

BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS MEETING
Conley Hall, Room 201, Boyd Conference Room
4:00 p.m., January 7, 2021
AGENDA

- | | |
|---|-------------|
| 1. GENERAL ORDER | INFORMATION |
| 1.1. Call to Order and Chair’s Remarks – Rev. Garry Moore, Sr., Chair | |
| 1.2. Minutes of Previous Meeting – Rev. Garry Moore, Sr., Chair | |
| 1.3. Reports of Committees – Dr. Robin Capehart, President | |
| 1.4. President’s Report – Dr. Robin Capehart, President | |
| 1.5. Standing Reports | |
| 1.5.1. Finance and Budget – Ms. Shelia Johnson, VP of Finance and Budget | |
| 1.5.2. Enrollment – Dr. Ted Lewis, Provost | |
| 2. SPECIAL ORDERS | ACTION |
| 2.1. Notice of Proposed Rulemaking | |
| 2.1.1. Proposed Repeal of Policy 38, BSC Faculty Salary Pay Plan (No action required) | |
| 2.1.2. Proposed Policy on Academics | |
| 2.1.3. Proposed Recruiting and Hiring Policy | |
| 2.1.4. Appointment of Technology Task Force | |
| 3. UNFINISHED BUSINESS | ACTION |
| 3.1. Purchase of Bluefield Regional Medical Center | |
| 4. NEW BUSINESS (None) | ACTION |
| 5. ANNOUNCEMENTS | INFORMATION |
| 6. COMMENTS | INFORMATION |
| 6.1. Board Members | |
| 6.2. Public Comments | |
| 7. POSSIBLE EXECUTIVE SESSION | INFORMATION |
| 8. ADJOURNMENT | ACTION |

BLUEFIELD STATE COLLEGE BOARD OF GOVERNOR'S MEETING
CONLEY HALL, ROOM 201, Boyd Conference Room
4:00 PM., November 5, 2020

Members Present: The Reverend Garry Moore, Jr. (chair), Dr. Deirdre Guyton, President Robin Capehart, Mr. Bill Cole, Mrs. Rebecca Peterson, Mr. Ronnie Hypes, Kendall Clemons, Shannon Remines, Cathy Deeb

VIA Phone: Mr. Charlie Cole (vice chair), Dr. John Snead

Absent: Mr. Michael Hastings

Guests:

Welcome, Chair's Remarks, and Call to Order: Rev. Garry Moore:

Rev. Moore determined that a quorum was established, then he called the meeting to order at 4:00 PM in the Boyd Conference Room, Conley Hall, Bluefield State College. He welcomed attendees at the meeting.

Swearing in the New Member: Chair Rev. Moore

Kendall Clemons, BSC Student Representative was sworn into office.

Acceptance of Meeting Minutes: Rev. Moore received confirmation that Board members had reviewed minutes of the Board's meeting held on September 3, 2020. Hearing no requests to correct or revise the minutes, the minutes of the June meeting were accepted by assent of the Board.

Board Committee Reports: Rev. Moore confirmed that Board members had reviewed reports of the most recent Board Committee reports. Hearing no requests to correct or revise the minutes, the minutes of the November reports were accepted by assent of the Board. Dr. Guyton wished to add a comment on the Executive Report – She wanted to commend all for being present and assisting with the updated CFI improvement from a -1.85 in FY19 to +.97 for FY20

President's Report:

Review of upcoming projects: BRMC, Gifted Gas Property Deed, Gifted Soccer Field by Foundation, Athletic Coach interviews complete, Salary Increases, Bluefield Regional Sports Authority Agreement, Campus Development Plan, CFI, Action Plan.

Financial & Administrative Affair: BSC Vice President for Financial & Administrative Affairs Shelia Johnson presented an overview of the September financials. Financials are attached.

Enrollment:

Dr. Lewis gave a brief overview of the upcoming Fall 2020 Enrollment. We are up 2 students - .16%. Challenges: Covid, International Students deciding not to travel, Dual Credit Students not assessing – we are working with them and they will be here for Spring 2021. Intersession students will fall into the Spring numbers.

Special Orders:

1. Notice of Proposed Rulemaking
 - a. Proposed Policy on Academics
 - i. Chair Moore made a motion to approve the posting notice of Policy – Academic Objectives, Mr. Remines 2nd the motion. The motion carried.
 - b. Proposed Recruiting and Hiring Policy
 - i. Mr. Bill Cole mad a motion to approve the posting notice of Policy HR-713 – Recruitment and Hiring, Mr. Hypes 2nd the motion. The motion carried.
 - c. Proposed Repeal of Policy 38, BSC Faculty Salary Pay Plan
 - i. Mr. Hypes made a motion to approve the posting notice of Policy 38, BSC Faculty Salary Pay Plan repeal, Dr. Guyton 2nd the motion. The motion carried.
 - d. Proposed Repeal of Outdated Personnel Policies
 - i. President Capehart just noted that many of the personnel policy and procedures are outdated and the laws that they follow don't exist. These outdated policies are being reviewed and will be duly placed out for public comment in a timely fashion.

Unfinished Business: The Board had no old business to consider.

New Business:

ACEN letter of Accreditation was reviewed by the board. All are in favor of the accreditation. Mr. Bill Cole made a motion to accept the ACEN accreditation letter, Mr. Hypes 2nd the motion. The motion carried.

Announcements:

- Rodney Montague was nominated and receive the Faculty of the Year award for 2020.
- 1st BSC Basketball game is November 21st in Winston Salem
- Rev. Moore wished everyone a safe and Happy Thanksgiving
- President Capehart thanked Jeanne Moricle for her assistance with the inauguration and Rev. Moore for the use of Scott Street Baptist Church
- Shelia Johnson stated a special thanks to her staff and all their hard work

Comments:

Board Members: N/A

Public Comments: N/A

Adjournment: Rev. Moore made a motion to adjourn the Board meeting. The motion was seconded by Mr. Bill Cole. The motion carried. The next regularly scheduled BSC Board of Governors meeting will take place on Thursday, January 7, 2021. The meeting adjourned at 5:05 PM.

BLUEFIELD STATE COLLEGE BOARD OF GOVERNOR'S
SPECIAL MEETING
CONLEY HALL, ROOM 201, Boyd Conference Room
3:00 PM., December 4, 2020

Members Present: The Reverend Garry Moore, Jr. (chair), Dr. Deirdre Guyton, President Robin Capehart, Mr. Charlie Cole, Mrs. Rebecca Peterson, Mr. Ronnie Hypes, Mr. Shannon Remines, Mrs. Cathy Deeb, Mr. Michael Hastings

VIA Phone: Mr. Bill Cole, Dr. John Snead, Ms. Kendall Clemons

Guests: Mr. Brent Benjamin, Executive Vice President and General Counsel

Welcome, Chair's Remarks, and Call to Order: Rev. Garry Moore:

Rev. Moore determined that a quorum was established, then he called the meeting to order at 3:00 PM in the Boyd Conference Room, Conley Hall, Bluefield State College.

Executive Session—Rev. Moore moved that the Board enter into executive session. Mr. Hypes seconded the motion, which passed. The Board entered into executive session at 3:05 PM. Mr. Benjamin was asked to stay for the executive session.

Rev. Moore brought forth the motion to authorize President Capehart to continue negotiations and, if appropriate, enter into an agreement related to the potential acquisition of Bluefield Regional Medical Center from Princeton Community Hospital Association. The motion was moved by Mr. Shannon Remines and seconded by Mr. Charlie Cole. The motion carried.

At 3:30 PM, Mr. Hypes made a motion for the Board to conclude its executive session. Dr. Deirdre Guyton seconded the motion, and the Board returned to regular session.

Adjournment: Rev. Moore made a motion to adjourn the Board special meeting. The meeting adjourned at 3:35 PM.

Respectfully submitted,

Garry Moore, Sr.

Attachments: Agenda, Resolution to Purchase, Real Estate Purchase and Sale Agreement



CAMPUS DEVELOPMENT COMMITTEE MEETING MINUTES

The meeting was called to order at 4:00PM by Cathy Deeb, Chair. Mrs. Deeb turned the meeting over to President Capehart.

Date: Thursday, December 10, 2020

Time: 4:00 p.m.

Location: Boyd Conference Room

Committee Members:

In Person: Cathy Deeb, Chair | Dr. Deirdre Guyton |

Absent: Rebecca Peterson | Kendall Clemons

Guests: President Capehart, President

Mrs. Deeb made a motion for committee to move into Executive Session. Dr. Guyton 2nd motion. Campus development moved into Executive Session at 4:11 PM

Mrs. Deeb made a motion to exit Executive Session, Dr. Guyton 2nd. Committee meeting moved out of Executive Session at 4:40 PM.

The meeting was adjourned at 4:46 PM

No.	Item	Action
	Campus Development Plan Update	
1	<ul style="list-style-type: none">• Postpone until 2nd week of January<ul style="list-style-type: none">○ Hospital○ Sports○ Opera House	Information
	Technology Task Force	
2	<ul style="list-style-type: none">• Struggle with updated IT• Need to evaluate all areas of technology, devise a report to update. Consultant to assist - \$10K• Need to speak with students, faculty, staff and parents about what they would like to see• Report back to board in May	Information



COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES

The meeting was called to order at 3:00 PM by Ronnie Hypes, Chair. Mr. Hypes turned the meeting over to Keith Olson.

Date: Thursday, December 10, 2020

Time: 3:00 p.m.

Location: Boyd Conference Room

Committee Members:

In Person: Ronnie Hypes, Chair | Cathy Deeb | Shannon Remines |

Via Google Meet: Charlie Cole |Mike Hastings|

Guests: President; Keith Olson, Special Assistant to the President

Mr. Hypes made a motion to adjourn. Mrs. Deeb 2nd motion. The meeting was adjourned at 3:55 PM

No.	Item	Action
	Community Engagement Action Plan Update Keith Olson reviewed updates on the action plan.	
	<ul style="list-style-type: none">• Continue to build good community relationships<ul style="list-style-type: none">○ Rotary memberships, local organizations○ Beautification – uniformed signage, clean campus○ Work closely with county schools to prep for college	
1	<ul style="list-style-type: none">• Big Blue Booster Club<ul style="list-style-type: none">○ Launched 12/3 at Clover Club○ Raised 20K○ Updated web page• Reestablish relationships with high schools• Big Blue Broadcasting<ul style="list-style-type: none">○ Dr. Montague, Zach Helton○ Students to assist with events○ 2 stations – 1 has been assigned to BSC	Information
	Acquisition of Elks Building/Opera House	
2	<ul style="list-style-type: none">• Downtown presences• Performing Arts• Place for students, faculty, staff	Information

No.	Item	Action
3	Fundraising Update <ul style="list-style-type: none"><li data-bbox="414 241 1161 283">• Loyal Donors who assist with fund raising activities<li data-bbox="414 283 1161 319">• Capital Campaign	Information



POLICY AND PLANNING COMMITTEE MEETING MINUTES

The meeting was called to order at 2:08 PM by Bill Cole, Chair. Mr. Cole welcomed everyone for attending and then turn the meeting over to President Capehart.

Date: Friday, December 11, 2020

Time: 2:00 p.m.

Location: Boyd Conference Room

Committee Members:

In Person: Bill Cole, Chair | Garry Moore, Sr. | Shannon Remines

Via Google Meet: Dr. John Snead | Mike Hasting | Rebecca Peterson

Guests: Robin Capehart, President | Ronnie Hypes | Brent Benjamin, Executive VP | Dr. Ted Lewis, Provost

Meeting was opened to public via Google meet. 29 participates dialed in for meeting.

Mr. Cole made a motion to adjourn. Rev. Moore 2nd. The meeting was adjourned 3:25 PM

No.	Item	Action
1	HBCS Task Force	Action
2	Proposed Policy – Academic Objectives <ul style="list-style-type: none">Comments that were received were reviewed with committee membersComments and recommendations on verbiage updates will be made and will once again be shared with faculty to review.	Action

No.	Item	Action
3	<p>Proposed Policy – Hiring Policy – Brent Benjamin reviewed.</p> <ul style="list-style-type: none"> • Policy and procedure were reviewed • Hiring is the power and duty of the Board of Governors. Board delegates those powers to the president to oversee • Hiring procedures are being reviewed and improved upon by Brent Benjamin/Ted Lewis. Input will be received from all groups that are affected by these changes. HR is also involved in this process. <ul style="list-style-type: none"> ○ Why was policy changed – existing policy is a procedure – not a policy ○ Will hiring committee be changed? Policy will be updated and more efficient. Hiring committee will still be in effect ○ No mention of Affirmative Action – Affirmative Action is in place and is updated annually in April. ○ Will updated procedures be sent to faculty for review? Yes ○ Will presentation be sent out to all so we can review? Yes, it will be. 	Action
4	<p>Proposed Policy – Faculty Pay Scale</p> <ul style="list-style-type: none"> • No comments received during 30-day comment period • Policy is repealed and will be sent to the Board of Governors for final action. 	Action
5	Action Plan Update	Information

Bluefield State College

Notice of Proposed Rulemaking

Proposed Repeal of Bluefield State College Faculty Salary Pay Plan

Subject Matter:

The proposal would eliminate the current Bluefield State College Faculty Pay Plan. This plan currently sets forth a Byzantine method of calculating faculty pay increases that has never been used; has been “suspended” when raises were to occur; and (3) has been a roadblock to establishing pay equity and providing merit pay.

Deadline for receiving comments: December 9, 2020

Comments shall be received by Jeanne Moricle, Office of the President.
Please identify the policy number and submit comments to:
policyproposal@bluefieldstate.edu.

A copy of the proposed policy is attached.

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 38**

TITLE: BLUEFIELD STATE COLLEGE FACULTY SALARY PAY PLAN

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes the procedures regarding merit pay for faculty for Bluefield State College.
- 1.2 Authority: West Virginia Code: §18B-1-6, §18B-2A-4.
- 1.3 Filing Date: January 19, 2006
- 1.4 Effective Date: March 17, 2006

SECTION 2. POLICY

- 2.1 Goals: Merit pay rewards full-time teaching faculty members who meet and/or exceed their school's performance criteria in the areas of teaching, scholarship, and service. During the previous two semester's faculty must have taught at least six courses and/or eighteen credit hours and/or 360 contact hours to qualify. This provision does not preclude salary adjustments designed to avoid salary inequities, cost of living increases or the salary increases resulting from Bluefield State's promotion and tenure policy. The plan also encourages faculty to implement performance improvement plans. Research and clinical faculty are eligible for merit pay using other criteria.
- 2.2 Procedures: Copies of the merit policy and evaluation procedures will be distributed to all faculty members with their yearly contracts. For each academic year, Deans will meet with each faculty member before the end of the second week of fall semester to clearly define the expectations for that member's performance evaluation by individualizing the general guidelines to meet the appropriate levels of commitment to teaching, scholarship, and service for evaluation. Individual faculty members will not be required to have identical commitments. Some members may contribute greater effort to scholarship than others whose efforts focus more on teaching or service. Some disciplines require that professors remain active practitioners. This diversity encourages each faculty member to use his/her talents to meet the College's goals. The expectations will be clearly stated in the Faculty Evaluation Expectations form, copies of which will be given to the faculty member, placed in the Dean's faculty evaluation files and in the Human Resources Office files. Administration and faculty will make a concerted effort to ensure that each faculty member has equal access to resources required for merit pay.
At least one month prior to the merit pay evaluation in spring semester, each faculty member must submit their faculty self-evaluation to the Dean in order to apply for merit

pay. Failure to provide documentation will result in no merit pay. Each Dean, after formal training in the evaluation process, will review faculty self evaluations, student evaluations, and rate faculty using the criteria designated in the faculty evaluation expectations for merit pay. Deans will review the merit pay evaluation with each faculty member and place a copy in the faculty member's personnel file. Faculty members have the right to submit a written response to the evaluation. Deans will then submit merit pay evaluations to the Vice President of Academic Affairs, who is responsible for using the merit pay formula to distribute faculty merit pay. Each faculty member will receive written notification of the amount of merit raise and/or equity awarded.

With identifying names of faculty removed, the yearly data reflecting all faculty scores, formula, and merit distribution will be presented to the Professional Development Committee for review. The Professional Development Committee will review the merit pay plan every two years and make necessary recommended changes.

Nothing in this policy shall preclude faculty members from pursuing the standard appeals process.

2.3 Explanation of Performance Scores

- a. *Excellent:* Individual is fulfilling duties and functions at such a high level of quality that the performance deserves special recognition. The faculty member and Dean should be able to provide written justification of the score.
- b. *Very Good:* Individual is fulfilling expected duties and requirements on a high level of proficiency.
- c. *Good:* Individual is doing a solid job in meeting requirements.
- d. *Needs Improvement:* Individual fulfills in a satisfactory manner most, but not all of the expected duties and functions. The Dean and faculty member are expected to specify ways the faculty member fails to meet performance standards and make specific suggestions concerning ways to improve performance.
- e. *Unsatisfactory:* Indicates that the individual is failing to meet the standards of performance. This rating is normally not given unless faculty has previously been given the rating of needs improvement and has failed to implement improvement measures. The Dean must state specifically in writing what the individual fails to do in order to meet performance standards. He/she must clearly justify the rating.

2.4 Distribution

Performance Criteria	Raw Scores (rounded to the hundredths ex. 3.45)	Merit Factor (0.6-0.8 for Teaching 0.1-0.2 for each Scholarship/Research and Service) Total must =1.0	Weighted Scores
Teaching			
Scholarship/ Research			
Service			

Total Score			
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Faculty pay increases will be at a 20% equity basis and 80% will be distributed to those earning a total score of 3.00 and above using the merit pay formula described below. The merit increases are to be based on base salary. Merit monies are distributed to Schools based on the School's percentage of total faculty *base* salaries of the institution. Excel spread sheets will be used for calculation of monies to be distributed.

SECTION 3. FACULTY EVALUATION COMPONENTS

Performance Criteria	Performance Points - 1 to 5 Unsatisfactory=1 Needs Improvement=2 Good=3 Very Good =4 Excellent=5	Sources of Information: Student Evaluations; Self-Evaluations; Observations by Dean
Teaching	Points Awarded	
1. Improved Improves students' knowledge of subject area.		Student Evaluations; Observations by Dean
2. Demonstrates knowledge of subject area.		Student Evaluations; Observations by Dean
3. Provides students fair and timely feedback and evaluation.		Student Evaluations; Observations by Dean
4. Provides clear and organized instruction.		Student Evaluations; Observations by Dean
5. Provides and follows a course syllabus.		Student Evaluations; Observations by Dean
6. Overall mean score of merit components of student evaluations.		Student Evaluations
7. Actively participates in course and curriculum development, evaluation, and revision, program reviews, and self-study reports. Serves as a liaison to adjunct faculty in area of teaching responsibility.		Self-Evaluations; Observations by Dean
8. Meets with all advisees to guide programmatic academic decisions and performs 45-90 hour evaluations for assigned advisees.		Self Evaluations; Observations by Dean
9. Maintains office hours/adheres to college policies, procedures, & regulations.		Self Evaluations; Observations by Dean
10. Attends scheduled meetings of the Division, Faculty, and of the College.		Self-Evaluations; Observations by Dean

Comments:	Raw Score = total points/10	
Scholarship/Research		
11. Plans and completes activities consistent with the College goals and objectives and individual assignment as defined by the Dean. Such activities may include but are not limited to the following: attending workshops or meetings to promote the profession;	Raw Score = total points	Self-Evaluations; Observations by Dean
participating in professional organizations; actively pursuing continuing education or study in the field of discipline; pursuing grants; engaging in scholarly activities including publishing book reviews, articles, or books, presenting papers, creating multimedia presentations, or musical/dramatic productions; earning academic awards or honors; working as a consultant to another education institution, government agency, or business or actively practicing in one's profession to maintain skills and knowledge.		
Comments:		
Service		
12. Participates in activities reflecting favorably on the College and benefiting the community and college campus. Activities are to be clarified by the Dean and may include participating in civic and social clubs or boards, sponsoring campus clubs or activities, serving on college committees, or engaging in community service or volunteer programs.	Raw Score = total points	Self-Evaluations;-Observations of Dean
Comments:		

ADDENDUM

2.5 Bluefield State College Faculty Merit Pay Formula / Computation Algorithm

SS - total School faculty Salaries

TF - Total Funds (\$) available for pure merit increases

IS - Individual faculty member's Salary (for School)

SISF - sum of each individual faculty member's salary x his/her merit score (for School)

M - merit score

LQM - lowest qualifying merit score

HQM - highest qualifying merit score

RQM = HQM - LQM - qualifying merit score range

F = (M + RQM - LQM) / RQM - merit increase Factor (lowest qualifying merit score has F=1,

highest qualifying merit score has F=2) p - percentage of SS available for merit increases e =

$0.2 \times p$ // percentage for equity increase m = $0.8 \times p$ // percentage for pure merit

increase f = TF / SISF ns = new salary

Steps:

1. determine individual merit scores (M's)
2. compute RQM
3. compute individual F's
4. compute SISF = sum IS x F over the School's faculty
5. compute f = TF / SISF
6. compute ns for each individual faculty member (of the School)

1. if $M < 3.0$

$$ns = IS \times (1.0 + e)$$

1.

1. if $M \geq 3.0$

$$ns = IS \times (1.0 + e + F * f)$$

Example Computation

SS = \$349.4K (total School faculty Salaries)

TF = \$9840.00 - Total Funds (\$) available for merit increases

IS - Individual faculty member's Salary (for School) - see spreadsheet

SISF = 4493270- sum of each individual faculty member's salary x his/her merit score (for School)

M - merit score - see spreadsheet

LQM = 3.4 - lowest qualifying merit score

HQM = 4.7 - highest qualifying merit score

RQM = 1.3 = HQM - LQM - qualifying merit score range

F = (M + RQM - LQM) / RQM - merit increase Factor (lowest qualifying merit score has F=1,

highest qualifying merit score has F=2) - see spreadsheet p = 3.52% - percentage of SS

available for merit increases e = $0.2 \times p = 0.7\%$ // percentage for equity increase m = $0.8 \times$

$p = 2.82\%$ // percentage for pure merit increase f = TF / SISF = 0.0219

ns = new salary - see spreadsheet

Steps:

1. determine individual merit scores (M's)
2. compute RQM

3. compute individual F's
4. compute SISF = sum IS x F over the School's faculty
5. compute f = TF / SISF
6. compute ns for each individual faculty member (of the School)
 1. if $M < 3.0$

$$ns = IS \times (1.0 + e)$$
1.
 1. if $M \geq 3.0$

$$ns = IS \times (1.0 + e + F * f)$$

Indiv Sal (NS)	Merit Score	Factor	Equity \$	Merit \$	New Salary (ns)	% Inc.
\$37,500.00	4.1	1.538462	\$263.99	\$1363.59	\$39,027.58	4.1
\$48,345.00	4.7	2	\$340.34	\$2118.31	\$50,803.06	5.1
\$57,654.00	2.8	0	\$405.87	\$0.00	\$58,059.87	0.7
\$62,786.00	3.8	1.307692	\$442.00	\$1798.28	\$65,026.28	3.6
\$37,500.00	4.6	1.923077	\$263.99	\$1579.49	\$39,343.48	4.9
\$48,768.00	3.4	1	\$343.32	\$1068.12	\$50,179.44	2.9
\$56,890.00	4.2	1.615385	\$400.49	\$2012.80	\$59,303.29	4.2
Tot: \$349,443	Avg: 3.94		Tot: \$2,460.00	Tot: \$9,940.59	Tot: 361,743	

ADDENDUM

SECTION 4. SOURCES CONSULTED

Faculty Handbook. Patrick Henry Community College.

<http://www.ph.cc.va.us/info.cfm>.

Guidelines for Annual Faculty Evaluation, Merit Determination, Promotion and Tenure.

Eberly college of Arts and Sciences.

http://www.as.wvu.edu/forms/guidelines_for_annual_faculty_ev.htm.

Merit Recognition: Wytheville Community College.

<http://www.wcc.vccs.edu/pp/employment/evaluation/meritRecognition.html>.

Mid-South Community College Employee Performance Evaluation. Handout provided by Mindy Mather.

Norfolk State University. NSU Forms for Faculty. <http://www.nsu.edu/forms/>.

Northeastern Revised Draft. Handout distributed by ~~??~~ Dr. Mindy Maher.

Promotion and Tenure. <http://www.seas.virginia.edu/policies/promotionmay2001.php>. Salary Policy. Shepherd College Board of Governors.

Wenger, Robert B. and Dennis M. Giard. "A Faculty Merit Pay Allocation Model." Research in Higher Education, Vol. 41, No. 2, 2000.

FACULTY EVALUATION SUMMARY SHEET

Since employee's last appraisal, his/her performance has:

____ Improved

____ Maintained at the same level

____ Declined

Noteworthy Performance Strengths:

Goals and Objectives for Next Performance Review:

Plan of Action:

Employee Comments:

My Dean and I met on _____ and agreed that these performance standards would be used to evaluate my performance during _____ academic year.

_____ Employee Signature *

_____ Dean's Signature

*Employee signature indicates that the evaluator has presented and discussed the evaluation with the employee, but does not necessarily indicate agreement with the evaluation.

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS**

POLICY NO. AC-201

ACADEMIC OBJECTIVES

1.0 IN GENERAL

1.1 Student Preparation. Bluefield State College (“the College”) shall prepare its students for real world success by assuring that each graduate:

1.1.1 is competent in their chosen field of study;

1.1.2 has the workplace skills necessary to succeed in the economic marketplace;

1.1.3 is capable of participating as a knowledgeable member of American civil society; and

1.1.4 possesses a solid ethical foundation.

1.2 Roles and Responsibilities. The roles and responsibilities for achieving these objectives are as follows:

1.2.1 Consistent with state law, it is the Board’s role to set forth these academic objectives and hold the College responsible for achieving such objectives:

1.2.2 It is the role and responsibility of the academy to design and implement the course curriculum necessary to achieve the objectives set forth in Section 1.1.

1.2.3 It is the President’s role and responsibility to assure that the necessary courses, faculty and methods of assessment will be created and implemented in order to achieve the academic objectives set forth in Section 1.1 of this policy.

1.3 Accountability. The President is directed to provide a report to the Board of Governors detailing the college’s progress in achieving these objectives. For the purposes of this paragraph, the President shall report real results that relate to acquiring knowledge and skills and not traditional academic seat-time measures of compliance such as graduation rates, retention rates, progress towards graduation, number of hours or other time-related assessments.

1.4 Minimum Requirements. The objectives set forth in Section 1.1 are the minimum objectives to be achieved in order to prepare our graduates for real world success. As such, it is within the role of the Academy to establish additional objectives that it believes will further prepare our graduates for real world success.

2.0 FIELD OF STUDY

- 2.1 **Competent defined.** A graduate shall be considered “competent in their chosen field of study” when he or she has mastered the content or the relevant body of knowledge required and possesses the skill necessary to apply such knowledge in a vocational environment so as produce a desired set of results.
- 2.2 **Curriculum.** The curriculum for each field of study must be rigorous, current and require student performance appropriate for the credential awarded.
- 2.3 **Accountability.** The College shall maintain a method to assess and demonstrate the competence of its graduates in their chosen field of study based upon external objective measures approved by the Board of Governors.
 - 2.3.1 “External objective measures” must measure results and may include, but are not limited to, job placement, major field tests, graduate admissions, licensure acquisition, comprehensive examination or other such data or information.
 - 2.3.2 “External objective measures” may not include measures of process such as graduation rates, retention rates, number of graduates, credit hours completed or other such measurement that is based upon internally assigned values.

3.0 **WORKPLACE SKILLS**

- 3.1 **Defined.** “Workplace skills” include, but may not be limited to, critical thinking, creative thinking, problem solving, verbal communication, written communication, teamwork, leadership, intellectual rigor and discipline.
- 3.2 **Curriculum.** The College shall provide a curriculum in which all students shall obtain the workplace skills necessary to enable them to compete in a dynamic economic marketplace.
- 3.3 **Accountability.** The College shall maintain a portfolio for each student that will demonstrate upon graduation that such student possesses the workplace skills necessary to compete in a dynamic economic marketplace.

4.0 **KNOWLEDGEABLE MEMBER OF AMERICAN SOCIETY**

- 4.1 **Defined.** For the purposes of this policy, “a knowledgeable member of American society” means knowing and understanding:
 - 4.1.1 The political, economic, philosophical and societal foundations for our country including the history of the United States and western civilization, in general;

- 4.1.2 The philosophical foundation, development and application of the American Constitution, Declaration of Independence and other founding documents to the operation of the American system of government;
- 4.1.3 The fundamentals of entrepreneurship and the free market economic system and a comparison to other major economic systems; and
- 4.1.4 West Virginia history that includes the development of the African-American community and the role of historically black colleges and universities in advancing African-Americans politically, economically and societally.

4.2 Curriculum. The College shall provide a curriculum in which all students shall obtain the broad base of knowledge necessary to participate as a knowledgeable member of society.

4.3 Accountability. The College shall maintain a portfolio for each student that will demonstrate upon graduation that such student has the broad base of knowledge necessary to participate as a knowledgeable member of society.

5.0 CORE COMPETENCIES. The core curriculum shall prepare each graduate to be competent in the following areas:

5.1.1 **Associate's Degree.** All students receiving an associate's degree shall be required to be competent in in the following areas:

- 5.1.1.1 Western civilization and history to 1600 and American history
- 5.1.1.2 The U.S. Constitution and American system of government
- 5.1.1.3 Political economy focused on free market economics
- 5.1.1.4 Written and oral communications
- 5.1.1.5 Mathematics
- 5.1.1.6 Ethics in the student's field of study
- 5.1.1.7 General Science

5.1.2 **Bachelor's Degree.** In addition to the competencies required in Section 5.2.1, students receiving a bachelor's degree shall also be competent in the following areas:

- 5.1.2.1 Western history to 1600 and American history
- 5.1.2.2 The U.S. Constitution and American system of government
- 5.1.2.3 Political economy focused on free market economics
- 5.1.2.4 Written and oral communications
- 5.1.2.5 Critical and creative thinking
- 5.1.2.6 Physical wellness
- 5.1.2.7 Mathematics
- 5.1.2.8 Ethics in the student's field of study
- 5.1.2.9 General Science
- 5.1.2.10 Appreciation of music, art and/or theater

5.1.2.11 History of the student's field of study

5.1.3 **Honors Students.** In addition to the competencies required in Section 5.2.2, students receiving a bachelor's degree and enrolled in the Honors College shall also be required to complete a senior capstone project and be competent in the following areas:

5.1.3.1 The Western philosophical tradition

5.1.3.2 World theologies with a focus on the Western theological tradition

5.1.3.3 Great books in the Western tradition

5.1.3.4 Speech and debate

5.2 Accountability. The College shall demonstrate that upon graduation that all students are competent in each area of the core curriculum. The College shall maintain a method to assess and demonstrate the competence of its graduates in the areas within the core curriculum based upon objective measures approved by the Board of Governors.

5.3 Competent defined. A graduate shall be considered "competent" in all areas of the core curriculum when he or she has mastered the content or the relevant body of knowledge required and possesses the skill necessary to apply such knowledge in a vocational environment so as produce a desired set of results.

6.0 COMMUNITY SERVICE

6.1 Required service. The College shall require each graduate receiving an associate's or bachelor's degree to have performed a level of community service as approved by the College.

6.2 Defined. For the purposes of this section, community service is defined as voluntary work performed by a student that benefits others in the community either individually or through organizations that support children, senior citizens, people with disabilities, animals, local parks, the arts, historic building preservation or other charities including faith-based organizations.

7.0 INTERNATIONAL CULTURES

7.1 Opportunities Required. The College shall require each student receiving a bachelor's degree to have received an introduction to one or more international cultures through an appropriate curricular, co-curricular or extracurricular opportunity.

7.2 Accountability. The College shall maintain a portfolio for each student that will demonstrate upon graduation that such student has received an introduction to one

or more international cultures through an appropriate curricular, co-curricular or extracurricular opportunity.

Bluefield State College

Notice of Proposed Rulemaking

Proposed Amendment to Policy No. HR-713, Recruitment and Hiring

Subject Matter:

The proposal sets forth the Board's policy that recruitment and hiring of faculty, staff and administrators shall be focused on retaining the highest quality of employee possible.

The policy authorizes the creating of hiring procedures that may reflect different categories of employees.

Deadline for receiving comments: December 9, 2020

Comments shall be received by Jeanne Moricle, Office of the President.
Please identify the policy number and submit comments to:
policyproposal@bluefieldstate.edu.

A copy of the proposed policy is attached.

BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS

POLICY NO. HR-713: RECRUITMENT AND HIRING POLICY

SECTION 1. GENERAL

- 1.1 Purpose: The purpose of this policy is to assure that Bluefield State College employs the highest quality of faculty, staff and administrators to accomplish its mission.
- 1.2 Scope: This policy establishes the hiring procedures of faculty, non-classified employees and classified employees for regular positions within Bluefield State College.

SECTION 2. HIRING PROCEDURES

- 2.1 Because the success of Bluefield State College is directly dependent on the quality of its employees, the recruitment and hiring for all positions at Bluefield State College, below that of the President, shall be the responsibility of the President who is responsible to the Board of Governors for the success of the College. The President or his or her designee shall retain the sole responsibility for the hiring of the College's full and part-time employees in compliance with state and federal hiring requirements.
- 2.2 The President shall by executive order issue a procedure or procedures for the hiring of all full-time and part-time regular vacancies to provide Bluefield State College the most qualified person for each position while promoting equal employment opportunity to all qualified individuals. Such hiring procedures may vary between different types of positions, and may exclude such types of positions as employees who report directly to the president, adjunct faculty, visiting faculty, interim positions, temporary employees, independent contractors, casual employees, and student employees. Such procedures shall not preclude the President or his or her designee from promoting an interim position to a full-time position or from affirmatively recruiting a qualified person for a position.
- 2.3 Procedures - Relevant hiring procedures, resources and forms shall be posted electronically on the Bluefield State College, Office of Human Resources website.

Effective Date: November ____, 2020.