

BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNOR'S MEETING  
SPECIAL SESSION  
CONLEY HALL, ROOM 201, Boyd Conference Room  
4:00 p.m., September 5, 2019

**AGENDA**

**Members Present:** Garry Moore, Sr, Cathy Deeb, Charlie Cole, Bill Cole, Dr. Deirdre Guyton, Michael Hastings, Ron Hypes, Dr. Jesse Calloway, by phone, Carol Cofer, Shannon Remines and Milicia Knezevic

**Presidential Staff:** Interim President Robin Capehart, Jonette Augenbaugh, Shelia Johnson, Dr. JoAnn Robinson, John Spencer, John Lewis.

**Guests:** H.K. Cutlip, Michele Noe, Shelia Hallman-Warner, Dr. Amanda Matoushek, Dr. Rodney Montague, Vanessa Godfrey, Kristen Taylor, Kim Daniels.

**Call to Order and Chairman's Remarks – Garry Moore, Sr., Chairman**

Chairman Moore called the meeting to order at 5:00 pm. Chairman Moore welcomed the Board Members, staff and guests to a new year. He commented on the recent campus events that took place; Renaming and Dedicating the Library, 125 Luncheon, and the Big Blue Bash that kicked off the Fall semester. These events were very successful and increased communicate participations.

**Swearing in the New Members – Garry Moore, Sr., Chairman**

Carol Cofer, Milicia Knezevic, Michael Hastings and Shannon Remines were sworn into to office.

Minutes of the Previous Meeting-Garry Moore, Sr., Chairman

Dr. Guyton moved to accept the Minutes of the Jun3 25' 2019 Board of Governor's meetings. Motion seconded by Ron Hypes. The motion carried.

**Presidential Search Committee-Charlie Cole, Search Chairman**

Mr. Cole announced the first candidate visit had been September 4, 2019. Open meetings were scheduled throughout the day for faculty, staff, administration and community members. Attendance included: 10 Alumni and Foundation members, 12 Faculty, 18 Classified Staff, and 0 students.

The next Presidential interview will be conducted on September 8, 2019. Milicia Knezevic will reach out to the student body to encourage participation. Faculty and Staff attendance is encouraged as well, to participate in the candidate Q&A.

The Search Committee will meet on September 11, 2019 to review and discuss the candidates.

Mr. Cole thanked Jonette Augenbaugh and Human Resource staff for the support and handling the logistics for the Presidential Search.

**Finance and Budget Report, Shelia Johnson, V.P. Financial and Administrative Affairs**

Ms. Johnson advised that the Auditors will be here. Last week the auditors reviewed the Fleet Management processes, only a few corrections were suggested. The Legislative Auditors have made large request for information, all areas have been collecting the data requested. Federal Financial Aid Auditor information has been provided. Her area is currently preparing the Financial Statements.

Additionally, the West Virginia State Fire Marshall's office has visited the campus. We are currently addressing the corrections to be made.

The sidewalk and guardrail project is near completion. The cost was \$850,000.00. Hatter Hall which is on the National Historic Registry, will have the roof replaced due to a \$108,000 donation. The contract will be out for bid. In 2012, all roofs have been replaced with the exception of the Brown's Basic Science Building and Hatter Hall.

Student Financial Aid disbursement was \$3.3 million. We have received 28% of the State Appropriation, due the HCM1 requirements we have to upfront the \$800,000 for the September 9, 2019 disbursement. We will request money next week. Currently we have marked paid 67% of the Fall Semester students. That is, students who have legal documents in place, have signed a Power of Attorney, POA, receives the West Virginia Grant, and Promise Scholarship recipients. By August 31, 2019, \$1.383 million has been collected.

August expenditures will include an increase of 16.67% due to Employee Benefits; an extra pay period in August (\$500,000), increment pay in July (\$100,000), and additional pay for retirees.

Thompson Litton is being audited because of incorrect amounts.

Dr. Guyton asked about the City of Bluefield expense for contracting Security. Mr. Johnson advised that the savings is about \$80,000 - \$90,000/year.

Mr. Charlie Cole asked about the frequency of the security patrol. Ms. Johnson said that when students are present there is a full-time patrolman on campus. Also, a patrolman will be present at all events, e.g. games, Board of Governor's meetings, etc.

#### **President's Report-Dr. Robin Capehart, President**

President Capehart impressed the importance of being prepared for the auditor's visit. The Legislative Auditors review our processes and make recommendations. They will review the areas of Research and Development, Foundation as well as the Finance area. Financial Auditors conduct and consolidated audit of all areas of the college.

#### **PRIORITY OBJECTIVES: SOUND FINANCIAL HEALTH:**

- BSC CF Rating is -1.94(2018). Minimal score of 3 indicates Financial Health, less than 3 indicates Financial Stress and tells the institutional viability, ability to invest and to grow. A score of 5.00 is an indication for successful growth.
- Sound Financial Health is measured by enrollment. On October 1, 2019, this year enrollment numbers will be the indicator for strategies and initiatives.
- Positive financial indicators include: Decrease of \$500,000 in administrative costs, one-time appropriation of \$700,000, Shott Foundation gift \$108,000 for Hatter Hall repair, 125 Challenge Launched at Big Blue Bash, Governor Jim Justice has awarded \$1,000,000 for the Student Housing Project and Student Union Upgrade.
  - It is important to be aware that grant opportunities and outside donors ask about the percentage of donors, e.g. Faculty, Staff, Foundation members, Board of Governor's members.
- Further streamlining for finances should include: personnel, review and revise policies (Board of Governor's will review policies), outsourcing areas such as security, food services, bookstore (not for 2019-2020 year), creating a consortium to address the needs for the Beckley Campus, Erma Byrd Center needs updates and upgrades.
- The sale of the R&D Building and Bailey saves \$300,000/year.
- Erma Byrd, Higher Education Center in Beckley rent is \$200,000/year
  - Collaboration with Concord University to investigate alternative locations

- Evaluating the most effective way to serve students at Beckley
- Details of possible alternatives may be available by November, 2019.

**PRIORORITY OBJECTIVES: ROBUST ENROLLMENT**

- Marketing is essential.
  - Share how BSC changes people’s lives
  - Pikeview Creative, marketing firm, will develop tools to help tell our graduates story
- Academic Programs,
  - Graduate Programs need to be offered: MBA w/concentration in Engineering.
- 2+2 Programs reintroduced
- Enhanced Online delivery
- University Status- HEPC has been asked to clarify criteria to become University.
- Alumni Meeting have been conducted in Cincinnati, Ohio, Greensboro, North Carolina, Raleigh, North Carolina, mostly attended by graduates since 2015.
- 125 Challenge was recently launched. Continue to encourage participate by Faculty, Staff, Administration, Community, etc.
- Big Blue Bash increased community participation
- Business Summit at the Greenbriar. Attendees included: WVU, Marshall University, WV State University, Bluefield State College. The Robotics team made positive impact on the state legislators who engage with our students.
- Student Housing:
  - The Heritage Hall design team will be on campus Tuesday, September 12, 2019 to meet with the campus community.
  - Construction may begin as early as mid-October.
  - Tiffany Manor as a housing option needs updating, landscaping but may be an option to acquire.
  - Off Campus Housing, would include collaboration with community housing.
- Adding football to the athletic program may enhance enrollment, however, the process would include: finding the right conference, upgrading facilities, full-time coaches. The fundraising would require a significant effort to secure start-up cost. All sports need to be upgraded.
- Tennis courts have been recently renovated.
- Enhanced Online Presence has manifest in increased enrollment of online delivery, 38% of BSC students take online courses, 23% higher than last year.

**PRIORORITY OBJECTIVES: ENGAGED UNIVERSITY**

- Legislative initiatives
  - University Status
  - Program Offering
  - Administrative Flexibility
  - State Appropriation Alignment
  -

**ENROLLMENT: Dr. JoAnn Robinson**

The Fall enrollment, as of September 5, 2019, is at 1338. That is an increase of 4% New Freshman (228), increase of 38% New Transfer students (168), and increase 18% of Provisional students (78). However, Continuing students has declined by 6%, and Readmit students by 8%. The 8-week compressed courses may add additional students to the enrollment numbers. The expected enrollment for October 1, 2019 is 1275.

We are currently tracking students who are “No Show” through Retention Services. Identifying students who have not completed their Financial Aid requirements and keeping them moving toward completion is component of the tracking. Historically, 18% of student withdrawal for personal reasons, or transfer to other institutions. To date BSC has awarded: \$35 million in Federal funding, \$200,000 in scholarships, and \$350,000 in BOG Waivers.

The search for Chief Enrollment Officer, who will serve as Financial Aid and Admissions Director is still under way.

Recruitment efforts will begin September 3, 2019 through October 30, 2019, recruitment efforts will take place at all West Virginia High Schools. September 9, 2019 recruitment will take place in Virginia High Schools. October 13, 2019 Transfer Fairs at Community Colleges dates will be set. All Faculty and Staff are welcome to attend. We have received the Gear Up grant for \$217,000 which will server 46 students.

We also have the Peer Recovery Specialist grant from Southern Highlands as a staff assistant.

**SPECIAL ORDERS:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

None

**ANNOUNCEMENTS:**

HBCU Entrepreneur Summit will be held September 16, 2019 in the Hebert Gallery of the Student Center

- VOICES IN THE MOUNTAINS, Friday, September 20, 2019 11:00am -2:00 pm will be held in the Hebert Galley of the Student Center
- Last Change K-( will be on campus, October 7-8, 2019 at the Basic Science building, 9:00am-4:00pm.
- Humanities Challenge will be held November 11, 2013, Scholarships will be awarded.
- Upcoming Athletic Events should be well attended and supported.

**PUBLIC COMMENTS:**

Dr. Amanda Matoushek, Faculty Senate Chairman, presented a letter to the Board of Governor’s that was sent to the HEPC regarding the Presidential Search process. She conveyed that the Faculty Senate and Classified Staff were trying to be supportive.

**EXECUTIVE SESSION:**

Charlie Cole motion for executive session to discuss a compensation matter, seconded by Dr. Deirdre Guyton, which passed. The Board entered into Executive Session at 5:15pm. At 5:19 Charlie Cole moved to end Executive Session, Dr. Deirdre Guyton seconded, The Board returned to regular session.

With no other business to consider, the meeting adjourned at 5:20pm.

Respectfully submitted,  
Susan Plumley