative Assistant identifies audits due, contacts individuals for the responsible department, receives and files documentation pertaining to each audit and schedules personal interviews with the responsible party and they General Counsel. Ms. Faucett indicated that each department has a file in the office of Legal Affairs. She added that the interviews include discussion on what the audit includes, submission dates and if there is any assistance needed. Ms. Faucett stated that this is a new process and it continues to evolve and the interviews yield valuable information that is not shown when reviewing the actual calendar. Ms. Faucett also indicated that all the responsible parties have been very receptive to inquiries from the Office of Legal Affairs and that most of these individuals have participated in the audit process previously and are very knowledgeable in their areas. Governors Pitchford and Kelly acknowledge that they would not want a report on the entire internal process, but would want to know only if something was missing. Mr. Jones commented that sometimes a reminder to get something done is needed and questioned the color-coding on the chart and how it is tracked. Ms. Faucett referred to Myrna Thomas who explained that those with green identify audits that were discussed at the previous board meeting and those discussed at this meeting will be changed to green as well to show that they have been completed. Governor Pitchford stated she is not suggesting that any additional columns be added, citing that spreadsheets can be daunting.

VI. Audit Updates

Financial Aid A133-GLBA - Dan Nadler, Interim Vice President of Student Affairs and Enrollment Management presented the update for the audit, replacing Jodi Johnston who was unable to attend. Mr. Nadler reported that there was a recent exit meeting and that the audit was not concluded however there were some findings reviewed that were expected. There is a draft report that is due on next Friday (2/18/22) to address the expressed concerns. Mr. Nadler reported that it is their position

that the audit findings should be determined based on the compliance standard instead of what the audit reviewer considers to be best practices, citing that anything from that would be a recommendation and not a finding. Mr. Nadler also reported that the HEERF funds are still being reviewed and that it is his opinion that the meeting was successful and revealed that the university is in a good place. A final report will be submitted in either late spring or early summer adding that this is a typical annual report that all institutions go through and is mandated by the Department of Education. Mr. Payne asked if Mr. Nadler thought that the findings would raise to an adverse opinion to which Mr. Nadler stated that this was not the impression that he got. Mr. Jones asked if the recommendations were doable to which Mr. Nadler responded that they were, specific areas of focus being technology in regards to federal mandates that we continue to work on, not only in Financial Aid but as an institution. He added that it is a matter of responding and putting an action plan in place.

With no further questions, Ms. Faucett stated that the next area would be the new audits which have been identified since our November meeting. She provided updates for the University Police Department with the Uniform Crime Reporting Quality Assurance Review Administrative Questionnaire; Research and Development 501c3 IRS FORM 990; Land Grant Research and Extension; Title III Phase 1 Data Report and HBCU Formula Grant Worksheet and the Human Resources IRS-SSA-CMS Data Survey and OSHA Survey.

Ms. Faucett yielded the floor to Dr. Stephanie Burdette for the accreditation visit for the Education department and cited that also in attendance were Professor Patricia Wilson, Dr. Mickey Blackwell and Dr. Emily Waugh. Dr. Burdette shared that this was the year of the virtual on-site visit, adding that a self-study was submitted in February, received an addendum during the summer from the accrediting body CAEL (Council for the Accreditation of Educator Preparation) to which a response was submitted. She stated that at that time, there were preliminary stipulations given in the addendum along with several AFI's (areas for improvement) however all stipulations have been removed and many of the AFI's and they are hopeful that the additional AFI's will be removed in April. Dr. Burdette stated that there were 5 overarching case standards with level 1 being the level of research candidates and what they are prepared to do, citing that we provide information however the body wanted more detail. She added that they are also seeking Professional Development. Dr. Burdette yielded the floor to Professor Wilson whose report included that there are other vital components to the education department including the relationship with the 19 PDS schools which has existed since 2010 and that they have embarked on a year-long residency program for student teachers. In addition, she stated that they are working with department chairs to streamline the curriculum. Professor Wilson stated that part of the assessment is aided by the fact that candidates have to pass the practice and when the candidates graduate, they have passed the content test to become certified. She added that the Master's program has shown tremendous growth and is the largest Master's program on campus and that the program had been nationally accredited since 1963. Mrs. Pitchford asked if we have additional capacity to train teachers, recognizing that there is shortage, and are we actively recruiting. Professor Wilson stated that there are many requirements and stipulations that prevent some candidates from moving forward, adding it requires passing practice 1 on which the pass rate is not as good as the pass rate in the content area. WVSU's solution to the low passage rate is adopting an innovative format of 3 courses offered to practice reading, writing and math. She added that there is also discussion with candidates about how take the test, including utilizing the practice website and not taking all of the tests at one time. Dr. Blackwell shared information on MEIL (Masters of Education Instructional Leadership), the Master's program which is five years old, is the largest graduate program on campus and boasts 47 students with a 97% retention rate. Dr. Blackwell added that this is a statewide program, their best recruiting tool is word of mouth and a fully online program.

He added that there are 3 levels of administration certification including K-12, conductor of curriculum and superintendence citing that when candidates graduate for the program, they are licensed in all three areas. Dr. Blackwell stated that the SPA (Specialized Professional Association) report was submitted by Dr. Waugh and Dr. Burdette and received national recognition with the highest possible rating. There were no additional questions.

Ms. Faucett stated that the final update is from University Advancement on the 990 Filing. Mr. Kelley asked if all audits/reports were filed in a timely manner to which Ms. Faucett replied yes. Additionally, Mr. Kelley asked if she was aware of anything that would concern her to which Ms. Faucett informed that the OSHA report which went from September through December reported only 5 cases and this included COVID cases, citing that the person who was responsible for reporting during that time period was on medical leave and the information was not kept. This issue has been corrected and outside of that, there are no other issues.

VII. Adjournment

With there being no further questions, Mr. Payne adjourned the meeting.

Respectfully submitted by Myrna Thomas, Committee Clerk, February 21, 2022

Approved by:
Alice Faucett
General Counsel
Risk Management, Audit and Compliance Committee Liaison

MEETING MINUTES
West Virginia State University Board of Governors
Risk Management, Audit, and Compliance Committee
135 James C. Wilson University Union
Thursday, April 14, 2022
10:55 a.m.-11:20 a.m.

I. Call to Order and Roll Call

Chair Jones called the meeting to order and informed those present that there was not a quorum for this meeting, citing the presence of only he and Governor Chris Jackson and that any items submitted would be informational only.

II. Roll Call

No roll call was taken due not having a quorum, only Mr. Jones and Mr. Jackson were in attendance.

III. Verification of Appropriate Notice of Public Meeting

No roll call was taken.

IV. Approval of February 10, 2022 Minutes

No quorum.

V. Review of New Compliance Reports

Ms. Faucett shared that there were two new compliance reports for this for this meeting. The Safety and Chemical Hygiene department, represented by Mr. Joseph Davenport, submitted the Tier 2 EPA report which outlined that there were two chemicals, gasoline and rock salt, which were reported due to corrosive quality in February 2022. Ms. Faucett stated that the other compliance report is for the Drain-Jordan Library which is now being led by Interim Director Dr. Edward Lomax. She shared that due to the change in management of the library, Dr. Lomax had been unaware of the report until contacted by the Office of Legal Affairs, adding that the report is administered in the odd years and isn't due until April 1, 2023.

VI. Institutional Research

Dr. Hope Clark shared the Institutional Research & Compliance Overview. She stated that there are 3 major areas in the scope of work of Institutional Research which includes providing IR Leadership, improving Data Quality and Reporting and Developing IR Capacity. She shared there is a shift from the Service Provider Model of IR to a Federated Network Model of IR. Dr. Clark detailed the IR Reporting Functions as Enrollment trends, Student Demographics, Student Success Metrics which include persistence, retention and completion; University Personnel Demographics, Organizational Climate, Student Satisfaction and Labor Market Analysis (Supply-Demand). She stated that the IR Data Overview sources of data include Banner, WV Higher Education Policy Commission, Integrated Postsecondary Education System, National Student Clearinghouse, U.S. Census Bureau, U.S. Bureau of Labor Statistics and Emsi (Economic Modeling). Dt. Clark shared that there are 3 levels of Mandatory Reporting which include State Level Reporting, Federal Level Reporting and Accreditation. The State Level Reporting is to the HEPC and there are 33 file submissions, Federal Level Reporting is to IPEDS with 13 surveys and Accreditation is HLC Annual Reauthorization. Dr. Clark emphasized that failure to submit the IPEDS reporting in a complete and accurate manner within the required timeframes might result in fines or warning letters. She provided that all IPEDS surveys were submitted and completed for Business & Finance, Library, Human Resources. Dr. Clark added that with the help of Keith in IT along with Jodi Johnston in Financial Aid, they were able to

resolve a lot of data discrepancies and errors and shared that the information cannot be submitted without resolution. She explained that there are Internal IR Data Challenges including coding accuracy in Banner, data gaps and data governance, citing that they are developing in Argos the ability to compare enrollment trends using 10 days, 30 day and HEPC October 15th Census. She added that the hope is to provide a more user friendly tool with Argos versus relying on one person. Dr. Clark shared her recommendations of implementing IT/Data Governance Structure, implementing IR Framework, documenting Operational Processes and Data Flows, improving Data Access and implementing user-friendly Data Tools.

Mr. Jackson questioned how one would obtain demographic information to which Dr. Clark informed him that there are two options, either through email at irhelpdesk.wvstateu.edu or by submitting a data request form through the Track It which is found on the University website

Mr. Jones questioned if the report had been completed in 2021 to which Dr. Lomax reported that he was able to obtain the necessary information and the report in fact had been completed for 2021 and the reporting party has been made aware of the recent leadership and communication changes.

VII. Adjournment

With there being no further questions, the meeting adjourned.

Respectfully submitted by Myrna Thomas, Committee Clerk, April 19, 2022

Approved by:
Alice Faucett
General Counsel
Risk Management, Audit and Compliance Committee Liaison

Risk Management, Audit and Compliance Committee

Board of Governors Meeting
Risk Management, Audit and Compliance Committee

Alice Faucett

June 16, 2022

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. The RN Board regulates nursing programs. The nursing program will have to submit reports until it receives national accreditation.	Nursing	Director	WV Board of Examiners for Registered Professional Nurses		Submit letter and update			Submit letter and update				Yearly RN Board Survey due 9/1/2021	Letter due to RN board for accreditation updated			
CSWE (Council on Social Work Education) Annual Report CSWE is our accrediting body and WVSU is in complete compliance.	CPS, Social Work	Chair	CSWE										Based on agency request			
Assessment of SLOs (Student Learning Outcome), CSWE (Council on Social Work Education) form AS4 (B)			WVSU Dept of Social Work website.							Aug. 31, Every other year						
CSWE (Council on Social Work Education) Self Study--EVERY 7 YEARS			CSWE													
National Strength and Conditioning Assoc. ERP (Education Recognition Program)		WVSU Assessment Coordinator	ERP National Office				2022, every 3 years									
DOE (Department of Education) A-133 annual FA (Financial Aid) audit (affects Title 4 funds)	Financial Aid (Other Contributing University Departments) -EM -IT	Director	Department of Education (via EZ Audit & Federal Audit Clearinghouse)										Fall audit			
501c3 IRS form 990	Research and Development, B&F	Executive Director	Internal Revenue Service												31-Dec	
Federal SF-425 financial report to USDA (deadline depends on grant award)			US Department of Agriculture													Deadline depends on grant ending date
WVA registration of charitable organizations to Secretary of State Office			WV Secretary of State						20-June							
Storm Water Report for DEP	Physical Facilities	Director	Electronic Upload to DEP													

(Department of Environmental Protection), MS4 Annual Report (State)																			
Annual performance report to Institutional Service Office, USDOE	Title III, Academic Affairs	Director	Institutional Service Office of USDOE (United States Department of Education)																
Phase 1 Data Report to Institutional Service Office of USDOE			Institutional Service Office of USDOE																
Phase 2 Data Report to Institutional Service Office of USDOE			Institutional Service Office of USDOE																
The National Council for State Authorization Reciprocity Agreements (NC-SARA) data reporting, Fall distance education enrollment,	Center for Online Learning, Academic Affairs	Director	NC-SARA online submission: www.nc-sara.org																
The National Council for State Authorization Reciprocity Agreements (NC-SARA) data reporting, Out-of-state Learning Placements (OOSLP)			NC-SARA online submission: www.nc-sara.org																
The U.S. News statistical survey on best online programs	Center for Online Learning, Academic Affairs (Other Contributing University Departments) -IT -IR -Individual Departments with Curriculum Data		U.S. News Data Collection (online survey)																
TIAA-CREF (Teachers Insurance and Annuity Association of America-College Retirement Equities Fund) annual participant fee disclosure	University Advancement	Vice President	TIAA-CREF																
TIAA form 5500-SF to Dept. of Treasury IRS			Department of Treasury IRS																
990 Filing to Dept. of Treasury IRS			Department of Treasury IRS																
WVA registration of charitable			Secretary of State																

organizations to Secretary of State office																		
Kanawha-Charleston Health dept. food permit application			Kanawha-Charleston Health Department															
Liquor license to WVA Alcohol Beverage Control commissioner			WVA Alcohol Beverage Control Commissioner															
USDA Civil Rights compliance federal report (EVERY 5 TO 6 YEARS, depending on review)	Research and Public Service	Vice President	United States Department of Agriculture National Institutes of Food and Agriculture.															
Exchange visitor program J1 annual report to Dept. of States-SEVIS		Director, International Student Services	Department of State															
J1 program revalidation to Dept. of State--SEVIS			Department of State															
USDA NIFA Civil Rights Compliance (NO FUTURE DUE DATES SET)	Land Grant Research & Extension	Director of Research Director of Extension	United States Department of Agriculture National Institutes of Food and Agriculture.	31-Jan														
Annual Report of Accomplishments, required by NIFA			United States Department of Agriculture National Institutes of Food and Agriculture.				1-Apr											
Survey of occupational injuries and illnesses (ANNUAL REPORT, due within 30 days)	HR / B&F	Benefits Manager	Bureau of Labor Statistics															
CLERY report as requested (Disclosure of Campus Security Policy and Campus Crime Statistics)	University Police Dept / B&F	Chief of Police	Notice of Availability by October 1st															
ASR annual security report (CLERY manual)			Notice of Availability by October 1st															
National incident based reporting system (NIBRS) 14th of each month			FBI Law Enforcement Enterprise Portal (by the 7 th of each month)	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct	14-Nov	14-Dec			
IPEDS (Integrated Postsecondary Education Data System) report	Human Resources / B&F	Human Resources Manager	HEPC				7-Apr											
AAP affirmative action plan			HEPC					31-May										
Complete Annual Title 6, 7, & 9/Sexual Misconduct Trainings (AUG. 31)		EEO & Title IX Coordinator	Maintain in University records								31-Aug							
Proactive OCR (Office of Civil Rights) audit of Research & Development programs (ANNUALLY-2022)			USDA National Institute of Food and Agriculture															

Internal report to the President re # of OCR (Office of Civil Rights) complaints/details (ANNUALLY AS NEEDED)			President of WVSU														
Fleet Compliance Audit examining the agency's standard vehicle operating procedures, including fuel and maintenance records, operator training and reporting methods.	Business & Finance	Assistant Vice President	WV State Auditor's Office (Conduct 20% of State Fleet annually on a five-year cycle)			Mar 24											

Tier 2 EPA (Environment Protection Agency) reporting	Safety, Compliance & Chemical Hygiene / B&F - Facilities	Safety & Chemical Hygiene Officer	West Virginia Emergency Management Website			1-Mar											
Campus judicial matters report to Office of Public Safety (ANNUAL, determined by Public Safety office)	Judicial Affairs, Student Affairs	Vice President	Office of Public Safety														
MEC eligibility certification/sportsmanship	Athletics, NCAA Compliance	Athletic Compliance Specialist. Specialist maintains all data relevant to NCAA compliance. Some reports are sent to the NCAA and other records are filed and available upon request. Specialist relies heavily on the participation and support of the coaches to provide accurate information.	Mountain East Conference									Certification within 45 days of athlete starting semester					
NCAA Squad list report to MEC (athletic aid)			Mountain East Conference														
NCAA demographics report			NCAA and Mountain East Conference														
NCAA graduation rates			NCAA					1-Jun									
NCAA retention rates			NCAA														
NCAA Federal EADA (Equity in Athletics Data Analysis)			Federal Government													Oct 15 – Nov 15	
NCAA EADA (Equity in Athletics Data Analysis)			NCAA	15-Jan													

ISSG Institutional Self Study Guide (EVERY 5 YEARS, next in 2025)			NCAA															
ISSG (Institutional Self Study Guide) Bylaw 6.3.1 (EVERY 5 YEARS)			NCAA															
6.2.3 financial report submitted to president			NCAA															
Practice logs declaration of seasons to AD (Athletic Director)			AD															
NCAA Violation report--ongoing			AD/PRESIDENT/NCAA															
Rules education--ongoing			ATHLETIC STAFF/INSTITUTION															
Senior exit interview			AD/PRESIDENT															
NCAA Eligibility Center / recruits admission status			COACHING STAFF															
Biweekly class list--ONGOING			FAR (Faculty Athletic Representative)/COACHING STAFF															
NCAA-MEC compliance			AD/PRESIDENT															
Renewal / nonrenewal athletic aid			FINANCIAL AID/AID															
Athletic aid / National Letter of Intent (NLI)			FIANCIAL AID/NLI															
Transfer portal notice--ONGOING			COACH															
Health-Safety-Welfare--ONGOING			ATC/AD/PRESIDENT															
Team rules communication			AD/FAR															
NCAA attestation of compliance obligation			AD/PRESIDENT															
Student proof of insurance and current physical on file--ONGOING			ATC(Athletic Training Certified)/AD/PRESIDENT															
Campus sexual violence attestation form (every year)			AD/SWA/PRESIDENT															
Bylaw 20.10.3 report (FALL, every year)			AD/PRESIDENT															
Biennial Survey of Depository Libraries (ADMINISTERED IN ODD NUMBERED YEARS)	Academic Affairs, Drain-Jordan Library	Director	Government Printing Office (GPO)															
HEPC-Annual Reauthorization Review-Annual Report	Academic Affairs, Institutional Research, Multiple	Provost/ Director of Institutional	Higher Education Policy Commission															

		Research. Director responds to all HEPC/IPEDS reports on behalf of the University.															
Board report of employee data to HEPC (Higher Education Policy Commission)			HEPC										16-Oct				
HLC-Contact Update Survey			Higher Learning Commission														
Common Data Set (CDS)			US News	31-Jan													
University of Delaware, Delaware Cost Study			Higher Education Consortia (HEC), Institutional Research and Effectiveness	31-Jan													
IPEDS Registration, Institution ID, IC Header			Integrated Postsecondary Education Data System							30-Aug							
IPEDS 12-Month Enrollment			Integrated Postsecondary Education Data System										13-Oct				
IPEDS Completions			Integrated Postsecondary Education Data System										13-Oct				
IPEDS Enrollment Fall Data			Integrated Postsecondary Education Data System						11-Apr								
IPEDS Admissions			Integrated Postsecondary Education Data System		14-Feb												
IPEDS (Integrated Postsecondary Education Data System) Finance			Integrated Postsecondary Education Data System						11-Apr								
IPEDS Academic Libraries			Integrated Postsecondary Education Data System						11-Apr								
IPEDS Graduation Rate Survey			Integrated Postsecondary Education Data System		14-Feb												
IPEDS Graduation Rate 200% Survey			Integrated Postsecondary Education Data System		14-Feb												
IPEDS Outcome Measures			Integrated Postsecondary Education Data System		14-Feb												
IPEDS Human Resources Data			Integrated Postsecondary Education Data System		14-Feb												
IPEDS Institutional Characteristics			Integrated Postsecondary Education Data System										13-Oct				
IPEDS Student Financial Aid			Integrated Postsecondary Education Data System											1-Nov			

US News Finance Survey			US News					10-May								
US News Financial Aid Survey			US News					10-May								
US News Main Survey			US News					10-May								
US News Online Programs Survey			US News									15-Oct				
CAEP (Council for the Accreditation of Educator Preparation) Annual Report	Education	Chair	CAEP					30-April								
University Assessment Plan and Report for Initial and Advanced Level		Education Faculty	WVSU Assessment Coordinator (initial and advanced level)	30-Jan												
LiveText Data Compilation (Initial)		Education Faculty	Departmental item used for reporting to university and CAEP (others; as relevant)	30-Jan				30-May								
LiveText Data Compilation (Advanced)		Education Faculty	Departmental item used for reporting to university and CAEP (others; as relevant)	30-Jan				30-May		30-Aug						
CAEP (Council for the Accreditation of Educator Preparation) Accreditation Self Study Report (every 7 years)		Education Faculty	CAEP (most recent submission 2/2021)													
Specialized Professional Organization Reports (SPA-Specialized Professional Associations) Every 7 years			Various SPA organizations associated with our content areas of study													
Program Review Every 5 years (Initial Level – All Undergraduate programs; Advanced Level (Graduate) - MEIL			Board of Governors; HEPC (most recent submission: Initial Level (Undergrad)-- Spring 2021; Advanced Level (Graduate)-MEIL program review is scheduled for 2022-23)													
MEIL (Masters of Education Instructional Leadership) Report to Graduate Studies		Education Faculty	Graduate Council then disseminated to various entities across campus					30-May								
Title II		Chair, Administrative Secretary	Reporting submitted to the Title II site and disseminated to various governmental agencies (3 components submitted over the course of each year).		20-Feb Resolution Phase of Data Entry		30-April Title II IPRC							5-Nov Verification data		
ACS (American Chemistry Society) Annual Report	Chemistry	Education Faculty	ACS							Every year						

ACS (American Chemistry Society) five year report			ACS									2026 and every 5 years after that					
Gramm-Leach-Bliley Act (GLBA)	Financial Aid, Business & Finance, Career Services, IT	Director (FA) Vice President (B&F) Vice President (CS) Designated Information Security Program Coordinator (CIO)	U.S. Department of Education														
Red Flag Rules (RFR)	Business & Finance	Vice President	U.S. Federal Trade Commission														
Payment Card Industry Data Security Standards (PCI-DSS)	All departments processing credit card transactions, IT	Vice President (B&F) CIO	All banks holding WVSU merchant accounts														
Health Insurance Portability and Accountability Act (HIPAA)	Nursing, IT	Provost CIO	U.S. Department of Health & Human Services														
Health Information Technology for Economic & Clinical Health Act (HITECH)			U.S. Department of Health & Human Services														
Family Education Rights and Privacy Act (FERPA)	Academic Affairs, IT	Provost CIO	U.S. Department of Education														
Higher Education Opportunity Act (HEOA)			U.S. Department of Education														
General Data Protection Regulation (GDPR)	Multiple, IT	Designated Data Protection Officer	EU Supervisory Authorities														
Digital Millennium Copyright Act (DMCA)		Designated DMCA Agent	U.S. Copyright Office														
Annual Report on Institutional Rules	Office of Legal Affairs	General Counsel	HEPC														1-Oct

FY 2021-22

COMPLETED
CURRENT
UPCOMING

ONGOING
EXTENSION
FUTURE

New Compliance Reports

West Virginia State Auditor's Office Fleet Compliance Audit

The scope of Audit ranged from July 1, 2021 to December 31, 2021

Specific compliance areas reviewed were fuel and maintenance cost reporting, training, vehicle usage logs, and internal control procedures

West Virginia State Auditor's Office Fleet Compliance Audit (cont'd)

Key Findings:

- Lack of supporting drivers' training documents and vehicle logs
- Inaccurate vehicle inventory
- Expired insurance and registration certificates
- Expired MVI's
- Personal trash and belongings in the cab
- Recalls and preventative maintenance
- Vehicle maintenance not recorded
- Lack of Utilization Exemption Request forms

West Virginia State Auditor's Office Fleet Compliance Audit (cont'd)

WVSU Response:

- WVSU concurs with all findings
- Meeting with the WV Fleet Management Division on May 25th to develop a plan to ensure compliance
- WVSU to develop internal agency procedures and timeline to comply with all Fleet Management Policies

Questions

**Board of Governors
Business Affairs Committee
134 James C. Wilson University Union
Thursday, June 16, 2022
11 am – 12 pm**

AGENDA

- | | |
|--|-------------------|
| I. Call to Order | Ian Flores |
| II. Roll Call | Natasha Tyson |
| III. Verification of Appropriate Notice of Public Meeting | Ian Flores |
| IV. Approval of April 14, 2022 Minutes (<i>Action Required</i>) | Ian Flores |
| V. FY22 Financial Update | Justin McAllister |
| a. Accounts Payable Schedule | |
| b. Liquidity Monitoring | |
| c. FY 2022 Year End Financials | |
| VI. Key Initiatives | Justin McAllister |
| a. Student Focused | |
| • Residence Hall Technology Infrastructure Upgrade | |
| • Dining Services Contract | |
| b. Faculty and Staff Focused | |
| • FY 2023 Pay Increase | |
| c. Business & Finance | |
| • Critical Vacancies | |
| • FY 2022 Audit | |
| • Financial Transparency | |
| VII. Adjournment | |

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

Date/Time: 6/16/2022 -- 11:00 AM

Location:

134 James C. Wilson University Union

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

Notes:

Meeting was approved : 6/9/2022 9:41:38 AM

MEETING MINUTES
West Virginia State University Board of Governors
Business Affairs Committee
134 James C. Wilson University Union
Thursday, April 14, 2022
10 a.m. – 11 a.m.

I. Call to Order and Roll Call

Mr. Ian Flores called the meeting to order at 10:13 a.m.

II. Members Present:

The clerk called the roll. Members present were Mr. Flores, Ms. McKibben, Mr. Gray, Mr. Raines, and Mr. Davis. There was a quorum for this meeting.

III. Verification of Appropriate Notice of Public Meeting

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

IV. Review and Approval of September 23, 2021 Meeting Minutes

Mr. Flores asked for a motion to approve the meeting minutes for February 10, 2022. Ms. McKibben made a motion, and it was seconded by Mr. Gray. Motion passed.

V. Human Resources

VP Dalton provided an update on the Employee Satisfaction Engagement Survey conducted by ModernThink. The survey period was from February 7 – February 21, 2022 but was extended to February 28 to provide employees additional time to participate. The final response rate was 63 percent. The implementation of action items based upon the results of the survey is expected to roll out at the beginning of the Fall semester. Feedback from the survey may be available for the June Board meeting pending when the Administration receives this information from ModernThink.

VI. Physical Facilities

A new Director of Physical Facilities, Daniel Brown, was hired with an effective date of March 14, 2022. He comes with more than 40 years of experience in electrical, HVAC, structural and life safety systems for both professional and residential buildings. Prior positions held consist of Life Safety Surveyor for the Office of Health Facility Licensure and Certification, Superintendent for Facility Operations for the Charleston Coliseum and Convention Center, and a Facilities Manager for Charleston Area Medical Center. Key focus areas at the university will include preventative maintenance, capital project budgeting, utility efficiency, space utilization, campus master planning among other things.

VII. FY22 Financial Update

i. Composite Financial Index Trend (CFI Score)

The composite financial index is the main measure of a universities financial health widely used throughout higher education. It relies on information from audited financial statements and utilizes four core ratios measuring various aspects of an organization's financial wellbeing. The CFI is calculated from the WVSU Audited Financial Statements by our

governing body, the West Virginia Higher Education Policy Commission (WVHEPC). Per WVHEPC calculations, of which the University's Foundations financials are excluded, fiscal year '21 year-end was a positive 0.61. However, the University still has a way to go as the average of other in-state universities was a positive 2.5. Governor McKibben asked that the reports include the university's target goal, where the university wants to be, where the peer universities are compared to WVSU, and the ultimate goal of where the university wants to be over the next several years. In doing so this will allow a comparison to other universities.

ii. Accounts Payable Schedule

In monitoring the financial obligations of the University, benchmarking the goal is to have most of the outstanding invoices within 90 days. As of March 31, 2022, the total of all outstanding invoices is roughly \$35,568. 00. The \$17,167 amount which is 90 days outstanding is in conjunction with vendor related issues as it relates to documents requested by the State Auditor's Office that Business and Finance is working to address with our vendors. The goal is to pay our vendors in a timely fashion in order to reestablish positive relationships with our vendors.

iii. Liquidity Monitoring

Another key measure is the liquidity monitoring, which probably one of the most important that the Business and Finance team performs weekly which ensures the amount of the financial reserves and sufficient cash flow to meet financial obligations. There were only seven days of cash-on-hand in September 2021, and as of March 2022 the numbers are consistent around 45-50 day average, ending the month of March with 46 days of cash on hand. From a benchmarking standpoint, our peer institutions within the state average 96 days of cash on hand. Historical data reflects that the University ended FY21 with 47 days of cash on hand, 21 days of cash on hand in FY20, 10 days of cash on hand in FY19, 17 days of cash on hand in FY18, and there were only 12 days of cash on hand in FY17. Based upon the numbers for FY21 and FY22, VP Dalton is confident that the University will see a more fiscally sustainable days of cash on hand by the end of the current fiscal year (FY22). As reported, these numbers are based on operational funds and excludes HEERF funding. Looking at the cash flow projections, assuming no additional revenue applied, there is a sufficient cash flow through September of 2022 before the next influx of revenue from Fall 2022 tuition revenue. The goal is to have historical cash flow data for a full twelve-month academic year to be able to assess where the highs and low points from a cash flow standpoint are so that we can address them appropriately. Once identified, the University can target the areas and be more strategic to fulfil the financial obligations of the University.

iv. FY22 Year End Projections

The university initially budgeted a positive net margin of roughly \$1.3 million in FY22. From a revenue standpoint, the university received lower than anticipated revenue from lower enrollment compared to projections. However, this was offset by salary savings and spending reductions in supplies and other services (operating budgets). Business and Finance is projecting that the university will end FY22 with a positive net margin of roughly \$2.9 million as of data from February 28, 2022. Departmental spending continues to be monitored in order for the university to pull back on spending moving forward if necessary.

VIII. FY23 Budget

i. Approval of Tuition and Fee Proposal for FY23

The FY23 tuition and fee rate increases are being proposed by the Tuition and Fee Committee which is comprised of multiple representatives across various departments such as Business and Finance, Academic Affairs, Student Affairs, Athletics, and a Student Government representative. The mission of the committee is to review the tuition and fee structure to ensure transparency and that fees align with student needs, academic units and student activities. The committee provides a recommendation to the President, it is then presented to the President's Cabinet, and then approved by the Board of Governors. The committee considered the supporting documentation from the Higher Education Policy Commission as it relates to inflationary cost in which the report reflects a salary increase of 2.7%, miscellaneous services increase of 2%, utilities increase of 15%, and supplies and other services increase of 3.5% between FY21 and FY22. The committee wanted to ensure that any increase that was proposed would not be a burden borne solely on the backs of our students. From a market competitive standpoint amongst our peer institutions, the committee did not want the university to price itself out of the market. The committee unanimously agreed to move forward with a 2.5 percent increase in overall tuition and fees for both graduate and undergraduate students for the upcoming academic year (AY22-23). The direct impact to an undergraduate student would be \$196 increase over the full academic year. A non-resident undergraduate student would have a \$338 increase over the full academic year. Most universities are anticipated to implement an increase based upon inflationary cost and a decline of state appropriated dollars over the years which has placed more pressure on universities to close the fiscal gap.

Additionally, an increase of \$10 associated with the HESI exam was proposed, which is specific for nursing students only. The HESI exam provides exams and study materials for nursing students to use during their program. The increase of \$10 will provide the nursing students with an online drug calculation course to assist the student with an additional supporting tool to study for the HESI exam. The committee also proposed to remove the \$80 nursing course lab fee. There will also be an increase in the nursing program fee that will be associated with specific nursing courses but will essentially pay for uniforms, shoes, drug screening, background checks, compliance tools, and other expenditures necessary for the nursing students. With these net increases, WVSU will still be less than what Marshall and WVU charge for their nursing program, therefore keeping us competitive in the marketplace.

The university is currently on the higher end of the scale as it relates to room and board costs compared to our peer institutions and therefore the committee proposed a zero increase in room and board rates for next academic year (AY22-23). With the 2.5% increase in overall tuition and fees for both undergraduate and graduate students, it is projected that the university will generate an additional \$340,000 in tuition and fee revenue.

The AY22-23 Tuition and Fee Planning Schedule that will need to be submitted to the Higher Education Policy Commission provides supporting documentation to ensure that the tuition and fees are reflected within the 2.5% increase. The overall FY23 budget assumptions from a revenue standpoint consists of enrollment projections for next fiscal year which incorporate the 2.5% increase in tuition and fees. Additionally, the university has included state appropriation increases per the Governors FY23 Budget Bill which include employee salary

increases and additionally funding associated with our Land Grant match and Healthy Grandfamilies program. As far as expenditure assumptions within the FY23 budget, the university recently contracted with a third party recruiter, called Waybetter, in December 2021. The goal is to move forward with a strategic enrollment strategy to increase the university's enrollment moving forward. Additionally, Acrobatics and Tumbling is a new program that athletics has implemented of which the Athletics Director is already recruiting students and coaches. The university will also be investing additional dollars into our marketing and advertising budget as the current budget is not sufficient for the university's current initiatives.

ii. Approval of FY23 Budget

Taking into account all revenue and expenditure assumptions for FY23, the university is projecting to end FY23 with a positive net margin of \$700,000. The university is undertaking multiple initiatives behind the scenes that have yet to be quantified within the FY23 budget proposal that will provide additional positive impacts. This includes initiatives such as converting more dual enrollment students to full-time equivalents, exploring an inaugural Winter Intersession in December 2022, strategies to increase activities on campus during summer months, strategies to increase grant funding and formulating a strategic discounting strategy to increase net tuition and fee revenue. Initiatives as it relates to process improvements consists of exploring budgetary software systems that will provide long-term strategic planning, shared services with Research and Development Corporation, refining procurement processes, digitizing forms and transitioning to online processes, and utilization of Banner and Argos for enrollment and financial reporting. From a best practice standpoint, most universities utilize both Banner and Argos which provide additional operational efficiency in addition to ensure that the administration can continue to make more data informed decisions moving forward.

IX. Adjournment

With there being no other business, Mr. Flores moved to adjourn the meeting at 11:02 a.m.

Respectfully Submitted by Natasha Tyson, Committee Clerk, April 21, 2022.

Approved by:

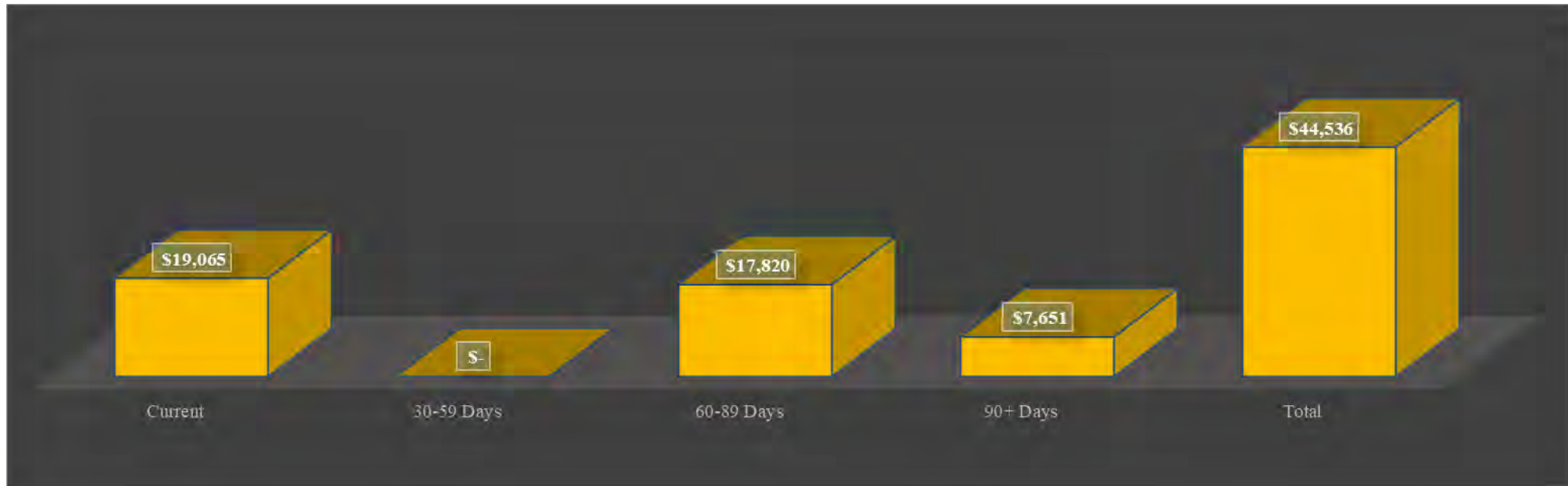
Christina Dalton
Vice President for Business and Finance
Business Affairs Administrator

Business Affairs Committee

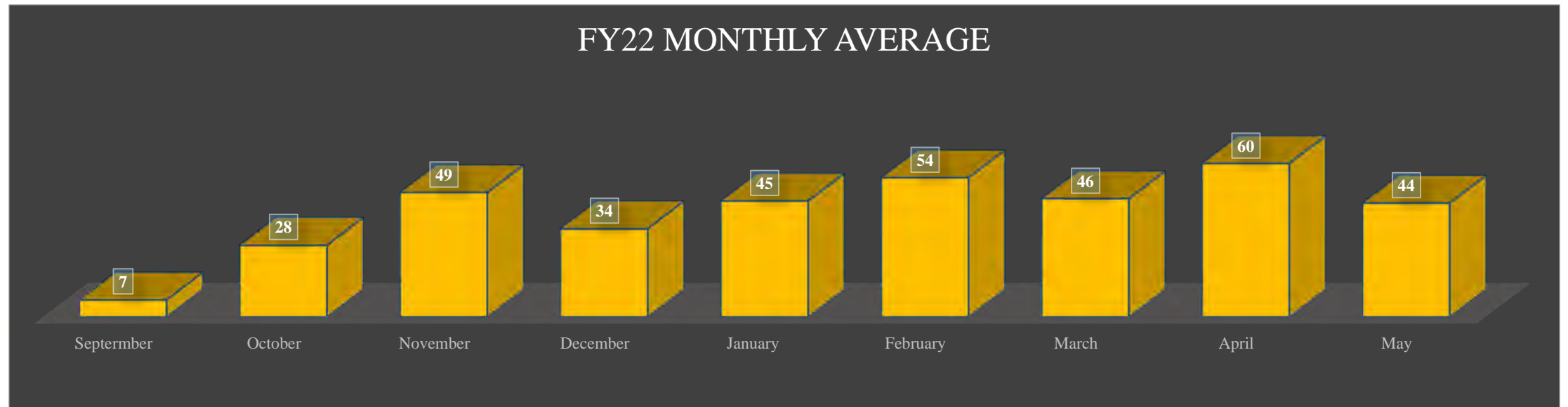
Board of Governors Meeting
Business Affairs Committee
Justin T. McAllister
June 16, 2022

FY22 Financial Update

Accounts Payable Schedule



Liquidity Monitoring-Days of Cash on Hand



FY 2022 Year End Projections

West Virginia State University Cash Basis Revenue & Expense Projected FY 2022			
	FY2022 Projected Year- End	FY 2022 Budget	FY 2022 Projected Budget Utilized
Revenues:			
Tuition and Fees	14,610,172	17,253,488	85%
State Appropriations	14,122,566	14,122,566	100%
Grants	1,589,515	1,589,515	100%
HEERF	5,321,798	8,869,664	60%
Auxiliaries	7,582,528	6,586,693	115%
Other Revenues	4,984,077	3,915,750	127%
Total Revenues	\$ 48,210,656	\$ 52,337,676	92%
Expenditures:			
Salaries and wages	15,620,512	18,829,449	83%
Benefits	3,542,979	4,143,276	86%
Supplies and other services	13,777,945	13,449,479	102%
Utilities	1,284,188	1,250,000	103%
Scholarships & Waivers	4,610,683	4,300,000	107%
Debt Service	2,487,276	2,487,276	100%
HEERF	1,557,438	6,535,083	24%
Total Expenditures	\$ 42,881,021	\$ 50,994,563	84%
Total Margin	\$ 5,329,635	\$ 1,343,113	397%

Student Focused Initiatives

Residence Hall Technology Infrastructure Upgrades

- Issue:
 - Aging network infrastructure (End-of-life and non-support)
 - Limited Wi-Fi connectivity
- Resolution:
 - Enhanced network infrastructure and design
 - Each Dorm Room will receive a new Cisco Meraki WAPs
- Timeline:
 - Order Submitted 6/3/2022
 - Install completed by beginning of Fall Semester 2022.
- Cost:
 - \$500,000 (HEERF Funds)

Dining Services Contract

- Issue:
 - Diminished student experience
 - Lacking variety and quality
 - Lacking modernized technology
 - Hours of operation
 - Financial Analysis
- Resolution and Timeline:
 - RFP published on May 6th, 2022
 - Mandatory Pre-Bid held May 10th, 2022
 - 5 Vendor Present
 - Proposals Due June, 10th, 2022
 - Evaluation and Presentations June 13th-June 29th
 - Award new Dining Services Contract July 8th, 2022
 - Contract transition by August 1, 2022

Faculty & Staff Focused Initiatives

FY 2023 Pay Increase

- Legislature Allocation: \$337,586
- Effective Date: July 1, 2022
- Eligibility Criteria:
 - Benefits eligible employees (part-time and full-time)
 - Employed as of 6/30/2022
 - Grant funded positions will be prorated based on state funding and the grant budget will sustain the remaining portion
- Across the board raise in the amount of \$1650 for each employee

Business & Finance Focused Initiatives

Critical Positions

- Filling 2 Key Positions
 - Controller
 - Purchasing Director
- Critical Vacancies
 - AVP of HR
 - Budget Analyst
 - Facilities
 - UPD

FY 2022 Audit and Financial Transparency

- FY 2022 Financial Audit
 - Kick of June 2022
 - Preliminary Testing
 - Auditor's On Site August/September
 - Audit Report by October 15, 2022
- Financial Transparency
 - Improved Budgeting and Transparency for FY 2023
 - Automation
 - Comparative and Analytical Data

Questions?

**Board of Governors
University Affairs Committee
135 James C. Wilson University Union
Thursday, June 16, 2022
12 Pm – 1 pm**

AGENDA

- | | |
|--|-----------------------|
| I. Call to Order | Jeffrey Pietruszynski |
| II. Roll Call | Vonda Matthews |
| III. Verification of Appropriate Notice of Public Meeting | Jeffrey Pietruszynski |
| IV. Approval of April 14, 2022 Minutes (<i>Action Required</i>) | Jeffrey Pietruszynski |
| V. Academic Affairs | J. Paige Carney |
| a. Early Enrollment/Dual Credit Updates | |
| VI. Athletics | Daniel Nadler |
| a. 2021-2022 Recap | |
| VII. Adjournment | |

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

Date/Time: 6/16/2022 -- 12:00 PM

Location:

135 James C. Wilson University Union

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

Notes:

Meeting was approved : 6/9/2022 9:44:19 AM

Meeting Minutes
West Virginia State University Board of Governors
University Affairs Committee
James C. Wilson University Union
April 14, 2022
9:00 a.m.

I. Call to Order

Dr. Jeffrey Pietruszynski called the meeting to order at 9:00 a.m.

II. Roll Call

The clerk called the roll. Members present were Mr. Jones, Mr. Jackson, Dr. Pietruszynski, Mr. Gray and Ms. McKibben.

III. Verification of Appropriate Notice of Public Meeting

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

IV. Approval of February 10, 2022 Meeting Minutes

Mr. Jones motioned for approval of the agenda. Mr. Gray seconded the motion, and the motion carried.

V. Academic Affairs

a. Approval of Academic Program Reviews

Dr. Carney reported to the committee with the program highlights of the Bachelor of Science in Chemistry. She informed the committee that the program review committee recommended that the Bachelor of Science in Chemistry program be continued at its current level of activity.

Mr. Jones asked about the 198% return investment and how they came up with the numbers. Dean Williams informed the committee that it reflects the cost of faculty teaching courses and the tuition revenue generated by courses in the program.

Mr. Jones made a motion to recommend that the Bachelor of Science in Chemistry continue at its current level of activity. Mr. Gray seconded the motion. The motion carried.

Dr. Carney reported to the committee with the program highlights of the Bachelor of Science in Computer Science. She informed the committee that the program review committee recommended that the Bachelor of Science in Computer Science program be continued at its current level of activity.

Mr. Jones made a motion to recommend that the Bachelor of Science in Computer Science continue at its current level of activity. Mr. Gray seconded the motion. The motion carried.

Dr. Carney reported to the committee with the program highlights of the Bachelor of Science in Mathematics. She informed the committee that the program review committee recommended that the Bachelor of Science in Mathematics program be continued at its current level of activity.

Mr. Jones made a motion to recommend that the Bachelor of Science in Computer Science continue at its current level of activity. Mr. Gray seconded the motion. The motion carried.

Dr. Carney reported to the committee with the program highlights of the Master of Public

Administration. She informed the committee that the program review committee recommended that the Master of Public Administration program be continued at its current level of activity.

Mr. Jones made a motion to recommend that the Bachelor of Science in Computer Science continue at its current level of activity. Mr. Gray seconded the motion. The motion carried.

VI. Enrollment Management and Student Affairs

a. Student Recruitment Update – Get Recruited to State

Dr. Dan Nadler, Interim Vice President for Student Affairs and Enrollment Management, introduced Ms. Tanesha Weaver, Interim Director of Undergraduate Admissions. Dr. Nadler thanked Ms. Weaver and her team on the great job they are doing recruiting new students.

Ms. Weaver presented various statistics in regards to student recruitment efforts including the following:

- Applications are up 274 compared to last year at this point in the recruiting process.
- The number of admits is up 832 compared to last year at this point in the recruiting process.
- The number of confirmed students is up 96 compared to last year at this point in the recruiting process.

b. Student Survey Results

Dr. Nadler provided results from the student survey that 300+ students completed during the Spring 2022 semester. The student survey results will be used to help State become more data-driven for improvements in student recruitment, retention, satisfaction, and graduation rates.

VII. Adjournment

With there being no further business, a motion was made by Mr. Jones and seconded by Mr. Gray to adjourn the meeting. The motion carried. The meeting adjourned at 10:07 a.m.

University Affairs

Board of Governors Meeting
University Affairs Committee
Dr. Paige Carney
June 16, 2022

Early Enrollment/Dual Credit Program Updates



1891

WEST VIRGINIA STATE
UNIVERSITY

Early Enrollment

Early Enrollment/Dual Credit A Quick Glance

- Early Enrollment/Dual Credit courses are currently offered at 23 high schools in 7 counties:
 - Boone County
 - Cabell County
 - Clay County
 - Jackson County
 - Kanawha County
 - Putnam County
 - Pocahontas County

Grow Your Own (GYO) Program

- West Virginia Department of Education has created a Grow Your Own Program designed to provide innovative, low-cost pathways into the teaching profession to address the teacher shortage.
- WVSU is partnering with Kanawha County Schools for the GYO program.
- Four new Education Dual Credit courses will be offered at Kanawha County Schools starting in the Fall.

National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation

- West Virginia State University is the only accredited Early Enrollment/Dual Credit program in the state of West Virginia.
- In 2018, the Early Enrollment/Dual Credit program was accredited by NACEP.
- NACEP works to ensure that college courses offered by high school teachers are as rigorous as the courses offered on the college campus.

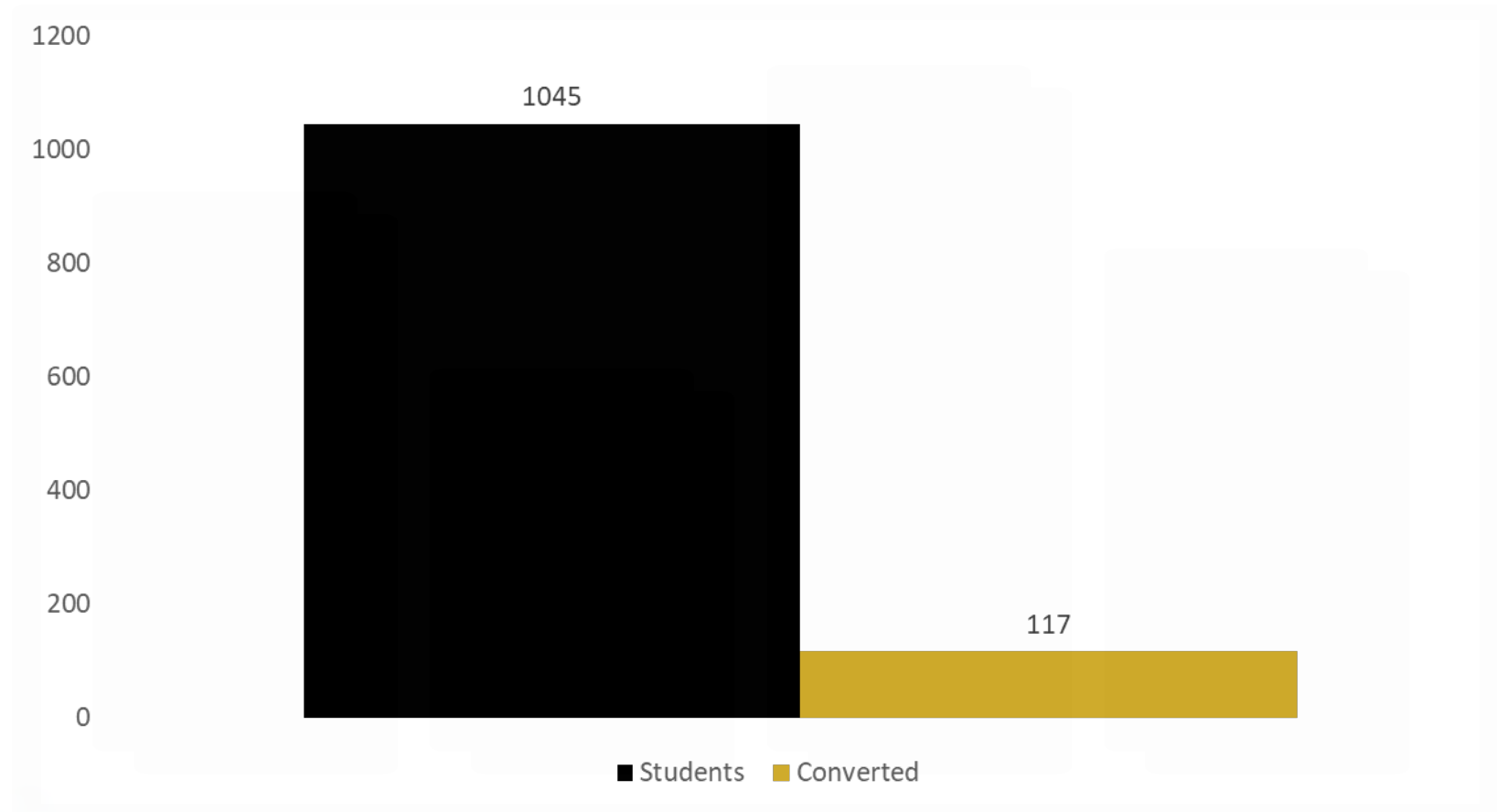
Early Enrollment Strategic Plan

- More effort in branding of the program.
- Create user-friendly log in policy & procedures for Students, Parents, Teachers, & Counselors.
- Send admission letters every semester to new students.
- Utilize QR codes & provide focused outreach to students.

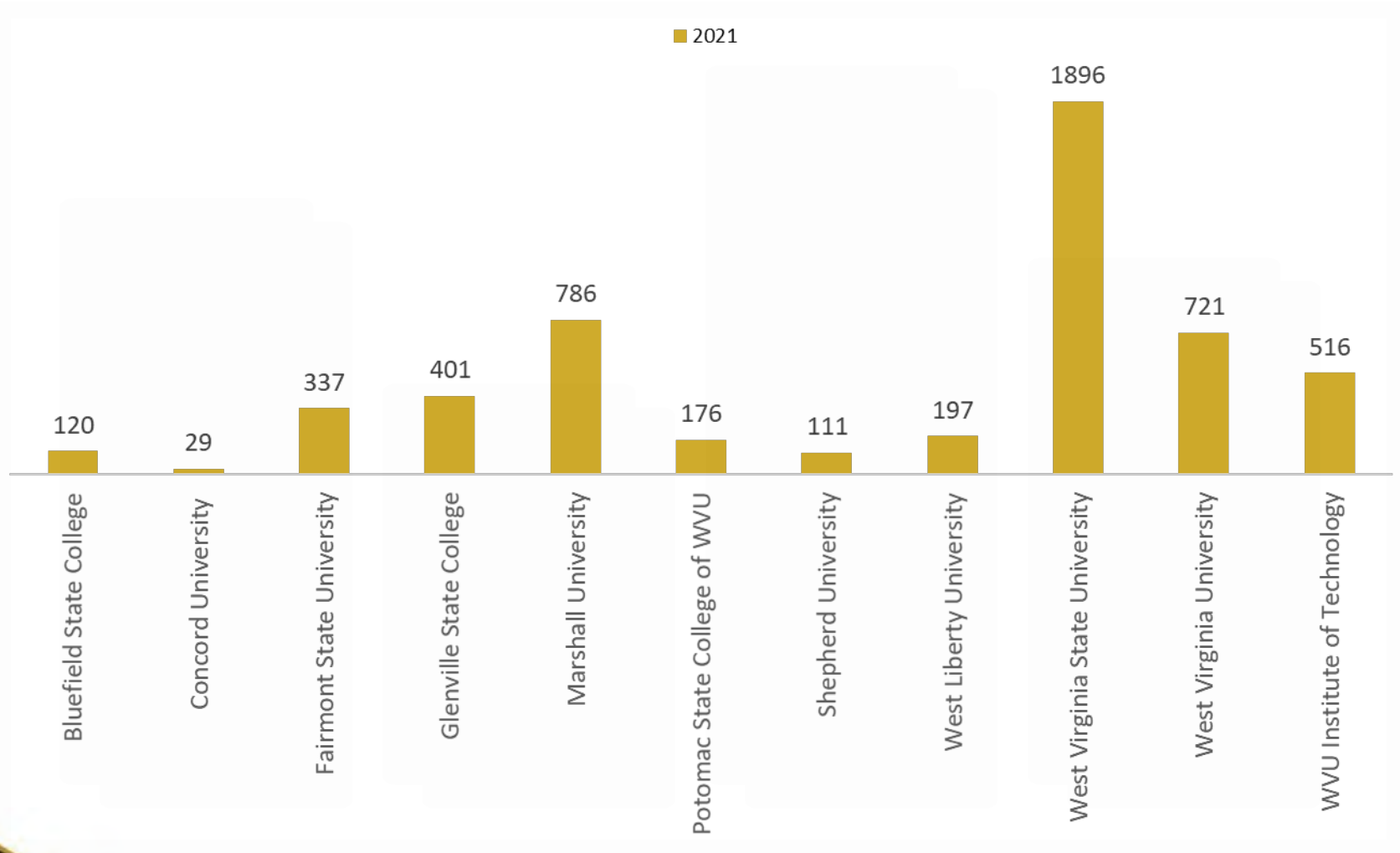
Early Enrollment Strategic Plan Cont.

- Expand online course offerings across the State.
- Provide professional development to early enrollment teachers.
- Provide paired syllabi every semester for dual credit courses.

Conversion Rate of Early Enrollment Seniors to First Time Freshman 2020 – 2021



Dual Credit Enrollment by College/University Fall 2021



QUESTIONS

WV SU

ATHLETICS

2021 – 2022 Recap

- Two MEC Regular Season Championships
- Six MEC Tournament Appearances
- Three NCAA Tournament Appearances
- Added Acrobatics & Tumbling
- 3.105 cumulative GPA for Fall
- External Events

QUESTIONS

**Board of Governors
FULL BOARD
134/135 James C. Wilson University Union
Thursday, June 16, 2022
1:15 pm**

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 14, 2022 Meeting Minutes (<i>Action Required</i>) | Charles E. Jones, Jr. |
| V. Report from the Board Chair <ul style="list-style-type: none">• Approval of FY2022-23 Meeting Dates (<i>Action Required</i>)• Election of Officers (<i>Action Required</i>) | Charles E. Jones, Jr. |
| VI. Report from the President | Ericke S. Cage |
| VII. Reports from Board Committees <ul style="list-style-type: none">• University Affairs• Governance• Business Affairs• Risk Management, Audit and Compliance• Endowment, Advancement and External Affairs | Jeffrey Pietruszynski
Lester Raines
Ian Flores
James Payne
E. Gail Pitchford |
| VIII. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel and Property Matters (<i>Action Required</i>) | Charles E. Jones, Jr. |
| IX. Adjournment | |

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

Date/Time: 6/16/2022 -- 1:15 PM

Location:

134/135 James C. Wilson University Union

Purpose: To conduct the regular business of the full board

Notes:

Meeting was approved : 6/9/2022 9:46:00 AM

Meeting Minutes
West Virginia State University Board of Governors
Full Board
134/135 James C. Wilson University Union
April 14, 2022
1:00 p.m.

I. Call to Order

Mr. Jones called the meeting to order at 1:00 p.m.

II. Roll Call

The clerk called the roll. Members present were Mr. Davis, Mr. Flores, Mr. Gray, Mr. Jackson, Mr. Jones, Mr. Kelley, Mrs. McKibben, Dr. Pietruszynski, Mrs. Pitchford and Mr. Raines. Ms. Lansdowne and Mr. Payne were absent.

III. Verification of Appropriate Notice of Public Meeting

Mr. Jones verified the Appropriate Notice of Public Meeting.

IV. Approval of Meeting Minutes

Mr. Jones asked for a motion to approve the minutes from the February 10, 2022 meeting. Dr. Pietruszynski so moved, and Mrs. McKibben seconded the motion. The motion carried. Mr. Jones asked for a motion to approve the minutes from the March 31, 2022 special meeting. Dr. Pietruszynski so moved, and Mrs. McKibben seconded the motion. The motion carried.

V. Report from the President

President Cage reiterated his appreciation to the Board, Cabinet, deans, faculty, students, staff and alumni for their support. He highlighted several recent events and initiatives followed by a progress report on WVSU Forward.

VI. Reports from Board Committees
University Affairs Committee

Dr. Pietruszynski provided an executive summary on the agenda items that were discussed.

Governance Committee

Mr. Raines provided an executive summary on the agenda items that were discussed.

Business Affairs Committee

Mr. Flores provided an executive summary on the agenda items that were discussed.

Risk Management, Audit and Compliance Committee

In the absence of the committee chair, Mr. Jones provided an executive summary on the agenda items that were discussed.

Endowment, Advancement and External Affairs

Mrs. Pitchford provided an executive summary on the agenda items that were discussed.

VII. Approval of Academic Program Reviews

As recommended by University Affairs Committee, Mr. Davis motioned for approval by the Board of Governors of the Academic Program Review for the B.S. in Chemistry program as presented. Mrs. Pitchford seconded the motion, and the motion carried.

As recommended by University Affairs Committee, Mr. Kelly motioned for approval by the Board of Governors of the Academic Program Review for the B.S. in Computer Science program as presented. Mrs. Pitchford seconded the motion, and the motion carried.

As recommended by University Affairs Committee, Mr. Davis motioned for approval by the Board of Governors of the Academic Program Review for the B.S. in Mathematics program as presented. Mr. Jackson seconded the motion, and the motion carried.

As recommended by University Affairs Committee, Mr. Davis motioned for approval by the Board of Governors of the Academic Program Review for the Master of Public Administration program as presented. Mr. Flores seconded the motion, and the motion carried.

VIII. Approval of Tuition and Fee Proposal for F23

Mrs. Pitchford motioned for approval by the Board of Governors of the Tuition and Fee Proposal for FY23 as presented. Mrs. McKibben seconded the motion, and the motion carried.

IX. Approval of FY23 Budget

Mr. Gray motioned for approval by the Board of Governors of the FY23 budget as presented. Mrs. McKibben seconded the motion, and the motion carried.

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

Mr. Kelley 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.

Mrs. Pitchford 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.

XI. University Owned Property

Malden Property

No motion or second was made for this agenda item.

Restoration Praise Temple

No motion or second was made for this agenda item.

XII. Approval of Presidential Contract

Mr. Kelley moved that the Board of Governors authorize the Chair of the Board to enter into a contract discussion session with President Cage, subject to the terms and subsequent approval by the West Virginia Higher Education Policy Commission. Mr. Davis seconded the motion, and the motion carried.

XIII. Adjournment

With there being no further business, the meeting adjourned at 3:13 p.m.

Respectfully submitted,

E. Gail Pitchford, Secretary

Approved:

Charles E. Jones, Chair



WEST VIRGINIA STATE
UNIVERSITY

WVSU **FORWARD**

*Advancing WVSU's future by positioning
the University for strategic growth.*

PROGRESS REPORT

Ericke S. Cage, J.D., LL.M.
President

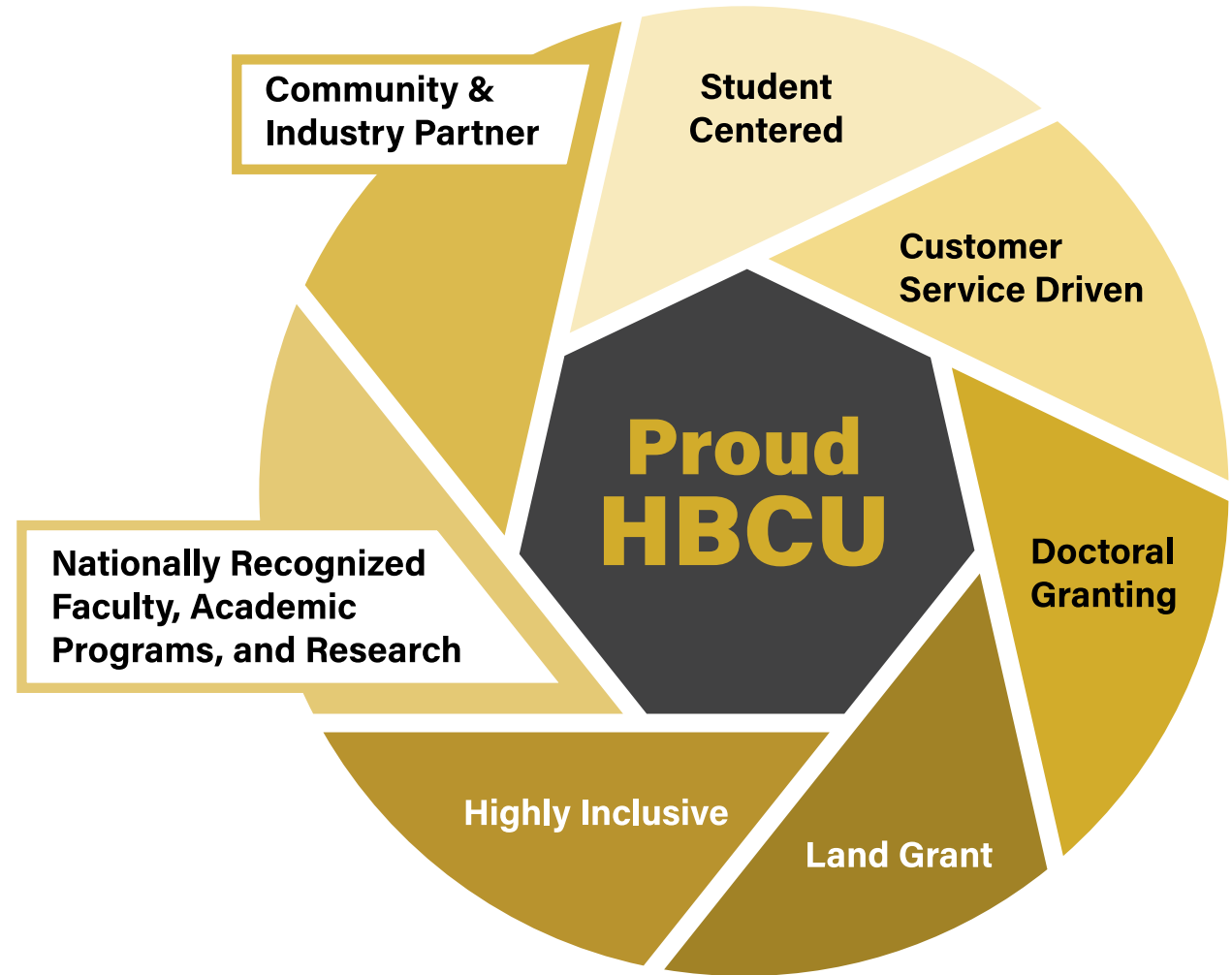
June 16, 2022

TRANSFORMING LIVES



VISION

A student centered, customer service driven, doctoral land-grant university that is grounded in its heritage as an HBCU and focused on its future as an inclusive institution of higher learning with nationally recognized faculty, academic programs, and research that supports the emerging needs of students, industry, and the state of West Virginia.



STRATEGIC PLAN

WVSU's path forward must be informed by a comprehensive strategic plan that embraces the realities of the post-pandemic world. This work has begun and will continue through the summer to determine the process for the fall. The goal is to complete the strategic planning process to present to the Board of Governors at the February 2023 meeting.

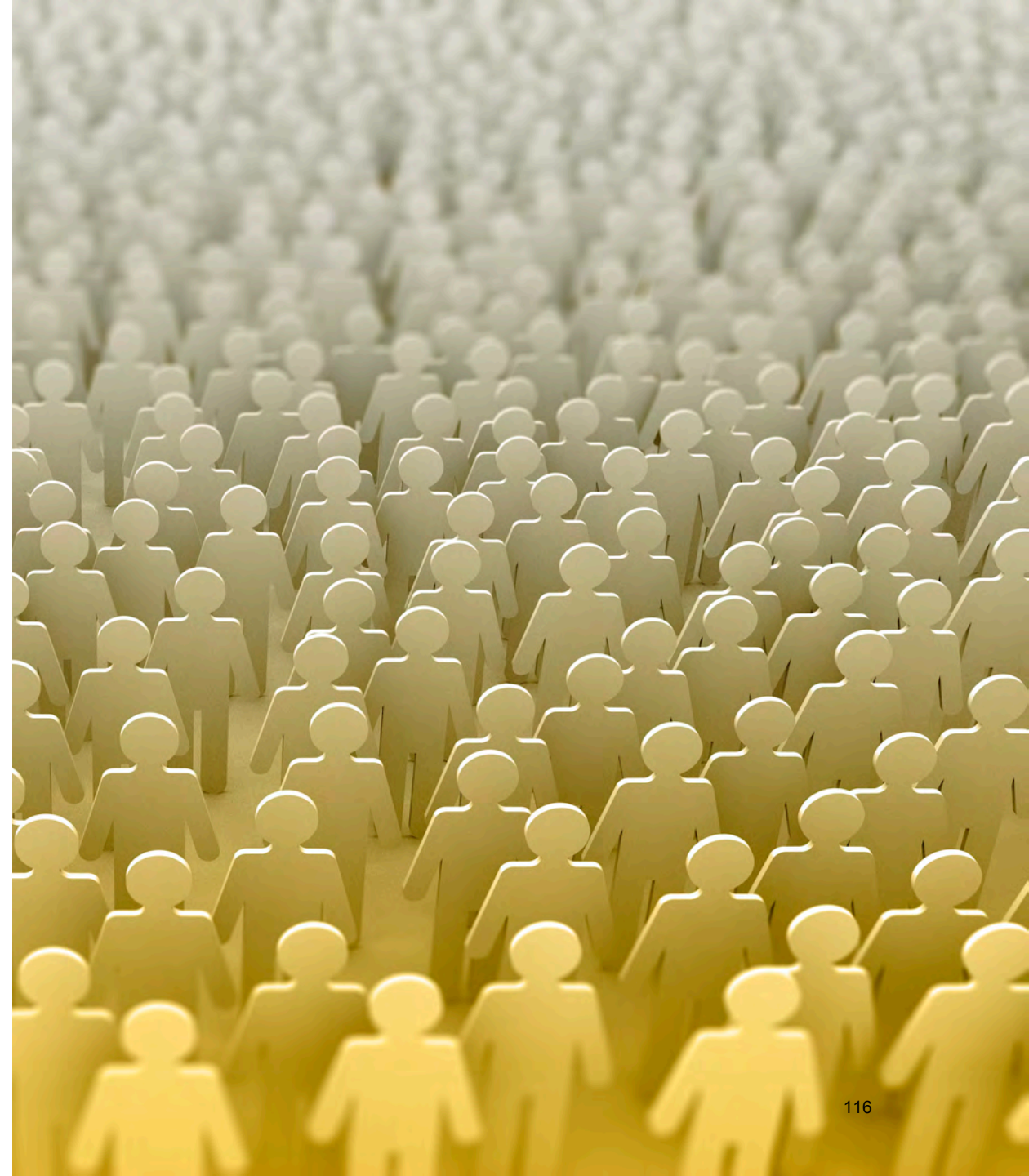


$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$
$$2x + 4 dx = 3x^3 + x^2 + 4x + C \Big|_0^{102} = 102$$
$$e^{x+iy} = e^x (\cos y + i \sin y)$$

$$\tilde{U}(\tau, \omega) = \frac{1}{\Lambda(\tau, \omega)}$$
$$\beta(\tau, \omega) = \exp \left[- \dots \right]$$
$$\Lambda(\tau, \omega) = \frac{\beta(\tau, \omega)}{(\beta(\tau, \omega))}$$

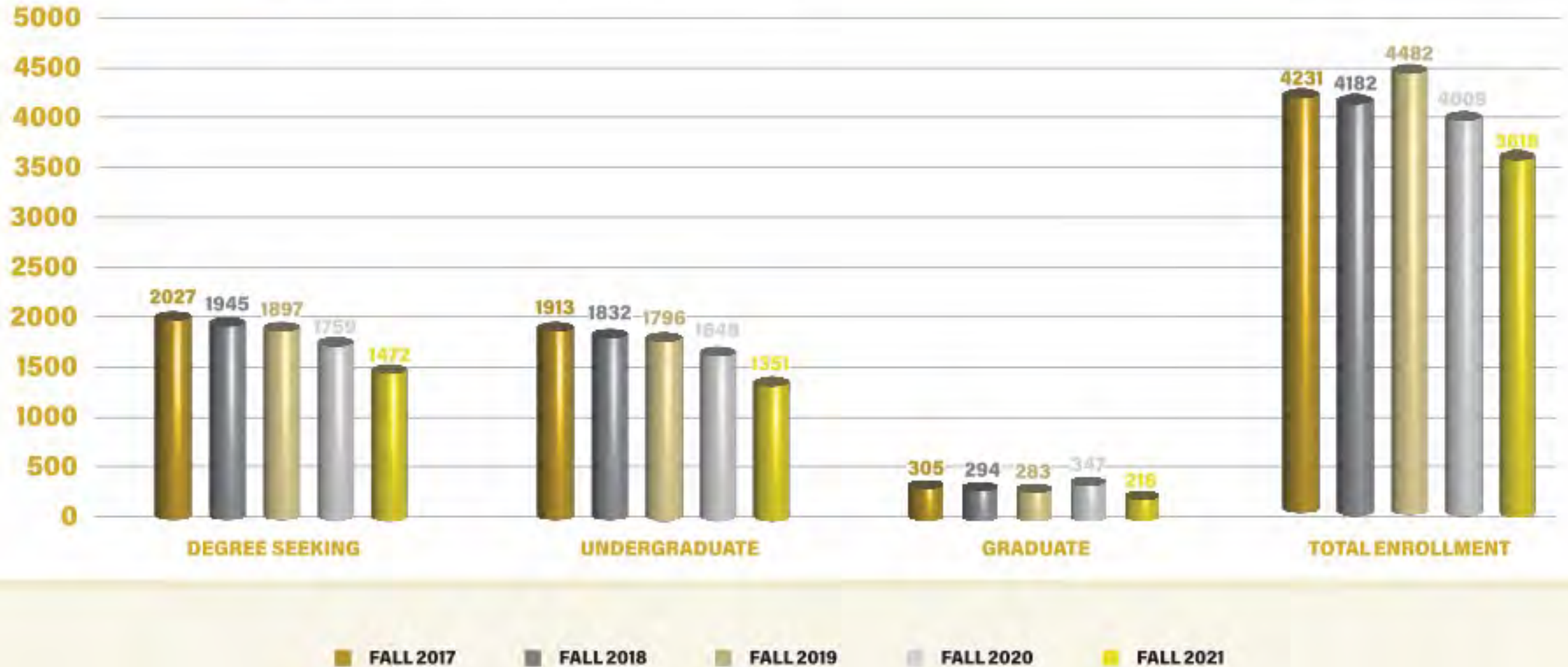
ENROLLMENT AND RETENTION GROWTH

Enrollment and retention growth are mission critical priorities, which serve as the cornerstone of our growth and sustainability strategy. Over the next two years and beyond, WVSU must embrace an “all of the above,” yet focused approach to recruitment and retention. We must fully integrate technology, adopt best practices, and stay on the leading edge of emerging trends in the higher education sector.



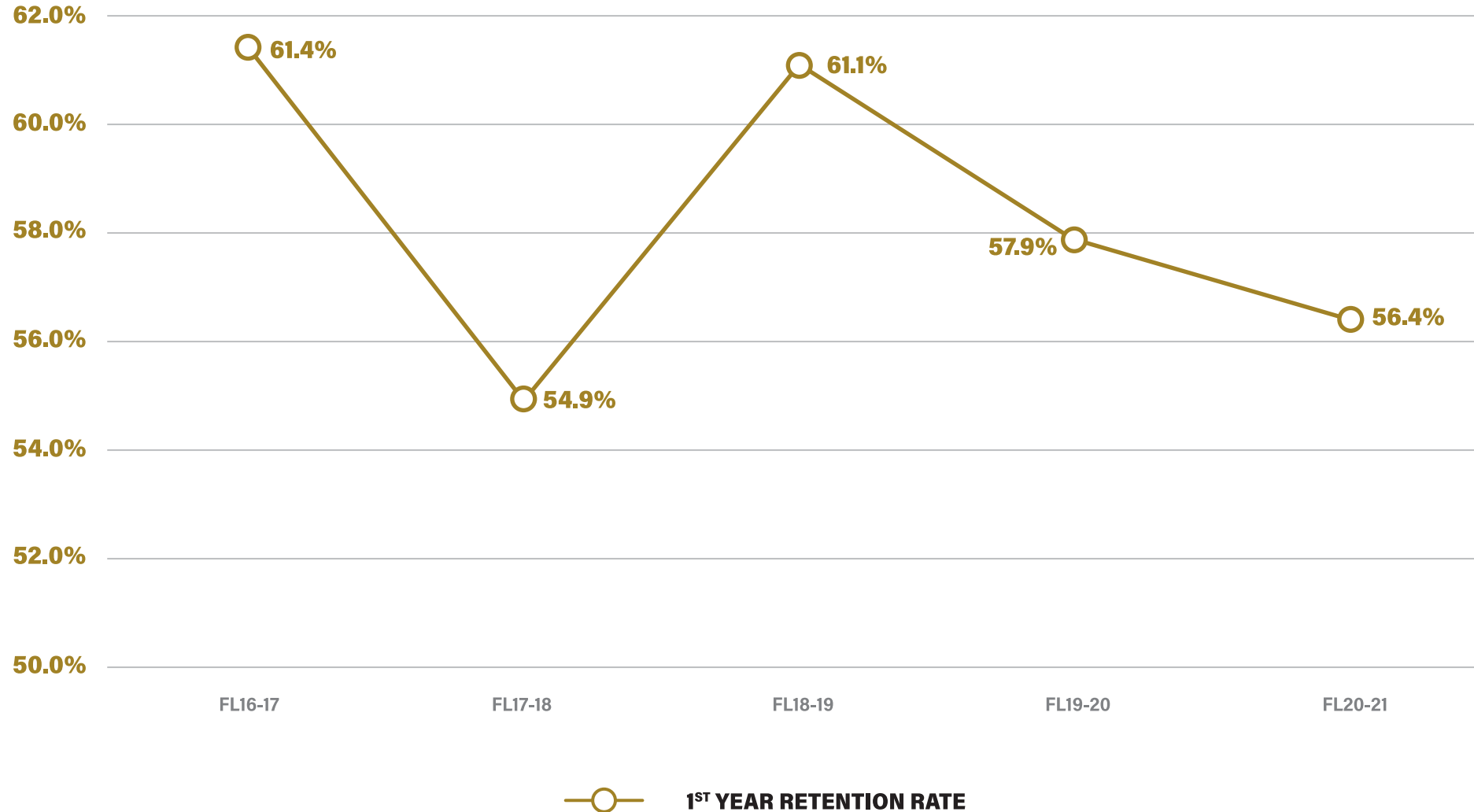


ENROLLMENT TRENDS





FIRST YEAR RETENTION (FALL-TO-FALL)



INSTITUTIONAL STUDENT ENROLLMENT GOALS

- Recruit a talented class of at least 534 freshmen and transfer students.
- Develop and implement a comprehensive 21st century strategic student enrollment plan.
- Increase student enrollment to 3,000 by 2030.
- Improve the freshman to sophomore student retention rate from 58% to 70% by 2028



STUDENT ENROLLMENT SUSTAINABILITY STRATEGIES

Student Retention

- Conduct a comprehensive analysis to identify barriers to student success and use data analytics to improve student retention rates.
- Launch a Student-Centered, Customer Service Pilot initiative in August 2022 focused on improving the student experience with an emphasis on student persistence and student success.
- Leverage newly created Student Advocate position to increase student retention and satisfaction.
- Strengthen Academic Advising with an emphasis on newly enrolled freshmen and transfer students.
- Improve the First Year Experience by creating a seamless comprehensive program that helps new students experience a successful transition to State.
- Institutionalize the 30, 60, 90 credit hour checks, monitoring and following up on the DFW list.

STUDENT ENROLLMENT GROWTH INITIATIVES

Student Recruitment

- Double down on in-state recruiting, creating a presence in all West Virginia 55 counties.
- Fully integrate cutting-edge technology to increase student recruitment and retention and the student experience.
- Revisit and expand articulation agreements and Memos of Understanding (MOUs).
- Create and deliver on-line intersession courses, and pilot 2 sections of self-paced delivery courses.
- Increase the number of early enrollment/dual credit high school participants matriculating to WVSU as full-time students from an average of 7% to 25%.
- Leverage academic program offerings to drive student enrollment growth, including Cybersecurity, Nursing, and an inaugural doctoral (Ed.D.) program.
- Promote nationally recognized academic programs such as Business, Chemistry, Education, Social Work, and Sport Studies.

QUESTIONS

