

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

AGENDA

- |  |             |
|--|-------------|
| 1. GENERAL ORDER   | INFORMATION |
| 1.1. Call to Order and Chair's Remarks – Rev. Garry Moore, Sr., Chair    |             |
| 1.2. New Member – Oath of Office – Rev. Garry Moore, Sr., Chair          |             |
| 1.3. Minutes of Previous Meeting – Rev. Garry Moore, Sr., Chair          |             |
| 1.4. Reports of Committees – Dr. Robin Capehart, President               |             |
| 1.5. President's Report – Dr. Robin Capehart, President                  |             |
| 1.6. Standing Reports  |             |
| 1.6.1. Finance and Budget – Ms. Shelia Johnson, VP of Finance and Budget |             |
| 1.6.2. Enrollment – Dr. Ted Lewis, Provost                               |             |
| 2. SPECIAL ORDERS (None)   |             |
| 3. UNFINISHED BUSINESS (None)  |             |
| 4. NEW BUSINESS (None)   | ACTION      |
| 4.1. Approval of Authorization to Gift Soccer Property                   |             |
| 5. ANNOUNCEMENT  | INFORMATION |
| 5.1. Faculty and Staff Meetings  |             |
| 6. COMMENTS  | INFORMATION |
| 6.1. Board Members   |             |
| 6.2. Public Comments   |             |
| 7. POSSIBLE EXECUTIVE SESSION – Personnel Matter                         | INFORMATION |
| 8. ADJOURNMENT   | ACTION      |

OATH OF OFFICE AND CERTIFICATE

State of West Virginia

County of Mercer TO-WIT

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of The United States of America and the Constitution of the State of West Virginia, and that I will faithfully *discharge* the duties of Bluefield State College Board of Governors to the best of my skill and judgement SO HELP ME GOD>

Print Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of affiant) \_\_\_\_\_

Subscribed and sworn to before me, in said County and State, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_

Notary Public

BLUEFIELD STATE COLLEGE BOARD OF GOVERNOR'S MEETING  
CONLEY HALL, ROOM 201, Boyd Conference Room  
4:00 PM., January 7, 2020

**Members Present:** The Reverend Garry Moore, Jr. (chair), President Robin Capehart, Mr. Bill Cole, Mr. Ronnie Hypes, Shannon Remines, Cathy Deeb, Dr. John Snead

**VIA Phone:** Mr. Charlie Cole (vice chair), Dr. Deirdre Guyton, Mr. Michael Hastings, Mrs. Rebecca Peterson

**Absent:** Ms. Kendall Clemons

**Guests:** Mrs. Sheila Johnson, VP of Finance

**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.

**Acceptance of Meeting Minutes:** Rev. Moore received confirmation that Board members had reviewed minutes of the Board's meeting held on November 5, 2020. Hearing no requests to correct or revise the minutes, the minutes of the November 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 December reports were accepted by assent of the Board.

**President's Report:**

Review of upcoming projects:

- Review with HELC on MOU with OVMC – EMC classes.
  - No cost for build out – they are handling
  - Student and Employer population very excited about opportunity
  - Begin classes the Fall of 2021
- Technology Task Force
  - Same guidelines as the Athletics Report
  - Contractor on Board to assist

**Financial & Administrative Affair:** BSC Vice President for Financial & Administrative Affairs Shelia Johnson presented an overview of the November financials. Salary increases approved and being processed. Will reflect in February checks. Financials are attached.

**Enrollment:**

Dr. Lewis unable to attend. No report given.

## Special Orders:

1. Notice of Proposed Rulemaking
  - a. Policy on Academics
    - i. Comments were received and reviewed during Policy and Planning Committee meeting. Comments and updates received were incorporated into the final policy update and it was posted for the 14-day period 12.24.2020
    - ii. Chairman Moore made a motion to approve the Policy on Academic Objectives. Mr. Bill Cole motioned, Mr. Ronnie Hypes 2<sup>nd</sup>. All in favor – All No-o Motion carried.
  - b. Recruiting and Hiring Policy
    - i. Chairman Moore made a motion to approve the Policy on Recruitment and Hiring. Mr. Ronnie Hypes Cole motioned, Dr. John Snead 2<sup>nd</sup>. All in favor – All No -o Motion carried.
  - c. Repeal of Policy 38, BSC Faculty Salary Pay Plan
    - i. No comments were received during notice period. Policy 38 is repealed by Rule.

## Unfinished Business:

Purchase of Bluefield Regional Medical Center

Dr. Deirdre Guyton made a motion for the purchase of Bluefield Regional Medical Center, Mr. Shannon Remines 2<sup>nd</sup>. All in favor - All. No – o Motion carried.

## New Business:

None

## Announcements:

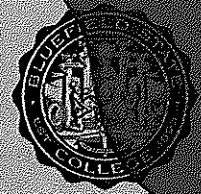
- President Capehart advised that we will be looking into iPads for all board members. This will reduce the paper waster from all the materials being printed. Board material will be provided via a .pdf file once these devices are received.

## 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. Dr. John Snead 2<sup>nd</sup>. The motion carried. The next regularly scheduled BSC Board of Governors meeting will take place on Thursday, March 4<sup>th</sup>. The meeting adjourned at 4:51 PM.



# CAMPUS DEVELOPMENT & COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES

The meeting was called to order at 2:03 PM by Mrs. Deeb, Chair. Mrs. Deeb turned the meeting over to Keith Olson.

**Date:** Wednesday, February, 24, 2021

**Time:** 2:00 p.m.

**Location:** Boyd Conference Room

## Committee Members:

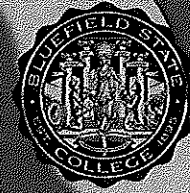
Cathy Deeb (via Google Meet)/Ronnie Hypes (In Person), Chair | Dr. Deirdre Guyton (via Google Meet) | Rebecca Peterson (via Google Meet) | Kendall Clemons (absent) | Shannon Remines (In Person) | Charlie Cole (Absent) | Mike Hastings (In Person)

**Guests:** Chuck McGonagle – Project Coordinator, Keith Olson – SAP, Brent Benjamin - EVP, Mark Starcher – IT Consultant, Craig Bentz – IT Specialist, Nate Randolph – Ed Tucker Architect

Mr. Hypes made a motion to adjourn. The meeting was adjourned at 3:32 PM

No.	Item	Action
	Campus Development Plan	
	<ul style="list-style-type: none"> <li>• Five year update on plan due to HEPC</li> <li>• Review of various buildings and updates               <ul style="list-style-type: none"> <li>○ Medical Arts Center</li> <li>○ Wheeling Center</li> <li>○ Erma Byrd Center</li> </ul> </li> </ul>	
1	<ul style="list-style-type: none"> <li>• Housing               <ul style="list-style-type: none"> <li>○ Heritage Village, Medical Art Center, Honor Housing, Tiffany Manor, Student Union, EMC Housing</li> </ul> </li> <li>• Athletics/Recreation               <ul style="list-style-type: none"> <li>○ Convocation Center, Softball Field, Shott Bldg Renovations, Football Locker/Weight Rooms, Soccer/Bowen Fields, Elks, the Pit</li> </ul> </li> </ul>	Information

No.	Item	Action
2	<p data-bbox="370 478 594 510"><b>Fundraising Plan</b></p> <ul data-bbox="418 520 1182 856" style="list-style-type: none"> <li data-bbox="418 520 1182 590">• B-State Impact – Development Team, Gift Procedures, Operational Support</li> <li data-bbox="418 594 781 625">• Giving Societies defined</li> <li data-bbox="418 630 688 661">• Funding Sources</li> <li data-bbox="418 665 1114 735">• Priorities – Campus Development, Academic and Athletic Programs</li> <li data-bbox="418 739 829 770">• Establish fund raising goals</li> <li data-bbox="418 774 1114 844">• Community Engagement – Elks Building, Big Blur Broadcasting Network</li> </ul>	
3	<p data-bbox="370 894 1062 926"><b>Technology Plan (Campus Development Committee)</b></p> <ul data-bbox="418 936 1182 1041" style="list-style-type: none"> <li data-bbox="418 936 1182 968">• Review of BSC Technology Review Executive Summary</li> <li data-bbox="418 972 1130 1041">• High level discussion on various needs and how to improve in place systems</li> </ul>	



# ACADEMIC AFFAIRS COMMITTEE MEETING MINUTES

The meeting was called to order at 1:05 PM by Dr. Deidre Guyton. Dr. Guyton turned the meeting over to Dr. Lewis.

**Date:** Thursday, February 25, 2021

**Time:** 1:00 p.m.

**Location:** Boyd Conference Room

## **Committee Members:**

Dr. Deirdre Guyton, Chair | Bill Cole | Mike Lilly | Ronnie Hypes (absent) | Mike Hastings (absent)

## **Guests:**

Dr. Ted Lewis, Provost

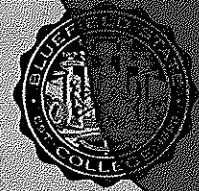
Dr. Guyton made a motion to adjourn. The meeting was adjourned at 1:40 PM.

No.	Item	Action
1	<b>Health Science Programs – BRMC</b> <ul style="list-style-type: none"><li>• Review of programs/certificates that are offered and aspirational programs for the future.</li><li>• Questions from BC pertaining to the dental hygiene program – one in Wytheville and will we have the demand here to offer.</li></ul>	Information
2	<b>MBA Program</b> <ul style="list-style-type: none"><li>• Received approval for MBA – start up 2021/2022</li><li>• Accelerated program – 12 to 18 months</li><li>• Are we light in accounting?? BC concerned</li></ul>	Information
3	<b>BOLD Program</b> <ul style="list-style-type: none"><li>• BOLD professor is retiring. Curriculum will be turned over to BSC. Need to hire a faculty member to resume.</li></ul>	Information

No.	Item	Action
4	<b>B-State Now!</b> <ul style="list-style-type: none"> <li>• Flexible on demand learning</li> <li>• Modulized learning</li> </ul>	Information
5	<b>B-State Wheeling</b> <ul style="list-style-type: none"> <li>• Met with 14 representatives in the Wheeling area Sept. 2020 to discuss need</li> <li>• Engineering programs and certificates</li> <li>• Customized training</li> <li>• MOU signed</li> </ul>	Information
6	<b>Bluefield Prep</b> <ul style="list-style-type: none"> <li>• Prep HS Students for college</li> <li>• Dual credits</li> <li>• Courses set to aid them in areas of deficiencies</li> </ul>	Information
7	<b>Questions</b> <ul style="list-style-type: none"> <li>• Nursing program at Concord – Legislative bill to present 2M to them to start up program. Is this passing? ML</li> </ul>	



# ATHLETICS COMMITTEE MEETING MINUTES



The meeting was called to order at 3:00 by Mr. Remines, Chair. Mr. Remines welcomed the committee. Mr. Remines then turned the meeting over to President Capehart.

**Date:** Thursday, February 25, 2021

**Time:** 3:00 p.m.

**Location:** Boyd Conference Room

**Committee Members:**

Shannon Remines, Chair | Dr. Diedre Guyton | Charlie Cole | Garry Moore, Sr. | Kendall Clemons (absent)|Derrick Price

**Guests:** Robin Capehart, President; Brent Benjamin, EVP

Mr. Remines made a motion to adjourn. The meeting was adjourned at 3:41 PM

No.	Item	Action
1	Bluefield Regional Sports Authority Update <ul style="list-style-type: none"><li>• Dane retiring</li><li>• High school want to be a part of this</li></ul>	Information
2	Soccer Complex <ul style="list-style-type: none"><li>• Gifting to Soccer Association</li><li>• 2 fields will be reserved for BSC soccer season</li></ul>	Information
3	Conference Update <ul style="list-style-type: none"><li>• Conference Carolinas very interested<ul style="list-style-type: none"><li>○ Aligned with same sports as BSC</li><li>○ Virtual meeting 3/30 - Boyd Conference Room</li></ul></li></ul>	Information
4	Athletic Director's Update <ul style="list-style-type: none"><li>• Coach openings are almost all filled</li><li>• Review of Athletics scholarship allocation</li></ul>	Information

# STUDENT LIFE COMMITTEE MEETING MINUTES



The meeting was called to order at 2:02 PM by Mike Lilly, Chair. Mr. Lilly introduced himself to the committee and gave a brief update on his background. Mr. Lilly turned the meeting over to Dr. Ted Lewis.

**Date:** Thursday, February 25, 2021

**Time:** 2:00 p.m.

**Location:** Boyd Conference Room

### **Committee Members:**

Mike Lilly, Chair | Cathy Deeb (via Google Meet) | Rebecca Peterson | Kendall Clemons (absent) | Ted Lewis

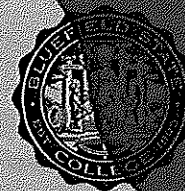
**Guests:** Jim Shaffer, Collegiate Housing Corporation; Anthony Underwood, Chief Enrollment Officer

Mr. Lilly made a motion to adjourn. Mrs. Peterson 2<sup>nd</sup> the motion. The meeting was adjourned at 2:31 PM

No.	Item	Action
	<b>Housing Update</b>	
1	<ul style="list-style-type: none"><li>Honors Cottages (8/2021); Medical Arts Center (8/2021); Heritage Village (10/2021); Tiffany Manor (TBD)</li><li>Review of pricing and total occupancy for each location</li></ul>	Information
	<b>Campus Meal Plan</b>	
2	<ul style="list-style-type: none"><li>Review of meal plan pricing</li><li>Aramark</li><li>Student Union kitchen will be available during the spring semester</li></ul>	Information

No.	Item	Action
<b>Student Activities Update</b>		
3	<ul style="list-style-type: none"> <li>• 13 registered organizations</li> <li>• Student Life Events:               <ul style="list-style-type: none"> <li>○ Bowling – 50 students participated</li> <li>○ Snowboard/Ski Day – 20+ participated</li> <li>○ Virtual Career Fair</li> <li>○ Very robust Black History month</li> </ul> </li> </ul>	Information
<hr/> <b>Miscellaneous</b>		
4	<ul style="list-style-type: none"> <li>• Student Yearbooks – bring back? Need a faculty to oversee</li> <li>• Dorm Counselors – 24/7, housing paid for, salary, CPR trained, security</li> <li>• Dean of Students – hiring in process</li> </ul>	

# EXECUTIVE COMMITTEE MEETING MINUTES



The meeting was called to order at 4:00PM by Rev. Moore. Rev. Moore turned the meeting over to President Capehart.

**Date:** Thursday, February 25, 2021

**Time:** 4:00 p.m.

**Location:** Boyd Conference Room

## **Committee Members:**

Garry Moore, Chair | Ronnie Hypes | Bill Cole | Charlie Cole

**Guests:** Robin Capehart, President; Brent Benjamin, EVP

Rev. Moore made a motion to adjourn. The meeting was adjourned at 4:45 PM

No.	Item	Action
<b>Report of Fiscal Committee</b>		
1	• Legislative Auditor's Report	
	○ Requested by President	
	○ Conducted in August 2019	Information
	▪ BSC could not produce an institutional budget from 2014- 2018	
	○ October 2019 Budget Process	
<b>Strategic Plan</b>		
2	• Strategic Platform – Mission, Vision, Values and Objectives	
	• Action Plan – reviewed annually	
	• Annual Report – Goals and Real Results	

No.	Item	Action
<b>Campus Action Plan</b>		
3	<ul style="list-style-type: none"> <li>• Five year update on plan due to HEPC</li> <li>• Review of various buildings and updates               <ul style="list-style-type: none"> <li>○ Medical Arts Center</li> <li>○ Wheeling Center</li> <li>○ Erma Byrd Center</li> </ul> </li> <li>• Housing               <ul style="list-style-type: none"> <li>○ Heritage Village, Medical Art Center, Honor Housing, Tiffany Manor, Student Union, EMC Housing</li> </ul> </li> <li>• Athletics/Recreation Convocation Center, Softball Field, Shott Bldg Renovations, Football Locker/Weight Rooms, Soccer/Bowen Fields, Elks, the Pit</li> </ul>	Information
<b>Campus Development Plan</b>		
4	<ul style="list-style-type: none"> <li>• Ten-year plan approved in 2015</li> <li>• Five-year update required</li> <li>• Will be presented to BOG for approval - April 29<sup>th</sup></li> </ul>	Information
<b>Sale of Soccer Property</b>		
5	<ul style="list-style-type: none"> <li>• Gifting to Soccer Association</li> <li>• 2 fields will be reserved for BSC soccer season</li> </ul>	Information
<b>Constituency Meetings</b>		
6	<ul style="list-style-type: none"> <li>• Virtual meetings – March/April timeframe</li> <li>• Friday – 2 to 3 and 4 to 5</li> </ul>	Information

BLUEFIELD STATE COLLEGE  
BUDGET VS ACTUAL (STATE ACCOUNTS)  
FISCAL YEAR 2021, AS OF FEBRUARY 28, 2021  
CASH BASIS\*

UPDATED 02/28/2021

DESCRIPTION	BUDGETED 2021 FY	% OF BUDGETED	ACTUAL 02/28/2021	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/20			1,300,051		
<b>ADDITIONS:</b>					
<b>REVENUE</b>					
STATE APPROPRIATIONS	6,383,221	25.77%	6,383,221	38.96%	100.00%
TUITION & FEES	8,500,000	34.32%	5,145,312	31.40%	60.53%
CAPITAL FEES	476,210	1.92%	412,755	2.52%	86.67%
SALES & SERVICES	40,000	0.16%	90,038	0.55%	225.10%
GRANTS & CONTRACTS	8,623,369	34.82%	3,935,939	24.02%	45.64%
INVESTMENT EARNINGS	2,000	0.01%	3,268	0.02%	163.40%
AUXILIARY	768,700	3.10%	438,613	2.68%	57.06%
DEBT ASSESSMENT	(26,201)	-0.11%	(23,351)	-0.14%	89.12%
<b>TOTAL REVENUES</b>	<b>24,767,299</b>	<b>100.00%</b>	<b>16,385,795</b>	<b>100.00%</b>	<b>66.16%</b>
<b>DEDUCTIONS:</b>					
<b>EXPENDITURE</b>					
PERSONAL SERVICES	12,033,073	48.58%	6,940,637	46.82%	57.68%
EMPLOYEE BENEFITS	3,942,386	15.92%	1,696,316	11.45%	43.03%
CURRENT EXPENSE	4,668,717	18.85%	2,922,667	19.72%	62.60%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,506,848	6.08%	392,815	2.65%	26.07%
SCHOLARSHIP, AWARDS	2,616,275	10.56%	2,868,967 *	19.36%	109.66%
<b>TOTAL EXPENDITURES</b>	<b>24,767,299</b>	<b>100.00%</b>	<b>14,821,402</b>	<b>100.00%</b>	<b>59.84%</b>
ENDING CASH AND IN TRANSIT 02/28/2021			2,864,444		
LESS: ENCUMBRANCES			(70,659)		
<b>Balance (Cash Less Encumbrances)</b>			<b>2,793,785</b>		

\*\$1,580,929 Advanced to Federal Financial Aid,  
total should be \$1,288,038 scholarships and  
cash 2/28/21 \$4,445,373

BLUEFIELD STATE COLLEGE  
ENCUMBRANCES SUMMARY  
FEBRUARY 28, 2021

UPDATED 02/28/2021

PO #	NAME	TOTAL FUND
BSC408	ORACLE ELEVATOR CO	(9,697.00)
BSC429	* UNIVERSAL ENGINEERING & CONTRACTING LLC	(35,961.90)
BSC426	CITY OF BLUEFIELD	(25,000.00)
GRAND TOTAL ENCUMBRANCES		<u>(70,658.90)</u>

\* TITLE III

Bluefield State College  
 CARES ACT Funding Summary  
 Estimate As Of February 28, 2021

Award Period	Emergency Relief Fund Aid to Students	Institutional Portion	HBCU Funding	TOTAL ALL FUNDS
4/21/20-4/20/21	648,087.00	5/6/20-5/5/21	5/1/20-4/30/21	
<b>Authorization (First Funding Awards)</b>	648,087.00	648,087.00	1,685,001.00	2,981,175.00
<b>Expenditures (Estimated):</b>				
Student Aid:	638,112.00	648,087.00	412,709.70	1,698,908.70
Payroll:	-	-	1,248,245.81	1,248,245.81
Total Expended	638,112.00	648,087.00	1,660,955.51	2,947,154.51
<b>First Funding Awards:</b>				
Estimated Balance/Commitment Feb. 28,2021	9,975.00	-	24,045.49	34,020.49
<b>Authorization (Second Funding Awards)</b>				
Authorization (Second Funding Awards)	648,087.00	1,610,187.00	2,970,224.00	5,228,498.00
Total Authorization	1,296,174.00	2,258,274.00	4,655,225.00	8,209,673.00



**BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNORS**

It is hereby moved that the Board of Governors authorize the President to gift the property known as the "East River Soccer Complex" to the East River Soccer Association subject to the reservation of usage of sufficient playing fields to meet the needs of Bluefield State College for the sponsoring of both men's and women's intercollegiate soccer.

Approved this 4<sup>th</sup> day of March, 2021.

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Chair