

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

**Erickson Alumni Center - Grand Hall**

**<https://us06web.zoom.us/j/83102313288>**

**THURSDAY**

9:00 a.m.	<b>ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS</b>	
	<b>BUSINESS AFFAIRS</b>	
	<b>ACADEMIC AFFAIRS</b>	
	<b>ADVANCEMENT</b>	
	<b>FULL BOARD</b>	
	<b>EXECUTIVE SESSION (IF NECESSARY)</b>	Private link will be sent out



**Board of Governors  
Enrollment Management and Student Affairs  
Erickson Alumni Center – Grand Hall  
<https://us06web.zoom.us/j/83102313288>  
September 7, 2023**

**AGENDA**

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- |   |               |
|---|---------------|
| <b>I. Call to Order</b>   | Chris Jackson |
| <b>II. Roll Call</b>  | Lauren Waugh  |
| <b>III. Verification of Appropriate Notice of Public Meeting</b>  | Chris Jackson |
| <b>IV. Approval of April 20, 2023 Minutes (<i>Action Required</i>)</b>  | Chris Jackson |
| <b>V. Total Enrollment Comparison</b>   | Stacey Sowell |
| <ul style="list-style-type: none"><li>• Year to year enrollment comparisons<ul style="list-style-type: none"><li>○ Year to year enrollment comparisons<ul style="list-style-type: none"><li>• New Freshmen</li><li>• New Transfer</li><li>• All New Students</li><li>• Returning</li><li>• All Students</li></ul></li><li>○ 2022-2023<ul style="list-style-type: none"><li>• New Freshmen</li><li>• New Transfer</li><li>• All New Students</li><li>• Returning</li><li>• Readmit</li></ul></li></ul></li></ul> |               |
| <b>VI. EMSA Highlights</b>  | Stacey Sowell |
| <b>VII. Enrollment Strategies</b>   | Stacey Sowell |
| <b>VIII. Adjournment</b>  |               |

**Board of Governors  
West Virginia State University  
Enrollment Management and Student Affairs Committee**

**Date/Time:** 9/7/2023 -- 9:00 AM

**Location:**

Erickson Alumni - Grand Hall

Join by Zoom

<https://us06web.zoom.us/j/83102313288>

**Purpose:** To conduct regular business of the committee

**Notes:**

**Meeting was approved : 8/30/2023 3:59:56 PM**

**MEETING MINUTES**  
**West Virginia State University Board of Governors**  
**Enrollment Management Committee**  
**Erickson Alumni Center**  
**Thursday, June 15, 2023**  
**9:00 a.m.**

- I. Call to Order and Roll Call**  
Governor Jackson called the meeting to order at 9:02 am
- II. Administrative Clerk (Lauren Waugh) called the roll.**  
Members in attendance were Governor Kelley, Governor Jackson, Governor Flores, Governor Jones, Governor Saffore, Governor Payne, Governor Raines, Governor Curtis and Governor Pietruszynski.  
  
Members not in attendance were Governor McKibben, Governor Pitchford and Governor Greenhowe.
- III. Verification of Appropriate Notice of Public Meeting**  
Governor Jackson verified the Appropriate Notice of Public Meeting.
- IV. Approval of September 8, 2022 Minutes**  
Governor Jackson entertained a motion to approve minutes from the April 20, 2023 meeting. Governor Kelley made a motion to approve; the motion was seconded by Governor Pietruszynski. Motion carried.
- V. Enrollment Management/Retention**  
Currently we have 4,201 students admitted as of last week and 662 confirmations with an application completion rate of 69%. The conversion rate from prospect to applicant on the common app is 89% which is exceptionally high. As of last week, we also had 3600 FAFSA's and more than 1400 students already packaged through financial aid. More currently as of Monday they have 3700 FAFSA's and 1458 students have been packaged. These numbers have put us way ahead of last year and are very encouraging. The numbers for total enrollment of all students registered for classes comparison is last fall we had 822 the first week of June and this upcoming fall for the same week we have 1,030. This puts us 200 students ahead this year compared to last. The director for residence life has also indicated that housing deposits are higher this year compared to last year. The Stop Out campaign in the first 3 days generated 8 prospects and in our last update we had 125 prospects and have included these prospects in our communication efforts to try to enroll them to finish. We have the highest application total in 3 years and have added diversity to that student body. We have established a relationship with Enroads and we offer automatic admissions to their participants and were able to commit 2 out of the 3 eligible seniors. Mr. Quintin Joseph has been promoted to director of Admissions and Renee Lester has joined us as the new Executive Director for Career Services.
- VI. Adjournment**  
With there being no further business, Governor Jackson adjourned the meeting at 9:14 a.m.

Approved by:

Dr. Stacey Sowell



Vice President for Enrollment Management and Student Affairs

Respectfully submitted by: Lauren Waugh  
Enrollment Management and Student Affairs Administrative Clerk

# Enrollment Management and Student Affairs

Board of Governors  
EMSA Committee  
Dr. Stacey Sowell  
September 7, 2023

# Total Enrollment Comparison

DESCRIPTION	Fall 2023 COUNT	FALL 2022 COUNT
First-Time Freshman (Full-Time):	482	329
First-Time Freshman (Part-Time):	8	8
Transient:	2	5
Readmission:	48	48
Returning:	889	866
First-Time Graduate Student:	51	68
Special/Collaborative:	40	35
Special/High School:	0	0
Special/Post Grad:	28	36
Special/Audit:	2	3
Special/Early Enrollment:	324	84
Special/PO:	0	0
Teacher Professional Development:	1	0
Undeclared:	0	0
EXCELS International Student:	0	0
Transfer (Full-Time):	119	144
Transfer (Part-Time):	19	15
<b>TOTAL_ENROLLMENT:</b>	<b>2013</b>	<b>1641</b>

# 2020-2023 Comparisons

	2020	2021	2022	2023
FTF	275	319	324	489
Returning	1268	949	857	889
Transfer	143	128	161	119
Readmit	61	62	45	48

# EMSA Highlights

- Sodexo
  - Increase in average meals per meal time
  - Positive student feedback
  - Improved customer service
- Basketball Court
  - Asphalt Laid, Goals up
  - Sport Court forthcoming
- Housing Occupancy
  - Dawson: 12 available beds
  - 50% increase in occupancy
  - Reconsidering max occupancy for Dawson
  - Keith: 0 available beds
  - 8% increase in occupancy
  - Sullivan: 100% increase in occupancy
  - 57 occupied beds

# Enrollment Strategies

- International Students
  - Indian Sub-continent
  - Uzbekistan
- Renew Common App Membership Agreement
  - 1376 total applications received from Common App
- Renew CBCA Membership Agreement
  - Approx. 500 applications received from CBCA membership
- Establish MOU with Chicago Scholars
  - Access to approx. 500 students in Chicago
  - Average GPA 3.6
  - No cost 1 year partnership
- Engage Alumni for recruitment and “Closing the Deal”
  - Phone call and email campaign to engage alumni and help “close” students
- Transition to new scholarship platform to streamline applications for students
  - Scholarship Universe
  - Reduce the number of scholarships that require a separate application
  - Streamline and auto match students with scholarship opportunities
- Engage campus partners to streamline housing application and room assignment processes
  - Engage a campus focus group of student leaders and staff to clean up housing application and assignment processes
  - Push early application
  - Returning student housing deposit

**QUESTIONS?**



**Board of Governors  
Business Affairs Committee  
Erickson Alumni Center  
<https://us06web.zoom.us/j/83102313288>  
Thursday, September 7, 2023**

**AGENDA**

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- |  |                   |
|--|-------------------|
| <b>I. Call to Order</b>  | Ian Flores        |
| <b>II. Roll Call</b>   | Natasha Tyson     |
| <b>III. Verification of Appropriate Notice of Public Meeting</b> | Ian Flores        |
| <b>IV. Approval of June 15, 2023 Minutes</b>                     | Ian Flores        |
| <b>V. FY 2023 Year End Financial Report</b>                      | Justin McAllister |
| <b>VI. FY 2024 Financial Update</b>                              | Justin McAllister |
| a. July Statement of Revenues & Expenses                         |                   |
| b. Liquidity Monitoring  |                   |
| c. Accounts Payable  |                   |
| d. Accounts Receivable   |                   |
| <b>VII. Key Initiatives Update</b>                               | Justin McAllister |
| a. Dining Services   |                   |
| b. Deferred Maintenance Funding                                  |                   |
| c. FY 2023 Audit   |                   |
| <b>VIII. Adjournment</b>   |                   |



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

**Date/Time:** 9/7/2023 -- 9:00 AM

**Location:**

Erickson Alumni - Grand Hall

Join by Zoom

<https://us06web.zoom.us/j/83102313288>

**Purpose:** To conduct regular business of the committee

**Notes:**

**Meeting was approved : 8/30/2023 4:06:52 PM**

**MEETING MINUTES**  
**West Virginia State University Board of Governors**  
**Business and Finance Committee**  
**Erickson Alumni Center, Grand Hall**  
**Thursday, June 15, 2023**

**I. Call to Order and Roll Call**

Mr. Flores called the meeting to order at 10:20 a.m.

**II. Members Present:**

The clerk called the roll. Members present were Governor Flores, Governor Payne, Governor Kelley, Governor Jones, Governor Saffore, Governor Jackson, Governor Curtis, and Governor Pietruszynski. 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 April 20, 2023 Meeting Minutes**

Mr. Flores asked for a motion to approve the meeting minutes for April 20, 2023. Governor Kelley made a motion, and it was seconded by Governor Payne. Motion passed.

**V. FY 2023 Financial Update**

a. FY23 April Statement of Revenue & Expenses

VP McAllister reported that the total operating revenue through April 30, 2023 is \$35,000,000 with \$37.6 million in total operating expenditures. There are non-operating revenues of \$7 million with total non-operating expenditures at \$1.4 million with a total of \$3.1 million margin. There is an anticipated \$40 million for the quarter for operating revenues and \$42 million for operating expenditures, and \$9.8 million for non-operating revenues and \$1.4 million for non-operating expenditures with a total margin of \$6.7 million dollars. The end of the fiscal year will reflect a positive outlook.

b. Liquidity Monitoring

As of June 8, 2023, the university had 61 days of cash-on-hand. Ideally, the goal is to have 60-90 days of reserves.

c. Accounts Payable Schedule

As of June 8, 2023, the accounts payables account has a balance of \$97,000 in current payables and just over \$30,000 in the 30-59 days and nothing over 59 days. Anything outstanding from June 23, 2023, which is after the current fiscal year, will be paid in the upcoming fiscal year.

d. Accounts Receivable Schedule

In the last Board meeting, a write-off was discussed to bring the total accounts receivable down to \$3.6 million. There is approximately \$944 million currently in collections. Over the summer, a partner will be identified to see who the university can begin selling the accounts receivables. With this new model will allow the university to hold the account receivable in collections for one semester and then sell anything older than one semester. The more current the AR is, the better the value the university will receive for it.

**VI. Dining Services**

SVP McAllister stated that the dining services is a top priority for the students as it has been a discussion of dissatisfaction for many as reflected in the listening sessions and additional feedback methods. Due to such dissatisfaction, Aladdin Dining Services' contract has been terminated and will cease as of July 31, 2023. Minor renovations surrounding paint, carpeting, equipment, and overall appearance of the café will be performed due to the cancellation of the planned overhaul of the cafeteria and adjacent areas that Aladdin were going to renovate. A new RFP was released for dining service vendors to bid upon within a very tight timeline. Only three vendors were present at the mandatory pre-bid meeting that was held on campus.

**VII. Deferred Maintenance**

The deferred maintenance funding of \$20 million has an application process that the university will have to apply for in order to be considered for the funds. The governor's office is requesting a resolution to be approved by the Board of Governors which in turn will provide details regarding the projects that are needed during this fiscal year. The projects have been grouped by areas such as roofing, HVAC, elevators, electrical, life and safety, dining services, equipment, ADA compliance, windows, classroom technology modernization, Davis Fine Arts Interior enhancements, campus building façade maintenance. The funding must follow the HECF guidelines on what the definition is of deferred maintenance which excludes new construction. The projects will need to be encumbered within the fiscal year. Once approved, the application will be submitted and the university should know how much funding will be it will be approved for by the end of August. If other projects are identified within the fiscal year, the university can apply for additional funding.

SVP McAllister stated that President Cage asked that the outdoor basketball court and sand volleyball pit are made a priority for the beginning of the Fall semester. The downtown space is being renovated and moving along nicely and is on track to open with the start of the Fall semester.

Mr. Flores asked for a motion to approve the proposed deferred maintenance funding resolution. Governor Kelley made a motion, and it was seconded by Governor Payne. Motion passed.

**VIII. Adjournment**

With there being no other business, Mr. Flores moved to adjourn the meeting at 10:42 a.m.

Respectfully Submitted by Natasha Tyson, Committee Clerk, August 28, 2023.

Approved by:

Justin McAllister  
Vice President for Business and Finance  
Business Affairs Administrator

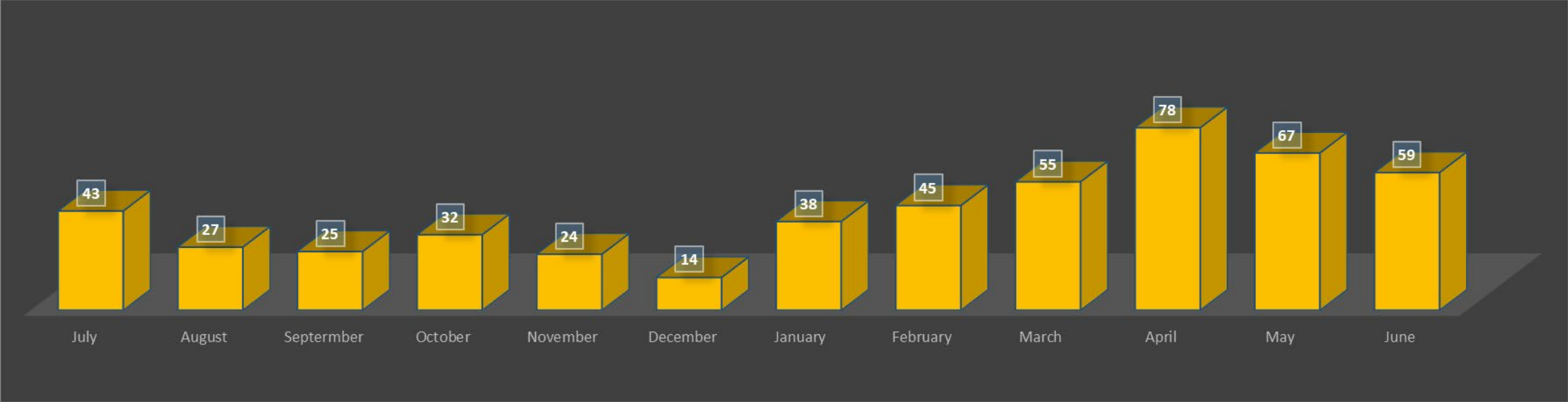
# Business & Finance

Board of Governors  
Business and Finance  
Justin T. McAllister  
September 7, 2023

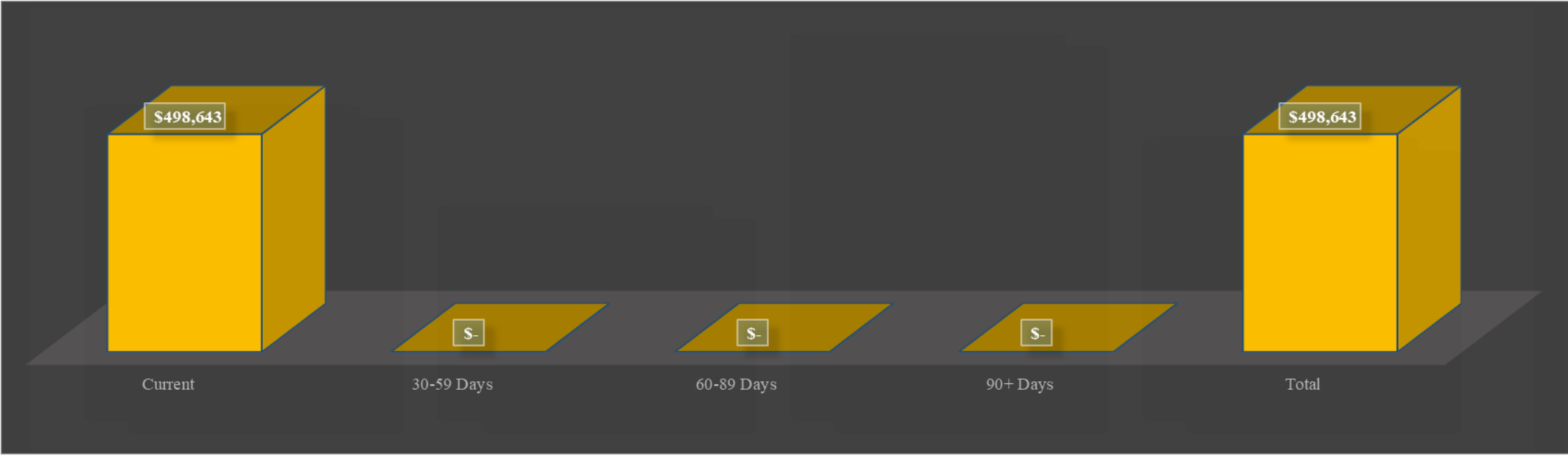
# Fiscal Year 2023 Statement of Revenues and Expenditures

	<b>Actuals</b>	<b>Budget</b>	<b>Utilized</b>
<b>Total Operating Revenues</b>	40,356,813	41,130,170	98%
<b>Total Operating Expenditures</b>	44,077,324	45,534,258	97%
<b>Total Operating Margin</b>	<b>\$ (3,720,510)</b>	<b>\$ (4,404,088)</b>	<b>84%</b>
<b>Total Non Operating Revenues</b>	11,080,347	13,104,662	85%
<b>Total Non Operating Expenditures</b>	1,479,115	8,000,000	18.49%
<b>Total Non Operating Margin</b>	<b>\$ 9,601,233</b>	<b>\$ 5,104,662</b>	<b>188%</b>
<b>Total Margin</b>	<b>\$ 5,880,723</b>	<b>\$ 700,574</b>	<b>839%</b>

# Fiscal Year 2023 Liquidity Monitoring



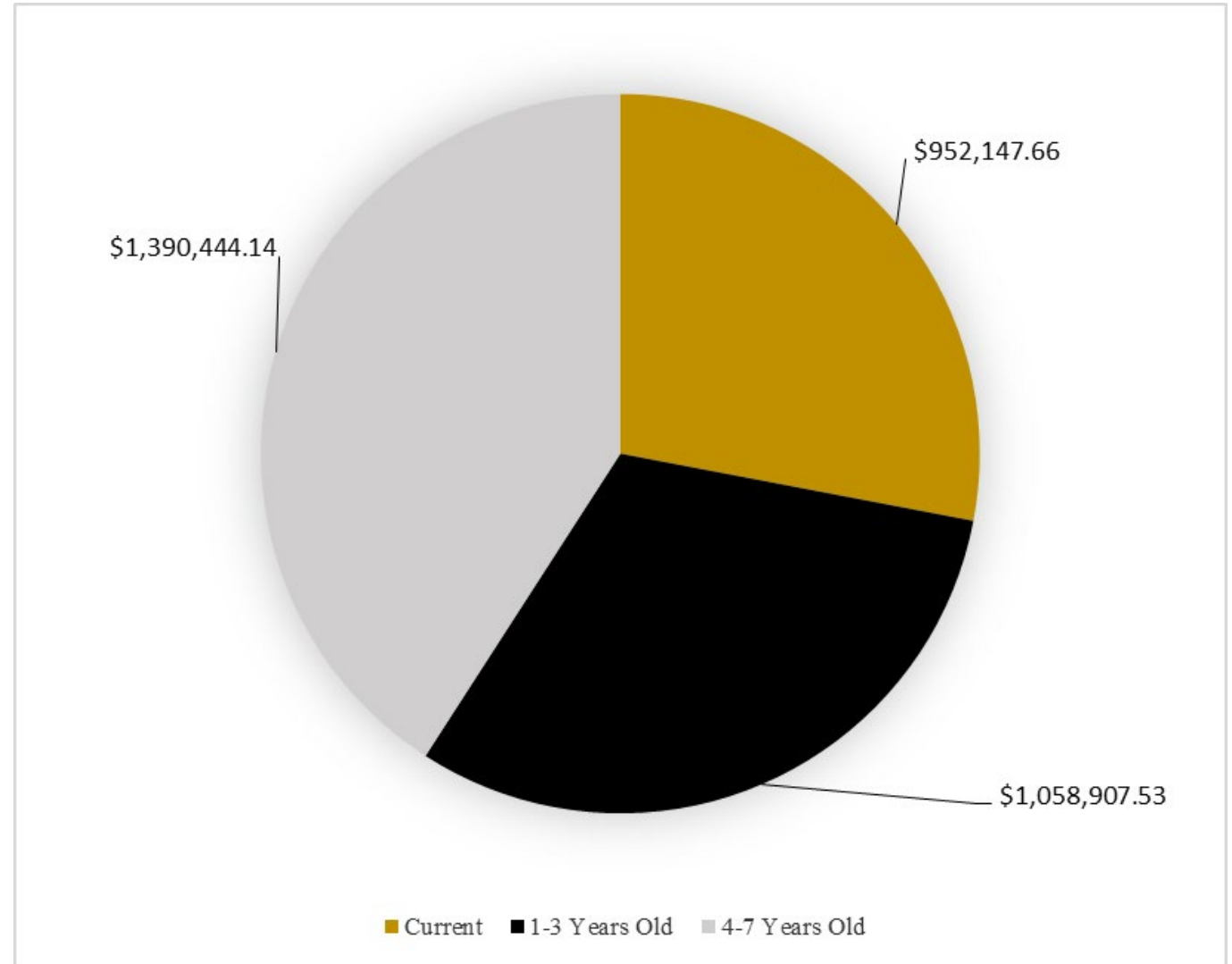
# Fiscal Year End Accounts Payable Schedule



# Fiscal Year End Accounts Receivable Schedule

Total A/R:  
\$3,401,499.33

Total A/R In Collections:  
\$105,005.21

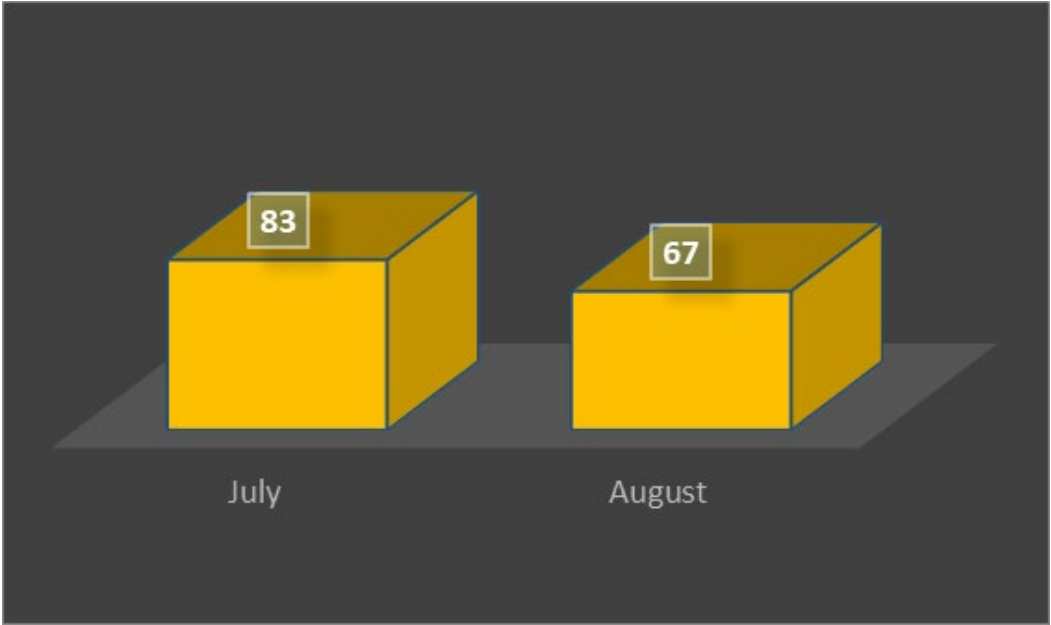




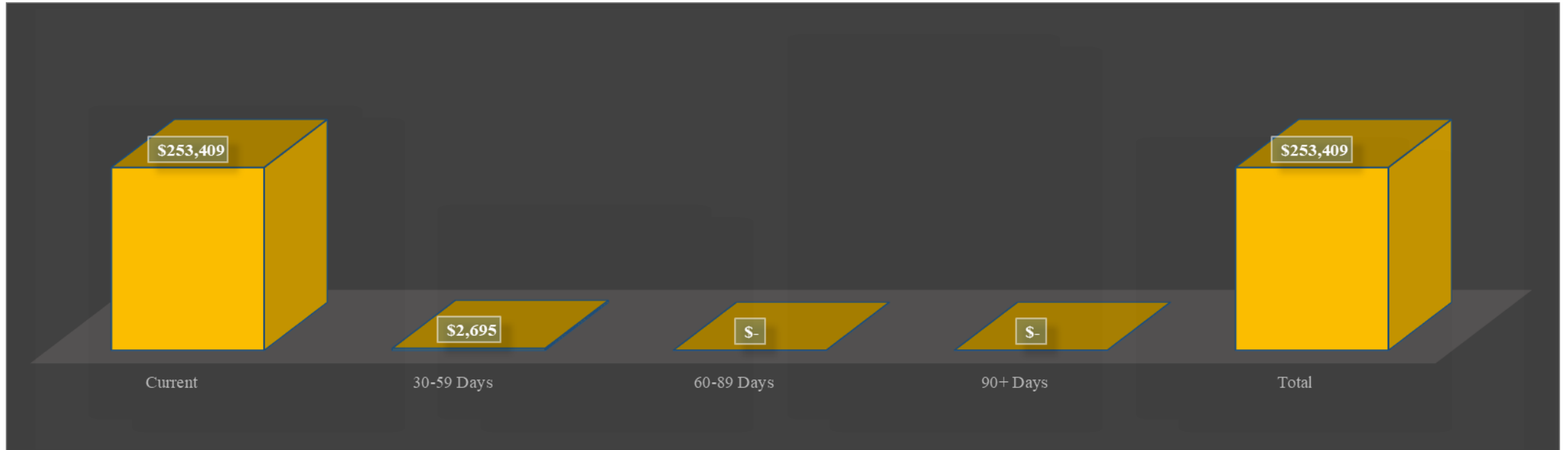
# Fiscal Year 2024 July Statement of Revenues and Expenditures

	<b>Actuals</b>	<b>Budget</b>	<b>Utilized</b>
<b>Total Operating Revenues</b>	1,594,977	44,860,503	4%
<b>Total Operating Expenditures</b>	3,472,887	44,565,346	8%
<b>Total Operating Margin</b>	<b>\$ (1,877,909)</b>	<b>\$ 295,157</b>	
<b>Total Margin</b>	<b>\$ (1,877,909)</b>	<b>\$ 295,157</b>	

# Fiscal Year 2024 Liquidity Monitoring



# Current Accounts Payable Schedule

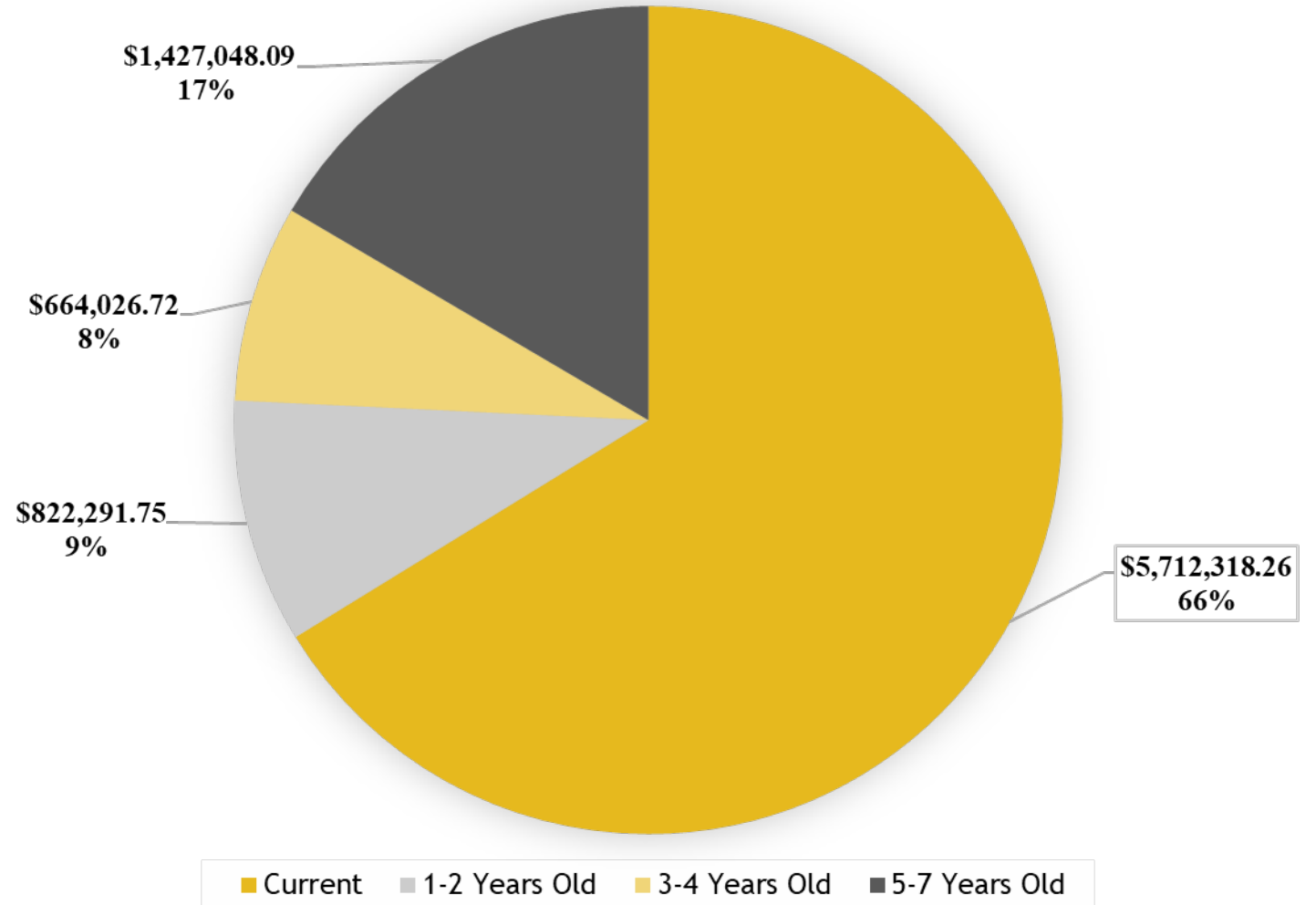


# Current Accounts Receivable Schedule

Total A/R:  
\$8,625,684.82

Total A/R In Collections:  
\$414,369.56

Pending Collections Placement:  
\$1,034,263.20



# Dining Services Update

- New Contract Established August 2023 with Sodexo
- Dining Hall Grand Opening August 10<sup>th</sup>
- We Proudly Serve and the Pickard Café Opened August 28<sup>th</sup>
- The Nest Opened September 5<sup>th</sup>
  
- What's New
  - Quality, Consistency, and Communication
  - Dining Hall Enhancements
  - Menu Offerings
  - Hours of Operation
  - To-Go Offerings
  - Faculty and Staff Meal Plan Option

# Deferred Maintenance Funding

- Projects Submitted for Funding Request: 10
  - Covering 10 Buildings with multiple projects
- Total Funding Request: \$19,850,000

# FY 2023 Audit

- WVSU
  - CLA is performing our FY 2023 independent 3<sup>rd</sup> Party Audit
  - Pre-Audit Work underway- CLA was onsite May 22<sup>nd</sup> – 26<sup>th</sup>
  - CLA to be onsite week of September 18th
  - Utilized Suttle and Stalnaker for Financial Statement support and preparation
  - Final Audit report to be submitted to the state on or before October 13th
- WVSU Foundation
  - Suttle and Stalnaker formerly Somerville & Company represents the foundation as their 3<sup>rd</sup> Party Audit Firm
- WVSU Research and Development Corporation
  - Suttle and Stalnaker preparing Corporation Financial Statements
  - CLA is performing the R&D Corp 3<sup>rd</sup> Party Audit again this year

# Questions?





**Board of Governors  
Academic Affairs Committee  
Erickson Alumni Center  
<https://us06web.zoom.us/j/83102313288>  
September 7, 2023  
8:30 a.m.**

**AGENDA**

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- |   |                |
|---|----------------|
| <b>I. Call to Order</b>   | Chuck Jones    |
| <b>II. Roll Call</b>  | Vonda Matthews |
| <b>III. Verification of Appropriate Notice of Public Meeting</b>      | Chuck Jones    |
| <b>IV. Approval of June 15, 2023 Minutes (<i>Action Required</i>)</b> | Chuck Jones    |
| <b>V. Academic Affairs</b>  | Paige Carney   |
| • Faculty Awards  |                |
| • WVSU 1890 Scholarship Program                                       |                |
| • Program Reviews 2023-2024   |                |
| • Program Updates   |                |
| • Enrollment Support and Outreach                                     |                |
| • In Memory   |                |
| <b>VI. Adjournment</b>  |                |

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

**Date/Time:** 9/7/2023 -- 9:00 AM

**Location:**

Erickson Alumni - Grand Hall

Join by Zoom

<https://us06web.zoom.us/j/83102313288>

**Purpose:** To conduct regular business of the committee

**Notes:**

**Meeting was approved : 8/30/2023 4:01:10 PM**

**MEETING MINUTES**  
**West Virginia State University Board of Governors**  
**Academic Affairs Committee**  
**<https://us06web.zoom.us/j/84320510945>**  
**Jun 15, 2023**

**I. Call to Order**

Governor Chuck Jones called the Academic Affairs Committee meeting to order at 10:00 a.m.

**II. Roll Call**

The clerk called the roll. Members present were Gov. Jones, Gov. Kelley, Gov. Jackson, Gov. Flores, Gov. Payne, Gov. Pietruszynski, Gov. Saffore and Gov. Curtis. A quorum was present.

**III. Verification of Appropriate Notice of Public Meeting**

Gov. Jones announced the Verification of Appropriate Notice of Public Meeting was approved on June 7, 2023.

**IV. Approval of April 20, 2023 Meeting Minutes**

Meeting minutes were reviewed. There were no corrections or comments. Gov. Payne motioned for approval of the minutes. Gov. Flores seconded the motion. The motion carried.

**V. Academic Affairs Updates**

Dr. Michael Fultz, Associate Provost presented for Academic Affairs and provided a summary of the 2022-2023 on-going activities and highlights. Items of note:

- Successful start of the Certified Public Manager Program
- University Reaffirmation 2026
- Education Department fully accredited through December 2028
- Nursing Program fully accredited for five years and building cohorts at a high rate
- Nurses pinning ceremony for seven graduates was impressive and well attended
- All with nursing graduates have jobs in the nursing field
- Cyber Security receiving additional \$1M through research grant with Marshall University to develop labs in addition to the funding from the Kanawha County Commission.
- EPSCOR – 1.8M Grant
- Nationally known artist, WVSU Alumna created mural at Davis Fine Arts courtyard
- Return of productions to the Skeen Black Box Theatre – Jake, The Revolver

**Dr. Ami Smith presented on Agricultural Research and Extension. Items of note included:**

- Research Summary for FY23
- Research highlights:
  - Two students from Dr. Leidl’s research program accepted to PhD programs
  - New Multistate Research Direction – “Climate Change: Impacts for Socially Disadvantaged Farmers, Landowners and Communities of Color”
  - Compilation of the global knowledge base of watermelon genomic research
    - Target audience – Students, teachers, scientists, public and Private companies, seed industry
- Community and Economic Development – “Opening Soon Inc.”
- 4-H Youth Development - 7,400 served via field trips, workshops, and events with a reach into 4 counties. (Boone, Lincoln, Logan, Kanawha)
- Healthy Grandfamilies Program served 1,946 grandfamilies which included 3,332 grandchildren from 55 WV counties.
- WVSU Extension Summer Camps – Five camps held during June and July.

**Dr. Nate Burton presented a recap of WVSU Athletics 2022-2023. Items noted were:**

- Three teams qualified for NCAA Tournament
- One MEC Championship
- Addition of six sports
- Academic Update – Consecutive semesters of 3.0+
- Revenue Update – 23-24 projection \$1,500,000
- Dr. Nate Burton appointed to the NCAA Division II Men’s Basketball National Committee
- Facility Rentals Update
- Goals
  - Update tennis courts
  - New indoor track and field facility

**VI. Adjournment**

With there being no further business the meeting adjourned at 9:40 a.m.  
The next scheduled meeting is September 7, 2023.

Respectfully submitted by:  
Vonda Matthews  
Administrative Clerk  
Academic Affairs Committee

# Academic Affairs

Board of Governors Meeting  
Academic Affairs Committee  
Dr. J. Paige Carney  
September 7, 2023

# Academic Affairs

## Faculty Awards Presented During Fall 2023 Opening Week

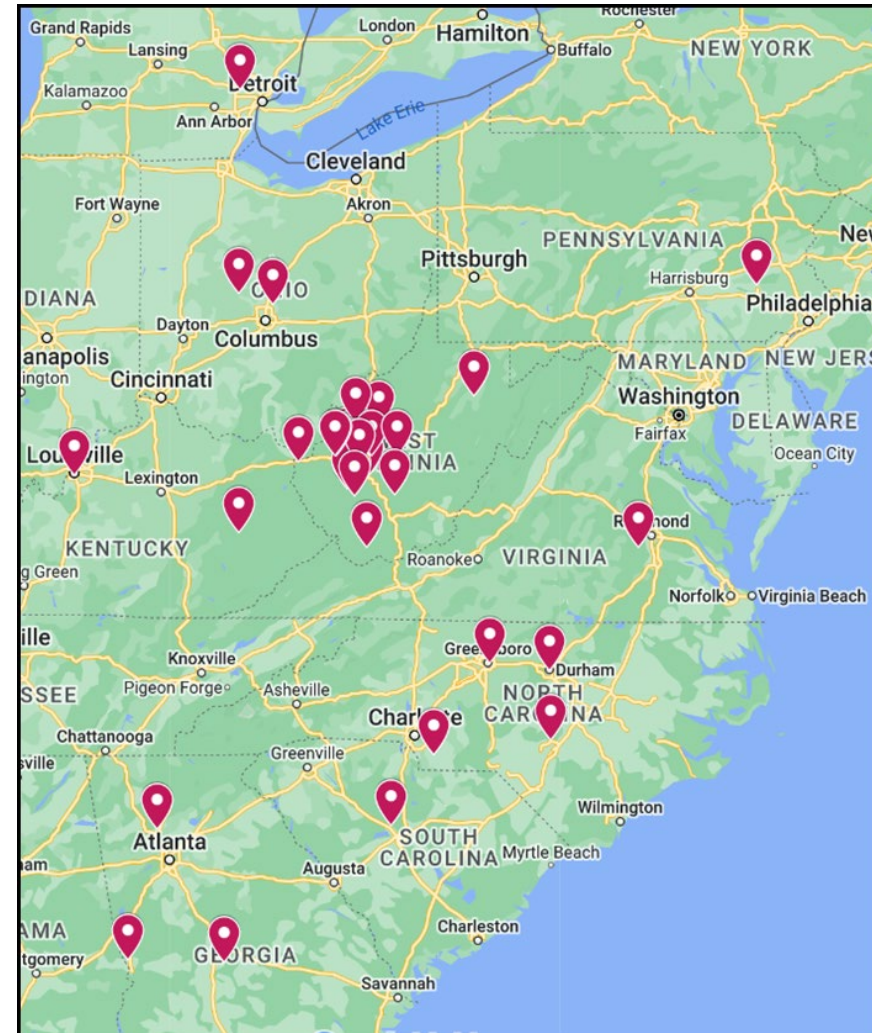
- Service – Dr. Stephanie Burdette
- Research – Dr. Umesh Reddy
- Teaching – Professor Jay Canterbury
- Professor of the Year – Dr. Leighann Davidson



# Academic Affairs

## WVSU 1890 Scholarship Program

- Three 1890 Scholars graduated last semester
- Starting Fall 23 with 41 scholars
- The program has brought in over \$4.2 million in student support
- Team: Saman Bandara, Katie Bentley, Micheal Fultz, Barbara Liedl, Debbie Williams, and Naveed Zaman



*Current and previous WVSU 1890 Scholarship recipients have been selected from these areas.*



# Academic Affairs

## 2023-2024 Program Reviews

### College of Professional Studies:

- Bachelor of Science in Sports Studies
- Master of Science in Sports Studies
- Bachelor of Science in Health Sciences
- Bachelor of Science in Criminal Justice
- Master of Science in Law Enforcement Administration
- Bachelor of Science in Social Work

### College of Arts and Humanities

- Bachelor of Arts in Art
- Bachelor of Fine Arts in Music
- Regents Bachelor of Arts



# Academic Affairs

## Program Updates

### Certified Public Manager Program

- Currently in 4<sup>th</sup> month of program
- Thirty participants in this inaugural cohort

### Nursing Program

- Approved by the RN Board to develop an LPN to a BSN
- Potentially drive up recruitment in Nursing Program
- Cohort of eight from Alderson Broaddus currently

### Doctoral Program

- HLC site visit was positive with no required follow up
- Program was an agenda item for the Institutional Actions Committee in August
- Awaiting final approval

# Academic Affairs

## Enrollment Support

- MOU with the Maryland Osteopathic School
- MOU with California Community Colleges
- Plans under development for 4+1 BS→MS degree program

## Community Outreach

- Dr. Carney is serving on the Advisory Committee for BridgeValley's Elementary Education Program

# In Memory

## Frank Vaughn



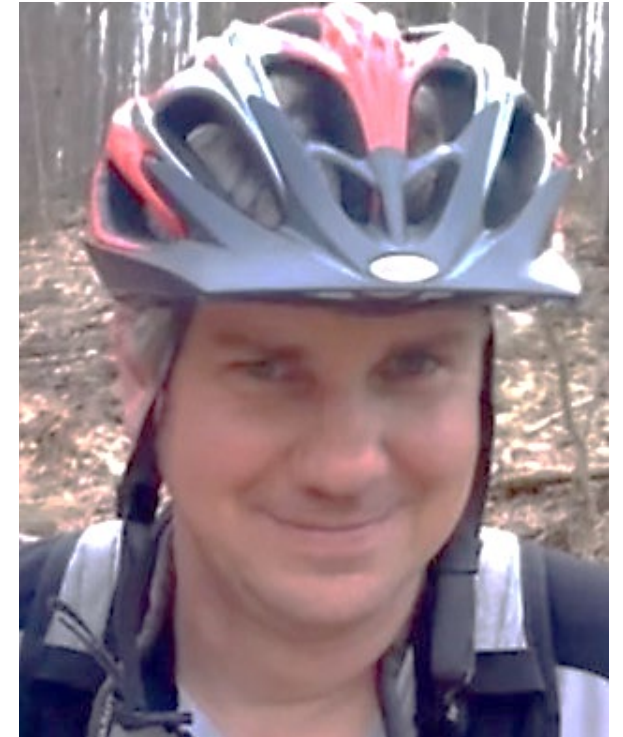
**1967 - 2023**

### Accomplishments:

- Served as liaison for the Governor's Internship program
- Department Chair for Behavioral and Social Sciences
- BOG Representative
- Senate Executive Committee member
- Drove the creation of the MPA program

During COVID, Frank matched faculty donations to the student emergency fund.

He was an outstanding teacher, colleague & friend.  
He will be greatly missed.



**Questions/Comments?**



**Board of Governors  
Advancement Committee  
Erickson Alumni Center  
<https://us06web.zoom.us/j/83102313288>  
Thursday, September 7, 2023**

**AGENDA**

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- |   |                       |
|---|-----------------------|
| <b>I. Call to Order</b>   | Mark Kelley           |
| <b>II. Roll Call</b>  | Angel Valdovinos-Ertl |
| <b>III. Verification of Appropriate Notice of Public Meeting</b>      | Mark Kelley           |
| <b>IV. Approval of June 15, 2023 Minutes (<i>Action Required</i>)</b> | Mark Kelley           |
| <b>V. Financial Reports</b>   | Patricia Schumann     |
| a. Fiscal Year 2023 Fundraising Performance Report                    |                       |
| b. Cash Flow Report   |                       |
| c. Investment Report  |                       |
| <b>VI. Fiscal Year 2024 Updates</b>                                   | Trey Jones            |
| a. Financial and Participation Goals                                  |                       |
| b. New Gifts  |                       |
| c. Planned Giving Initiatives   |                       |
| <b>VII. Growth in Partnerships</b>                                    | Trey Jones            |
| <b>VIII. Homecoming Preview</b>                                       | Belinda Fuller        |
| <b>IX. Preparation for the Capital Campaign</b>                       | Patricia Schumann     |
| <b>X. Adjournment</b>   |                       |

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

**Date/Time:** 9/7/2023 -- 9:00 AM

**Location:**

Erickson Alumni - Grand Hall

Join by Zoom

<https://us06web.zoom.us/j/83102313288>

**Purpose:** To conduct regular business of the committee

**Notes:**

**Meeting was approved : 8/30/2023 4:04:54 PM**

**MEETING MINUTES**  
**West Virginia State University Board of Governors**  
**Advancement Committee**  
**Zoom**  
<https://us06web.zoom.us/j/84320510945>  
**Thursday, June 15, 2023**

- I. Call to Order and Roll Call**

Governor Kelley called the meeting to order at 9:41 am.
- II. Administrative Clerk (Susan Compton) called the roll.**

Members in attendance were Governor Flores, Governor Jackson, Governor Jones, Governor Kelley, Governor Payne, Governor Pietruszynski, and Governor Saffore.

Members not in attendance were Governor Greenhowe, Governor Curtis, Governor McKibben, Governor Pitchford, and Governor Raines.

Guests in attendance were Ms. Patricia Schumann, Mr. Trey Jones, and Ms. Belinda Fuller.
- III. Verification of Appropriate Notice of Public Meeting**

Governor Kelley verified the Appropriate Notice of Public Meeting.
- IV. Approval of April 20, 2023 Minutes**

Governor Kelley entertained a motion to approve minutes from the April 20, 2023 meeting. Governor Jones made a motion to approve the minutes; the motion was seconded by Governor Saffore. Motion carried.
- V. Advancement Updates**
  - a. Fundraising Performance Report May 31, 2023**

Ms. Schumann reported on fundraising updates as of May 31, 2023. Total gifts and pledges as of this date was \$4,531,400. Donor participation is trailing from last year but we are closing the gap in alumni donors with initiatives to increase.
  - b. Cash Flow Report May 31, 2023**

Total cash to date (including payments on pledges from previous years) is \$3,350,791. The majority of non-charitable revenue comes from our athletics department and includes revenue generated from facility rentals, camps, concessions, etc.
  - c. Investment Portfolio May 31, 2023**

Ms. Schuman reported on the Foundation’s investment portfolio. The total market value as of May 31, 2023 is \$12,831,806. Currently the performance vs. benchmarks for the MTD, QTD, YTD and 1-Year mark are under performing. Governor Flores asked when the Foundation plans to do an RFP for its investment management. Ms. Schumann shared that the Finance & Audit Committee will be meeting in July and they plan to discuss an RFP to be issued this fall.
  - d. Fiscal Year-end Giving Strategies**

Mrs. Fuller reported on the annual giving program. The fiscal-year end giving appeal targeted our local and out of state alumni, both previous donors and non-donors. The fiscal year-end appeal contained a message from President Cage highlighting the impact of scholarship support, the presidential scholarship, and our strategic plan. In addition to the fiscal year-end appeal, we have also launched a “Gold Alumni - Graduates of the Last

Decade” coffee campaign. This is a digital campaign on all social media platforms. The campaign affirms the impact of gifts of as little as \$10, the price of a premium cup of coffee.

**Summer Engagement Opportunities**

Mrs. Fuller reported on summer engagement opportunities including the Alumni Networking Reception this evening, and multiple alumni chapter events throughout the summer.

**e. Corporate Partnerships**

Mr. Jones reported on corporate partnerships. Since August 1, 2021, we have secured 196 partners raising \$4,632,129. Mr. Jones highlighted some of our partners including Diversified Energy, UniCare, Student Freedom Initiative, Toyota, Nucor, FamilyCare Health Centers, Huntington National Bank, and West Virginia American Water. Mr. Jones also highlighted the number of board members serving on our Board of Visitors, WVSU Foundation, and College Advisory Boards who represent corporate partnerships. Mr. Jones also shared that currently there are three grants submitted totalling \$82,841 in value. Yesterday we received the signed contract from Student Freedom Initiative for \$50,000 to start community broadband in the area and on campus.

Mr. Jones also highlighted university’s strategic priorities for which we are seeking corporate support. These priorities include: School of Agriculture, Food, and Environmental Sciences, Engineering Program, Nursing Program, Cybersecurity Program, and Track & Field Complex.

**f. Preparing for the Capital Campaign**

Ms. Schumann reported on preparations for the Capital Campaign. She shared that we have added two new positions: Director of Prospect Research and Management and Director of Development. In addition to these new positions, all frontline fundraisers are currently participating in training through Plus Delta Partners. In May, CCS was selected as our strategic partner to conduct a feasibility study to begin in July 2023. During this time, a study committee will be appointed and we will be testing a proposed case for support to determine capacity. The feasibility study report is due in September 2023. Preparation for the launch of the campaign will take place in the fall of 2023. The quiet phase of the campaign will be launched in Spring 2024.

**VI. Adjournment**

With there being no further business, Governor Kelley adjourned the meeting at 10:10 a.m.

Approved by:

Patricia Schumann  
Vice President for University Advancement

Respectfully submitted by:  
Susan Compton  
Advancement Committee Administrative Clerk



# University Advancement Report

Board of Governors  
Advancement Committee  
Patricia J. Schumann  
September 7, 2023

# Fiscal Year 2023 Fundraising Performance Report

## June 30, 2023

	<b>FY2022</b>	<b>FY2023</b>	<b>+ / -</b>
<b>Pledges</b>	\$1,411,992	\$2,763,114	96%
<b>Cash Gifts</b>	\$2,003,635	\$2,006,566	0%
<b>Gifts in Kind</b>	\$2,423	\$13,591	NA
<b>Total Giving</b>	\$3,418,050	\$4,783,271	40%

# Fiscal Year 2023 Fundraising Performance Report

## June 30, 2023

	<b>FY2022</b>	<b>FY2023</b>	<b>+ / -</b>
<b>Number of Donors</b>	1346	1015	(25%)
<b>Number of Gifts</b>	3951	3531	(11%)
<b>Alumni Donors</b>	606	639	5%
<b>Alumni Participation Rate</b>	3.36%	3.55%	NA

# Cash Flow Report June 30, 2023

<b>FY2023 Cash Flow Report</b>	
<b>Payments on FY2023 Pledges</b>	\$ 454,488
<b>Payments on Pledges Prior to FY2023</b>	\$ 711,452
<b>Outright Cash Received</b>	\$2,006,566
<b>Non-charitable Revenue</b>	\$ 564,358
<b>Total Cash</b>	\$ 3,736,864

# Investment Portfolio: Summary Change in Portfolio Value July 1, 2022 - June 30, 2023

Beginning Value 7/1/2022	\$10,985,767
Contributions/Withdrawals	\$1,340,261
Fees	(\$56,556)
Income Received	\$533,817
Change in Market Value	\$590,525
Change in Accrued Income	\$17,034
Ending Market Value	\$13,410,848

# Investment Portfolio Value: Performance vs Benchmarks

## January 1 – June 30, 2023

### Index Comparison

	QTD	YTD	1-Year	3-Year	5-Year	10-Year	Inception (6/20/2011)
■ WV State University Foundation	2.73 %	5.92 %	9.53 %	11.18 %	4.81 %	5.91 %	6.03 %
■ WVSU FD. BENCHMARK	3.74 %	9.52 %	10.32 %	6.41 %	5.58 %	6.82 %	7.11 %
■ Russell 3000	8.39 %	16.17 %	18.95 %	13.90 %	11.39 %	12.34 %	12.69 %
■ MSCI World Index (ex-US) (TR Net)	3.03 %	11.29 %	17.41 %	9.31 %	4.58 %	5.40 %	4.85 %
■ MSCI Emerging Markets (TR Net)	0.90 %	4.89 %	1.75 %	2.32 %	0.93 %	2.95 %	1.54 %
■ MSCI Wrld/Real Estate (TR Net)	0.31 %	0.99 %	-5.85 %	2.59 %	1.42 %	3.85 %	4.67 %
■ Bloomberg US Agg Bond	-0.84 %	2.09 %	-0.94 %	-3.97 %	0.77 %	1.52 %	1.76 %

# Fiscal Year 2024 Updates: Financial and Participation Goals

<b>Gift Type</b>	<b>FY2023 Projected</b>	<b>FY2023 Actual</b>	<b>FY2024 Projection</b>
<b>Annual Giving</b>	\$600,000.00	\$552,734	\$600,000
<b>Major Gifts</b>	\$500,000.00	\$277,592	\$600,000
<b>Planned Gifts and Estate Gifts</b>	\$800,000.00	\$57,280	\$700,000
<b>Corporation and Foundation Gifts</b>	\$3,000,000.00	\$3,623,334	\$3,000,000
<b>Gifts from Other Organizations</b>	\$100,000.00	\$272,331	\$100,000
<b>Total</b>	\$5,000,000.00	\$4,783,271	\$5,000,000
<b>Alumni Giving Rate</b>	3.8%	3.55%	\$3.8%

# Fiscal Year 2024 Updates: Endowment Goals

<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024 Projection</b>
<b>\$12,180,366</b>	<b>\$10,885,767</b>	<b>\$13,410,848</b>	<b>\$15,500,000</b>



# Fiscal Year 2024 Update as of July 31, 2023

New Gifts and Pledges    \$136,503

Total Cash                            \$376,567

# Fiscal Year 2024 Updates: Planned Giving Initiatives

- National Make-A-Will Month
  - Portal Activity: 6 gifts, estimated value of \$174,700
  - August 1 Data Points: Facebook- 11,900 impressions & 521 engagements, Twitter- 252 impressions & 7 engagements
- National Estate Planning Awareness Week
  - October 16-22

F R E E W I L L 

# Partnerships

- Dominion Energy



- \$20,000
- Support for education training program that addresses the shortage of prepared individuals entering college and the workforce.

- State Farm



- \$10,000
- Support for Opening Soon, Inc.

- Diversified Energy



- \$5,500
- Support the launch of WVSU's Career Closet

# Campus Visits

- Student Freedom Initiative Town Hall
- School of Agriculture Roundtable
- Highmark Health Foundation
- Farm Credit of Virginias



# Homecoming Preview: Annual Traditions

- President's Circle and Legacy Society Reception
- Homecoming Awards Banquet
- Coronation
- Step Show
- ROTC Hall of Fame Induction
- 'W' Club Sports Hall of Fame Induction





# Homecoming Preview: New This Year

- Expanded Homecoming Parade
- Family Fun Zone
- Night Football Game with Fireworks



# Preparing for the Capital Campaign

## Planning Study

- Designed to Test
  - Fundraising Capacity
  - Campaign Readiness
  - Support for Proposed Strategic Priorities
- Study Components
  - Personal Interviews: 62 completed/14 more scheduled
  - E-survey: 350 surveys completed
  - Data Analytics

# Preparing for the Capital Campaign

## Planning Study Timeline

- Interim Report Presented to Study Committee August 16
- Final Report to Study Committee September 14
- Report and Recommendations to WVSU Foundation September 22
  - Board of Governors members will be invited to join by Zoom to hear report.



# Preparing for the Capital Campaign

Estimated Campaign Timeline (to be informed by study recommendations)

- **President's Cabinet Phase** Fall 2023
  - Appoint President's Campaign Cabinet
  - Determine Goal and Strategic Priorities
  - Develop Full Case for Support
  - Develop Campaign Plan, Timetable & Policies
  - Develop Gift Recognition Opportunities
- **Quiet Phase** Beginning Winter 2024
  - Recruit Campaign Executive Committee
  - Launch Constituent Divisions, starting with Board and Leadership
  - Focus on securing Leadership Gifts via personal visits
- **Public Phase** TBD
  - Publicly launch campaign once 75-80% of goal has been surpassed

# Preparing for the Capital Campaign

- President's Cabinet Phase Fall 2023
  - Appoint President's Campaign Cabinet
  - Determine Goal and Strategic Priorities
  - Develop Full Case for Support
  - Develop Campaign Plan, Timetable & Policies
  - Develop Gift Recognition Opportunities
  
- Launch Quiet Phase of Campaign Spring 2024
  - Focus on securing Leadership Gifts

# Questions



**Board of Governors  
FULL BOARD**

**<https://us06web.zoom.us/j/83102313288>**

**Thursday, September 7, 2023**

**9:00 am**

**AGENDA**

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- |  |                    |
|--|--------------------|
| <b>I. Call to Order</b>  | Mark Kelley        |
| <b>II. Roll Call</b>   | Crystal Walker     |
| <b>III. Oath of Office</b>   | Mark Kelley Mark   |
| <b>IV. Special Recognition of Board Member</b>   | Kelley Mark        |
| <b>V. Verification of Appropriate Notice of Public Meeting</b>   | Kelley Mark Kelley |
| <b>VI. Approval of June 15, 2023 Minutes (<i>Action Required</i>)</b>  | Ericke S. Cage     |
| <b>VII. Report from the President</b>  | Alice Faucett      |
| <b>VIII. Approval of Policies (<i>Action Required</i>)</b>   |                    |
| • Excused Absence Policy (Draft)   |                    |
| • Policy on Nepotism and Fraternalization (Draft)  | Delegate Rowe      |
| <b>IX. Malden Project Update</b>   | Mark Kelley        |
| <b>X. Possible Executive Session under the Authority of West Virginia Code §6-9A-4 to Discuss Legal, Personnel and Property Matters (<i>Action Required</i>)</b> |                    |
| <b>XI. Adjournment</b>   |                    |

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

**Date/Time:** 9/7/2023 -- 9:00 AM

**Location:**

Erickson Alumni - Grand Hall

Join by Zoom

<https://us06web.zoom.us/j/83102313288>

**Purpose:** To conduct regular business of the board

**Notes:**

**Meeting was approved : 8/30/2023 4:07:08 PM**

**Meeting Minutes**  
**West Virginia State University Board of Governors**  
**Full Board**  
**Zoom**  
**June 15, 2023 – 9:00 a.m.**

- I. Call to Order**  
Governor Kelley called the meeting to order at 10:42 a.m.
- II. Roll Call**  
The clerk called the roll. Members present were Governor Curtis, Governor Flores, Governor Jackson, Governor Jones, Governor Kelley, Governor Payne, Governor Pietruszynski, and Governor Saffore. Members absent were Governor Greenhowe, Governor McKibben, Governor Pitchford, and Governor Raines.
- III. Special Recognition for Board Members**  
Prior to the Board meeting, a resolution was drafted to recognize Governor Curtis for her service on the Board of Governors. Governor Kelley read the resolution aloud and a ceremonial copy of the resolution was presented to Gov. Curtis. The Board members joined Governor Kelley in expressing their appreciation to Governor Curtis for her contributions to the Board and her dedication to the University. Governor Kelley noted that Governor Pitchford's term expired and she is not eligible for reappointment. Governor Raines's first term expired, but he is eligible for reappointment. A resolution for Governor Pitchford will be presented at a later time.
- IV. Verification of Appropriate Notice of Public Meeting**  
Governor Kelley verified the Appropriate Notice of Public Meeting.
- V. Approval of April 20, 2023 Meeting Minutes**  
Governor Jackson motioned for approval of the minutes of the April 20, 2023 meeting. Governor Flores seconded the motion, and the motion carried.
- VI. Report from the President**  
President Cage provided updates on campus projects, the Strategic Plan implementation, and plans for the Capital Campaign. Additionally, he presented on the Certified Public Managers program, community engagement and partnerships, and upcoming summer business travel.
- VII. Election of Officers**  
Governor Kelley opened the floor for nominations for officers. Governor Flores nominated Governor Kelley to serve as chair. There being no other nominations, the floor was closed. Governor Jackson seconded the nomination, and the motion carried.  
Governor Kelley opened the floor for nominations for vice chair. Governor Payne nominated Governor Flores to serve as vice chair. There being no other nominations, the floor was closed. Governor Jones seconded the motion, and the motion carried.  
Governor Kelley opened the floor for nominations for secretary. Governor Flores nominated Governor McKibben to serve as secretary. There being no other nominations, the floor was closed. Governor Pietruszynski seconded the motion, and the motion carried.
- VIII. Appointment of Presidential Review Committee**

Pursuant with BOG Policy #61, Governor Kelley appointed the following members to serve on the Presidential Review Committee: Governor Jones (Chair), Governor McKibben, Governor Greenhowe, and Governor Flores.

**IX. Approval of FY24 Meeting Dates**

Governor Kelley called for a motion to approve the Board of Governors meeting dates for FY24 as proposed in the meeting materials. The meeting dates are September 7, 2023, October 26, 2023, December 8, 2023, January 31-February 1, 2024, April 18, 2024, and June 13, 2024. Governor Payne moved for approval of the proposed FY24 meeting dates. Governor Jones seconded the motion, and the motion carried.

**X. Approval of BOG Policy #67 – Animals on University Property**

Following a presentation from General Counsel Alice Faucett on BOG Policy #67, Governor Kelley called for a motion to approve the policy. Governor Payne moved that the Board approve BOG Policy #67 as presented. Governor Jackson seconded the motion, and the motion carried.

**XI. Approval of Deferred Maintenance Resolution**

A Deferred Maintenance Resolution was presented to the Board for approval prior to submitting the document to the Higher Education Policy Commission. Governor Jackson moved that the Board approve the resolution as presented. Governor Jones seconded the motion, and the motion carried.

**XII. Yellow Jacket Enterprises, Inc.**

WVSU Foundation Board members Mr. Matt Coleman and Mr. Greg Wilson presented on Yellow Jacket Enterprises, Inc. (YJE). The general purpose of YJE is to operate for the benefit, to perform the functions, and to carry out the purposes of fiscal sustainability for West Virginia State University. The presenters shared information on the YJE Board composition and highlighted potential projects.

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

Governor Jones 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. Governor Flores seconded the motion, and the motion carried.

Governor Flores motioned to arise from the executive session and reconvene into the regular session, and Governor Saffore seconded the motion. The motion carried. Governor Kelley 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.

**XIV. Adjournment**

With there being no further business, the meeting adjourned at 12:18 p.m.

Respectfully submitted,

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Tracy McKibben, Secretary

Approved:

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Mark Kelley, Chair



# PRESIDENT'S REPORT

## WVSU BOARD OF GOVERNORS MEETING

September 7, 2023



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



# A NEW YEAR AND RENEWED OPPORTUNITIES

- Larger first-time, full-time freshman enrollment
- Increased resident population
- Campus Improvements
- New dining services vendor





# WELCOME NEW FACULTY & STAFF





# A SUMMER OF ACTION

- Choose West Virginia Trip to Seattle
- Advocacy Trips to Washington, D.C.
- Alumni events





# COMMUNITY ENGAGEMENT & PARTNERSHIPS





# THE ROAD AHEAD: FUTURE STATE

- Adoption of a common message of "Inspire Student Success"
- Sharing the plan and emphasizing the importance of the campus community knowing our Mission, Vision, Core Values, and Strategic Pillars
- Multiple Strategic Planning Implementation sessions
- Departments are in the process of developing Division Plans
- Additionally, we have identified broader initiatives requiring multi-disciplinary/cross organizational University-Wide Plans to be developed





# THE ROAD AHEAD: CAPITAL CAMPAIGN

## Feasibility Study

- Designed to Test
  - Fundraising Capacity
  - Campaign Readiness
  - Support for Proposed Strategic Priorities
- Interim Report to Study Committee -- August 16
- Early findings in Interim Report
  - Strong Support for and Confidence in WVSU
  - High level of support for Strategic Priorities
  - Belief that this is the right time to launch a Capital Campaign
- Final Report to Study Committee -- September 14
- Report and Recommendations to WVSU Foundation -- September 22





# THE ROAD AHEAD: DOCTORATE IN EDUCATIONAL LEADERSHIP

- Approved by Board of Governors Dec. 9, 2022
- Approved by WV HEPC January 18, 2023
- HLC Reviewers visited campus to review program and resources July 10-11, 2023
- HLC Reviewers recommended West Virginia State University be granted permission to offer a Doctorate of Education in Leadership Studies (EdD) as requested
- Recommended change is being review at the HLC Institutional Actions Council Meeting August 28-29, 2023
- Final step will be approval to offer financial aid for the program through the Department of Education



# THE ROAD AHEAD: WVSU CENTER

- Renovation work has been underway throughout the summer
- Opening planned for later this fall
- Center will include a coffee bar, classroom space, office space and event space
- Will serve as a platform for social and economic mobility in the heart of Charleston



**WVSU**  
**CENTER**



# THE ROAD AHEAD: SCHOOL OF AGRICULTURE, FOOD AND NATURAL RESOURCES

- Advocacy work actively underway
- Hosted roundtable discussion on campus with U.S. Senator Joe Manchin
- Television, radio and newspaper appearances promoting the need for the school
- Meetings planned with state legislators and key industry partners





# QUESTIONS?





## **Title: Excused Absence Policy**

### **Section 1. General**

1.1. Scope: All WVSU students are expected to attend every class session, as attending class is essential for academic success. Each instructor will establish attendance requirements that will be distributed at the beginning of each term as part of the course syllabus. The University understands that students may periodically need to miss class due to unforeseen circumstances. Students are expected to notify their instructors of any absences as soon as possible. The University expects students to attend all scheduled class times unless an absence is excused under this policy, however even then the work missed should still be completed.

1.2. Authority:

1.3. Application: This policy shall apply to all faculty and students enrolled or teaching classes for West Virginia State University

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

### **Section 2. Definitions**

2.1. Excused absence: An excused absence is one in which a student is absent due to a University-sponsored activity or other extenuating circumstance(s) that would cause a student to miss class, major assignments, exams, or other important graded materials for which a student will not be penalized and will be granted an opportunity to complete make-up work or alternate course requirements.

2.2. Faculty Members: Faculty members include all regular, full-time faculty and all part-time course instructors teaching classes either in person or virtually for West Virginia State University

2.3 Student: Students include any persons taking courses at or from West Virginia State University, inclusive of full-time and part-time, pursuing undergraduate, graduate, or professional studies.

2.4 Immediate Family: The immediate family includes any spouse/life partner, child, parent, legal guardian, sibling, grandparent, or grandchild

### **Section 3. Categories of University Excused Absences**

#### **3.1 Legally Required Obligations**

- a. Performance of a military duty or obligation imposed by state or federal law, as documented in writing by the appropriate state or federal authority.
- b. Legal obligation to appear at or participate in a judicial or administrative proceeding, including the performance of jury duty, as documented in writing by the appropriate judicial or administrative authority.

- c. Any medical condition related to pregnancy or childbirth, as documented by the student's health care provider, requiring the student's absence from class. **Students should proceed through the Title IX office for these accommodations.** Accommodation requests should be made as soon as possible. You can contact the office at carolyn.stuart@wvstateu.edu or titleixcoordinator2@wvstateu.edu.
- d. A disability, as defined by the Americans with Disabilities Act and as documented by the student with the Student Accessibility Resources, which prevents the student from attending class. People can contact the center at SAR@wvstateu.edu if additional information is needed.
- e. Observance of a religious practice, holiday or holy day, if the instructor of the class is provided written notification by the student of their intent to observe such religious practice.
- f. Any other absences required to be excused by applicable state or federal law.

### **3.2 University Sanctioned Events or Activities**

- a. Participation in an authorized University activity, in which the student plays a formal, required role. Such activities include, but are not limited to, musical performances, academic competitions, and athletic events. Requests for excused absences and the required documentation of participation should be provided in advance of the absence.
- b. Student illness or immediate family member illness that the student must serve as the primary caretaker, with appropriate documentation.
- c. Death of an immediate family member
- d. Family Crisis situations. This includes accidents, major injuries, or other disasters that the student is responsible to manage

### **3.3 Faculty Discretionary absence**

- a. Non-closure weather-related emergencies that impact a student's capacity to reach campus or that require a student's presence off-campus.
- b. Mandatory interviews related to employment, professional school, and/or graduate school that cannot be rescheduled.
- c. University sponsored co-curricular activities due to their role in providing additional growth and career development.
- d. Any other situation deemed excusable by the instructor. Instructors are encouraged to show understanding toward students' needs while remaining mindful of the University's high academic standards that students learn in co-curricular activities as well.

## **Section 4. Accepted Types of Substantiating Documentation**

### **4.1. University-Sponsored Activities**

Appropriate verification from the instructor/department, Academic Affairs, Athletics, or Enrollment Management and Student Affairs.

### **4.2 Illness or Critical Illness/Death or other Unavoidable Circumstances**

- a. Verification must come from a licensed mental health or medical professional and contain the date and time of the in-person visit occasioned by the injury or illness and the anticipated duration of the absence.

- b. Obituary, funeral program, verification on letterhead stationary of the death and the relationship by the clergy or funeral home personnel.
- c. Or circumstance specific documentation to be reviewed by the Academic Affairs

#### **4.3 Military Duties and Obligations**

Military service-related medical appointments, military orders, or National Guard Service obligations must present official documentation of their orders to duty prior to absence

#### **4.4 Legal and Compulsory Activities**

Appropriate verification of subpoena or official notification of jury duty associated with local, state, or federal government must be submitted.

### **Section 5. Procedure and Appeals**

- 5.1 Students should contact the Office of Academic Affairs for excused absences that fall into categories with section 3.1 or 3.2 of this policy.
- 5.2 Students will complete the Excused Absence Request Form. Students will be required to submit substantiating documentation to verify excused absence. The Associate Provost will be responsible to review the request within 3 instructional days
- 5.3 If approved, instructors will be notified via email from the Academic Affairs Office.
  - a. If approved, the instructor must honor a university excused absence covered by this policy and allow the student an opportunity to catch up/make up work missed. Student shall not be penalized for a university excused absence. Instructors will provide students with an equal opportunity to make up the missed work consistent with the number of days missed, such as, if a student is excused for 3 days, instructors would allow the student 3 days to make up the work.
  - b. If denied, the student will be notified via email. (All WVSU students are expected to check their email at least once within 24 hours)
- 5.4 If a student is denied the excused absence that they believe should have been provided then they can appeal to a three-person committee composed of the Provost, Vice President for Student Affairs, and Vice President for Business and Finance (or their designee). This committee will make final determination if an absence should be treated as an excused absence.

### **Section 6. Special notes for faculty**

- 6.1. If the excused absence is a planned scheduled activity, then all work that was due must be turned in before the day of the absence
- 6.2 The University Title IX or Americans with Disability Act (ADA) Coordinators may be consulted with absence requests to ensure federal compliance.
- 6.3 This policy is limited to face to face lecture based courses. Asynchronous online courses are unique in structure and scheduling and some activities requiring excused absences for typical in person courses would not impact a student's ability to complete online course work.

- 6.4 Faculty/Instructors establish their own course attendance policies, and should include a clear statement of expectations for class attendance, as well as an attendance policy if attendance is factored into the calculation of the student's grade. Any such statement must be clearly defined in the course syllabus, and should delineate between excused and unexcused absences. These policies must conform to the University policy.
- 6.5 Faculty members are encouraged to work with students who experience legitimate and verifiable absences, as well as with staff and administrators responsible for student success, in such a way that both the faculty and students' educational goals are met. In some instances, however, the most viable option may be to encourage a student to withdraw from the course or seek an "Incomplete" grade.

*Policy History: New Policy*

*Cabinet Position and Department: Provost and Vice President for Academic Affairs*

**Title: Policy on Nepotism and Fraternization**

**Section 1. General**

- 1.1. Scope: This policy sets forth how the employment of relatives or individuals residing in the same residence will be addressed. This policy also sets forth how certain relationships will be addressed by the university.
- 1.2. Authority: W. Va. Code §18B-1-6; W. Va. Code §158-6-3
- 1.3. Application: This policy shall be applicable to all university faculty, students and staff.
- 1.4. Effective Date: (Insert date after thirty day comment period.)

**Section 2. Definitions**

- 2.1. Consensual Relationship. Any relationship, either past or present, which is romantic, physically or intimate, or sexual in nature, and to which the parties consent or consented.
- 2.1. Fraternization. Any romantic or sexual relationship between employees, or between an employee and a supervisor or subordinate or an employee and a student. This includes any conduct or behavior that may create the appearance of a conflict of interest or favoritism.
- 2.2. Nepotism. Favoritism shown or patronage granted in employment or working conditions by a public official or public employee to a relative or person with whom the public official or public employee resides.
- 2.3. Relative. Any person who is related to, who resides with, or has an intimate relationship with a WVSU employee. Generally, relatives includes those who are related by blood, law, or marriage as a spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law or first cousin.
- 2.4. Supervise or Supervision. Reviewing, auditing or evaluating work, or taking part in discussions or making recommendations concerning employment, assignments, compensation, bonuses, benefits, discipline, or related matters.
- 2.5. University Community. University employees, faculty and staff.

**Section 3. Employment of Relatives**

3.1. Nepotism is prohibited by the university. University employees must minister the employment and working conditions of a relative of the university faculty or staff member or a person with whom the university employee resides in an impartial manner.

3.1.a. A university employee may not interpret policy and procedures or make work-related decisions regarding hiring, promotion, salary compensation level, job assignment, performance evaluation, discipline, termination, or any other issues affecting the employment and working conditions of his or her relative or a person with whom he or she resides;

3.1.b. A university employee may not directly supervise a relative or a person with whom he or she resides;

3.2. A university employee may not vote on matters affecting the employment or working conditions of a relative or person with whom the employee resides. For a university employee's recusal to be effective, he or she must excuse himself or herself from participating in the discussion and decision-making process by physically removing himself or herself from the room during the period in which the matter is under consideration, fully disclosing his or her interests, and recusing himself or herself from voting on the issue. This provision shall not be applicable if the vote affects five or more employees.

#### **Section 4. Non-Fraternization**

4.1. Whereas, the University strongly discourages workplace romantic and intimate relationships, the university endeavor to maintain a balance towards regulating appropriate professional workplace behavior and faculty, staff, and student's rights of privacy outside the workplace and educational setting.

4.1.a. When workplace relationships have legal implications and/or impacts overall conditions of employment at the University, i.e. favoritism, issues of inequity and fairness, such relationships shall be deemed inappropriate and prohibited. Any and all workplace relationships are subject to the policies and rules and regulations of the State of West Virginia, Higher Education Policy Commission, and West Virginia State University. Relationships may be defined as faculty/staff to student, student to faculty/staff, and faculty/staff to faculty/staff.

4.1.b. When romantic and intimate relationships develop between members of the University Community the relationship must be reported as outline in this policy.

**4.1.c. Faculty and staff are prohibited from having romantic and intimate relationships with students. OR In order to protect employees, subordinates and students and to assure that supervision, evaluation, grading, mentoring are fairly conducted, employees are prohibited from entering into romantic, sexual, or other relationships that might create the perception of bias with a student or employee whom the employee supervises, evaluates, grades, or otherwise mentors. In practical terms, this prohibition means employees may not have romantic relationships with students or employees they supervise, with students enrolled in their courses or for whom they oversee research or dissertations, or with students who are members of athletic teams coached by the employee. All relations between faculty and students and staff and students must be reported as outlined in this policy.**



4.1.d. Faculty and staff who fail to report workplace relationships, are subject to disciplinary action, up to and including termination.

## **Section 5. Reporting of Relationships.**

### **5.1. Consensual Relationships Between Members of the University Community.**

5.1.a. If members of the University community engage in a consensual relationship involving: (i) persons in inherently unequal and closely related positions at the University; (ii) employees within the same reporting line; or (iii) where one individual has influence or control over another, including those between supervisors and supervisees, the individuals involved in the consensual relationship shall notify their immediate supervisor.

5.1.a.1. The supervisor shall notify the Director of Human Resources when staff is involved and the Director of Human Resources and the Provost's Office when Faculty is involved of the reported consensual relationship.

5.1.a.2. In consultation with the Director of Human Resources and the Provost's office, as appropriate, the supervisor shall make arrangements to eliminate or to mitigate any conflict of interest, disruption, or other legitimate occupational or educational interest.

5.1.a.3. However, if no suitable way to eliminate or mitigate the conflict is reasonably feasible, one or both individuals may be separated from employment at the University.

5.1.a.4. Those involved in these types of consensual relationships must remain aware that such relationships could lead to circumstances that result in Harassment, Sexual Misconduct, or Domestic Misconduct. Additionally, others may perceive a person involved in the consensual relationship as receiving favorable treatment in employment or educational decisions.

5.1.a.5. Failing to disclose a consensual relationship or not complying with arrangements that have been made is prohibited and may result in disciplinary action up to and including termination.

### **5.2. Relationships Involving Students.**

5.2.a. Faculty, Staff, or other Members of the University Community are prohibited from or attempting to initiate, pursue, or engage in a relationship (consensual or non-consensual) with a student whom the individual evaluates, supervises, instructs, advises, coaches or otherwise has authority or control over.

#### **5.2.b. Pre-existing Relationships Involving Students.**

5.2.b.1. Where there is a pre-existing consensual relationship with a student, the individual shall notify his or her immediate supervisor. The supervisor shall notify the Director of Human Resources and the Provost's Office when faculty is involved of the reported consensual relationship.

5.2.b.2. In consultation with the Director of Human Resources and the Provost's office, as appropriate, the supervisor shall make arrangements to eliminate or to mitigate any conflict of interest, disruption, or other legitimate occupational or educational interest.

5.2.b.3. However, if no suitable way to eliminate or mitigate the conflict is reasonably feasible, the employee may be separated from employment at the University.

5.2.b.4. Those involved in pre-existing consensual relationships with students must remain aware that such relationships could lead to circumstances that result in harassment, sexual misconduct, or domestic misconduct. Additionally, others may perceive a person involved in the pre-existing consensual relationship as receiving favorable treatment in employment or educational decisions.

5.2.b.5. Failing to disclose a pre-existing consensual relationships with students or not complying with arrangements that have been made is prohibited and may result in disciplinary action up to and including termination.

*Policy History: New Policy; Passed by BOG on*

*Cabinet Position and Department: Senior Vice President for Strategic Finance, Operations, ^  
Chief Innovation Officer; Human Resources.*

## Historic Village of Malden Update:

Since the beginning of the year, the University has been working to analyze maintenance and historic preservation needs for the Historic Malden Properties and the Booker T. Washing Boyhood Home and African American Zion Baptist Church in Malden.

In January, I secured a local economic development grant from the Legislature and the Governor's Office in the amount of \$38,000. In March, the Director of the Office of Sponsored Programs, Amy Postalwait, worked with me to draft Congressional Delegated Spending Request Applications to Senators Manchin and Capito for \$500,000 to fund historic preservation of our Historic Malden Properties. The following week, University leadership including Senior Vice President McAllister, West Virginia State University Research and Development Corporation Executive Director Kimberly Duff, Director of Facilities Dan Brown, Supervisor of Facilities Dale Combs, several Trade Specials, and Amy Postalwait the Director of the Office of Sponsored Programs toured our Historic Malden Facilities with me. We identified a list of "to dos" for the Hale House, the Norton House, the Booker T. Washing Park, the Boy Hood Home and Cabins complex, and the African Zion Baptist Church. By June, Postalwait was working hand in hand with the State Historic Preservation Director, Susan Pierce and her team to implement a laundry list of past due maintenance in preparation for a Summer Archeological Field School taught by Dr. Michael Workman of the History Department. Thanks to a West Virginia Humanities Council grant the archeologic field school would be taught in conjunction with Dr. Carl DeMuth of Marshall University professor and historical archaeologist whose research focuses on industrial communities. Dr. Robert Maslowski former West Virginia State University Faculty member and archeologist also oversaw the project as part of the grant award.

By June 20, the class orientation for the Archeological Field School, the economic development grant had paid for fence repairs, water damage and deterioration, renovation of two bathrooms in the village area behind the historic African Zion Baptist Church, porch flooring, window repairs, tree trimming and other maintenance items at Hale House and Norton House.

The Field School was an amazing success. The Humanities Council grant funds allowed for additional support to make the archeology dig free and open to the public. There were several days when busloads of school age kids, and interested community members would show up and spend time digging and learning about the significant history of Malden. It has strengthened our partnerships with other Community organizations. The Dickson Salt Works has allowed the use of their museum for meetings, analysis, and will host a workshop at the end of this month to discuss the findings at the dig. They also provided support for the excavation of a building foundation discovered in the yard of the Hale House. Lots of exciting things were found including a skeleton key, pre historic artifacts, Native American tools and weapons, and buttons to name a few. We ended the event with an Archeological Dig Celebration on Thursday, July 13 with President Cage, Drs. Workman and DeMuth, David Fuerst

National Park Service Cultural Resource Specialist at New River Gorge National Park and the first archeologist to excavate Malden as part of the Historic Preservation Nomination in 1981, students and dignitaries shared their remarks and memories from the Field School. While the Field School has ended, the process of analyzing artifacts is still taking place and ideas are floating around for a second course next summer.

The week following the celebration representatives from Senator Shelley Moore Capito and Senator Joe Manchin's offices reached out to Amy Postalwait to notify her that the Congressional Delegated Spending Request had been recommended for funding in the amount of \$398,000 for the 2024 Federal Fiscal Budget and we will be notified sometime in October whether both Houses of Congress approve the funding.

Finally, I note that Malden Village was awarded last week a "mini-grant" of \$7,727.00 to pay for new village signage and historic depiction murals for the underpasses to Malden from U.S. 60. Nancy Burns at J. Q. Dickinson Salt-Works has engaged an artist to paint the murals. I plan to provide historic area signs at the entries to Old Malden.