

**BOARD OF GOVERNORS  
BLUEFIELD STATE COLLEGE  
December 13, 2018**

**MINUTES**

**Members Present:** Garry Moore, Sr., Charlie Cole, Bob Buzzo, Chris Jones, Ronnie Hypes, Bill Cole, Dr. Deirdre Guyton, Cathy Deeb, and Dr. Norman Mirsky (via conference call).

**President's Staff:** Dr. Marsha Krotseng, John Spencer, Dr. Mariam Dittmann, Dr. Ted Lewis, Dr. Jo-Ann Robinson, Jonette Aughenbaugh, Shelia Johnson, Dr. Guy Sims, John Lewis, and Jim Nelson.

**Guests:** Delano Sweeney, Michele Noe, Tony Palmer, Shelia Hallman-Warner, and Alice Ann Sarver.

**Welcome and Call to Order – Chairman Garry Moore, Sr.**

Chairman Moore called the meeting to order at 6:30 p.m. and welcomed all in attendance.

**Public Comment Period**

No one signed up to speak during the Public Comment Period. Therefore, the meeting continued with the next agenda item.

**Oath of Office for New Board Member**

The Honorable Bill Cole was given the Oath of Office and sworn in as a new Board member.

**Update from the BSC Foundation – Alice Ann Sarver/Kim Ross**

Alice Ann Sarver provided an update on behalf of the BSC Foundation Board. It is time that Bluefield State is united with the community. She announced An Enchanted Evening with Bluefield State College event that will take place on March 23, 2019 at 7:00 p.m. at the Bluefield Arts Center. The event will be sponsored by the BSC Foundation. Ms. Sarver reported that there will be a save the date e-mail blast to go out tomorrow. The event planning committee will meet again in January.

**Chair's Remarks – Chairman Garry Moore, Sr.**

Chairman Moore began his remarks by talking about family. He congratulated Tony Palmer and the Graham High School G-Men for their football victory. Chairman Moore wished everyone a very happy holiday season and happy new year.

## **President's Report – Dr. Marsha Krotseng**

Dr. Krotseng provide an update on what has happened with the residence hall since the last meeting. There have been a number of conversations with the HBCU financing group in addition to the group that originally conducted the housing study. The pro formas are being finalized. The reason time is being spent fine tuning these documents is because when they were originally prepared, they were prepared for a completely different project. At its' October meeting, the Foundation Board approved use of funds held in the Foundation's Title III account of up to \$6 million toward the cost of constructing on campus housing. When the pro formas and additional specific information comes together, Dr. Krotseng indicated that she would bring the Board-appointed committee together to review this information prior to bringing it before the full Board.

Last week, BSC was visited by the President and COO of Appalachian Power. Appalachian Power employs a number of BSC graduates, and Appalachian Power representatives had an opportunity to see the Center for Excellence in Manufacturing Engineering (CEME) during their visit.

BSC recently had a meeting with Coppin State University. This was facilitated by Dean Bourne, the Cole School of Business, and members of the faculty. A skype session was organized with Coppin State to talk about how the two HBCUs might collaborate on entrepreneurship and economic development.

Dr. Krotseng met with Kathy D'Antoni, Associate State Superintendent for Career and Technical Education. BSC currently has pathways in the nursing and career sciences programs. Discussion centered around taking that model and expanding it to include other disciplines in career and technical education.

The Blue Ribbon Commission met this afternoon. They decided that the report from the Governance Subcommittee is not ready, and additional time is needed to work on that document. They voted to have at least one additional working session to go through it. Explanation and discussion followed.

## **\*CliftonLarsonAllen, Financial Audit – June 30, 2018**

Ms. Shelia Johnson introduced Chris Knopik, Principal, and Daniel Persaud, Manager. She provided overview and background pertaining to what the auditing team does and how the auditing process works. Mr. Knopik and Mr. Persaud provided an explanation of the audit process, audit results, financial statement highlights, and governance communication letter for the Board. Thorough discussion took place with the Board and the audit team. Mr. Knopik and Mr. Persaud answered questions from members of the Board pertaining to the audit. Chairman Moore requested a motion to accept the financial audit as presented. Mr. Hypes made a motion to accept the financial audit as presented. Mr. Buzzo seconded the motion. The motion carried.

## **BSC Staff Presentation – Dr. Deirdre Guyton**

Dr. Guyton expressed thanks to the Board of Governors for the opportunity to speak to them this evening. Dr. Guyton highlighted whom BSC Staff are, what they do, and why they exist as outlined in West Virginia Code. BSC Staff are often the front line guides and mentors that assist in the growth and development of BSC students. Dr. Guyton expressed on behalf of BSC staff the following concerns: leadership and training opportunities for advancement or upward mobility, enrollment and retention, and the

budget. There are 56 Classified employees who have combined total of 849 years of service at BSC. 31 are BSC graduates. Dr. Guyton stated that she recently had an opportunity to attend a Board of Governors training where Chancellor Hill was the facilitator of the training. To paraphrase a statement that he made – it is about the students and the viability of the institution to serve the students. Classified staff takes pride in working with and serving our students. It is the reason we are here – to provide a meaningful, quality education to those we serve. Classified staff serves with pride, dedication, and we care, which is who we are. We are Bluefield State.

### **Online Harassment Prevention Courses Update – Dr. Guy Sims**

Dr. Sims updated the Board on the Harassment Prevention course taking place at Bluefield State. He comes before the Board tonight in the role of Title IX coordinator. Part of that role is to respond to people and their concerns, while monitoring the policies that we have here. Tonight, his focus is on the education and training that is done at the institution. In fall of 2018, the first round of online harassment training courses was launched. Dr. Sims provided a course synopsis as well as a summary of course activities. Dr. Sims' presentation highlighted the following: course strategy, progress, next steps, and important numbers.

### **\*Approval of Minutes of October 18, 2018 Meeting**

Dr. Guyton made a motion to adopt the minutes of the October 18, 2018 meeting. The motion was seconded by Mr. Charlie Cole. The motion carried.

### **Financial Report and Update – Ms. Shelia Johnson**

Ms. Johnson reported on the cash basis report on the operations of the institution as of October 31 contained within the Board meeting materials packet. In comparison to last year, it is pretty much in sync. Since 2012, BSC has lost \$1.2 million annually in state funds. Enrollment decline equates to tuition and fee revenue. The largest fallout of that is that the College has not been able to fill vacancies. Approximately 75% of funds are allocated to personnel. So, to recover from those shortfalls the College has been very stringent in filling vacancies. In the October 31 report, the only item that is really an anomaly is the revenue, the other (\$850,000). BSC had received an allocation for the repair of sidewalks, steps, etc., and as of October 31, the College has not drawn down any of those funds. However, BSC is getting ready to start that process. The project is pretty much on hold until spring. If you look at the comparison between 2017 and 2018, one of the large items is primarily the roofing replacement for Conley Hall and the Library. The Library is 100% complete, and Conley Hall is 95% complete at this time.

### **\*Policy 6: Grade Point Average for Associate and Baccalaureate Degrees – Dr. Ted Lewis**

Dr. Lewis reported that Policy 6 can be found in the Board meeting materials packet. The purpose of bringing this policy before the Board is to align it with HEPC Series 22. Dr. Lewis highlighted some of the major changes to the policy for the Board. Mr. Hypes made a motion to approve Policy 6: Grade Point Average for Associate and Baccalaureate Degrees to be distributed for 30-day comment, and if no substantive

comments to be final approval. The motion was seconded by Dr. Guyton/Mr. Buzzo. The motion carried.

**\*Approval of HEPC Compact Report – Dr. Mariam Dittmann**

Dr. Dittmann reported that in the Board meeting materials packet is a five-page summary report for how BSC has been doing in the Compact over the last five years. This has been written at the request of HEPC. BSC is to specifically address its' successes, address any challenges that resulted in modifications to the College's strategies, provide assessment in areas where more work is needed, and make recommendations as to how the Commission can better support the College in its' efforts to reach the goals. In addition, the Board also has information related to the extension of the Compact goals. Dr. Dittmann highlighted some of the College's successes and future goals. The goal with regard to the completed Compact report is to have it before the Board for approval at the March 2019 meeting. Mr. Charlie Cole made a motion to approve the HEPC Compact Report as presented. The motion was seconded by Mr. Hypes. The motion carried.

**Governance Policy Manual Review – J. Ronnie Hypes**

Mr. Hypes reviewed Governance Policies 401, 402, and 404 with the Board. The policies generally deal with attendance and structure of the Board. Policy 401 talks about the meetings themselves. There have to be at least six Board meetings a year. The Board has an annual meeting in June. There are sections in the Bylaws that define the protocols of the meetings as well as the protocol for how Board members should behave with each other as meetings are conducted. Policy 402 talks about the agenda the Board is supposed to operate under. Every meeting has to have an agenda. If an item comes up during the meeting that is not on the agenda, all the Board can do at that particular meeting is talk about the item. The Board cannot vote on a matter unless it has actually been put on the agenda so the public is aware of it and knows what will be considered at the meeting. Mr. Bill Cole noted the exception of the provision pertaining to emergency meetings.

Mr. Hypes stated that the members of the Board are fiduciaries. There is fiduciary liability pertaining to financial activity associated with the College. Anything the Board talks about at a meeting should help it to fulfill its legal requirements, other responsibilities per the Bylaws, and responsibilities associated with the long-term best interest of the College. Board members are expected to attend Board meetings. It is possible to attend the meetings electronically as long as those attending electronically can hear and be heard. Members who miss two or more meetings in a twelve-month period are asked to reassess their ability to serve. Dr. Guyton will do the Governance Policy Manual Review at the next Board meeting.

**Growing Enrollment – Dr. Jo-Ann Robinson**

Financial aid and scholarship are recognized as having an important impact on enrollment. Dr. Robinson highlighted two efforts being undertaken to streamline the financial aid process. The financial aid office has successfully adopted new processes by which verification documents may be submitted online. The scholarship disbursement process by which checks are awarded will take place much faster in the spring. There are two new admissions recruiters. Another item they are looking at in terms of

strengthening recruitment is investment and marketing materials. Money has been invested recently in the recruitment process in the following areas: name buys and BSC online marketing. BSC received a grant from the Community Foundation of the Virginias. Those resources are being used to purchase new banners.

The Enrollment Management Council is an institutional committee that focuses on what the community collectively can do to support recruitment and retention. Dr. Robinson plans to share the Enrollment Strategic Plan with the Board at the March meeting. The plan was developed in 2007 and updated in 2015-16. There are currently 198 enrolled students who have not registered for classes. BSC is currently in the process of calling the students who have not registered for classes. TeamSync is another program being utilized to aid retention efforts. Dr. Robinson concluded her report by providing enrollment projections for spring and fall.

### **Delivering Quality Programs – Dr. Ted Lewis**

Dr. Lewis reported that BSC has launched a new Criminal Justice Administration concentration in Criminal Investigations. BSC now offers two additional courses in education that will enable candidates and teachers to add the autism endorsement to their teaching certification. Dr. Lewis highlighted ongoing activities associated with the College's partnerships with Concord University and Southwest Virginia Community College. Bluefield State has established more than 40 articulation agreements. In the last six weeks, BSC has continued expansion of articulation agreements with new articulation agreements being developed with New River Community College, Patrick Henry Community College, and Northern Virginia Community College. BSC has notified the Higher Learning Commission of its intent to reactivate two sites to offer instruction: New River Community and Technical College, Lewisburg and Southern West Virginia Community and Technical College, Logan. Other highlights from Dr. Lewis's report include research, new classrooms and furniture, and the Assessment Summit.

### **Possible Executive Session Under the Authority of WV Code § 6-9A4(b)(2)(A) to consider “matters arising from the appointment, employment...of a public officer or employee”**

A motion was made by Mr. Charlie Cole to go into Executive Session. The motion was seconded by Mr. Buzzo. The motion carried.

A motion was made by Mr. Charlie Cole to return to Regular Session. The motion was seconded by Mr. Hypes. The motion carried. The Board returned to regular session at approximately 9:32 p.m.

### **Adjournment**

Mr. Hypes made a motion to adjourn the meeting. The motion was seconded by Mr. Charlie Cole. The motion carried. The meeting adjourned at approximately 9:33 p.m.

Respectfully submitted,

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Garry Moore, Sr.