



**Bluefield State**  
C O L L E G E

**BOARD OF GOVERNORS**

December 8, 2016

Conley Hall, Room 201, Boyd Conference Room

Meeting @ 6:30 p.m.

To Join By Conference Call:

**Access Number: (866) 453-5550**

**Participant Code: 2975811#**

**BOARD OF GOVERNORS  
BLUEFIELD STATE COLLEGE  
December 8, 2016**

**Conley Hall, Room 201, Boyd Conference Room**

**AGENDA**

- |   |                       |
|---|-----------------------|
| 1. Welcome and Call to Order – Chairman Robert E. Perkinson, Jr.    | 6:30 p.m.             |
| 2. Public Comment Period  | 6:30 p.m. – 7:00 p.m. |
| 3. Recognition of BSC Golf Team – Chairman Robert E. Perkinson, Jr. | 7:00 p.m. – 7:05 p.m. |
| 4. Oath of Office for New Board Member                              | 7:05 p.m. – 7:10 p.m. |
| 5. Chair’s Remarks – Chairman Robert E. Perkinson, Jr.              | 7:10 p.m. – 7:20 p.m. |
| 6. President’s Report – Dr. Marsha Krotseng                         | 7:20 p.m. – 7:30 p.m. |

**College Focus**

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|---|-----------------------|
| 7. BSC Staff Presentation – Ms. Carolyn Kirby | 7:30 p.m. – 7:50 p.m. |
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**Current Operations**

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|--|-----------------------|
| 8. *Approval of Minutes of October 20, 2016 Meeting  | 7:50 p.m. – 7:55 p.m. |
| 9. Financial Report and Update – Ms. Shelia Johnson  | 7:55 p.m. – 8:10 p.m. |
| 10. *Recommendation on Policy 60: Awarding Undergraduate College Credit for Prior Learning – Dr. Tracey Anderson | 8:10 p.m. – 8:20 p.m. |
| 11. Curriculum Modifications – Dr. Angela Lambert  | 8:20 p.m. – 8:30 p.m. |
| 12. *Suspension of B.S. in Architectural Engineering Technology  | 8:30 p.m. – 8:35 p.m. |

**Strategic Issues: Getting to the Vision**

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|--|-----------------------|
| 13. Progress Toward Strategic Plan – Dr. Tracey Anderson   | 8:35 p.m. – 8:40 p.m. |
| 14. Recruitment and Retention Update – Dr. Jo-Ann Robinson   | 8:40 p.m. – 8:50 p.m. |
| 15. Possible Executive Session Under the Authority of WV Code § 6-9A4(b)(2)(A) for Review of Presidential Evaluation | 8:50 p.m. – 9:00 p.m. |
| 16. Adjournment  | 9:00 p.m.             |

- Next Meeting Date: February 16, 2017

BOARD OF GOVERNORS  
BLUEFIELD STATE COLLEGE  
October 20, 2016

Conley Hall, Room 201, Boyd Conference Room

MINUTES

**Members Present:** Robert E. Perkinson, Jr. (via conference call), Reverend Garry Moore, Bob Buzzo, Lois Manns (via conference call), Harold Wells (arrived at 7:22 p.m.), Dr. Norman Mirsky, Deirdre Guyton, Jennifer Douglas, Norris Kantor, Esq., and Jerry Perdue.

**President's Staff:** Dr. Marsha Krotseng, John Lewis, Shelia Johnson, Tom Cook, Betty Carroll, Dr. Tracey Anderson, Dr. Angela Lambert, Dr. Guy Sims, Dr. Jo-Ann Robinson, Jim Nelson, and Jonette Aughenbaugh.

**Guests:** Jim Schlimmer, Nicole Ballard, Dr. Luciano Picanco, Shelia Hallman-Warner, Ayla Mathias, Jacob Carey, Guillermo Cortes Lopez, Lorenzo Panariti, Melissa Haye, Anthony Brehm, Julia Rahman, Jayme Hamilton, Ignacio Pulido, and Giorgi Detashvili.

**Welcome and Call to Order – Chairman Robert E. Perkinson, Jr.**

Because Mr. Perkinson was unable to attend the Board of Governors meeting in person, Reverend Moore called the meeting to order at 6:30 p.m. and welcomed all in attendance.

**Recognition of Men's Tennis Team – Vice Chairman Garry Moore**

Reverend Moore recognized the tennis team members present at the Board meeting. He read aloud the BSC Board of Governors resolution recognizing the achievements of the tennis team. Dr. Krotseng presented a copy of the resolution to each team member. (See attached.)

**Chair's Remarks – Vice Chairman Garry Moore**

Reverend Moore congratulated Coaches Todd Fong and Cole Sulmonetti and the BSC Golf Team on their first USCAA National Championship.

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

Dr. Krotseng reported that BSC's most important topic is enrollment. The Census has been filed. Jim Schlimmer, Director of Admissions, will discuss later in this meeting the actions underway to improve enrollment.

Dr. Krotseng stated that on campus housing is of crucial importance for BSC. Potential ways to finance the housing project include New Market Tax Credits (NMTTC)

and a USDA loan. Dr. Krotseng has met with the Bluefield City Board and received a letter of support from the Board for the residence hall project.

Dr. Krotseng, members of her staff, and New Market Tax Credit representatives met with the Chancellor and his staff on October 14. BSC is the first West Virginia higher education institution to go through this process, and the Chancellor's Office supported continuing to proceed with the NMTC process. Discussion followed. All Board members are welcome to attend a NMTC seminar that will be held in Bluefield on November 11, 2016.

A Task Force on Building Revenue, chaired by Jeff McFadden, has had multiple meetings. Included in this Task Force are faculty and staff representatives from all five schools.

Dr. Krotseng also noted a number of upcoming events on campus and invited Board members to attend.

#### **BSC Faculty Presentation – Dr. Luciano Picanco**

Dr. Picanco, Chair of the Faculty Senate, expressed thanks to the Board of Governors for the opportunity to make a presentation. The faculty presentation had two objectives: first, to show the faculty position in favor of cooperation and dialogue. Secondly, to share their main concerns including: the institution's 'Plan B' for the future, status of the Provost position, transparency (inclusiveness and openness of information), finances and budget, spring enrollment, how and when open sessions of the Board will be implemented, and faculty raises. In concluding, he requested that the College not forget the plurality of subjects, and that non-STEM subjects are also important.

#### **Approval of Minutes of August 30, 2016 Meeting**

The first action item was approval of the minutes from the August 30, 2016 meeting. Mr. Perdue made a motion to approve the minutes from the August 30, 2016 meeting. The motion was seconded by Ms. Guyton. The motion carried.

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

Ms. Johnson reported on the finances and current cash on hand. She also commented on the USDA loan and New Market Tax Credits being pursued for the residence hall project. Discussion of the project followed.

#### **Proposed Amendments to the BSC Board of Governors Bylaws**

The proposed amendments to the BSC Board of Governors Bylaws were presented in the Board packet for consideration and approval. Dr. Mirsky made a motion to approve the Bylaws as written with the incorporation of the proposed amendments. Ms. Guyton seconded the motion. The motion carried.

### **Approval of BSC Board of Governors Governance Policy Manual**

The BSC Board of Governors Governance Policy Manual was presented in the Board packet for consideration and approval. Mr. Perdue made a motion to approve the Policy Manual as presented. Ms. Guyton seconded the motion. The motion carried.

### **Approval of HEPC Compact Report – Dr. Tracey Anderson**

Dr. Anderson asked the Board of Governors if they have any questions with regard to the HEPC Compact Report. This report is a culmination of all the Board reports she submits each time. The Board of Governors must approve this HEPC Compact Report before Dr. Anderson can submit it. Vice Chairman Moore made a motion to approve the Compact as submitted. The motion was seconded by Mr. Kantor and Mr. Buzzo. The motion carried.

### **Progress on Dashboard Indicators Report – Dr. Tracey Anderson**

Dr. Anderson presented a dashboard of key indicators based on discussions the Board had in the AGB governance workshops. She stated that she can provide this data annually and requested that the Board please let her know if they would like to see anything differently.

### **Enrollment Update – Dr. Jo-Ann Robinson**

Dr. Robinson discussed the student profile analysis. The total number for fall as of the October 15 Census Date is 1,362. In addition to building recruitment, BSC also must increase retention. Dr. Tammy Ferguson has brought broader attention to awareness and what BSC can do to retain students since she started as BSC's Retention Specialist in July. A series of webinars has been scheduled for faculty and staff. There has been increased use of the Early Alert Program.

### **Presentation of Admission Plan – Mr. James Schlimmer**

Mr. Jim Schlimmer, Director of Admissions and Enrollment Services, presented the BSC Admission Assessment and Plan for 2017 and beyond. An overview of the presentation included the following topics: a review and assessment of the Admissions Process, presentation of a plan for Fall 2017, presentation of a plan for Spring 2017, discussion about how Admissions is progressing with the plans, and an Action Plan for the campus.

The goal for next year is 322 new students. Steps are being taken to address the downward enrollment trend line. Plans for Fall 2017 include the following: 1,329 applications, accept 500-539, enroll 322. Mr. Schlimmer mentioned strategies such as purchasing lists of names; increasing campus visits; awarding financial aid earlier; increasing college fair attendance, including HBCU fairs; and promoting BSC's quality.

Dr. Mirsky asked if Mr. Schlimmer will be involved in the recruitment of international students. Mr. Schlimmer stated that it had not been discussed yet.

**Adjournment**

Mr. Perdue made a motion to adjourn the Board meeting. The motion was seconded by Ms. Guyton. The motion carried. The meeting adjourned at approximately 8:25 p.m.

Respectfully submitted,  
Sara Anderson

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Robert E. Perkinson, Jr.

Board of Governors  
Bluefield State College  
Financial and Administrative Affairs Update  
For Board Meeting December 8, 2016

Listed below are updates to various functions related to the Financial and Administrative Affairs unit of Bluefield State College.

FINANCIAL

- With the continued decline in state revenues, BSC has received a 2% budget reduction, equated to \$112,737 (attached). State student aid grants such as WV Grant and Promise were not reduced; therefore, the overall reduction for WV Higher Education was 1.69% or \$6,747,046.
- The new payroll system was originally scheduled to “go live” January 1, 2015, delayed again in April, 2015, and went “live” June 10, 2016. The new system is a payroll system, time tracking, leave tracking, and budget position system and is very complicated. Jane Miller and Virginia Shupe in payroll have done a phenomenal job in ensuring everyone is paid accurately and on time.
- Much time has been devoted to the new U. S. Dept. of Labor overtime rule that was to be effective December 1, 2016 related to changing employees from exempt to non-exempt (BSC had 24 employees in this category). The week of November 21, 2016 a federal judge in Texas imposed a temporary injunction on this new requirement. We are now in the process of reverting these employees back to exempt, effective with the new payroll cycle December 11, 2016.
- CliftonLarsonAllen is almost finished with the financial audit. There are a few additional items requested of which we are working on. We are still waiting on the amounts to enter for the State Teachers Retirement System (as are all WV higher education institutions).
- Suttle & Stalnaker (subcontracted through Ernst and Young) are in the process of finalizing our federal programs audit. BSC is part of the statewide Single Audit process. This audit focuses on federal programs which primarily comprises federal financial aid and is required annually by the U.S. Dept. of Education.
- With the enrollment declines for Fall 2016, various planning meetings have occurred to inform and discuss options to balance the budget. The largest item is student enrollment, and there are many activities occurring to increase enrollment for Spring 2017, in comparison with Spring 2016, along with plans for increased enrollment in Fall 2017.
- We are planning on advertising a few finance vacant positions in the near future. The new OASIS Finance System and the new OASIS Payroll System require much more personnel time than previous systems.

## FACILITIES

- Plans continue for new student housing and parking complex on campus. Currently, discussions continue related to the New Market Tax Credit. In November, various entities associated with the New Market Tax Credit were on campus. In addition, Brailsford and Dunlavey are in the process of preparing a five year financial projection for both BSC and BSC Foundation. The environmental study underway is another requirement for the USDA loan. The week of December 12, 2016 we will have Eide Bailey on campus to complete the financial feasibility study.
- We have some funds raised through the BSC Foundation for the Student Center patio. We are evaluating the best use of these funds and have estimates to repair or replace the patio.
- Normal life for roofs on campus is 20 years. Conley Hall, Library, and Basic Science Auditorium are at the 20 year limit (replaced in 1996). When funds become available, we need to replace these roofs.

## COMMUNICATIONS

- In October, we had an electrical issue on campus behind Conley Hall. This caused disruption not only to electricity in most of our buildings, but also damage to other items such as our campus wide speaker system. Personnel have replaced the main controller and the system is now up and running.

## PUBLIC SAFETY

- The Threat Assessment Committee has been updating our campus policy related to Campus Safety. Hopefully this policy will be brought before the Board of Governors for approval by Spring.
- The Public Safety Office has posted new signage on campus buildings stating "POSSESSION OR STORAGE OF A DEADLY WEAPON, DESTRUCTIVE DEVISE, OR FIREWORKS IN ANY FORM (AS DEFINED BY WV STATE CODE AND BLUEFIELD STATE POLICY NO. 48) IS PROHIBITED ON THE BLUEFIELD STATE COLLEGE CAMPUS, IN COLLEGE-LEASED VEHICLES, AND IN COLLEGE VEHICLES."



**WV Higher Education Policy Commission**  
**WV Council for Community & Technical College Education**  
**Two Percent Budget Reduction**  
**November 17, 2016**

	General Revenue	Two Percent Budget Reduction	Revised Budget
<b>Higher Education Policy Commission - System Accounts</b>			
Bluefield State College	5,636,862	(112,737)	5,524,125
Concord University	8,674,596	(173,492)	8,501,104
Fairmont State University	15,277,769	(305,555)	14,972,214
Glenville State College	5,891,397	(117,828)	5,773,569
Marshall University	45,926,078	(918,522)	45,007,556
Brownfield Professional Development	334,364	(6,687)	327,677
WV Autism Training Center	1,795,300	(35,906)	1,759,394
VISTA E-Learning®	249,089	(4,982)	244,107
Marshall University Graduate College Writing Project	20,737	(415)	20,322
Luke Lee Listening Language and Learning Lab	102,076	(2,042)	100,034
Total Marshall University	48,427,644	(968,554)	47,459,090
Marshall University School of Medicine	12,179,256	(243,585)	11,935,671
Marshall University Rural health Outreach Program	167,616	(3,352)	164,264
Forensic Lab	241,438	(4,829)	236,609
Center for Rural Health	160,166	(3,203)	156,963
Marshall University Brim Subsidy	842,290	(16,846)	825,444
Total Marshall University School of Medicine	13,590,766	(271,815)	13,318,951
Shepherd University	9,551,994	(191,040)	9,360,954
West Liberty University	7,956,371	(159,127)	7,797,244
West Virginia State University	10,003,071	(200,061)	9,803,010
West Virginia State University Land Grant	1,584,947	(31,699)	1,553,248
Total West Virginia State University	11,588,018	(231,760)	11,356,258
WV School of Osteopathic Medicine	6,798,239	(135,965)	6,662,274
Rural Health Outreach Program	168,354	(3,367)	164,987
Brim Subsidy	144,721	(2,894)	141,827
Rural Health Initiative Medical School Support	404,968	(8,099)	396,869
Total WVSOM	7,516,282	(150,325)	7,365,957
West Virginia University	97,819,653	(1,956,393)	95,863,260
Jackson's Mill	239,505	(4,790)	234,715
State Priorities - Brownfield Professional Development	337,503	(6,750)	330,753
West Virginia University - Institute of Technology	7,987,811	(159,756)	7,828,055
West Virginia University - Potomac State	3,921,488	(78,430)	3,843,058
Total West Virginia University	110,305,960	(2,206,119)	108,099,841
WVU Health Sciences	15,515,841	(310,317)	15,205,524
Rural health Outreach Program	170,125	(3,403)	166,722
WVU Health Sciences - Charleston Division	2,312,518	(46,250)	2,266,268
WVU Health Sciences - Eastern Division	2,248,472	(44,969)	2,203,503
BRIM Subsidy	1,161,281	(23,226)	1,138,055
Total West Virginia University Health Sciences Center	21,408,237	(428,165)	20,980,072
<b>Higher Education Policy Commission - Administration</b>			
Personal Services	2,438,271	-	2,438,271
Current Expenses	165,893	(52,085)	113,808

**WV Higher Education Policy Commission**  
**WV Council for Community & Technical College Education**  
**Two Percent Budget Reduction**  
**November 17, 2016**

	General Revenue	Two Percent Budget Reduction	Revised Budget
HEAPS Grant Program	5,007,764	-	5,007,764
Higher Education Grant Program	39,019,864	-	39,019,864
Promise Scholarship-Transfer	18,500,000	-	18,500,000
Tuition Contract Program	1,249,555	(24,991)	1,224,564
Underwood Smith Scholarship Program	328,349	-	328,349
BRIM Premium	15,708	(314)	15,394
Sub-Total - HEPC Administration	66,725,404	(77,390)	66,648,014
Facilities Planning and Admin (Tech Park)	1,821,849	(36,437)	1,785,412
West Virginia Network for Educational Telecomputing	1,654,572	(33,091)	1,621,481
<b>Total HEPC Accounts</b>	<b>\$336,027,721</b>	<b>(5,463,435)</b>	<b>\$330,564,286</b>
<b>West Virginia Council for Community &amp; Technical Colleges</b>			
WV Council for Community & Technical College Education	756,232	(15,125)	741,107
Community College Workforce Development ®	806,048	(16,121)	789,927
College Transition Program ®	292,718	(5,854)	286,864
Transit Training Partnership	40,217	(804)	39,413
WV Advanced Workforce Development ®	3,269,964	(65,399)	3,204,565
Technical Program Development ®	1,895,214	(37,904)	1,857,310
Blue Ridge Community and Technical College	4,980,111	(99,602)	4,880,509
BridgeValley Community and Technical College	7,500,925	(150,019)	7,350,906
Eastern WV Community and Technical College	1,834,647	(36,693)	1,797,954
Pierpont Community & Technical College	7,323,810	(146,476)	7,177,334
Mountwest Community & Technical College	5,569,533	(111,391)	5,458,142
New River Community & Technical College	5,499,133	(109,983)	5,389,150
Southern WV Community & Technical College	7,991,778	(159,836)	7,831,942
WV Northern Community & Technical College	6,898,459	(137,969)	6,760,490
WVU - Parkersburg	9,521,771	(190,435)	9,331,336
<b>Total WV Council for Community &amp; Technical Colleges</b>	<b>64,180,560</b>	<b>(1,283,611)</b>	<b>62,896,949</b>
<b>Total 2016-17</b>	<b>\$400,208,281</b>	<b>(6,747,046)</b>	<b>393,461,235</b>

BLUEFIELD STATE COLLEGE  
 BUDGET VS ACTUAL (STATE ACCOUNTS)  
 FISCAL YEAR 17, AS OF  
 OCTOBER 31, 2016  
 CASH BASIS\*

UPDATED 11/18/2016

DESCRIPTION	BUDGETED 2017 FY	% OF BUDGETED	ACTUAL 10/31/2016	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/15			819,795		
<b>ADDITIONS:</b>					
<b>REVENUE</b>					
STATE APPROPRIATIONS	5,636,862	24.54%	2,367,482	29.24%	42.00%
TUITION & FEES	10,103,028	43.99%	2,603,627	32.16%	25.77%
CAPITAL FEES	650,000	2.83%	248,614	3.07%	38.25%
SALES & SERVICES	85,000	0.37%	(68,608)	-0.85%	-80.72%
GRANTS & CONTRACTS	5,754,970	25.06%	2,615,373	32.31%	45.45%
INVESTMENT EARNINGS	2,000	0.01%	1,596	0.02%	79.80%
AUXILIARY	853,000	3.71%	384,342	4.75%	45.06%
DEBT ASSESSMENT	(46,611)	-0.20%	(23,306)	-0.29%	50.00%
HERA ASSESSMENT	(69,802)	-0.30%	(33,643)	-0.42%	48.20%
<b>TOTAL REVENUES</b>	<b>22,968,447</b>	<b>100.00%</b>	<b>8,095,477</b>	<b>100.00%</b>	<b>35.25%</b>
<b>DEDUCTIONS:</b>					
<b>EXPENDITURE</b>					
PERSONAL SERVICES	12,101,153 *	52.86%	3,854,199	58.63%	31.85%
EMPLOYEE BENEFITS	3,068,900	13.40%	999,856	15.21%	32.58%
CURRENT EXPENSE	4,490,000	19.61%	1,207,314	18.37%	26.89%
REPAIRS/ASSETS/BLDG CONSTRUCTION	960,000	4.19%	80,962	1.23%	8.43%
SCHOLARSHIP, AWARDS	2,274,000	9.93%	430,133	6.54%	18.92%
<b>TOTAL EXPENDITURES</b>	<b>22,894,053</b>	<b>100.00%</b>	<b>6,572,464</b>	<b>100.00%</b>	<b>28.71%</b>
ENDING CASH AND IN TRANSIT 10/31/2015			2,342,808		
LESS: ENCUMBRANCES			(76,761)		
<b>Balance (Cash Less Encumbrances)</b>			<b>2,266,047</b>		

\*Fees and personal services inflated by \$950,000 due to personal services vacancies held.

BLUEFIELD STATE COLLEGE  
 BUDGET VS ACTUAL (STATE ACCOUNTS)  
 COMPARISON OF OCTOBER 31, 2015 AND OCTOBER 31, 2016  
 CASH BASIS\*

DESCRIPTION	ACTUAL 10/31/2015	ACTUAL 10/31/2016	DIFFERENCE	% OF DIFFERENCE
BEGINNING CASH 07/01/15-16	1,512,115	819,795	(692,320)	
<b>ADDITIONS:</b>				
<b>REVENUE</b>				
STATE APPROPRIATIONS	2,442,350	2,367,482	(74,868)	-3.07%
TUITION & FEES	3,194,598	2,603,627	(590,971)	-18.50%
CAPITAL FEES	301,778	248,614	(53,164)	-17.62%
SALES & SERVICES	26,316	(68,608)	(94,924)	-360.71%
GRANTS & CONTRACTS	1,920,159	2,615,373	695,214	36.21%
INVESTMENT EARNINGS	649	1,596	947	100.00%
AUXILIARY	505,284	384,342	(120,942)	-23.94%
DEBT ASSESSMENT	(55,396)	(23,306)	32,090	-57.93%
HERA ASSESSMENT	(34,901)	(33,643)	1,258	100.00%
<b>TOTAL REVENUES</b>	<b>8,300,837</b>	<b>8,095,477</b>	<b>(205,360)</b>	<b>-2.47%</b>
<b>DEDUCTIONS:</b>				
<b>EXPENDITURE</b>				
PERSONAL SERVICES	3,827,399	3,854,199	26,800	0.70%
EMPLOYEE BENEFITS	931,810	999,025	67,215	7.21%
CURRENT EXPENSE	1,405,187	1,207,314	(197,873)	-14.08%
REPAIRS/ASSETS/BLDG CONSTRUCTION	393,293	101,462	(291,831)	-74.20%
SCHOLARSHIP, AWARDS	264,450	180,758	(83,692)	-31.65%
<b>TOTAL EXPENDITURES</b>	<b>6,822,139</b>	<b>6,342,758</b>	<b>(479,381)</b>	<b>-7.03%</b>
ENDING CASH AND IN TRANSIT 10/31/2015 - 2016	2,990,813	2,572,514	(418,299)	
LESS: ENCUMBRANCES	(17,671)	(76,761)	(59,090)	
<b>Balance (Cash Less Encumbrances)</b>	<b>2,973,142</b>	<b>2,495,753</b>	<b>(477,389)</b>	

\*Excludes Clearing Account

BLUEFIELD STATE COLLEGE  
ENCUMBRANCES SUMMARY  
OCTOBER 31, 2016

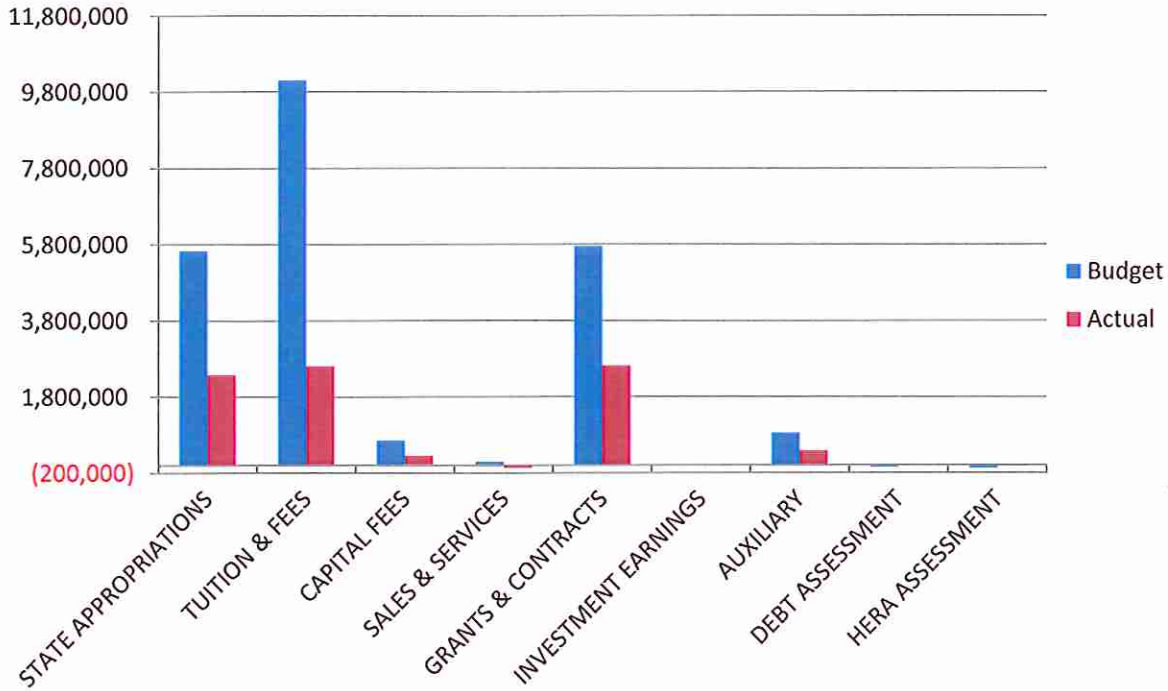
UPDATED 11/18/2016

PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(35,646.00)
BSC406	THOMPSON & LITTON OF WV INC	(41,115.00)
GRAND TOTAL ENCUMBRANCES		<hr/> <u>(76,761.00)</u>

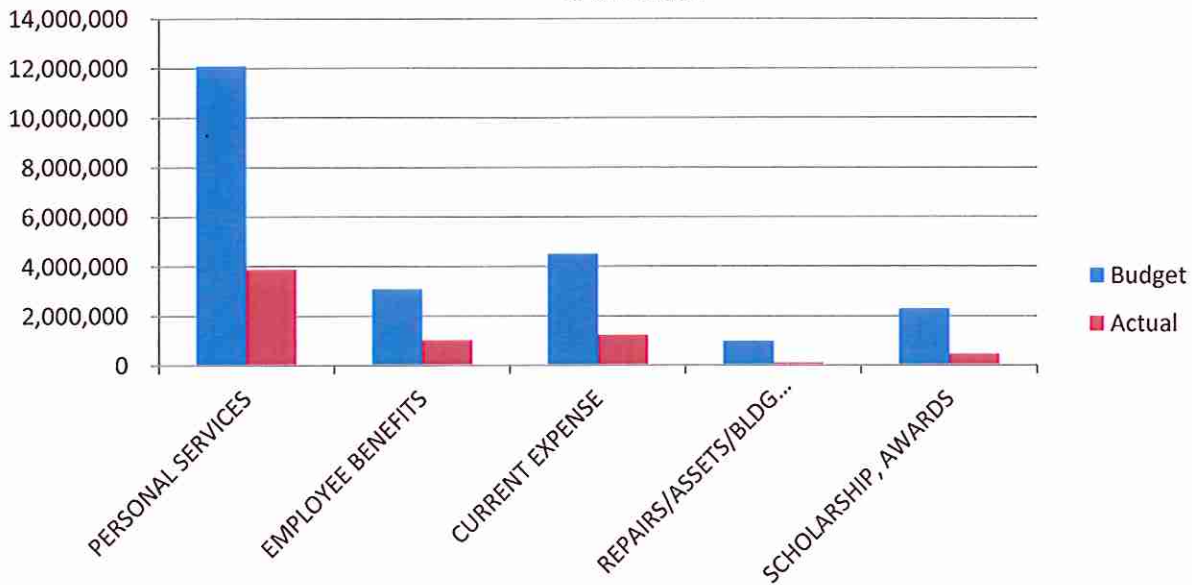
BLUEFIELD STATE COLLEGE  
 FEDERAL FINANCIAL AID BALANCES  
 FISCAL YEAR 2017  
 AS OF OCTOBER 31, 2016

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 10/31/2016
BEGINNING CASH 07/01/16	633.29	9,970.54	0.82	10,604.65
<b><u>ADDITIONS:</u></b>				
REVENUE	1,845,917.29	2,944,827.52	34,090.00	4,824,834.81
<b>TOTAL REVENUES</b>	<b>1,845,917.29</b>	<b>2,944,827.52</b>	<b>34,090.00</b>	<b>4,824,834.81</b>
<b><u>DEDUCTIONS:</u></b>				
AWARDS & LOANS	1,887,017.00	3,007,261.00	34,090.00	4,928,368.00
Redeposits	(33,858.00)	(56,703.00)		(90,561.00)
Recoveries	(15,439.00)	(3,216.00)		(18,655.00)
<b>TOTAL EXPENDITURES</b>	<b>1,837,720.00</b>	<b>2,947,342.00</b>	<b>34,090.00</b>	<b>4,819,152.00</b>
ENDING CASH 10/31/2015	8,830.58	7,456.06	0.82	16,287.46
<b>2014FY TOTALS</b>				
<b>TOTAL EXPENDITURES</b>	<b>4,374,706.00</b>	<b>8,103,731.00</b>	<b>53,701.00</b>	<b>12,532,138.00</b>
<b>% OF FINANCIAL AID 2015FY COMPARED TO 2014FY</b>	<b>42.01%</b>	<b>36.37%</b>	<b>63.48%</b>	<b>38.45%</b>

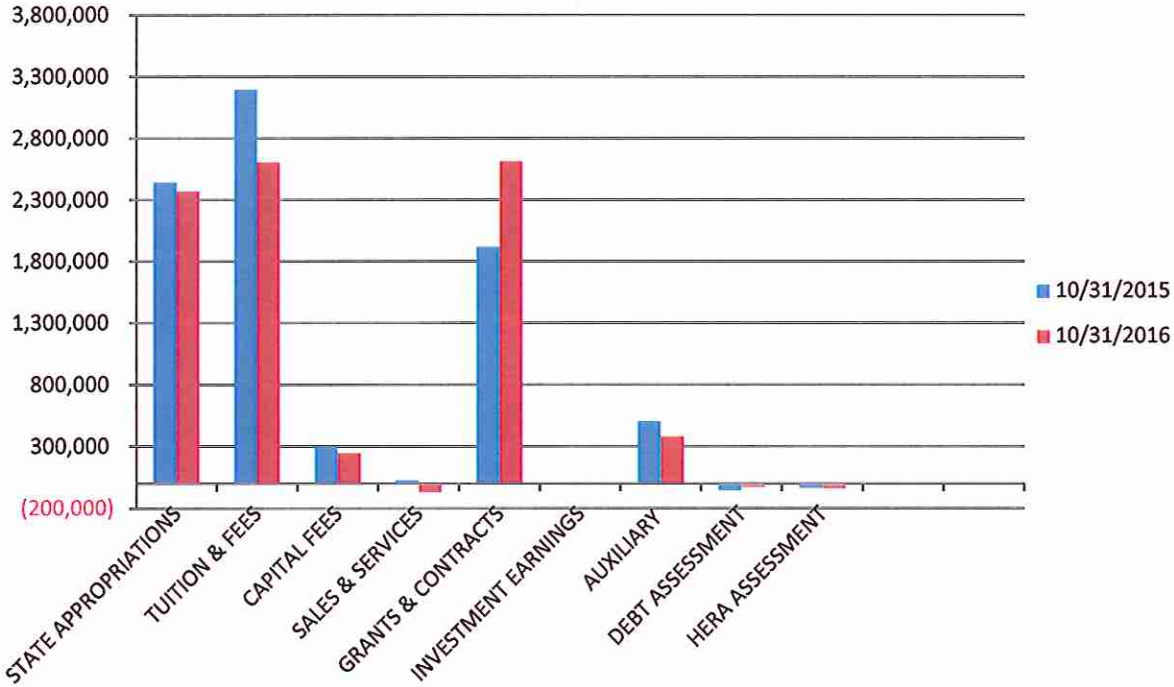
Bluefield State College  
2017 Budget vs Actual Revenue  
as of October



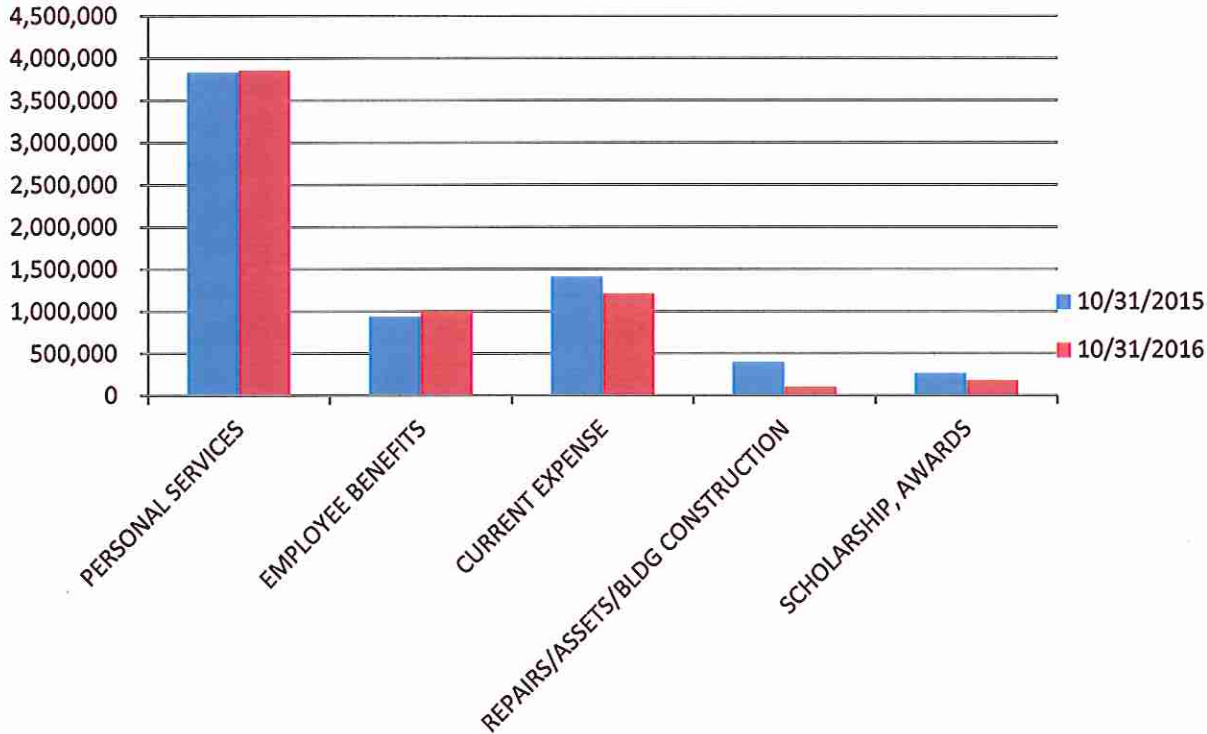
Bluefield State College  
2017 Budget vs Actual Expenditures  
as of October



Bluefield State College  
Oct 2015 vs Oct 2016 Revenue



Bluefield State College  
Oct 2015 vs Oct 2016







Item: Policy 60: Awarding Undergraduate College Credit for Prior Learning

Recommended Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 60: Awarding Undergraduate College Credit for Prior Learning to be distributed for 30-day comment, and if no substantive comments to be final approval.

Staff Member: Dr. Angela Lambert and Dr. Tracey Anderson

Background:

This policy establishes guidelines for Bluefield State College for the awarding of college credit for prior college-level learning through prior learning assessment. This policy is in compliance with WV HEPC Series 59.

**Bluefield State College**

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**BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. 60**

**TITLE: AWARDING UNDERGRADUATE COLLEGE CREDIT FOR PRIOR  
LEARNING**

**SECTION 1. GENERAL**

- 1.1 Scope: This rule establishes guidelines for West Virginia public colleges and universities for the awarding of college credit for prior college-level learning through prior learning assessment.
- 1.2 Authority: West Virginia Code §§18B-1-1A, 18B-1-6. West Virginia HEPC Title 133; Series 59
- 1.3 Filing Date:
- 1.4 Effective Date:
- 1.5 BSC Policy Monitor: Vice President for Academic Affairs

**SECTION 2. PURPOSE**

- 2.1 Legislative goals established for West Virginia state colleges and universities provide that higher education in West Virginia should contribute fully to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Bluefield State College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.
- 2.2 Bluefield State College recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that colleges and universities have the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.
- 2.3 The purpose of this rule is to outline the terms and conditions under which Bluefield State College awards and/or transfers credits toward a degree or

**Bluefield State College**



certificate based upon Prior Learning Assessment (PLA) and to provide consistent and accessible methods for students to earn these credits.

- 2.4 It is the intent of Bluefield State College to permit the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures, Bluefield State College shall award academic credit for prior learning that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.
- 2.5 The Regents Bachelor of Arts degree program maintain specific guidelines and requirements for the use of credit for prior learning. This policy does not replace existing guidelines.

### **SECTION 3. DEFINITIONS**

- 3.1 Prior Learning Assessment (PLA) is defined as the assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.
- 3.2 In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:
  - 3.2.1 Advanced Placement Exams
  - 3.2.2 American Council on Education (ACE) Guides
  - 3.2.3 College Level Examination Program (CLEP) Exams
  - 3.2.4 DANTES Subject Standardized Test (DSST)
  - 3.2.5 Excelsior College Examination Program (ECE)
  - 3.2.6 Institutional Course Challenge Examination Credit
  - 3.2.7 International Baccalaureate Program (IB)

## **Bluefield State College**



- 3.2.8 Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure
- 3.2.9 Portfolio Assessment/Review Credit
- 3.2.10 Prior Military Training Credit
- 3.2.11 National certification exams
- 3.2.12 Manufacturing Skills Standards Council (MSSC) certification completion
- 3.2.13 Certification in Early Childhood education
- 3.2.14 Federal and State law enforcement certification
- 3.2.15 International Association for Continuing Education and Training.

#### **SECTION 4. PRINCIPLES**

- 4.1 Bluefield State College values the diversity of its students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.
- 4.2 Bluefield State College shall employ prior learning assessment aligned with its mission, principles of academic integrity, resources, and student educational attainment and success.

#### **SECTION 5. INSTITUTIONAL POLICIES REGARDING AWARDING CREDIT FOR PRIOR LEARNING**

- 5.1 Bluefield State College in accordance with the WV – HEPC policy shall develop institutional policies for evaluating prior learning and for awarding credit consistent with this policy.
  - 5.1.1 Bluefield State College has developed appropriate procedures for awarding credit for a student’s prior college-level learning in accordance with this policy, accrediting bodies’ guidelines for prior learning assessment, and principles of good educational practice.
  - 5.1.2 Institutional policy will apply to all academic programs.
- 5.2 Bluefield State College has identified the forms of PLA credits it will award, the processes for acquiring such credit, and that information shall be publicly available to students, faculty, and other stakeholders.
- 5.3 Bluefield State College has discretionary authority to award academic credit for prior learning that is equivalent to coursework which meets the requirements for the degree program in which the student is enrolled.

### **Bluefield State College**



- 5.4 Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Prior Learning Assessment credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.
- 5.5 Credit for prior learning shall only be awarded to students who are admitted to Bluefield State College and have declared a major field of study.
- 5.6 Credit awarded through PLA shall not count toward Bluefield State College residency requirements.
- 5.7 The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. A recommendation for credit shall be made to the Provost/Vice President of Academic Affairs or designee and in accordance with Bluefield State College's PLA guidelines. Portfolio evaluation will not be a standard for award of PLA credit. This assessment primarily pertains to those students selecting this option in pursuit of the RBA degree.
- 5.8 Bluefield State College will accept PLA credit up to 30 credits for bachelor's degrees, up to 15 credits for associate's degrees, and up to 6 credits for certificate programs.
- 5.8.1 If a program accrediting body has a specific maximum for PLA credit, then that maximum will be honored by that particular program.
- 5.9 Credit awarded through Prior Learning Assessment will be clearly identified as such on a student's official transcript according to institutional PLA guidelines, and will be evident that the credits are PLA. Such credit will not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit will be recorded as "Credit" only.
- 5.10 Student requests for awards of academic credit for prior learning will be submitted in accordance with the guidelines established by Bluefield State College. The College will establish a written record of decisions and the basis for that decision in accepting or declining a Prior Learning Assessment for academic credit. Bluefield State College ensures the transparency of the award or denial of PLA credit. Additionally, Bluefield State College has developed and communicates a process for appealing PLA decisions.

## Bluefield State College



- 5.11 Prior Learning Assessment fees may vary based upon the type of assessment performed. Prior Learning Assessment credit and transcribing fees to students are stated in the institutional fee schedule. Fees will be assessed for students requesting review of greater than three assessments for award of credit.
- 5.12 Bluefield State College will regularly review the PLA policy to ensure that it is consistent with accreditation PLA guidelines and state, regional, and national practices.
- 5.13 Award of PLA credit will be based on the approval of a subject matter expert, the dean of the school for which the credit may be applied, the registrar and the Provost/Vice President of Academic Affairs. Credit for PLA is not guaranteed.

## **SECTION 6. TRANSFERABILITY OF PRIOR LEARNING ASSESSMENT CREDITS**

- 6.1 Credits earned through PLA are transferable in accordance with Series 17: *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit coursework on a student's transcript.
- 6.2 PLA credit awarded at one institution, which meets the West Virginia Core Coursework Transfer Agreement or other statewide articulation agreements, must be accepted as transfer credit toward the degree if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

## **SECTION 7. REPORTING THE AWARDING OF PRIOR LEARNING ASSESSMENT CREDITS**

- 7.1 The Registrar at Bluefield State College will maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission on an annual basis.

## **SECTION 8. EVALUATION AND AWARD OF ASSESSMENTS PRESENTED FOR CREDITS**

- 8.1 Bluefield State College in accordance with the HEPC policy for prior learning will evaluate each request for credit based on prior learning assessment on an individual basis. Students seeking to obtain credit through such assessments must meet with the dean of the respective school in which their major is contained. The student must provide the approved PLA form requesting credit as well as all

### **Bluefield State College**



documentation related to the request. The dean will meet with the department chair and faculty experts in the subject matter pertaining to the request. This meeting will take place within 10 working days of the student submission of materials. A decision on the request will be provided to the student within 21 working days of the submission and the registrar notified of any credits to be awarded.

- 8.2 Should credit be denied based on the assessment review the student shall have 30 days from the date of receipt of the denial to file an appeal of credit to the academic appeals committee. Proof must be provided that the denial was based on an arbitrary, capricious, or prejudicial decision. The process for appeal should follow that as set forth in the college catalog for academic appeals.

## Bluefield State College

# Curriculum Revisions Approved by Faculty Senate 10-2016

## School Of Business

Entrepreneurship Minor in Business Administration	New Course
Certificate Program in Entrepreneurship	New Course

## School of Engineering Technology and Computer Science

Creation of ELET 215	New Course
Creation of ELET 215	New Course
Creation of ENGR 325	New Course
Creation of EGMT 465	New Course
Creation of EET (Industrial Track)	New Course
Modification of CIET	New Course
Modification of Engineering Management	Revision of Current Curriculum

## School of Arts and Sciences

CRMJ core Law Enforcement	Revision of Current Curriculum
CRMJ core Corrections Concentration	Revision of Current Curriculum





# Bluefield State College

## Resolution

Item: Academic Program Review for Bachelor of Science in Architectural Engineering Technology

Recommended Resolution: *Resolved*, that Bluefield State College Board of Governors approves suspending admission to the Bachelor of Science in Mining Engineering Technology program beginning in Fall 2016 while allowing all currently enrolled students to complete all required courses and graduate by the end of the 2019-20 academic year.

Staff Member: Dr. Angela Lambert  
Interim Provost & Vice President of Academic Affairs

Background: This program review was conducted and recommendation presented in accordance with Board of Governors Policy 5.

### OFFICE OF THE PRESIDENT

219 Rock Street | Bluefield, WV 24701 | 304.327.4030 | fax 304.327.7747  
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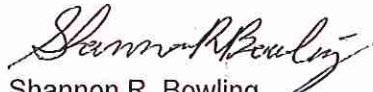
# Bluefield State College

To whom it may concern,

Due to the declining enrollment in the B.S. of Architectural Engineering Technology in recent years, the School of Engineering Technology and Computer Science at Bluefield State College has decided to suspend this program effective June 1, 2017. Students currently enrolled in this program will be allowed to continue taking courses toward their degree so they may graduate in the appropriate time frame. It appears that the remaining number of students in the program are on track to graduate by Spring 2017. Every effort will be made to ensure that all students currently enrolled in the B.S. ARET programs will complete all required course and graduate with their degree by the end of the 2016-2017 academic year. The ARET program will remain ABET-ETAC accredited until September, 30 2017.

Currently, one professor comprise the ARET department as 1 FTE faculty. This faculty member, professor Don Bury will continue support the Civil and Mechanical Engineering Technology program. If at some point in the future there appears to be a demand for an Architectural Engineering Technology program, consideration will be given to reinstate the ARET program at Bluefield State College.

Sincerely,

  
Shannon R. Bowling



To: Members, Board of Governors  
Dr. Marsha Krotseng

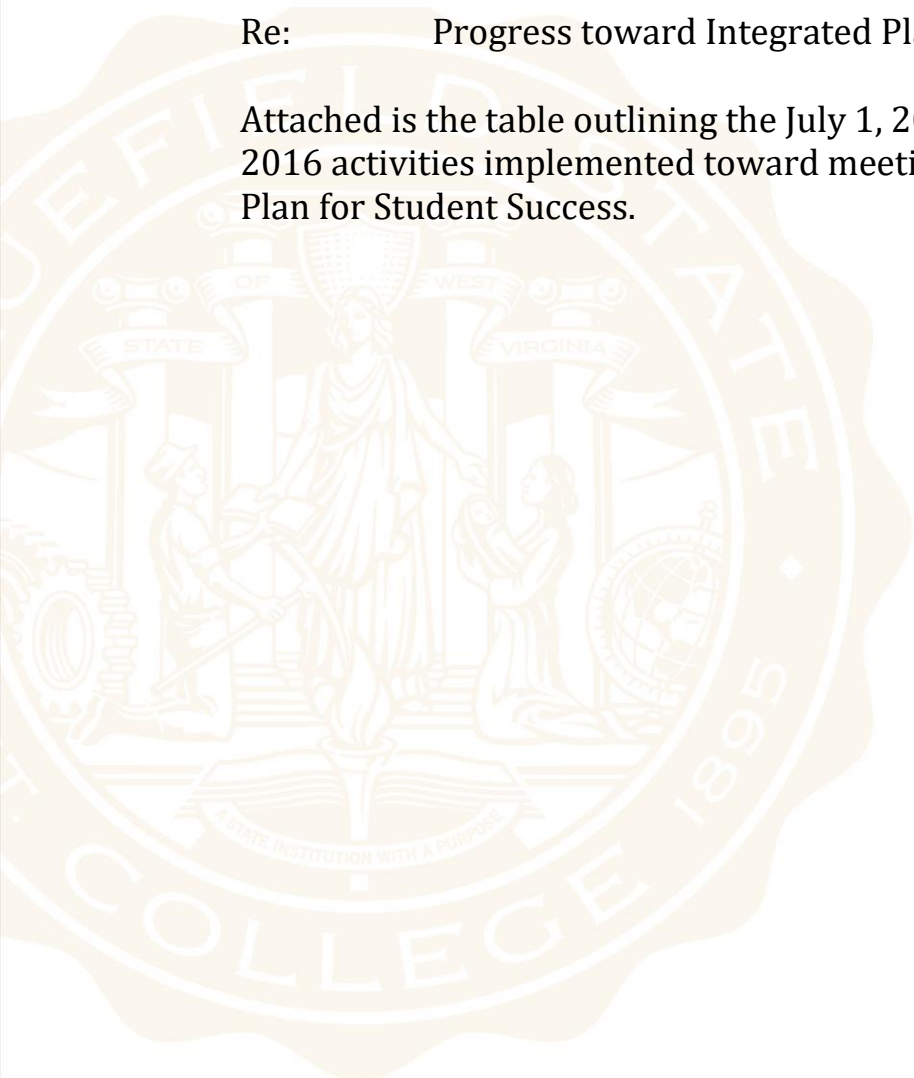
A handwritten signature in blue ink that reads 'Tracy Anderson'. The signature is fluid and cursive, positioned to the right of the 'From:' field.

From: Dr. Tracey Anderson  
Director of Institutional Research and Effectiveness

Date: November 28, 2016

Re: Progress toward Integrated Plan for Student Success

Attached is the table outlining the July 1, 2016 through November 1, 2016 activities implemented toward meeting the goals of the Integrated Plan for Student Success.



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BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Comprehensive Plan A: Collaborative Access

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Increase outreach to K-12 students and parents	A1. Visit K-12 schools and other community groups	VPAA, VPSAEM and Faculty	Planning spring 2015	The Lemonade Festival and Autumn Festival were community events that served as a platform to promote science literacy to children throughout Mercer County. The BioMedical Club teamed up with the BSC Science Outreach booth. The booth contained zebrafish embryos at different stages of development that the public could view under the microscope. Several Biomedical Club students taught the public about fertilization, development, and growth of the zebrafish. First year nursing students conducted a health fair at Glenwood School. Mercer County School Reading Bee.
	A2. On-campus summer programs for K-12 students focusing on STEM	VPAA, VPSAEM and Faculty	Implement spring 2015	At the Mercer County Fair the Biomedical Club provided children with free "superhero" face masks depicting each of the five food groups and learned about nutrition through educational material taught by club members.
	A3. Explore expansion of current college courses to high school students	VPAA, Deans, and Faculty	Feasibility study 2015-2016 AY	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

S2. Develop and implement cohort-based programs	A1. Identify areas for potential cohort programs (QM: Enrollment S1, A1)	VPAA, VPSAEM, IRE, Alumni	Planning summer 2015	
	A2. Recruit students for cohort programs (QM: Enrollment S1, A2)	VPAA	Implement spring 2015	
S3. Engage local community and region in college preparation and readiness activities	A1. Biannual festival for faculty scholarship with high school students and teachers on campus (QM: Faculty Scholarship S1, A2)	VPAA, Deans, and Faculty	Planning fall 2015; Implementation spring 2016	
	A2. Academic invitational events allow BSC and high school students to showcase their achievements and knowledge (QM: Degrees Awarded S1, A2)	VPAA, VPSAEM, Deans, and Faculty	Planning spring 2015	Kristin Brown, BioMedical Club Project Manager, and founder of BSC's Science Day initiative, presented the results of Science Day in a poster format at the West Virginia Science Teacher Association Conference.

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Comprehensive Plan B: Financial Aid

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Provide financial literacy to students who are not yet enrolled	A1. Provide educational information concerning college affordability, financial aid	VPSAEM, Directors - Admissions and Financial Aid	Planning and training 2014-2015 AY	
	A2. Develop and distribute a more informational version of the student financial aid award letter (QM: Prog. Toward Degree S1, A2)	VPSAEM and Director - Financial Aid	Development 2014-2015 AY	Director of FinAid participated in WV high school counselors and WV Division of Rehabilitative counselor's workshop at Concord University updating personnel relating to financial aid changes for the 2017-18 award year. Two FinAid personnel participated in webinars related to 2017-2018 award year.
S2. Streamline financial aid processes	A1. Establish an all-inclusive early alert system utilizing technology and analytics (QM: Retention S1, A2)	VPSAEM, VPFAA, VPAA, and IRE	Discovery, exploration and research 2014-2015 AY	BSN program has increased the use of the early alert system to communicate course concerns to students. This has resulted in a better response from students than the BSC emails and communications within the Bb shell.
	A2. Implementing the Transit™ financial literacy program (QM: Student Loan Default S1, A2)	VPAA, VPSAEM	Pilot implementation spring 2015	
S3. Manage student loan default among completers and non-completers	A1. Provide student loan default services: outreach counselors, individual counseling, and utilizing Inceptia staff to identify high risk students (QM: Student Loan Default S1, A1)	VPSAEM and Director - Financial Aid	Immediate	FY2013 official default rate has been reduced to 19.5%. Inceptia has resolved 66 student loans that were in default during July through September.

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Comprehensive Plan C: Academic Quality

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Develop an environment for students to succeed through	A1. Develop an orientation for new and adjunct faculty	VPAA and Deans	Planning summer 2015	New and adjunct faculty orientation held in August.
	A2. Accurate placement of students in DevEd MATH 098, ENGL 098, and GNET 098 courses based on HEPC Series 21 benchmarks (REVISED) (QM: Developmental Ed S1, A1, A2)	VPAA, VPSAEM, DevEd faculty, counselors and SSS Director	A more formalized DevEd program was started in fall 2013 and will continue into spring 2014	6 BSC personnel attended the HEPC sponsored CCA Academy and 9 attended CompactCon. Pending approval MATH098 and ENGL098 courses will be deleted from the schedule effective Fall 2017. Pending approval current placement guidelines will be updated and effective fall 2017. Successfully implemented the new format of courses in which students in need of remediation are placed into a GNET098, MATH101L, MATH109L, and/or ENGL101L dependent upon their test scores and major.
S2. Strengthen assessment of student learning	A1. Implement AAC&U rubrics in the lower level courses within the General Studies and in the upper level within programs	VPAA, Deans, Department Chairs, Faculty, and IRE	Continue implementation schedule	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Comprehensive Plan D: Career Pathways

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Improving career readiness	A1. Develop and implement four year BSC engagement program (QM: Graduation Rate S1, A2)	Dean - BUSN and NAH Faculty volunteer	Development spring 2015	
	A2. Continue to promote, highlight, and expand Bluefield State College Alumni success stories	VPAA, VPSAEM, Director - Alumni, Deans, and Faculty	Expand spring 2015	
	A3. Increase and improve opportunities for community engagement through internships, job shadowing, guest speakers, and community service	VPAA, VPSAEM, Deans, Faculty, Directors - Counseling, SSS, Financial Aid, Career Services, and Student Leaders	Planning spring 2015	19 RADT students volunteered 84.75 at the following organizations: Mercer County Chamber of Commerce, Bluefield Beautification Committee Oktoberfest, Erma Byrd/Joe Manchin Job Resource Fair, Women's Expo, Princeton Community Hospital Woman's Screenings, Bluefield City Trunk or Treat, Bluefield regional Medical Center Boo Bash, Spanishburg Elementary Fall Festival.



BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Comprehensive Plan E: Critical Regional Issues

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Impact the surrounding community and region through service and collaborative activities	A1. Expand partnerships with community agencies and civic organizations	VPAA, VPSAEM, and Faculty	Implementation fall 2016	<p>Biomedical Club visited the Wade Center-- a local nonprofit after-school and summer camp program for disadvantaged children-- to promote gardening and healthy eating. The children learned how to maintain a healthy diet, through interactive games such as nutrition bingo and by planting water bottle herb gardens.</p> <p>2 nursing students volunteered to be a part of the Access to Health Services Project for Southeastern AHEC and 4 others participated in the Health Fair which is a partnership among the Bluefield Union Mission, BRMC, and WVU Institute of Community and Rural Health.</p> <p>First year nursing students at the Beckley campus assisted with RGH Senior Friends event at the convention center performing BP, blood sugar checks and administering 150 flu vaccinations.</p> <p>During the Erma Byrd/Joe Manchin Job Resource Fair students held a health fair in the Allied Health wing.</p> <p>Nursing students also helped organize the Bluefield/Princeton Walk to End Alzheimer's.</p> <p>11 students attended the WVSOM simulated active shooter training with medical students as a part of the collaborative agreement between WVSOM and BSC.</p>

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

A2. Consult with local government, non-profit organizations and businesses	VPAA, VPSAEM, and Faculty	Implementation fall 2018	The BioMedical Club used the Bluefield City Trunk or Treat event to spread awareness about the Teal Pumpkin Project, an initiative concerning kids with allergies during trick-or-treat. Members handed out flyers encouraging the public to participate in the initiative at their homes, as well as painted kid faces and handed out allergy-free treats to trick-or-treaters.
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S1. Strengthen two-way communication between the College and community through the use of technology

A1. Expand the College's interactive virtual presence	VPAA, VPSAEM, IT Services, and Graphic Art Design Staff	Enhance activities 2016
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The College is developing a new website.

A2. Create new virtual forums that allow interaction with the community and region	VPAA, VPSAEM, Deans, Faculty, IT Staff, and Student Leaders	Fall 2016
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BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Strategies in Support of Quantitative Metrics

Enrollment

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Cohort based program will be developed to attract a diverse and adult student population.	A1. Identify areas for potential cohort programs (CP: Collaborative Access S2, A1)	VPAA, VPSAEM, IRE, Alumni	Planning summer 2015	
	A2. Recruit students for cohort programs (CP: Collaborative Access S2, A2)	VPAA	Implement spring 2015	

Developmental Education

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Develop an environment for students to succeed through excellence in teaching, learning, and advising	A1. Accurate placement of students in DevEd MATH 098, ENGL 098, and GNET 098 courses based on HEPC Series 21 benchmarks (CP: Academic Quality S1, A2 - REV)	VPAA, VPSAEM, DevEd faculty, counselors and SSS Director	A more formalized DevEd program was started in fall 2013 and will continue into spring 2014	6 BSC personnel attended the HEPC sponsored CCA Academy and 9 attended CompactCon. Pending approval MATH098 and ENGL098 courses will be deleted from the schedule effective Fall 2017. Pending approval current placement guidelines will be updated and effective fall 2017. Successfully implemented the new format of courses in which students in need of remediation are placed into a GNET098, MATH101L, MATH109L, and/or ENGL101L dependent upon their test scores and major.
	A2. Accurate placement of students in ALP MATH 099, ENGL 099 and GNET 099 courses based on HEPC Series 21 benchmarks (FULL REV) (CP: Academic Quality S1, A2 - REV)	VPAA, VPSAEM, DevEd faculty, counselors and SSS Director	A more formalized DevEd program was started in fall 2013 and will continue into spring 2015	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Retention

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Create an environment for students to succeed through excellence in teaching, learning, and advising	A1. Develop a mentoring program that pairs successful upper level students with at-risk students as mentors	VPAA, VPSAEM, Deans, and Faculty	Planning 2015-2016	
	A2. Establish an all-inclusive early alert system utilizing technology and analytics (CP: Financial Aid S2, A1)	VPSAEM, VPFAA, VPAA, and IRE	Discovery, exploration and research 2014-2015 AY	BSN program has increased the use of the early alert system to communicate course concerns to students. This has resulted in a better response from students than the BSC emails and communications within the Bb shell.

Progress Toward Degree

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Increase the number of students who take 15 credits per semester in order to promote on-time degree completion and academic achievement by implementing the state-wide initiative <i>15 to Finish</i>	A1. Develop a session at freshmen orientation to encourage completion of a baccalaureate degree in 4 years by taking 15 credits per semester	VPAA, VPSAEM, Deans, and Faculty	Planning summer 2015	
	A2. Develop and distribute a more informational version of the student financial aid award letter (CP: Financial Aid S1, A2)	VPSAEM and Director - Financial Aid	Development 2014-2015 AY	Participated in WV high school counselors and WV Division of Rehabilitative counselor's workshop at Concord University updating personnel relating to financial aid changes for the 2017-18 award year.

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Graduation Rates

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Create an environment for students to succeed through excellence in teaching, learning, and advising	A1. Replace BSCS 100 with a first year experience course that will serve the needs of all students (REV)	VPAA, VPSAEM, Faculty, and Student Affairs Personnel	Planning 2015-2016 AY	
	A2. Develop and implement four year BSC engagement program (CP: Career Pathways S1, A1 - REV)	VPAA, VPSAEM, Faculty, staff and administrators for sub-committee	Planning summer 2015; Steering Comm by fall 2015; Implementation fall 2016	

Faculty Scholarship

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Support system for faculty and student scholarship	A1. Provide sustainability to Research and Sponsored Programs (RASP)	VPAA	Planning spring 2015	
	A2. Biannual festival for faculty scholarship with high school students and teachers on campus (CP: Collaborative Access S3, A1 - REV)	VPAA, Deans, and Faculty	Planning fall 2015; Implementation spring 2016	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS

Report as of November 1, 2016

Degrees Awarded

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. Increased Science, Technology, Engineering, and Mathematics (STEM) enrollment and numbers graduating with STEM degrees	A1. Target secondary school students who are brought to campus for participation in other activities	VPAA, VPSAEM, Deans, STEM Faculty, Directors - SSS and Counseling Center	Planning fall 2015	
	A2. Academic invitational events allow BSC and high school students to showcase their achievements and knowledge (CP: Collaborative Access S3, A2)	VPAA, VPSAEM, Deans, and Faculty	Planning spring 2015	

Student Loan Default Rate

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116
S1. The post enrollment phase activity focuses on those students who have or have not completed a degree. The post enrollment phase of the comprehensive plan focuses primarily on managing student loan default among completers and non-completers.	A1. Provide student loan default services: outreach counselors, individual counseling, and utilizing Inceptia staff to identify high risk students (CP: Financial Aid S3, A1)	VPSAEM and Director - Financial Aid	Immediate	FY2013 official default rate has been reduced to 19.5%. Inceptia has resolved 40 student loans that were in default during July and August.
	A2. Implementing the Transit™ financial literacy program (CP: Financial Aid S2, A2)	VPAA, VPSAEM	Pilot implementation spring 2015	



To: Members, Board of Governors  
Dr. Marsha Krotseng

From: Dr. Tracey Anderson  
Director of Institutional Research and Effectiveness

Date: November 28, 2016

Re: Enrollment, Retention and Admission Data

Attached are three tables:

1. **Enrollment comparison** by program from Fall 2015 to Fall 2016 with percent change.
2. **Retention rate by program** (CIP Code) from Fall 2014 and Fall 2015 with percent change. Rate includes all first-time full-time students from the fall cohort. Those highlighted in blue were retained in the same program (CIP Code) the following fall (i.e., fall 2015 to fall 2016 respectively).
3. **Admission data** comparing students from 'applied' to 'accepted' and finally 'enrolled' at BSC. Data provided are student headcounts from November 17, 2015, November 18, 2016 and the final spring 2016 admissions headcount.

Bluefield State College

Bluefield State College  
Fall 2015 and Fall 2016  
Enrollment/FTE Summary  
Census Submissions

	Major	Fall 2015		Fall 2016		% Change Fall 2015 to Fall 2016	
		Headcount	FTE	Headcount	FTE	Headcount	FTE
<b>Associate</b>	<b>School of ETCS</b>						
	Architectural Engineering Tech	0	0.0	0	0.0	0.00%	0.00%
	Civil Engineering Tech	6	6.1	7	7.1	16.67%	16.39%
	Electrical Engineering Tech	7	6.4	10	8.5	42.86%	32.81%
	Mechanical Engineering Tech	6	5.4	9	7.7	50.00%	42.59%
	<b>Total</b>	<b>19</b>	<b>17.9</b>	<b>26</b>	<b>23.3</b>	<b>36.84%</b>	<b>30.17%</b>
	<b>School NAH</b>						
	Radiologic Technology	75	62.7	79	66.0	5.33%	5.26%
	Nursing (R.N. Training)	384	331.7	350	303.0	-8.85%	-8.65%
	<b>Total</b>	<b>459</b>	<b>394.4</b>	<b>429</b>	<b>369.0</b>	<b>-6.54%</b>	<b>-6.44%</b>
<b>Baccalaureate</b>	<b>School of A&amp;S</b>						
	Regents Bachelor of Arts	59	50.8	59	45.9	0.00%	-9.65%
	Humanities	46	40.5	24	24.6	-47.83%	-39.26%
	Applied Science	82	77.5	74	68.1	-9.76%	-12.13%
	Criminal Justice Admin	101	92.7	90	84.3	-10.89%	-9.06%
	Social Sciences	85	75.9	72	67.8	-15.29%	-10.67%
	<b>Total</b>	<b>373</b>	<b>337.4</b>	<b>319</b>	<b>290.7</b>	<b>-14.48%</b>	<b>-13.84%</b>
	<b>School of BUSN</b>						
	Health Services Management	35	31.1	34	33.0	-2.86%	6.11%
	Business Administration	128	120.4	106	99.5	-17.19%	-17.36%
Accountancy	31	28.5	24	22.8	-22.58%	-20.00%	
Business Information Systems	4	2.9	1	0.7	-75.00%	-75.86%	
<b>Total</b>	<b>198</b>	<b>182.9</b>	<b>165</b>	<b>156.0</b>	<b>-16.67%</b>	<b>-14.71%</b>	
<b>School of EDUC</b>							
Elementary Education	117	109.3	123	111.1	5.13%	1.65%	
<b>School of ETCS</b>							
Computer Science	45	45.1	39	37.9	-13.33%	-15.96%	
Architectural Engineering Tech	5	5.1	2	0.8	-60.00%	-84.31%	
Civil Engineering Tech	54	55.1	46	44.1	-14.81%	-19.96%	
Electrical Engineering Tech	51	50.6	51	52.7	0.00%	4.15%	
Mechanical Engineering Tech	44	45.2	41	42.3	-6.82%	-6.42%	
Mining Engineering Tech	7	4.9	2	1.9	-71.43%	-61.22%	
Engineering Management	7	4.2	4	3.8	-42.86%	-9.52%	
<b>Total</b>	<b>213</b>	<b>210.2</b>	<b>185</b>	<b>183.5</b>	<b>-13.15%</b>	<b>-12.70%</b>	
<b>School of NAH</b>							
Imaging Science	18	12.2	35	28.2	94.44%	131.15%	
Nursing (R.N. Training)	36	24.3	39	28.9	8.33%	18.93%	
<b>Total</b>	<b>54</b>	<b>36.5</b>	<b>74</b>	<b>57.1</b>	<b>37.04%</b>	<b>56.44%</b>	
Undeclared Degree Objective	53	18.1	41	11.3	-22.64%	-37.57%	
Total by Columns	1,486	1306.7	1,362	1202.0	-8.34%	-8.01%	
<b>Campus</b>	Bluefield Campus	1,207	1,081.9	1,086	977.8	-10.02%	-9.62%
	Beckley Campus	278	223.8	275	223.7	-1.08%	-0.04%
	Lewisburg Campus	1	0.9	1	0.4	0.00%	-55.56%
	<b>Total</b>	<b>1,486</b>	<b>1,306.6</b>	<b>1,362</b>	<b>1,201.9</b>	<b>-8.34%</b>	<b>-8.01%</b>



Bluefield State College  
Fall 2014 and Fall 2015  
Retention Rates by Program

Entering Freshman Cohort Year  
(First-Time, Full-Time,  
Degree-Seeking)

Program	Fall 2014			Fall 2015			Percent change of Retention Rate		
	Number in cohort	% of students returning to BSC in Fall 2015 from Fall 2014	% of students returning to same program in Fall 2015 from Fall 2014	Number in cohort	% of students returning to BSC in Fall 2016 from Fall 2015	% of students returning to same program in Fall 2016 from Fall 2015	Number in cohort	Students returning to BSC	Students returning to same program
<b>Arts and Sciences</b>									
300101 Applied Science	14	50.00%	28.60%	26	69.20%	42.30%	85.71%	38.40%	47.90%
430104 Crimanal Justice Adm	13	76.90%	61.50%	16	68.80%	62.50%	23.08%	-10.53%	1.63%
240103 Humanities	13	46.20%	7.70%	13	69.20%	30.77%	0.00%	49.78%	299.61%
450101 Social Sciences	10	60.00%	40.00%	8	37.50%	37.50%	-20.00%	-37.50%	-6.25%
240102 Regents Bachelor Arts	0	0.00%	0.00%	1	100.00%	100.00%			
<b>Business</b>									
520301 Accountancy	4	50.00%	50.00%	1	100.00%	100.00%	-75.00%	100.00%	100.00%
520201 Business Administration	23	52.20%	34.80%	20	60.00%	40.00%	-13.04%	14.94%	14.94%
510701 Health Services Mgmt	2	100.00%	100.00%	2	50.00%	0.00%	0.00%	-50.00%	-100.00%
<b>Education</b>									
131202 Elementary Education	15	66.70%	60.00%	11	90.90%	90.90%	-26.67%	36.28%	51.50%
<b>Engineering Tech and Computer Science</b>									
150101 Architectural Engineering	0	0.00%	0.00%	0	0.00%	0.00%	0.00%	0.00%	0.00%
150201 Civil Engineering	16	56.30%	50.00%	12	58.30%	41.70%	-25.00%	3.55%	-16.60%
110101 Computer Science	8	25.00%	25.00%	19	68.40%	47.40%	137.50%	173.60%	89.60%
150303 Electrical Engineering	13	61.50%	30.80%	12	58.30%	50.00%	-7.69%	-5.20%	62.34%
150805 Mechanical Engineering	4	75.00%	75.00%	12	83.30%	66.70%	200.00%	11.07%	-11.07%
150901 Mining Engineering	0	0.00%	0.00%	0	0.00%	0.00%			
<b>Nursing and Allied Health</b>									
510907 Radiologic Technology	18	61.10%	50.00%	27	51.90%	37.00%	50.00%	-15.06%	-26.00%
513801 Nursing	80	60.00%	52.50%	87	74.70%	64.40%	8.75%	24.50%	22.67%
Totals	233	58.40%	45.50%	267	68.20%	53.20%	14.59%	16.78%	16.92%

Bluefield State College  
Admissions Data  
Spring 2016 and Spring 2017 Comparison

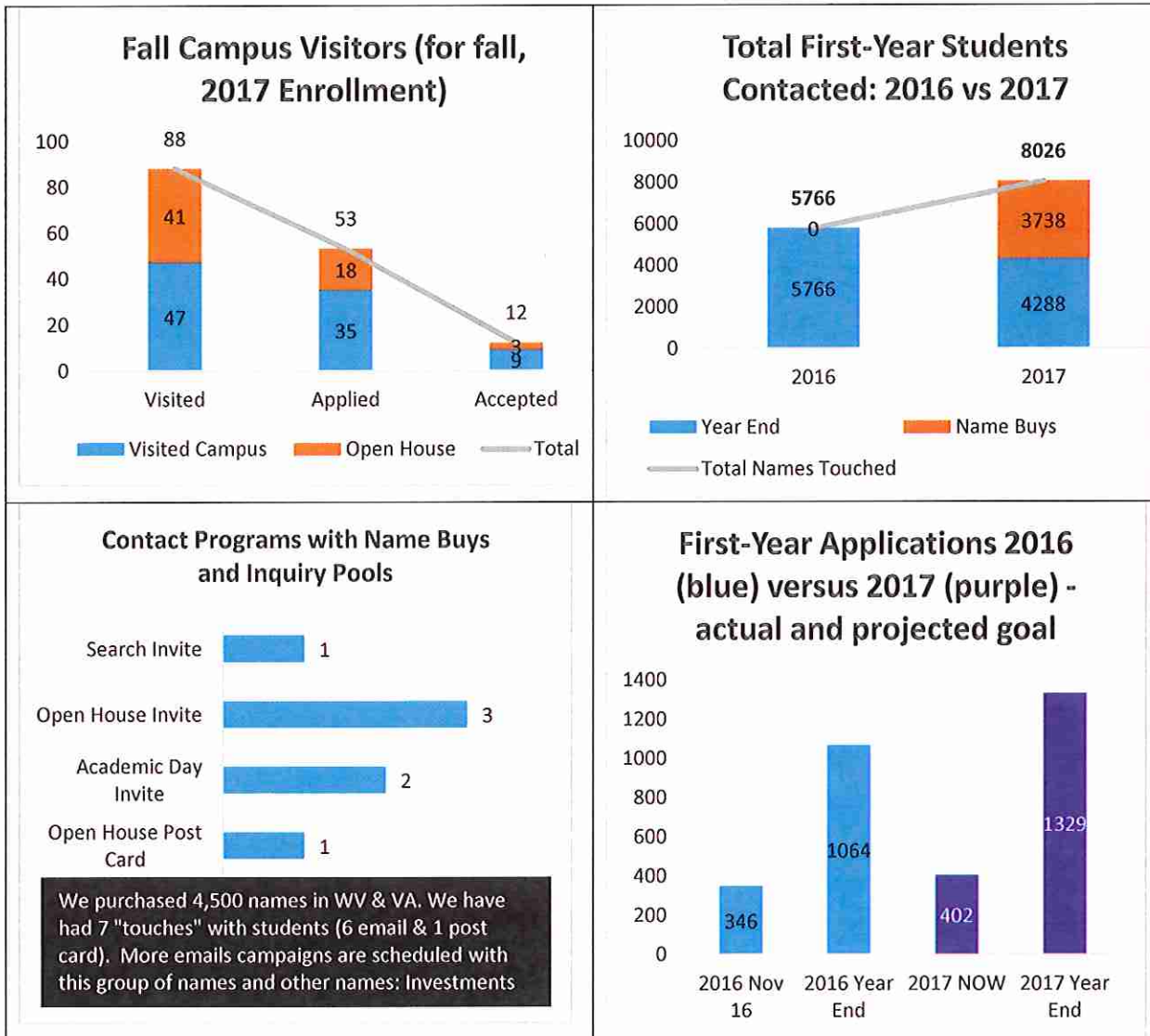
Application Type	Applied				Accepted (Complete Applications ONLY)				Enrolled
	As of 11/17/15	As of 11/18/16	% Change	Spring 2016 Final	As of 11/17/15	As of 11/18/16	% Change	Spring 2016 Final	
Transient	10	8	-20.00%	26	5	6	20.00%	19	13
New	104	89	-14.42%	156	14	16	14.29%	44	26
Provisional/high school	11	8	-27.27%	38	2	1	-50.00%	27	22
Returning	77	98	27.27%	175	44	72	63.64%	151	67
Special/teacher certification	10	5	-50.00%	33	8	4	-50.00%	33	28
Transfer	133	99	-25.56%	198	16	13	-18.75%	85	59
Continuing	0	0		2	0	0		2	2
Blank									
<b>Total</b>	<b>345</b>	<b>307</b>	<b>-11.01%</b>	<b>628</b>	<b>89</b>	<b>112</b>	<b>25.84%</b>	<b>361</b>	<b>217</b>

It is difficult to make spring 2017 enrollment predictions at this point because only half of the application pool is in at this time. Still have December and January to process applications.

New initiatives that will take place:

1. Mailing to 12,000 households with 18-24 year olds.
2. New student registration January 6 and 7.
3. Improve application conversions to accepted.

# Key Performance Indicators for Fall, 2017



Line represents the % of student applicants from the two-state region.

### First-Year Fall Applicants: 2016 vs 2017 (Nov 17)



### First-Year Fall Applicants: 2016 vs 2017 (Nov 17)

