



Bluefield State
C O L L E G E

BOARD OF GOVERNORS

June 15, 2017

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
June 15, 2017**

Conley Hall, Room 201, Boyd Conference Room

AGENDA

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| 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. Chair’s Remarks – Chairman Robert E. Perkinson, Jr. | 7:05 p.m. – 7:15 p.m. |
| 4. President’s Report – Dr. Marsha Krotseng | 7:15 p.m. – 7:25 p.m. |

College Focus

- | | |
|---|-----------------------|
| 5. Report on Delivery of Online Programs – Dr. Angela Lambert | 7:25 p.m. – 7:35 p.m. |
| 6. Progress Toward Strategic Plan – Dr. Tracey Anderson | 7:35 p.m. – 7:45 p.m. |

Current Operations

- | | |
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| 7. *Approval of Minutes of April 20, 2017 Meeting | 7:45 p.m. – 7:50 p.m. |
| 8. *Election of Officers 2017-2018 | 7:50 p.m. – 7:55 p.m. |
| 9. *Approval of 2017-2018 Calendar | 7:55 p.m. – 8:00 p.m. |
| 10. Financial Report and Update, FY 2016-2017 – Ms. Shelia Johnson | 8:00 p.m. – 8:10 p.m. |
| 11. *Approval of Budget, FY 2017-2018 – Ms. Shelia Johnson | 8:10 p.m. – 8:25 p.m. |
| 12. *Recommendation on Policy 2: Naming or Renaming of Buildings or Organization Units – Ms. Betty Carroll | 8:25 p.m. – 8:35 p.m. |
| 13. *Recommendation on Policy 27: Immunization – Dr. Jo-Ann Robinson | 8:35 p.m. – 8:45 p.m. |
| 14. *Recommendation on Policy 17 – Ms. Jonette Aughenbaugh | 8:45 p.m. – 8:55 p.m. |
| 15. *Recommendation on Policy 25 – Ms. Jonette Aughenbaugh | 8:55 p.m. – 9:05 p.m. |
| 16. *Recommendation on Policy 42: Hiring – Ms. Jonette Aughenbaugh | 9:05 p.m. – 9:15 p.m. |
| 17. *Recommendation on Policy 9 – Ms. Jonette Aughenbaugh | 9:15 p.m. – 9:25 p.m. |
| 18. *Recommendation Authorizing Executive Committee Action – Dr. Marsha Krotseng | 9:25 p.m. – 9:35 p.m. |

Strategic Issues: Getting to the Vision

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| 19. Academics in Action Update – Dr. Angela Lambert | 9:35 p.m. – 9:40 p.m. |
| 20. Recruitment and Retention Update – Dr. Jo-Ann Robinson | 9:40 p.m. – 9:50 p.m. |
| 21. Possible Executive Session Under the Authority of WV Code § 6-9A4(b)(2)(A) for review of Presidential contract | 9:50 p.m. – 10:05 p.m. |
| 22. Adjournment | 10:05 p.m. |

- HEPC Board of Governors Training, August 11, 2017
- Next meeting date: August 17, 2017

*Action Items

**All times approximate

ONLINE LEARNING REPORT OF READINESS

June 1, 2017
Summer 2017

Submit SARA application - **COMPLETED**
Complete intellectual property & copyright policies completed for Fall 17 faculty review and approval – **IN PROGRESS**
Establish process by which to assure each course meeting the Quality Matters Standards for online education
Establish proctoring process and software to be utilized
Work with admissions and PR to market the current fully online program offerings
Confirm the organization structure of the department of academic technology (current instructional technology/digital learning) - **IN PROGRESS**
Complete checklist for faculty teaching online courses for Fall 2017 faculty institute distribution
Ongoing student and faculty orientations

Fall 2017

Continuance of faculty/staff/student training for MOODLE® and Quality Matters
Establish processes for evaluation of courses for effectiveness with established goals and objectives
Seek to assure all forms provide the ability to be submitted electronically
Continuance of work with the BANNER features across the board to incorporate into the online needs
Approval of intellectual property and copyright policies for implementation
Completion of the web page for BSCONLINE
Continuance of needs in financial aid to assure an electronic means by which to process aid/payments.
Approval of proctoring policy and software for implementation campus wide
Completion of all online program assessment procedures

ONLINE PROGRAM READINESS UPDATE FROM APRIL 2017 BOG MEETING

Equipment to do upgrades to integrate MOODLE® with the portal and BANNER has been ordered and the merger should be in place mid semester Fall 2017.

Meetings have occurred to establish the online student coding necessary for retention tracking, programmatic assessment, and college assessment.

Electronic means of applying for graduation should be completed for the class of 2018.

Approximately 90% of all faculty (full time & adjunct have completed MOODLE® training.

ADA compliance software has been purchased by student affairs & enrollment management to begin training for staff and faculty relative to assuring online compliance.



To: Members, Board of Governors
Dr. Marsha Krotseng

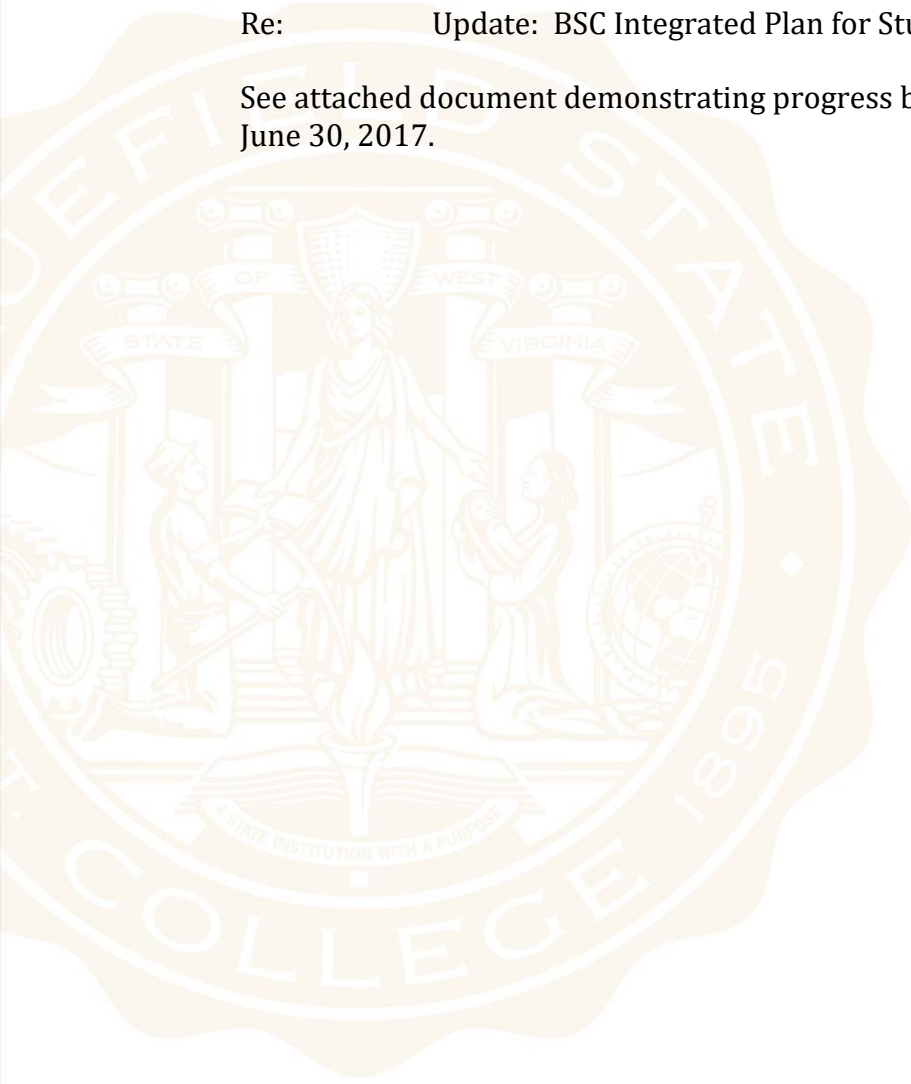
A handwritten signature in blue ink that reads "Tracy Anderson". The signature is fluid and cursive.

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

Date: June 9, 2017

Re: Update: BSC Integrated Plan for Student Success 2013-2018

See attached document demonstrating progress between March 1, 2017 and June 30, 2017.



Bluefield State College

219 Rock Street | Bluefield, WV 24701 | 304.327.4030 | fax 304.327.7747
Toll-free in WV 800.344.8892 | In VA, DC, OH, KY and parts of MD and PA 800.654.7798

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
Report as of June 30, 2017

Comprehensive Plan A: Collaborative Access

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
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	<p>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.</p>	<p>All Schools as well as the office of Admissions participated in Mercer County Vocational Technical Center Academic Day in November. Admissions visited about 200 high schools in and outside of WV. In total, Admissions interacted with about 795 seniors whose first contact with BSC was a college fair. At this point, about 70 students have applied and 29 have been admitted.</p>	<p>BSC teacher education students tutoring at Brushfork Elementary. BSC students in EDUC 333 taught weekly science lessons at Whitethorn Primary. BSC teacher education students in READ 270 participated in a Read Aloud orientation, this is in collaboration with Mercer County Schools it was held at BSC and involved BSC education students and 4 community individuals. Attended a planning meeting with Summers County BOE and Technical Center to establish pathways for students in Health Sciences. This collaboration is ongoing. Provost visited PikeView and Montcalm High Schools to discuss dual credit options and planning with 178 students as a collaboration with MCBOE and MCTEC. This presentation was also shared with Princeton and Bluefield High School with 323 students upcoming Seniors.</p>	<p>BIOMED club students visited Montcalm High School to help students build egg drop apparatuses for Science Day. HOSA and RADT students organized and participated in the Bluefield City Spring Fest, a day of family and Health related activities aimed at kids within the community. April 9 -12, 2017: Dr. Felipe Karam of Brazil performed Brazilian Folk Music for students, faculty, and administrators of Bluefield State College and students, teachers, and counselors of Tazewell, Bluefield, Wyoming East, Westside High School (32); at Princeton Health Care residents (50); and for the greater community at Bluefield High School (45) April 21, 2017: Dr. Mariya Kharina addressed students of Tazewell High in VA (68)</p>
				<p>Student Affairs/Student Life/Student Government Association worked with the Humanities Department to provide local high schools opportunities to complete in the areas of Humanities through BSC's Humanities Bowl. Eight local High Schools provided teams which competed with a Jeopardy style questions and set ups. The winning teams received 1st and 2nd place trophies. All participating teams received award certificates.</p>	<p>W. Paul Cole Jr, School of Business signed an MOU with MCTEC for students to transfer in BUSN credits that will apply to the programs within the School. Planning for the Annual AGORA event to include local high school students and community partnerships. This event is sponsored by SGA and Student Affairs. Held a student recruitment basketball night. Collaborated with the Athletic Department to sponsor the WBB Alumni Breakfast.</p>	<p>April 28, 2017: Dr. Mariya Kharina addressed students of Wyoming East High (164) and Westside High Schools (116) May 5, 2017: Dr. Mariya Kharina addressed students of Riverview (75) and Mt. View High Schools (210) Family Night at Brushfork Elementary. BSC teacher education students conducted math activities with students and parents will receive a take home packet of information. (Approximately 100 parents and students along with 19 BSC students and 1 BSC and Brushfork faculty participated. PikeView High School College Night</p>	

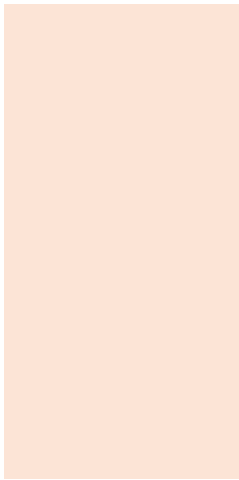
BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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A2. On-campus summer programs for K-12 students focusing on STEM	VPAA, VPSAEM and Faculty	Implement spring 2015	At the Mercer County Fair the Biomedical Club provided children with free "superhero" face masks depicting each of the five food groups and learned about nutrition through educational material taught by club members.	The STEM Family Fun Day and RESA One 2017 Regional Science Fair took place at the Erma Byrd Higher Education Center Complex on Saturday, April 29, 2017 which brought 94 county-level winners and their families from Wyoming, Summers, Raleigh, McDowell and Mercer counties to compete on the regional level. This event was a collaboration among Bluefield State College, Concord University, New River Community and Technical College, RESA 1, West Virginia State University's Center for the Advancement of Science, Technology, Engineering & Mathematics and the Erma Byrd Higher Education Center.	
A3. Explore expansion of current college courses to high school students	VPAA, Deans, and Faculty	Feasibility study 2015-2016 AY	Met with Mercer County Assistant Superintendent of Schools and the Supervisor for Secondary Education to identify areas of growth for dual credit. Increased dual credit offerings to include an additional ENGL 101 and MATH 109 in spring 2017. County school teachers eligible to teach dual credit courses have also been identified with the plan of adding additional dual credit courses for fall 2017.	Attended planning meeting with Summers County BOE and Technical Center to establish pathways for students in Health Sciences. This collaboration is ongoing. Provost attended PikeView and Montcalm High Schools to discuss dual credit options and planning with 178 students. Presentation was a collaboration with MCBOE and MCTEC. This presentation was also shared with Princeton and Bluefield High School with 323 students upcoming Seniors.	Continuation of courses to BHS students
S2. Develop and implement cohort-based programs	A1. Identify areas for potential cohort programs (Detroit based Midnight Golf Program) (QM: Enrollment S1, A1)	VPAA, VPSAEM, IRE, Alumni	Planning summer 2015	No action. Solicited information – no response on request for data.	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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	<p>A2. Recruit students for cohort programs (Milwaukee Education Partnership) (QM: Enrollment S1, A2)</p>	<p>VPAA</p>	<p>Implement spring 2015</p>		<p>No action throughout the year. Solicited information – no response on request for data. Attended conference, current MEP leadership has promised a more engaging program. Will have more information and engagement in the future. VPSAEM participated in the Milwaukee Education Partnership conference in Milwaukee, Wisconsin. The Milwaukee Education Partnership seeks to improve graduation rates, student learning, and access to higher education for Milwaukee residents. To accomplish this goal, they have formed partnerships with HBCU's. VPSAEM has agreed to co-chair the Faculty Collaboration between HBCU's and Milwaukee Institutions Sub-Committee.</p> <p>The sub committee met to establish goals and have had a follow up call to explore strategies to develop collaborative research projects, faculty exchange, and an idea exchange for teaching multicultural concepts. A 2017 summer meeting is being planned to continue discussion and planning. BSC is exploring a Memorandum of Understanding with Milwaukee Area Technical College (MATC).</p>
<p>S3. Engage local community and region in college preparation and readiness activities</p>	<p>A1. Biannual festival for faculty scholarship with high school students and teachers on campus (QM: Faculty Scholarship S1, A2)</p>	<p>VPAA, Deans, and Faculty</p>	<p>Planning fall 2015; Implementation spring 2016</p>	<p>The Humanities Challenge is a Jeopardy-style contest (with Humanities related questions) for area high school students to compete in. The goal is to promote the Humanities major and bring potential local students to campus. It is also sponsored by SGA and lunch is provided. It was held in the Herbert Gallery on November 16 (from 9-1) and attended by teams from Riverview, Tazewell, Richlands, Montcalm, Narrows, and Graham High Schools. All the Humanities faculty and many of our students participated. There were approximately 100 people in attendance.</p> <p>Agora is a celebration of the Humanities and allows area students to submit artistic works for competition. A program is held every April to allow students to present their work and receive their awards. Expected attendance is 250-300.</p>	<p>EOC provided college readiness services to 74 individuals and referred 29 individuals to BSC Departments and county community agencies. Counselors met with 26 new and continuing service partners to encourage working together to help low-income, first-generation adult people in their communities. The EOC Counselors participated at the Monroe County Job Fair with 90 people, the BSC Career Fair-Bluefield with approx. 100 people coming by the EOC display table and the BSC Spring Orientation-Beckley Campus with 49 people. The EOC Counselors had 11 presentations and group meetings with county ABE Centers 12 people, the Department of Human Resources 96 people and DRC with 19 people.</p>

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In order to engage EOC participants in college preparation and readiness activities, participants take the LASSI and Barriers to Education assessment tests and an individual Educational Service Plan is developed with the direction on how to accomplish their educational goals.

Windows on the World: Presentation on Bolivia, Brazil, Finland, Nigeria, and Tanzania by Fulbright Scholars at 7 area middle and high schools impacting 1631 student, faculty, staff and administration. Presentations focused on the visiting scholars' nations' histories, economies, geographies, cultures and traditions, family life, educational systems, politics, governments, relations with other countries, how their values compare with ours, and how their literary traditions embody their nations' identities.
Arts and Sciences, capstone poster presentations; ETCS capstone presentations; ASCE Conference.

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.

Mercer County Schools held Math Counts on campus.

BSC Sponsored Science Day with the egg drop competition. This event was in collaboration with Montcalm High School as well as the Bluefield City Fire Department. 40+ students were in attendance. BioMedical Club and faculty held Science Bowl for all Mercer County High Schools. This event had approximately 100 student participants accompanied by 12 faculty.

Comprehensive Plan B: Financial Aid

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 -063017
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		Group meetings and Workshops for EOC Services, FAFSA, scholarships and financial information with high schools, DHHR, Community Agencies, etc. (Ex: Princeton High School, Liberty High School, Woodrow Wilson High School after school events and JumpStart to FAFSA at Erma Byrd Center) Individual appointments for EOC services for FAFSA, etc.,	Hiring Committee has interviewed director EOC position and made recommendation to the hiring supervisor.	The EOC referred 15 participants to an Institutional Financial Aid Director to provide further help for the participants. The EOC uses the Blumen Data Program to keep track of participant services with the aid of monthly reports used for collecting data for Blumen. Presentations at the DHHRs provided FAFSA information for 96 people in attendance. The Counselors had individual appointments for FAFSA and Financial Aid information.

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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<p>A2. Develop and distribute a more informational version of the student financial aid award letter (QM: Prog. Toward Degree S1, A2) REV (2016) A2a. Student Affairs and Enrollment Management has a marketing plan to grow a scholarship pool in order to have a scholarship interview day on campus. The College will use existing scholarships to grow the traditional student application counts. REV (2016) A2b. Student Affairs and Enrollment Management will make financial aid award earlier in the recruitment cycle than in years past. The strategy is to increase the conversion rate from accepted-to-enrolled students by 10% for non-SNAH students.</p>	<p>VPSAEM and Director - Financial Aid</p>	<p>Development 2014-2015 AY</p>	<p>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.</p>	<p>We will use the scholarship program to award our top-level students and provide other early merit-based awards to students. We will present students with a look at their financial aid for the fall in a time that coincides with the May 1 - The National Candidates Reply Date for admission. Our goal will be to give good financial information to students allowing them to make clear decisions between competing schools.</p>	<p>There were 0 scholarships awarded during this time period for the 2017-2018 academic year. In addition, there were 0 early award letters distributed during this time period for the 2017-2018 academic year. There were 45 2016-2017 academic year FAFSAs received with 3,126 received year to date. There were 400 2017-2018 academic year FAFSAs received with 1,419 received year to date.</p>	<p>There were 294 scholarships awarded for the 2017-2018 AY between 5/1/17 and 5/30/17 with 762 awarded YTD for the same AY. There were 27 early award letters distributed between 4/1/17 and 4/30/17 with 243 distributed YTD for the same AY. There were 27 FAFSAs received between 5/1/17 and 5/30/17 with 3195 received YTD for the 2016-2017 AY. There were 280 FAFSAs received between 5/1/17 and 5/30/17 with 2489 received YTD for the 2017-2018 AY.</p>	
<p>S2. Streamline financial aid processes</p>	<p>A1. Establish an all-inclusive early alert system utilizing technology and analytics (QM: Retention S1, A2)</p>	<p>VPSAEM, VPFAA, VPAA, and IRE</p>	<p>Discovery, exploration and research 2014-2015 AY</p>	<p>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.</p>	<p>Achieved growth in participating faculty for EA across campus; monitored student responses to alerts with SSS; included EA in faculty advisor training for institute this spring. Established a spring registration program for new students. The College invited all applied and admitted new students to attend. Approximately 12 students participate between programs on each campus. Counseling sessions were held for these students.</p>	<p>Continued to see growth in participation by faculty. Over 41 faculty are currently using the Early Alert; implementing analysis of impact for students alerted this semester. Continued challenges in getting alerted students to follow up.</p>	<p>By the end of Spring Semester, over 31 full time faculty and 15 adjunct were using EA . Began to analyze the relationship between EA, participation in SSS, and grades.</p>
<p>A2. Implementing the Transit™ financial literacy program (QM: Student Loan Default S1, A2)</p>	<p>VPAA, VPSAEM</p>	<p>Pilot implementation spring 2015</p>	<p>This was a software program that was supposed to be a part of the BSC course. It was not implemented.</p>				
<p>S3. Manage student loan default among completers and non-completers</p>	<p>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)</p>	<p>VPSAEM and Director - Financial Aid</p>	<p>Immediate</p>	<p>FY2013 official default rate has been reduced to 19.5%. Inceptia has resolved 66 student loans that were in default during July through September.</p>	<p>FY2014 DRAFT default rate has been reduced to 18.3%.</p>	<p>Inceptia has successfully resolved past due student loans and averting default for 81 students between January and April 2017.</p>	

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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Comprehensive Plan C: Academic Quality

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
S1. Develop an environment for students to succeed through	<p>A1. Develop an orientation for new and adjunct faculty</p> <p>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)</p>	<p>VPAA and Deans</p> <p>VPAA, VPSAEM, DevEd faculty, counselors and SSS Director</p>	<p>Planning summer 2015</p> <p>A more formalized DevEd program was started in fall 2013 and will continue into spring 2014</p>	<p>New and adjunct faculty orientation held in August.</p> <p>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.</p>	<p>Continued advisor training emphasizing using score placement for English/Math courses.</p> <p>The College will invite all accepted students to register for the spring term. The Goal is to register at least 50% of the first-year class in the "Academic Frenzy" program prior to May 1.</p>	<p>Faculty Institute was held with over 96 staff, faculty and adjunct faculty in</p> <p>Curriculum proposal to incorporate 1-credit hour BSCS 101 for all freshmen students and update the 3-credit hour BSCS 100 for all freshmen developmental students (requiring both dev ENGL and MATH). Presented to schools and scheduled for curriculum committee review; collaboration among faculty, retention specialist, VP of AA and SAEM, Assessment Comm, Institutional Research. Has been difficult to get all faculty to support the plan. Provided proactive advising training at Faculty Institute to assist faculty advising by reviewing best practices; collaborated with student affairs, BSC-Cares, and information technology to create online list of resources; shared online community resources pages with advisors to use with students.</p>	<p>HLC Persistence and Completion Academy attendance and BSC onsite team training.</p> <p>Audited student schedules from Freshman Frenzy scheduling to ensure proper placement based on current curriculum</p>
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			Learning outcomes were identified for the BSCS classes so that assessment can be incorporated into those classes once they are added to the curriculum.	Sent 3 faculty to an OnCourse professional development training provided by the Persistence and Completion Academy mentor.

Comprehensive Plan D: Career Pathways

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
S1. Improving career readiness	<p>A1. Develop and implement four year BSC engagement program (QM: Graduation Rate S1, A2)</p> <p>A2. Continue to promote, highlight, and expand Bluefield State College Alumni success stories</p>	<p>Dean - BUSN and NAH Faculty volunteer</p> <p>VPAA, VPSAEM, Media Relations, Director - Alumni, Deans, and Faculty</p>	<p>Development spring 2015</p> <p>Expand spring 2015</p>				<p>Kaplan College Prep Course Pilot Program - students completing the course stated that they were very well prepared for their College Entrance Exams and highly recommend Bluefield State continue to offer the Kaplan College Prep Courses in the future.</p> <p>Dr. Jesse Calloway graduated from BSC in the 1980's in electrical engineering technology, received his PhD from Old Dominion University, and served as the College's commencement speaker. He retired as a Vice President/General Manager from Phillip Morris, served as a Board member of the Thurgood Marshall College Fund, and developed a leadership program.</p>

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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<p>A3. Increase and improve opportunities for community engagement through internships, job shadowing, guest speakers, and community service</p>	<p>VPAA, VPSAEM, Deans, Faculty, Directors - Counseling, SSS, Financial Aid, Career Services, and Student Leaders</p>	<p>Planning spring 2015</p>	<p>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.</p>	<p>November 2016: 5 job search assistance; 5 resume review/CV/Cover Letters; 5 scholarship/internship applications; and 12 Kaplan College Prep Course pilot program assists. December 2016: 1 job search assistance; two resume reviews/CV/Cover Letter; 2 scholarship/internship opportunities and 11 Kaplan College Prep Course Pilot assists.</p>	<p>Provided job search assistance to 20 students; provided 6 resume review/cv/cover letter; 15 scholarship/internship; 12 Kaplan College Prep Course Pilot; 2 appeal letters. 17 advertised employment opportunities- 20 inquiries; 24 internship opportunities with 5 inquiries. 1 International Erosion Control Association Scholarship awardee. Presented career sessions on Interviewing Strategies to 5 students attending BSC 100 class; 12 job search assistance; 13 resume review/cv/cover letter; 11 scholarship/internship and 12 Kaplan College Prep Course Pilot; 7 advertised employment opportunities- 12 inquiries; assisted 1 student inquiry regarding local job fairs in the southern West Virginia and surrounding areas;</p>	<p>SSS Staff Presented at the Graduate Fair sponsored by the Registrar's Office in March. 4 SSS Students attended workshops on applying for graduate school. SSS Staff assisted students in preparing resumes. SSS will offer Student Support Advantage in late June for new students attending BSC in the Fall. SSA is a half-day program covering various workshops including basic study skills and financial literacy. Former Mercer County principal, Greg Furrow, spoke with students about diversity in the classroom and diversity as a principal. Ms. Guill provided professional development on the topic of assessment and data. BSC/WVSOM inter-professional event.</p>
					<p>Preparations, planning in place for Bluefield State College's 29th Annual Spring Employment & Recruitment Fair. 6 Students attended SSS FAFAA workshops, 7 attended Money Management, and 1 financial literacy. One-on-One work: 6 students received career counseling, 1 assistance with Graduate School Personal Statement.</p>	<p>CAMC Health Career Fair where 4 BSC faculty attended and spoke to over 120 students from across 4 counties. RADT Kettering review session for all RADT students. Provided job search assistance to 30 students; provided 33 resume review/cv/cover letter; 19 scholarship/internship; continued 12 + 3 additional</p>
						<p>Presented career sessions on Interviewing Strategies to BSCS 100 (2 classes) spring semester. Bluefield State College's 29th Annual Spring Employment & Recruitment Fair, 83 Organizations represented - 106 representatives - Bluefield State College students 148; Bluefield College students 11; Bluefield State Alumni 1; Concord Alumni 1; General Public 25; Volunteers 30 for a grand total of 450 participants. ABB, Inc. - hired 1 Bluefield State College graduate; Pascor Atlantic interviewing 1 Bluefield State College graduate; New Millennium Building Systems interviewing 3 - offer made 2; WVVA offered 1 internship opportunity.</p>

BLUEFIELD STATE COLLEGE INTEGRATED PLAN FOR STUDENT SUCCESS
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Overall Employers/Recruiters feedback: excellent turn - made lots of contacts, superb hospitality, great organization - see you next year. Mercer Mall Internship Opportunity - 8 participants - Goal: To find the right applicant for this wonderful opportunity: The purpose is to provide students an opportunity to acquire hands on experience in the areas of marketing and promotions in a shopping mall setting through execution of an approved annual marketing and promotional plan. Right applicant found.

Comprehensive Plan E: Critical Regional Issues

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
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	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. 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.	21 Student athletes participated in 1) Salvation Army Ringing of the Bells; 5 women's basketball players participated in the public school Read Aloud program at Bluefield Intermediate School; 25 student athletes participated in community trick or treating; 14 student athletes participated in the Make-A-Wish Foundation to raise money for the organization; 22 student athletes participated in Bluefield City Lemonade Day Festival. Several student groups participated in a couple of the local town and city parades during the Christmas Holidays. Several employees and students volunteered at the Holiday of lights.	Attended the Point of View Legislative breakfast with Interim-Director of Media Relations. All local delegates were in attendance for an update on the upcoming legislative session. Three SNAH faculty and the Provost represented BSC at the WV Rural Health Association Day at the capital. CASE/PROJECT YES - Provided STD workshop to 9 SSS participants.	A nursing faculty conducted 7 speaking engagements with 272 participants. At 2 of the speaking engagements 2.4 contact hours were provided to each of the 5 participants. Co-sponsored the Four Season's Women's Conference along with Bluefield Regional Medical Center and the Greater Bluefield Chamber of Commerce. The event had local and national speakers delivering workshops in professional and health development. This event is in its 14th year of cosponsorship with BSC. Over 185 women participated in the day long event.
					The BSC engineering students assisted City of Bluefield Officials in reworking park lighting exhibits for the Cities' Holiday of Lights. This assistance in the Cities' Holiday lighting has gone on for many years. Student Affairs/Student Life held a Health and Wellness Fair for the BSC campus community and local community. Vendors included health care agencies, doctors' offices, and pharmacies. Screenings were available for blood pressure, diabetes, spinal, vision and more. This was the first year this event was open to the public.		

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Student Life areas worked with City of Bluefield Officials as they developed a Citywide Veterans' presentation and meal at the Bluefield Recreation Center. Several Students assisted with serving the meals, ushering, and handing out programs. Both BSC veterans and veteran families, were included as guests. This function was attended by several BSC staff assisting with the event. As well, VP of Student Affairs and Enrollment Management attended.

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.
During the Erma Byrd/Joe Manchin Job Resource Fair students held a health fair in the Allied Health wing.
Nursing students also helped organize the Bluefield/Princeton Walk to End Alzheimer's.
11 students attended the WVSOM simulated active shooter training with medical students as a part of the collaborative agreement between WVSOM and BSC.

Student Life and Student Affairs staff of BSC hosted a Veteran's Program for local and campus community. Montcalm High School Choir presented several songs, Mr. Vernon Moore from the Mercer County Voter's Office did a presentation. Color guard from Bluefield High School participated. A light reception followed by those in attendance. A WWII exhibit was open in the Hebert Gallery which was the reception venue.

Several BSC students and staff participated in the Chamber of Commerce Holiday Reception. BSC donated tray of sandwiches. Those in attendance had opportunity to socialize with area leaders and build stronger bonds within the community.
BSC Engineering students and faculty built Christmas decorations which were placed throughout the campus. The maintenance department constructed a campus Christmas Tree for the community to enjoy. The President's office collaborated with the Student Affairs/Student Life Office to host a Holiday of Lights lighting and reception for the community. The BSC Choir presented several numbers and then led the community in Christmas Carols under the direction of Mr. Harold Brown.

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Student Affairs/Student Life coordinated with BSC Nursing Staff, Betty Nash on the topic of relationship abuse. Family Refuge Center Program Coordinator, Amanda Buchanan, enlightened the group of the warning signs of abuse and those agencies available to assist any individual experiencing these type issues. Information was distributed relating to those areas of BSC campus agencies also available to assist with placement and counseling.

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.

Co-sponsored the Four Season's Women's Conference along with Bluefield Regional Medical Center and the Greater Bluefield Chamber of Commerce. The event had local and national speakers delivering workshops in professional and health development. This event is in its 14th year of cosponsorship with BSC. Over 185 women participated in the day long event. Presented an overview of the Erma Byrd Higher Education Center Complex to the Beckley Rotary and the successful collaborative efforts underway.

S2. 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

The College is developing a new website.

Working with local landlords to expand off campus housing options. Have updated current listings, added a few more properties, and negotiated with some landlords better rental rates for BSC students. As these resources are updated and available to students and all our community on line, this information is being utilized by many people hitting our web site for this purpose.

Used Twitter, IG and Facebook to inform alumni of accomplishments or happenings on the campus. Assessment is based on the number of hits on a post.

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A2. Create new virtual forums that allow interaction with the community and region
VPAA, VPSAEM, Fall 2016
Deans, Faculty, IT Staff, and Student Leaders

The College hosted the 2nd Biennial Regional Technology Conference. 132 attended the 2-day conference in Bluefield, 72 attended the Maceo Pinkard special event in Bluefield, and 38 attended the 1-day conference in Beckley. Presenters shared the theme of the many facets of digital literacy that sparked interesting dialogue between faculty, students, and audience members from the general public that demonstrates the need for better understanding of digital literacy with technology. Also the continued challenges of incorporation to meet the benefits in the academic environment and in the work place.

At the same time conference attendees had hands-on demonstrations from the different digital information technology exhibitors that ranged from the online environment to the interactive classroom devices and BYOD programs. Overall the conversation consensus pointed to a conditioned collaboration between the various IT departments and educators joint interaction and support with the aim of enhanced student learning and outcomes.

Strategies in Support of Quantitative Metrics

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 -063017
S1. Cohort based program will be developed to attract a diverse and adult student population.	A1. Identify areas for potential cohort programs (Detroit based Midnight Golf Program) (CP: Collaborative Access S2, A1)	VPAA, VPSAEM, IRE, Alumni	Planning summer 2015				No action. Solicited information – no response on request for data.

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<p>A2. Recruit students for cohort programs (Milwaukee Education Partnership) (CP: Collaborative Access S2, A2)</p>	<p>VPAA</p>	<p>Implement spring 2015</p>	<p>No action throughout the year. Solicited information – no response on request for data. Attended conference, current MEP leadership has promised a more engaging program. Will have more information and engagement in the future. VPSAEM participated in the Milwaukee Education Partnership conference in Milwaukee, Wisconsin. The Milwaukee Education Partnership seeks to improve graduation rates, student learning, and access to higher education for Milwaukee residents. To accomplish this goal, they have formed partnerships with HBCU's. VPSAEM has agreed to co-chair the Faculty Collaboration between HBCU's and Milwaukee Institutions Sub-Committee. The sub committee met to establish goals and have had a follow up call to explore strategies to develop collaborative research projects, faculty exchange, and an idea exchange for teaching multicultural concepts. A 2017 summer meeting is being planned to continue discussion and planning. BSC is exploring a Memorandum of Understanding with Milwaukee Area Technical College (MATC).</p>
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Developmental Education

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
<p>S1. Develop an environment for students to succeed through excellence in teaching, learning, and advising</p>	<p>A1. Accurate placement of students in DevEd MATH 098, ENGL 098, and GNET 098 courses based on HEP C Series 21 benchmarks (CP: Academic Quality S1, A2 - REV)</p>	<p>VPAA, VPSAEM, DevEd faculty, counselors and SSS Director</p>	<p>A more formalized DevEd program was started in fall 2013 and will continue into spring 2014</p>	<p>6 BSC personnel attended the HEP C 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.</p>	<p>Continued advisor training emphasizing using score placement for English/Math courses. The College will invite all accepted students to register for the spring term. The Goal is to register at least 50% of the first-year class in the "Academic Frenzy" program prior to May 1.</p>	<p>Curriculum proposal to incorporate 1-credit hour BSCS 101 for all freshmen students and update the 3-credit hour BSCS 100 for all freshmen developmental students (requiring both dev ENGL and MATH). Presented to schools and scheduled for curriculum committee review; collaboration among faculty, retention specialist, VPAA and SAEM, Assessment Comm, Institutional Research. Has been difficult to get all faculty to support the plan.</p>	<p>HLC Persistence and Completion Academy attendance and BSC onsite team training. Audited student schedules from Freshman Frenzy scheduling to ensure proper placement based on current curriculum</p>

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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

Provided proactive advising training at Faculty Institute to assist faculty advising by reviewing best practices; collaborated with student affairs, BSC-Cares, and information technology to create online list of resources; shared online community resources pages with advisors to use with students.

Retention							
Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
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	233 new first-year and transfer students were eligible for participation in the Peer Mentor Program for the 2016 fall semester. Of the 233 students eligible, only 67 made contact with their mentor of the Program Coordinator. This would show as a 29% participation rate among all eligible students. 49% of the students that participated in the program contacted their peer mentor more than one time. 7% of those who participated in the program made office visits. 43% of students who participated attended peer mentor program activities. 100% of all new first-year and transfer students have been contacted by the assigned mentor through mail, email, and/or phone.		New student orientations were held at the Bluefield and Beckley campuses. Held a student organization showcase to engage students in on-campus activities. Peer mentors were available the first days of class to direct new students in each of the buildings on campus; Peer mentors added new freshmen students to their call list and serve 440 students this spring and 112 of those have utilized the peer mentor service and 100% have been contacted through mail, email, phone or a combination of the three. Created a on-line page with information/links for community resources for students.	6 SSS Participants earned their "I'm Kind of a Big Deal" pin during the months of March, April, and May. This initiative while started in the Spring has the potential to engage students more in the Fall. SSS Director and staff has made contact via phone and email to students not registered for the Fall 2017 semester. Will continue to do so periodically throughout the summer.
				The Peer Mentors received more than 79 inquires that needed to be directed to another department for additional services. 39% of all inquiries were directed to the student's advisor for further assistance. 20% of all inquiries were directed to the Office of Financial Aid. 16% of all inquiries were directed to the Counseling Office. 14% of all inquiries were directed to the Office of the Registrar. 10% of all inquiries were directed to other offices such as the Office of the Vice President of Student Affairs and Enrollment Management.		New initiative started in SSS: "I'm Kind of Big Deal". Students receiving 20+ hours of services in SSS will earn a pin with the new motto on it. Picture was made with SSS Director and put on various SSS Social Media sites. 6 students earned their pins in January and February.	

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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.	Achieved growth in participating faculty for EA across campus; monitored student responses to alerts with SSS; included EA in faculty advisor training for institute this spring. Established a spring registration program for new students. The College invited all applied and admitted new students to attend. Approximately 12 students participate between programs on each campus. Counseling sessions were held for these students.	Continued to see growth in participation by faculty. Over 41 faculty are currently using the Early Alert; implementing analysis of impact for students alerted this semester. Continued challenges in getting alerted students to follow up.	By the end of Spring Semester, over 31 full time faculty and 15 adjunct were using EA . Began to analyze the relationship between EA, participation in SSS, and grades.
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Progress Toward Degree

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 -063017
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 15 to Finish	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				Freshman Frenzy (How many attended? How many staff and faculty participated? What was the impact?) Social Science faculty conducted advising session with currently enrolled students to assist in getting them registered for fall 2017.
	A2. Develop and distribute a more informational version of the student financial aid award letter (CP: Financial Aid S1, A2) REV (2016) A2a. Student Affairs and Enrollment Management has a marketing plan to grow a scholarship pool in order to have a scholarship interview day on campus. The College will use existing scholarships to grow the traditional student application counts. REV (2016) A2b. Student Affairs and Enrollment Management will make financial aid award earlier in the recruitment cycle than in years past. The strategy is to increase the conversion rate from accepted-to-enrolled students by 10% for non-SNAH students.	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.	The College will use the scholarship program to award top-level students and provide other early merit-based awards to students. The College will present students with a look at their financial aid for the fall in a time that coincides with the May 1 - The National Candidates Reply Date for admission. The goal is to give good financial information to students allowing them to make clear decisions between competing schools.	There were 0 scholarships awarded during this time period for the 2017-2018 academic year. In addition, there were 0 early award letters distributed during this time period for the 2017-2018 academic year. There were 45 2016-2017 academic year FAFSAs received with 3,126 received year to date. There were 400 2017-2018 academic year FAFSAs received with 1,419 received year to date.	There were 294 scholarships awarded for the 2017-2018 AY between 5/1/17 and 5/30/17 with 762 awarded YTD for the same AY. There were 27 early award letters distributed between 4/1/17 and 4/30/17 with 243 distributed YTD for the same AY. There were 27 FAFSAs received between 5/1/17 and 5/30/17 with 3195 received YTD for the 2016-2017 AY. There were 280 FAFSAs received between 5/1/17 and 5/30/17 with 2489 received YTD for the 2017-2018 AY.

Graduation Rates

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 -063017
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		Created a committee to explore development of BSCS 100 ; committee participated in several webinars to assist with planning and developed a timeline for course/curriculum proposals to be developed spring 2017.	Presenting curriculum proposals and syllabi for BSCS 100 and 101 to schools and curriculum committee; collaborated with Assessment Committee to reduce Health and Wellness and incorporate BSCS into Gen Ed requirements.	Will focus on current BSCS course to ensure all developmental students are registered, curriculum is updated, and data is gathered and analyzed to explore impact.

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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

Kaplan College Prep Course Pilot Program - students completing the course stated that they were very well prepared for their College Entrance Exams and highly recommend Bluefield State continue to offer the Kaplan College Prep Courses in the future.

Faculty Scholarship

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
S1. Support system for faculty and student scholarship	A1. Provide sustainability to Research and Sponsored Programs (RASP)	VPAA	Planning spring 2015				Dr. Jeff Bolton recognized as Statewide faculty of the year.
	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		The Humanities Challenge is a Jeopardy-style contest (with Humanities related questions) for area high school students to compete in. The goal is to promote the Humanities major and bring potential local students to campus. It is also sponsored by SGA and lunch is provided. It was held in the Herbert Gallery on November 16 (from 9-1) and attended by teams from Riverview, Tazewell, Richlands, Montcalm, Narrows, and Graham High Schools. All the Humanities faculty and many of our students participated. There were approximately 100 people in attendance.	Agora is a celebration of the Humanities and allows area students to submit artistic works for competition. A program is held every April to allow students to present their work and receive their awards. Expected attendance is 250-300.	EOC provided college readiness services to 74 individuals and referred 29 individuals to BSC Departments and county community agencies. Counselors met with 26 new and continuing service partners to encourage working together to help low-income, first-generation adult people in their communities. The EOC Counselors participated at the Monroe County Job Fair with 90 people, the BSC Career Fair-Bluefield with approx. 100 people coming by the EOC display table and the BSC Spring Orientation-Beckley Campus with 49 people. The EOC Counselors had 11 presentations and group meetings with county ABE Centers 12 people, the Department of Human Resources 96 people and DRC with 19 people.
							Windows on the World: Presentation on Bolivia, Brazil, Finland, Nigeria, and Tanzania by Fulbright Scholars at 7 area middle and high schools impacting 1631 student, faculty, staff and administration. Presentations focused on the visiting scholars' nations' histories, economies, geographies, cultures and traditions, family life, educational systems, politics, governments, relations with other countries, how their values compare with ours, and how their literary traditions embody their nations' identities. Arts and Sciences, capstone poster presentations; ETCS capstone presentations; ASCE Conference.

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Degrees Awarded

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
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				Science Bowl
	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		Engineering student presentations in November.		BSC Sponsored Science Day with the egg drop competition. This event was in collaboration with Montcalm High School as well as the Bluefield City Fire Department. 40+ students were in attendance. BioMedical Club and faculty held Science Bowl for all Mercer County High Schools. This event had approximately 100 student participants accompanied by 12 faculty.

Student Loan Default Rate

Strategies	Activities	Responsibility	Timeframe	Accomplishments between 070116 - 110116	Accomplishments between 110116 - 010117	Accomplishments between 010117 - 030117	Accomplishments between 030117 - 063017
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.		FY2014 DRAFT default rate has been reduced to 18.3%.	Inceptia has successfully resolved past due student loans and averting default for 81 students between January and April 2017.
	A2. Implementing the Transit™ financial literacy program (CP: Financial Aid S2, A2)	VPAA, VPSAEM	Pilot implementation spring 2015				This was a software program that was supposed to be a part of the BSC course. It was not implemented.

BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
April 20, 2017

MINUTES

Members Present: Robert E. Perkinson, Jr., Reverend Garry Moore, Dr. Norman Mirsky, Dr. Deirdre Guyton, Norris Kantor, Esq., Harold Wells (arrived at approximately 7:06 p.m.), Lois Manns (via conference call), and Amber Sagady.

President's Staff: Dr. Marsha Krotseng, Dr. Angela Lambert, Shelia Johnson, Tom Cook, John Lewis, Betty Carroll, Dr. Jo-Ann Robinson, and Mark Warner.

Guests: Dr. Luciano Picanco, Dr. Sudhakar Jamkhandi, Carolyn Jamkhandi, Dr. Mariya Kharina, Jim Schlimmer, Dr. Amanda Matoushek, Shelia Hallman-Warner, Jason Brooks, and Dr. Rodney Montague.

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

Chairman Perkinson 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 scheduled agenda item.

Oath of Office for New Board Member

Amber Sagady was given the Oath of Office and sworn in as a new Board member.

Chair's Remarks – Chairman Robert E. Perkinson, Jr.

Chairman Perkinson informed the group that Charlie Cole resigned from the Board for personal reasons. Mr. Perkinson will bring greetings from the BSC Board of Governors at BSC's 2017 Commencement ceremony and requested suggestions for his remarks. Mr. Perkinson commented on the state budget situation and mentioned that the Board knows the value of this institution to so many people.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng provided a summary of the following pieces of legislation: the budget bill, HB 2815, and HB 2542.

With regard to the Master Plan, BSC has received an internal working draft of the financial analysis conducted by the EideBailly firm that is currently being reviewed. BSC is pursuing a USDA loan and/or an HBCU grant. Ms. Johnson stated that both options are being thoroughly reviewed to choose the best avenue for the institution. All deeds

have been sent to the Attorney General's Office for transfer of campus property to the College itself.

There have been two registration sessions for new freshmen. The Biomedical Club has been extremely active with a number of events for K-12 students. Dr. Krotseng recognized the successful graduate fair, Carol Cofer's Rotary presentation, the Regional Technology Conference, and the Southern Technical Conference pertaining to the engineering field. Upcoming events include the SGA Awards Banquet and BSC's Commencement ceremony on May 13th. The Commencement speaker will be alumnus Dr. Jesse Calloway.

Dr. Krotseng mentioned the following upcoming events to remember: BSC has been invited for the sixth year in a row to host tennis regionals. Academic presentations are coming up, and Spud Webb will speak at the fundraising event on April 27th.

Fulbright Scholar Presentation – Dr. Mariya Kharina

BSC is very fortunate to have a Fulbright Scholar in Residence (FSIR) because there are only 30 to 35 of them throughout the United States. FSIR supports U.S. and foreign participants from different areas, especially in science and education, to increase communication between the U.S. and other countries.

Dr. Kharina provided an overview of her background and research experience. In the courses she taught at BSC, she found that students at BSC are the same as those in Russia. Dr. Kharina encouraged BSC to promote study abroad opportunities, and she thanked everyone so much for her amazing experience here.

Chairman Perkinson expressed thanks to Dr. Kharina for being here. He presented her with a gift and certificate of appreciation on behalf of the BSC Board of Governors.

Report on Delivery of Online Programs – Dr. Angela Lambert

The Board packet includes a report describing where BSC was, where it is, and where it is going with regard to online programs. BSC currently has four fully online programs including business, nursing, and RBA. Dr. Lambert stated that online programs are better suited for more mature students with good work ethic and time management skills.

BSC now has one learning management system. Faculty for summer has been training on the new system, and Dr. Bolton will soon start training for fall faculty. Information pertaining to online support and readiness can be found within the Board packet.

Dr. Lambert reviewed the Report on Readiness, and the SARA agreement. Dr. Mirsky asked what the timeline is for financial aid to be completely online. The business office and financial aid must work together, and this involves many processes and checks and balances. Ms. Johnson stated that the institution must identify functions that must be completed before disbursement. Ms. Johnson stated that funds for students come from different sources. She noted that many institutions can provide the money up front, but BSC does not have that ability.

Chairman Perkinson asked where the College is in terms of where it needs to be percentage wise, and if there is anything the Board can do to help them reach 100%. Dr. Robinson stated that this is not just about changing office processes. It is also about changing the culture of what the students are used to on campus. Further discussion followed.

Chairman Perkinson stated that this is a priority for the Board and that the Board wants to hear a report on the delivery of online programs at every meeting.

Approval of Minutes of March 16, 2017 Meeting

The first action item was approval of the minutes from the March 16, 2017 meeting. Vice Chairman Moore made a motion to approve the minutes from the March 16, 2017 meeting. The motion was seconded by Dr. Guyton. The motion carried.

Approval of Program Reviews – Dr. Angela Lambert

Dr. Lambert brought before the Board two program reviews requiring approval, the Bachelor of Science degree programs in Criminal Justice and Imaging Science. Both will continue at their current status.

Dr. Mirsky mentioned that program fees have been requested for Imaging Science. He asked about the status of that. Dr. Lambert responded that BSC does assess fees for that.

Mr. Kantor made a motion to approve the Bachelor of Science degree program reviews for Criminal Justice and Imaging Science. The motion was seconded by Vice Chairman Moore. The motion carried.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson provided an update on the Financial Report as of the end of February. Eight of twelve months of the fiscal year are complete. 80% of Pell has been disbursed. Students are borrowing less student loan money this year.

Ms. Johnson reported on the College's current finances. Discussion followed.

Approval of Tuition and Fees for FY 2018

Ms. Johnson reported that this is the fourth year in a row that there has been a loss of one million dollars in state funds, and that next year will be very challenging for the institution. A variety of money saving techniques have been utilized. Tuition and fees require approval of the Board of Governors before they can be submitted to HEPC. Ms. Johnson requests approval of the tuition and fees schedule included in the Board packet for FY 2018. Discussion followed.

Mr. Kantor made a motion to approve the Tuition and Fees as presented to the Board. Dr. Guyton seconded the motion. The motion carried.

Recommendation on Policy 2: Naming or Renaming of Buildings or Organization Units – Ms. Betty Carroll

Ms. Carroll reported that the most significant change to the Naming Policy is the authority. BSC's Naming Policy is similar to that of other West Virginia colleges. Mr.

Kantor made a motion to approve the Naming Policy. Vice Chairman Moore seconded the motion. The motion carried.

Academics in Action Update – Dr. Angela Lambert

Dr. Lambert reviewed recent curriculum changes and the rationale for those revisions, the statewide memorandum of understanding (MOU) for pathways programs with the West Virginia Department of Education, and BSC’s participation in the HLC Persistence and Completion Academy.

Recruitment and Retention Update – Dr. Jo-Ann Robinson

Dr. Robinson gave an overview of the admissions application trend report. Twenty-five students, all of whom were seniors, attended a recent BSC open house, and BSC hosted Freshmen Frenzy on April 18. There will be another open house on Saturday.

Dr. Robinson also mentioned the need to increase usage of the Early Alert System, her participation in the Milwaukee Education Partnership visit next week, and applications from metro rate areas. There was a brief discussion of the architectural engineering program which no longer exists.

Adjournment

Mr. Kantor made a motion to adjourn the Board meeting. The motion was seconded by Chairman Perkinson. The meeting adjourned at approximately 8:34 p.m.

Respectfully submitted,
Sara Anderson

Robert E. Perkinson, Jr.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Approval of July 1, 2017 through June 30, 2018 meeting dates.

Recommended Resolution: *Resolved*, the Bluefield State College Board of Governors approves the July 1, 2017 through June 30, 2018 meeting dates.

Staff Members: President's Office

Background:

WV Code § 18B-2A-2. Meetings.

The boards of governors shall hold at least six meetings in every fiscal year, including an annual meeting each June for the purpose of electing officers.

**Bluefield State College
Board of Governors
Meeting Dates – July 1, 2017 through June 30, 2018**

August 24, 2017

October 19, 2017 Faculty Presentation

December 7, 2017 Staff Presentation

February 15, 2018

March 15, 2018

April 19, 2018

June 21, 2018

REACH NEW HEIGHTS

219 Rock Street | Bluefield, WV 24701

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BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 FISCAL YEAR 17, AS OF
 MAY 31, 2017
 CASH BASIS*

UPDATED 06/02/2017

DESCRIPTION	BUDGETED 2017 FY	% OF BUDGETED	ACTUAL 05/31/2017	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/16			819,795		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,636,862	24.54%	5,524,125	26.79%	98.00%
TUITION & FEES *	10,103,028	43.99%	7,864,403	38.14%	77.84%
CAPITAL FEES	650,000	2.83%	638,951	3.10%	98.30%
SALES & SERVICES	85,000	0.37%	65,401	0.32%	76.94%
GRANTS & CONTRACTS	5,754,970	25.06%	5,784,488	28.05%	100.51%
INVESTMENT EARNINGS	2,000	0.01%	2,857	0.01%	142.85%
AUXILIARY	853,000	3.71%	858,009	4.16%	100.59%
DEBT ASSESSMENT	(46,611)	-0.20%	(46,611)	-0.23%	100.00%
HERA ASSESSMENT	(69,802)	-0.30%	(69,802)	-0.34%	100.00%
TOTAL REVENUES	22,968,447	100.00%	20,621,821	100.00%	89.78%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES *	12,101,153 *	52.86%	10,077,152	54.03%	83.27%
EMPLOYEE BENEFITS	3,068,900	13.40%	2,611,615	14.00%	85.10%
CURRENT EXPENSE	4,490,000	19.61%	3,469,279	18.60%	77.27%
REPAIRS/ASSETS/BLDG CONSTRUCTION	960,000	4.19%	396,315	2.13%	41.28%
SCHOLARSHIP, AWARDS	2,274,000	9.93%	2,093,748	11.23%	92.07%
TOTAL EXPENDITURES	22,894,053	100.00%	18,648,109	100.00%	81.45%
ENDING CASH AND IN TRANSIT 05/31/2017			2,793,507		
LESS: ENCUMBRANCES			(260,876)		
Balance (Cash Less Encumbrances)			2,532,631		

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

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 COMPARISON OF MAY 31, 2016 AND MAY 31, 2017
 CASH BASIS*

DESCRIPTION	ACTUAL 05/31/16	ACTUAL 05/31/17	DIFFERENCE	% OF DIFFERENCE
BEGINNING CASH 07/01/16 - 17	1,512,115	819,795	(692,320)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	5,349,909	5,524,125	174,216	3.26%
TUITION & FEES *	7,901,209	7,864,403	(36,806)	-0.47%
CAPITAL FEES	485,558	638,951	153,393	31.59%
SALES & SERVICES	73,653	65,401	(8,252)	-11.20%
GRANTS & CONTRACTS	4,718,321	5,784,488	1,066,167	22.60%
INVESTMENT EARNINGS	1,177	2,857	1,680	142.74%
AUXILIARY	907,211	858,009	(49,202)	-5.42%
HERA ASSESSMENT	(69,802)	(69,802)		
DEBT ASSESSMENT	(76,396)	(46,611)	29,785	-38.99%
TOTAL REVENUES	19,290,840	20,621,821	1,330,981	6.90%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES *	10,338,419	10,077,152	(261,267)	-2.53%
EMPLOYEE BENEFITS	2,530,831	2,611,615	80,784	3.19%
CURRENT EXPENSE	3,963,901	3,469,279	(494,622)	-12.48%
REPAIRS/ASSETS/BLDG CONSTRUCTION	809,573	396,315	(413,258)	-51.05%
SCHOLARSHIP, AWARDS	2,283,049	2,093,748	(189,301)	-8.29%
TOTAL EXPENDITURES	19,925,773	18,648,109	(1,277,664)	-6.41%
ENDING CASH AND IN TRANSIT 04/30/2016 - 04/30/2017	877,182	2,793,507	1,916,325	
LESS: ENCUMBRANCES	(152,218) **	(260,876)	(108,658)	
Balance (Cash Less Encumbrances)	724,964	2,532,631	1,807,667	

*Excludes Clearing Account

**\$146,665.00 Federal Funds

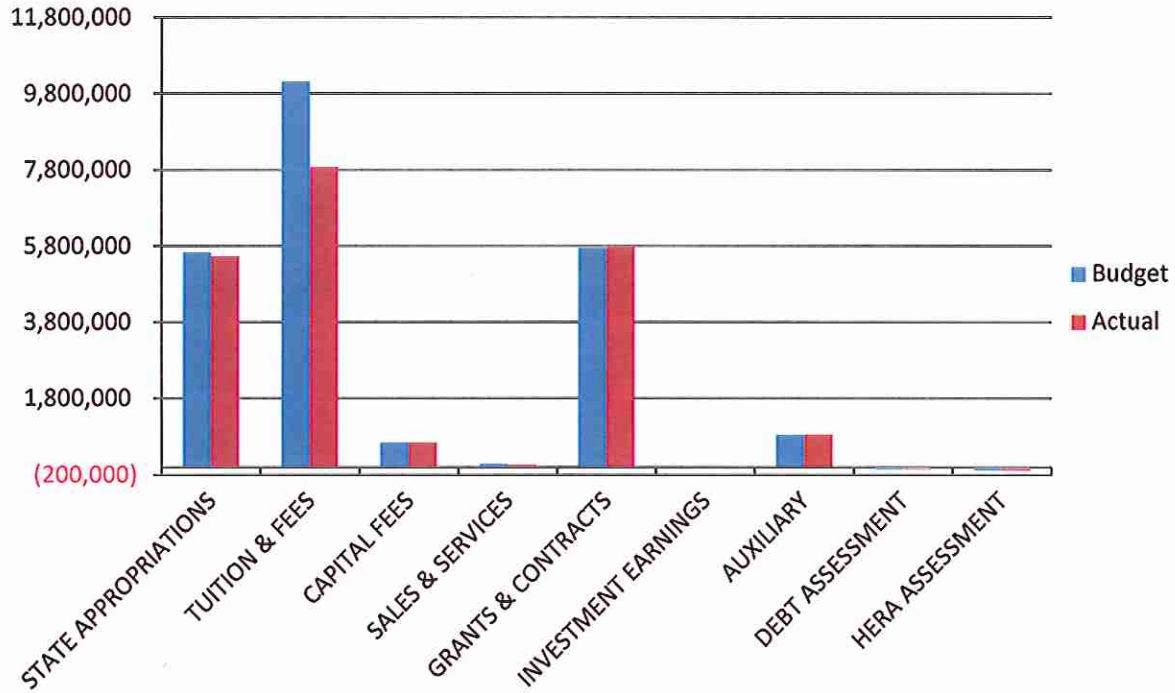
BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
MAY 31, 2017

UPDATED 06/02/2017

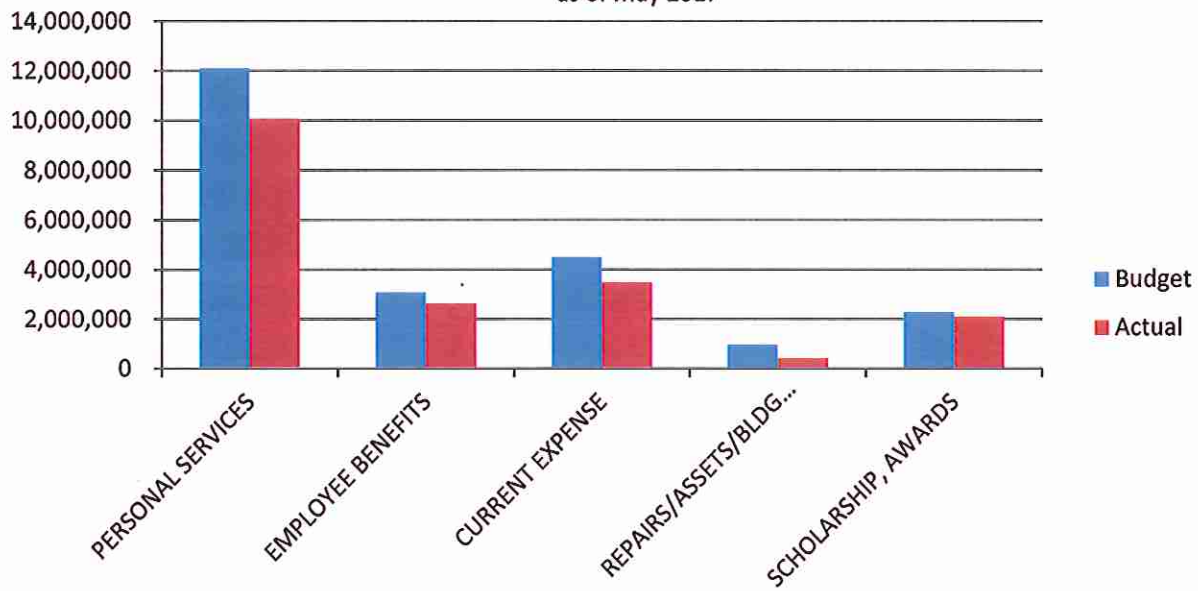
PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(28,362.00)
BSC404 - 4373	DCI SHIRES	(97,768.73)
BSC406 - 8767	THOMPSON & LITTON OF WV INC	(42,745.00)
BSC406 - 4373	THOMPSON & LITTON OF WV INC	(92,000.00)

GRAND TOTAL ENCUMBRANCES (260,875.73)

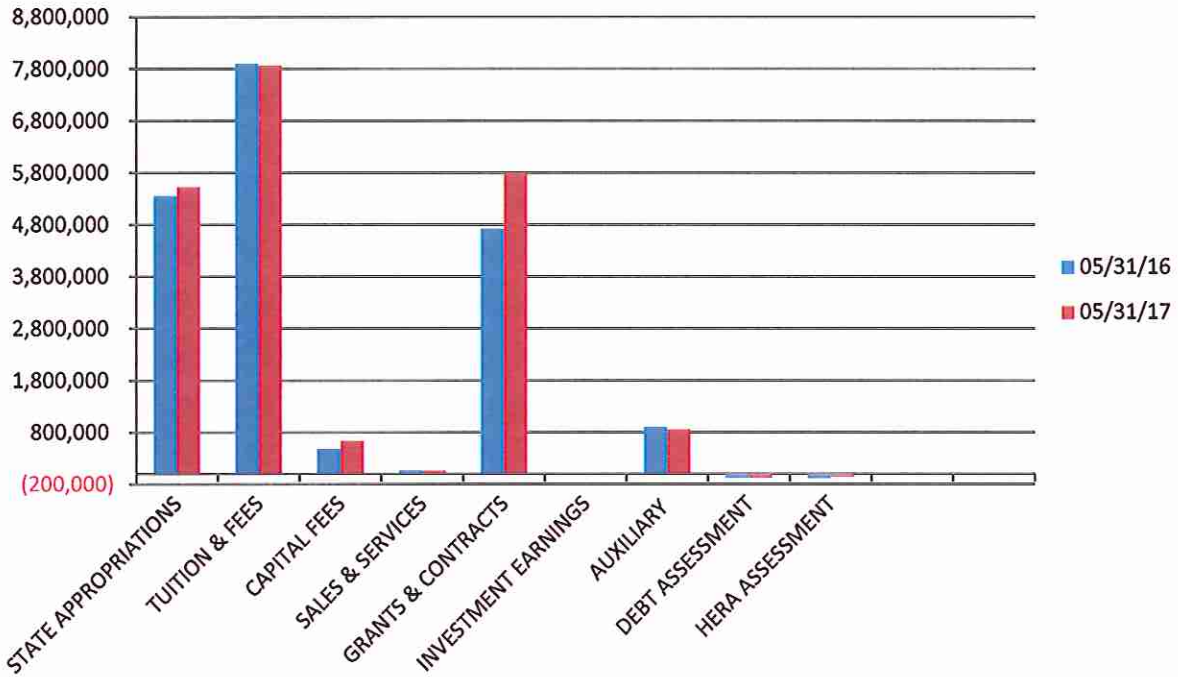
Bluefield State College
2017 Budget vs Actual Revenue
as of May 2017



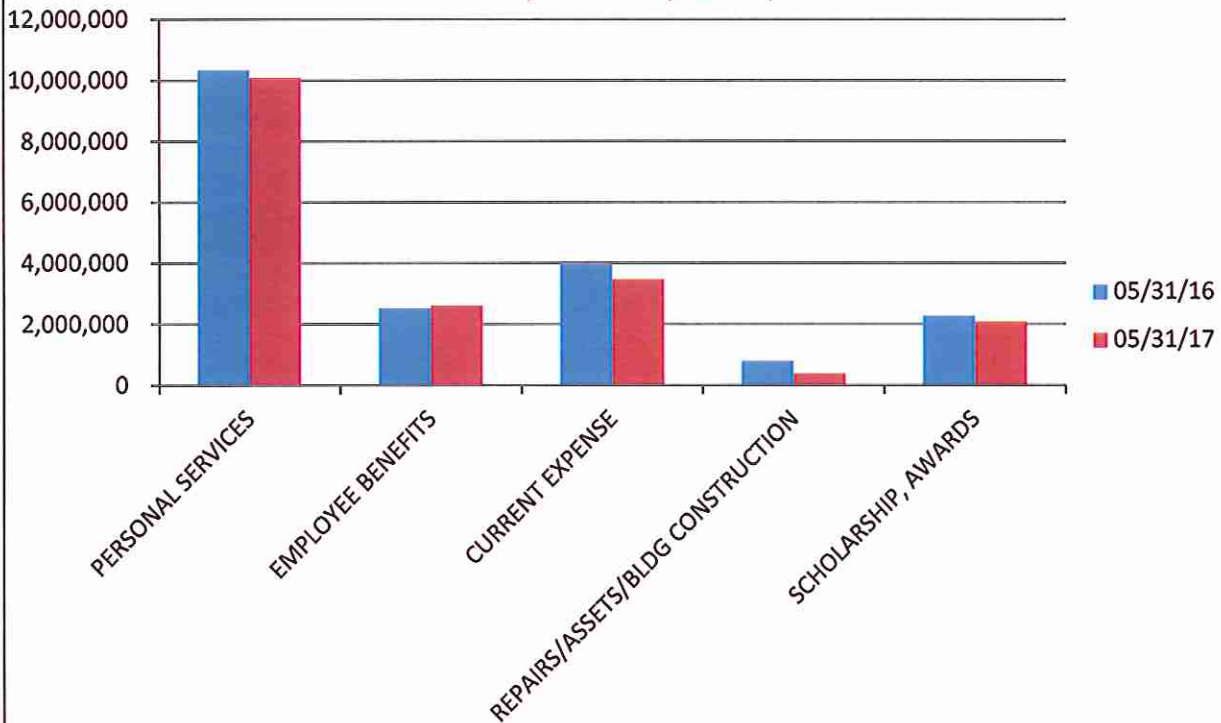
Bluefield State College
2017 Budget vs Actual Expenditures
as of May 2017



Bluefield State College
Actual vs Actual
May 2016 vs May 2017 Revenue



Bluefield State College
Actual vs Actual
May 2016 vs May 2017 Expenditures



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

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 05/31/2017
BEGINNING CASH 07/01/16	633.29	9,970.54	0.82	10,604.65
<u>ADDITIONS:</u>				
REVENUE	3,560,598.61	6,024,749.81	67,259.00	9,652,607.42
TOTAL REVENUES	3,560,598.61	6,024,749.81	67,259.00	9,652,607.42
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	3,698,085.00	6,239,296.00	67,259.00	10,004,640.00
Redeposits	(110,094.00)	(150,449.00)		(260,543.00)
Recoveries	(29,060.00)	(55,662.00)		(84,722.00)
TOTAL EXPENDITURES	3,558,931.00	6,033,185.00	67,259.00	9,659,375.00
ENDING CASH 05/31/2017	2,300.90	1,535.35	0.82	3,837.07
2016FY TOTALS				
TOTAL EXPENDITURES	4,374,706.00	8,103,731.00	53,701.00	12,532,138.00
% OF FINANCIAL AID 2017FY COMPARED TO 2016FY	81.35%	74.45%	125.25%	77.08%



Item: Policy 2: Naming or renaming of buildings or organizational units

Recommended Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 2: Naming or renaming of buildings or organizational units taking into consideration comments received during the 30-day comment which are included for review.

Staff Member: Ms. Betty Carroll and Dr. Tracey Anderson

Background: This policy establishes guidelines for Bluefield State College regarding the naming or renaming of buildings or organizational units.

Bluefield State College

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 2**

TITLE: NAMING OR RENAMING OF BUILDINGS OR ORGANIZATIONAL UNITS

SECTION 1. GENERAL

- 1.1 Scope: Rule regarding the naming or renaming of buildings or organizational units at Bluefield State College.
- 1.2 Effective Date: March 21, 2002, Revised _____
- 1.3 Filing Date: March 16, 2017; Revised _____
- 1.4 Authority: WV Code 18B-1-6
- 1.5 Policy Monitor: President

SECTION 2. POLICY

- 2.1 Approval by Bluefield State College Board of Governors is required for the naming or renaming of buildings and organizational units.
- 2.2 The president of the institution is responsible for making the recommendation.
- 2.3 A building or organizational unit may be named for an individual if that individual has rendered distinguished service to the institution or made a significant contribution.

Anderson, Tracey

From: [REDACTED]
Sent: Monday, May 1, 2017 11:36 AM
To: Anderson, Tracey
Subject: RE: 30 Day Comment for Policy 2

Tracey,

Thank you for giving us the opportunity to comment on this issue. I feel that the policy is too vague and this topic is too important to leave that way. Ever since the college's centennial, I have suggested to have the road through campus changed from Holbrook street, which few people knows and renamed to something else . I would suggest going to google and typing in "**namings of university buildings**" and take a look at the detail that is out there. There are a lot out there her are the first few.

See examples below...

Kansas University

OFFICE OF PROVOST AND EXECUTIVE VICE CHANCELLOR POLICY

Naming University Facilities and Programs

PURPOSE:

To describe the process, guidelines, procedures and criteria for naming university facilities and programs, and any related groundbreaking and/or dedication ceremonies.

APPLIES TO:

This policy covers all University buildings, auditoria, rooms, other structures, streets and public areas and University programs at the University of Kansas, Lawrence Campus.

CAMPUS:

Lawrence

CONTENTS:

POLICY STATEMENT:

General policy for naming facilities is established by the Kansas Board of Regents (See the Regents Policy and Procedures Manual, II.E.12.) It is as follows:

I. Naming of Buildings

A. Authority for Naming

The naming of any state university building is the province of the Board of Regents. The authority to re-name or remove the name of any state university building also resides in the Board. Any documentation used by any state university or affiliate corporation of any state university for fundraising purposes shall clearly state that proposed names are subject to Board action, and shall reserve to the Board the right to remove any name bestowed upon a facility. Possible reasons for removal of a name include, but are not limited to, circumstances causing damage to the reputation of the university, change of law regarding naming authority, or if the building is razed or given over to a new use.

B. Criteria

1. Generally, buildings are named for distinguished individuals who have made extraordinary contributions of a scholarly, professional, or public service nature related to the university's mission.

2. In some cases, buildings may be named for major donors to the construction of the building.
3. Before forwarding a name to the Board for consideration, the state university shall undertake a thorough degree of due diligence to avoid commercial influence or conflict of interest.
4. Buildings will not be named for sitting presidents, chancellors or Board members.

C. Process

The chief executive officer of the state university shall recommend an appropriate name to the Board for consideration. At the time the agenda item is submitted, the name shall not be included; however, the state university shall send the proposed name and a brief narrative individually to Regents and the President and CEO at the same time the state university sends its agenda material requests to the Board office for the Board meeting at which the name is to be considered. No public communication of a proposed name shall be made until the name is presented for consideration to the open meeting of the Board.

II. Naming of Academic Units

Schools, Colleges, Institutes, Bureaus, Centers or other academic units shall be named for an individual, individuals or business entity by the Board upon the recommendation of the chief executive officer of the Regents institution and the committee of the whole considering items related to academic affairs. No public communication of a proposed name shall be made until the name is presented for consideration to the open meeting of the Committee on Academic Affairs.

III. Policy for University of Kansas, Lawrence campus

On the Lawrence campus of the University of Kansas, a Chancellor's advisory committee (the Building Names Committee) reviews suggestions and makes recommendations to the Chancellor. Members of the advisory committee are the Provost/Executive Vice Chancellor (chair), the Executive Vice Chancellor of the University of Kansas Medical Center, the Vice Chancellor for Public Affairs, the Senior Vice Provost for Academic Affairs, the Vice Chancellor and Dean of the Edwards Campus, the Vice Chancellor for Research, the President of the Alumni Association, the President of the Endowment Association, the Director of Intercollegiate Athletics, and the University Architect.

The University of Kansas, Lawrence, follows Board of Regents policy and has adopted the additional criteria and procedures that appear below. The University forwards to the Board of Regents suggestions for names of buildings, building additions, or academic units. Regents' approval is not required when streets, auditoria, rooms, courtyards, or similar areas are to be named in honor of individuals. However, the recommendations of the naming committees described below and the Chancellor's approval are required. Additionally, in Lawrence, names for University streets must be submitted to the City of Lawrence for inclusion on the city map.

Because the final authority for approving names rests with the Board of Regents and/or the Chancellor, no public announcement of the naming may be made until Regents' approval has been granted, or in instances where the Regents approval is not necessary, the Chancellor has granted written approval.

The following process and guidelines will be used for naming buildings, structures, streets, or other areas.

A. Process Overview

1. All recommendations must be reviewed by the Building Names Committee.

2. Recommendations may be forwarded through administrative channels or may be submitted directly to the committee by individuals or groups.
3. In the latter case, the committee will seek additional information or recommendations from appropriate affected University units.
4. The committee will make recommendations to the Chancellor.
5. If the Chancellor concurs, the Chancellor will forward the recommendations to the Board of Regents, if the Regents' policy so requires. Street names, once approved by the Chancellor, will be submitted to the City.
6. No public announcement of the naming may be made until Regents' approval has been granted, or in instances where the Regents approval is not necessary, the Chancellor has granted written approval.

B. Guidelines

The following guidelines shall apply. See also the "Procedures and Criteria" section below.

1. Major facilities may be named to honor
 - a. outstanding university service (faculty, administrators, and others),
 - b. exemplary service to the greater community (statesmen, scientists, humanists),
 - c. distinguished alumni,
 - d. donors.
2. Unless a decision is made to name a new facility in honor of someone, a generic or descriptive name shall be assigned initially, e.g., Art and Design Building.
3. Normally, facilities will not be named in honor of political figures while they are in public office.
4. Upon recommendation of the committee and with the approval of the Chancellor, plaques or tablets may be installed in buildings in recognition of distinguished members of the University faculty or staff whose services were identified with the functions of those buildings. (For example, several plaques in the rotunda of Strong Hall commemorate the contributions of faculty members, most of whom served the University in its early years.)
5. Persons with records of honorable and long service to the University, a school, or a department may be recognized by the naming of auditoria, reading rooms, laboratories, observatories, lounges, theatres, conference rooms, walks, gardens, plazas, quadrangles, and similar interior and exterior spaces. The University may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than a family member.
6. Academic Programs: To name a college, school, department or program generally will require a significant endowment that will generate resources to strengthen and build excellence in academic and research programs. All such naming requests require approval by the Chancellor and the Board of Regents.

C. Procedures and Criteria

1. Procedures and criteria for considering a proposal to honor an individual in recognition of a gift.
 - a. Final approval of a proposal to name a facility in honor of a donor must come from the Kansas Board of Regents; however, in order to enhance negotiations with a prospective donor, tentative approval may be obtained from the Chancellor, who will recommend final approval to the Board of Regents.

- b. In reviewing requests for approval of naming a project for a donor or for a person whose name is proposed by a donor, consideration shall be given to:
 - i. the significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the University.
 - ii. the urgency of need for the project or for support funds for the project;
 - iii. the eminence of the individual whose name is proposed; and
 - iv. the individual's relationship, if any, to the University.
- 2. Procedures and criteria for considering a proposal to honor an individual when no gift is involved
 - a. A proposed honoree shall have achieved great distinction in one or more of the following ways:
 - i. while serving the University in an academic capacity, demonstrated such high scholarly distinction as to have earned a national or international reputation in the individual's field(s) of specialization (example: Higuchi Biosciences Center);
 - ii. while serving the University in an important administrative capacity, rendered distinguished service to the University warranting recognition of the individual's exceptional contributions to the welfare of the University (examples: facilities named after former chancellors);
 - iii. although not having served the University as an academician or administrator, contributed in truly exceptional ways to the welfare of the institution or achieved such unique distinction as to warrant recognition (example: Dolph Simons Center for Bioscience Research).
 - b. If an individual has served the University in an academic or important administrative capacity, a proposal normally shall not be made for naming a major facility or project in honor of the individual;
 - i. prior to or less than five years after retirement, nor while the individual is still involved with the University in a decision-making capacity; or
 - ii. within three years after the person's death.
- 3. Procedures and criteria for considering a proposal to name a facility in honor of a commercial donor
 - a. No unit shall approach any individual, corporate, or commercial entity when receipt of a contribution might be contingent upon naming a facility unless the Building Names Committee has been consulted, has made a recommendation to the Chancellor, and the Chancellor has tentatively approved the recommendation.
 - b. Any proposal to name a facility in honor of an individual, corporate, or commercial entity must be in keeping with University policy and practice.

D. Groundbreaking and Dedication Ceremonies

1. Groundbreaking

Groundbreaking ceremonies take place after the Board of Regents has formally approved the project, usually just before the contractor takes over the site. A ceremonial 'ground breaking' at an indoor site may be planned if the event must be scheduled after the contractor already has begun work, if inclement weather is anticipated, or if an indoor ceremony would be more comfortable for the honoree(s) and guests. A public reception

usually follows; a private luncheon or dinner for the honoree and special guests also may be planned.

2. **Dedication ceremonies**

Dedication ceremonies usually are scheduled after the facility is complete and has been occupied. They are held on site and may include tours or demonstrations. As in the case of groundbreaking ceremonies, there is a public reception and usually a luncheon or dinner for special guests.

3. **Guest lists and scheduling**

In selecting a date and time, the University calendar and calendars of the honoree and principal participants should be consulted. Once a date has been chosen, all principal participants should be informed so that they can reserve the date. Formal invitations should be sent to off-campus guests one month before the ceremony; invitation cards to the University community should go out two to three weeks before the event.

Invited guests usually include the honoree(s) and families and close friends, the Board of Regents, the President and Chief Executive Officer and the Director of Facilities of the Board, the Chancellor and other representatives of the University (including the Endowment and Alumni Association, and student leaders), representatives of the State Architect's Office and the project architect, the general contractor, and other major contractors. The staff in the Office of Design and Construction Management will provide a list of project architects, contractors, consultants, and others who should be invited. Other specially invited guests may include faculty and staff who will be housed in the facility.

If the facility was financed with state funds, the Governor usually is invited, as are key members of the legislature (appropriations chairpersons, members of the local delegation, and others who played a role in securing the appropriation). In some cases, it may be appropriate to invite individuals who are no longer in office but who played instrumental roles in securing funding. The Vice Chancellor for Public Affairs should be consulted in developing the guest list.

If the facility is funded from private sources, in addition to the donor(s) and family members, the guest list should include the Endowment Association Executive Committee and Endowment staff who have been involved in the project. Representatives of the Endowment Association and the Alumni Association should be consulted.

UNIVERSITY OF WASHINGTON

Board of Regents Governance

Regent Policy

No. 6

Facilities and Spaces Naming Policy

Top of Form

Bottom of Form

1. General Guidelines for Naming Opportunities

The University of Washington recognizes the importance of naming opportunities for its buildings, outdoor and interior areas, spaces, features, and objects, and this document sets forth the University's naming guidelines. Naming actions shall not detract from the institution's values, dignity, integrity, or reputation, nor shall any such actions create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.

2. Buildings or Outdoor Areas or Spaces Naming Guidelines – Final Approval by the Board of Regents

- A.** Buildings or outdoor areas or spaces may be named for a person, or family, associated with the University community who has rendered distinguished service to the University or who has made a significant contribution to society, or for a donor to the University whose gifts represent a "substantial contribution" toward the project cost, provided that the individual or family or donor has a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.
- B.** Corporations or organizations are encouraged to be major donors to the University by recognizing with naming opportunities a person or family important to their success. Only in rare, exceptional situations will a building or outdoor area or space be named for a corporation or organization whose gifts represent a "substantial contribution" toward the project cost. The corporation or organization must have a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.
- C.** A "substantial contribution" is the target gift amount for naming that is set for each project as part of the Project Budget approved by the Board of Regents in the early stages of project development.
- D.** Pledges for naming should be paid in full within five years of the commitment.
- E.** Buildings named for an individual or family generally will either be termed "_____ Hall" (e.g. "William H. Gates Hall") or "_____ Building" (e.g. "William H. Foege Building").

- F.** The name will generally remain on the building or outdoor area or space for the life of the building, area, or space. If at some future time the building or outdoor area or space is replaced (which may include a major reconstruction that substantially changes the function or appearance of a building's interior and/or exterior), the use of the existing or a new name for the replacement facility will be subject to the approval of the Board of Regents pursuant to Section 4 below.
- G.** In cases where a corporation or organization name is used, the number of years during which the building or outdoor area or space will be named may be limited, normally to a period not to exceed 25 years. The proposed number of years for naming the project will be identified when it is presented to the Board of Regents for approval. The gift agreement will specify the number of years during which the building or outdoor area or space will be named and it will include the clause that any name changes during that period will be at the University's sole discretion, subject to approval by the Board of Regents.
- H.** The name will appear on the building, appropriate signage as determined by the University, and University maps and other documents in University approved lettering. No corporate logos will be permitted, except pursuant to Section 5 below.

3. Interior Areas, Features, Objects or Spaces – Final Approval by the President

- A.** Interior areas, features, objects or spaces may be named for a person or family associated with the University community who has rendered distinguished service to the University or who has made a significant contribution to society, or for a major donor to the University whose gifts represent a substantial contribution toward the project cost or the purchase of the object, provided that the individual or family or benefactor has a prominent relationship with the University and/or the region, and he or she has a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition in consultation with the donor when possible.
- B.** An interior area, feature, object or space may also be named for a corporation or organization whose gifts represent a "substantial contribution" toward the project cost or the purchase of the object. The corporation/organization must have a prominent relationship with the University and/or the region, with a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition.
- C.** Naming for a person, family, or benefactor of the University whose gift amounts to a "substantial contribution" to the project cost or purchase of an object must meet the following:
 - While the desired goal for a naming gift is the cost to provide and equip the area, feature, object or space (which may include an operating endowment), the target gift amount for naming will be set for each project in advance of soliciting donors in coordination with the Vice President for Advancement, who will obtain written

authorization from the President on amounts specified. Interior areas, features, objects or spaces that are part of a total building fundraising campaign should be included as part of the Project Budget approved by the Board of Regents in the early stages of project development.

- Pledges for naming should be paid in full within five years of the commitment.
- D.** Approved names for interior areas, features, objects or spaces will generally not be exhibited on external building walls; the names will be located as close as possible to (and otherwise affiliated with) the funded interior areas, features, objects or spaces.
- E.** In cases where the name of the corporation/organization is used, the gift agreement will specify the number of years for which the naming applies and will specify that any name changes during that period will be at the University's sole discretion. In cases where the name of an individual or family is used, the name will remain for the life of the area, feature, object or space with appropriate recognition as determined by the President if it is replaced.

4. Approval Process

The President has final approval for naming interior areas, features, objects and spaces. Final decision to name buildings and outdoor areas and spaces rests with the Board of Regents, upon recommendation of the President. In situations in which a building may be named in recognition of a substantial contribution to the total project costs, the minimum contribution needed for naming and any limits imposed on the number of years it will be named will be specified as a part of the Project Budget approved or amended by the Board of Regents.

Each campus of the University of Washington, UW Bothell, UW Seattle, and UW Tacoma, is responsible for directly submitting to the Vice President for Advancement any request for approval of the naming of facilities, including but not limited to buildings, outdoor and indoor areas, features, objects or spaces, at their respective campuses. The UW Bothell and UW Tacoma will forward their recommendations through their respective chancellors to the Vice President for Advancement, who will forward them to the President. The UW Seattle will forward its recommendations from the Vice President for Advancement to the President.

Proposals for all naming opportunities will follow the approval process described in this Section 4 in order to obtain appropriate approvals before negotiating with a prospective donor for a naming gift and before offering recognition of an individual, family, corporation or organization. Discussions with individual, family, corporate, or other organizational donors who seek naming rights must be conducted with the understanding that the President (in the case of interior areas, features, objects or spaces) or the Board of Regents (in the case of buildings and outdoor areas or spaces) reserve final approval of the naming.

5. Intercollegiate Athletics Facilities and Playing Fields Temporary Naming Rights Agreements

The University may enter into agreements with business entities to temporarily name intercollegiate athletics facilities or playing fields when the business entity makes a substantial contribution to the University's intercollegiate athletics program. A "substantial contribution" in this context means that facts and circumstances, including relevant market conditions, show that the business entity is making a substantial financial contribution to the University's intercollegiate athletics program. Any such agreements must be reviewed by Advancement working with the Department of Intercollegiate Athletics and will normally be for a fixed term of five years and not in excess of ten years. The term should be consistent with the contribution. Any agreement to temporarily name an interior feature, object or space must be approved by the President. An agreement to temporarily name an interior feature, object or space may include the right to place a sign or signs on the exterior of a building or an outdoor area; however, such right shall be approved by the Board of Regents upon the recommendation of the President. Any agreement to temporarily name buildings or outdoor spaces must be approved by the Board of Regents upon the recommendation of the President.

The logo of a business entity may be included on the name temporarily affixed to an interior feature, object, space, building or outdoor area if the logo is part of a unique design created in part for the purpose of acknowledging the relationship between the University and the business entity. Inclusion of a logo in a unique design on the name temporarily affixed to an interior feature, object or space shall be reviewed and approved by the President. Inclusion of a logo in a unique design on the name temporarily affixed to a building or outdoor area shall be approved by the Board of Regents upon the recommendation of the President.

This policy will apply to both new and existing interior areas, features, objects, spaces, buildings, and outdoor areas or spaces. No agreement shall detract from the institution's values, dignity, integrity, or reputation, nor shall it create a conflict, or the appearance of a conflict, of interest or confer special privileges. The business entity shall have a prominent relationship with the University and/or the region, and have a positive image and demonstrated integrity. In the event of changed circumstances, the University reserves the right, on reasonable grounds, to revise the form of or withdraw recognition. In the event there are any inconsistencies or ambiguities between this policy and other University Naming Rights policies, this policy shall take precedence.

Oregon State University

University Property Naming Policy

General University Policies Manual

On occasion, Oregon State University seeks to recognize the efforts and contributions of individuals by the naming of buildings, portions of buildings, rooms, fixed furniture, trees, open spaces, fields, streets, and equipment, collectively referred to hereafter as "property." This policy establishes a uniform and consistent procedure to gain university approval and to record these namings for all university property on and off campus. University approval is required before the naming of any university property.

I. Intent

The primary intent of the property naming process is to allow the University to recognize the importance and/or efforts of an individual to the University or of someone who represents the ideals of the University.

Even though naming of buildings is primarily a university-wide issue, the building's use, history, and present and past occupants should be considered when deliberating upon the appropriateness of a possible name. Examples of this concept are as follows:

- it might be inappropriate to name a building which houses an agriculture use after an athletic coach;
- it might be appropriate to name a building after a president who was instrumental in bringing about the construction of the building, or if the building were occupied by a department that shared some connection to the president.

As a general rule, the building name holds more importance or represents greater University recognition than the naming of a portion of the building, such as a suite of rooms or a single room. This hierarchy should be considered: first, presidents; then, provosts, deans, and department heads. As an example, an individual room would be named for a department head, while the building itself might be named for a dean.

II. Policies

A. SELECTION OF NAMES

Oregon Administrative Rules, Chapter 580-50-025 "Naming Buildings After Persons," does not allow the naming of any building or structure after a living person. It allows "exceptions to be considered or made if a donor contributes a substantial share of the cost of construction or for other unusually meritorious cause." Those honored with such a naming might be:

- staff or faculty members, or persons not connected to the University who have contributed significantly to the social, academic, scholarly, research, or political life of the University;
- persons not connected with the University who have contributed, in one way or another, to the growth and development of the institution;
- an illustrious alumni member; or
- an outstanding states-person, educator, or scholar who may or may not be connected to the University or the State of Oregon.

Exceptions to this University Property Naming Policy are allowed only when specifically approved by the President. Namings for living person(s) must be approved by the State Board of Higher Education after receiving approval of the OSU President.

B. FUNCTIONAL NAMING OF BUILDINGS

The use of functional names for major buildings should be avoided. Over time, functions within a building will change and the name could result in confusion.

Smaller buildings or farm buildings housing functions of general need to the campus or community may be referred to with functional names such as Parking Office, Security Office, and poultry sheds.

Some smaller buildings may be referred to by occupant name when principally occupied by one program, such as the various cultural centers.

Some buildings will be designated by a combination of their functional and dedicated names. Examples might be Plageman Student Health Center, the library, the administration building, gymnasiums, etc.

In cases where functions change within the building, the name will remain with the building and the functional name will be deleted. Departmental or program identification may appear on the exterior building sign only as controlled and outlined in the Exterior Campus Sign Design Guidelines. Such departmental or program identification may appear only on an exterior sign that also contains the dedicated building name. Names of buildings and facilities with functional names may be amended to reflect future dedications.

C. NAMINGS OTHER THAN BUILDINGS

Departmental libraries, computer laboratories, and similar areas should be given functional names, not fixed to specific locations. Space on campus is a university resource and may be reallocated from time to time to best meet the needs of the University. The naming should be worded to allow the reallocation of movable property as appropriate. Any such modification or reallocation will be reviewed by the Chief Institutional Advancement Officer and the appropriate dean and department representatives with respect to the original naming.

D. MODIFICATION OR RELOCATION OF PROPERTY AND NAMES

As modifications are made to property over time, situations may occur where it is in the best interest of the University to relocate, modify, or reallocate named university property. In the event modifications to named property are required or recommended, appropriate college deans and university administrators will be involved in early planning. This is to insure that the original purpose of the naming and the donor's wishes, if built with private funds, are preserved as appropriate. These occurrences underscore the importance of obtaining university recognition of all naming.

In the event building names are modified or shifted between structures, approval must be obtained using this policy and process. Example: both the Kerr and Weatherford names have shifted between buildings several times.

E. SIGN DESIGN GUIDELINES

All interior and exterior signage on campus will conform to the Interior and Exterior Campus Sign Design Guidelines. These two guideline documents are designed to be

companion documents to this naming policy. The guidelines control the location, size, materials, and text of interior and exterior campus signage.

Off-campus property signage shall also have the name of the institution incorporated into the name.

F. PLAQUES COMMEMORATING NAMINGS

The text of all plaques will be forwarded by Facilities Services to the Chief Institutional Advancement Officer for review and approval. Plaques on rocks, posts or trees are not permitted.

G. OWNERSHIP OF GIFTED OR PURCHASED ITEMS

All named property is property of the State of Oregon and Oregon State University.

H. SUGGESTED NAMINGS AND RESTRICTIONS

The following restrictions are suggested practices. The word "hall" will be used for principal permanent buildings. Larger residence halls will be referred to as "halls" rather than dorms. The word "center" will preferably not be used for a single building, but only for a complex of buildings all supporting a single discipline or function. The word "building" may be used in combination with a functional name. With the precedent of the Acona, it is desirable that Native American names be used for future ships.

III. Authority

Requests for approval of naming should be transmitted to Facilities Services from the appropriate dean or vice provost. Following receipt of the request, Facilities Services will transmit the request and supporting documents to the Chief Institutional Advancement Officer, who will convene the Property Names Committee to review and forward a recommendation to the President. Final approval of property naming rests with the President.

A. REVIEW AND APPROVAL OF NAMING

Because of the growing public scrutiny of naming, the Chief Institutional Advancement Officer will review and advise the President of any concerns raised by any proposed naming. Individuals may not commit the University to namings before formal acceptance by the President. Requests for a specific naming must be submitted as outlined in this document for review and approval by the President. Facilities Services will forward a copy of sign and dedication requests to the Property Names Committee for review and approval.

B. ESTABLISHMENT AND DUTIES OF THE PROPERTY NAMES COMMITTEE

A permanent Property Names Committee is established by this policy. The chief function of the Committee will be to insure uniformity and consistency of names on the campus and to make suggestions for names when requested by the President. The Committee will be appointed by and report directly to the Chief Institutional Advancement Officer.

The Committee will consist of the Chief Institutional Advancement Officer (chair), the University Facilities Planner (Facilities Services), the proposer of a new name, and a representative(s) of the occupants of the building to be named.

The Committee will:

1. consider names proposed and apprise interested parties of the policy for the selection of names;
2. act as the formal conduit for names to be submitted, researched, and forwarded for recommendation;
3. (may) recommend a specific name in response to a naming opportunity;
4. maintain records of approved dedications and building names;
5. forward notice of building dedications to the State Board of Higher Education once approved by the President;
6. receive and maintain brief biographical data and a statement as to why the person named is so honored; and
7. notify the requester of the dedication of the approval status once the President has acted upon the request.

The Committee chair may act administratively on the review and recommendation of minor building and facilities naming and dedications through the process above without convening the full committee.

C. SUBMITTAL TO THE CHIEF INSTITUTIONAL ADVANCEMENT OFFICER

1. A formal letter of request should be submitted by the dean or vice provost with a statement of the nature of the request. The letter should discuss the importance of the naming to the University; the nature of the gifting and/or meritorious activity; and other conditions, concerns, or impacts of the naming. In the case of a naming representing a living person, the magnitude of gifting and meritorious activity should be well delineated. Plans for any plaque, funding, and maintenance should be identified. There is no special form that must be submitted with this letter.
2. A resume or discussion of the individual(s) being honored should be included.
3. Letters of reference or recommendation from individuals should be included. There is no minimum or maximum number of recommendations required. Petitions may also be submitted to show

From: Faculty & Staff [mailto:ALLUSERS@LISTS.BSC.BLUEFIELDSTATE.EDU] **On Behalf Of** BSC News and Events
Sent: Monday, May 1, 2017 8:50 AM
To: ALLUSERS@LISTS.BSC.BLUEFIELDSTATE.EDU
Subject: 30 Day Comment for Policy 2

Policy 2: Naming or renaming of buildings or organizational unites was released by the Board of Governors for a 30-day comment period at the April 20, 2017 meeting. This policy establishes guidelines for Bluefield State College to name or rename buildings or organizational units.

The comment period for this policy commences Monday, May 1, 2017 and ends Tuesday, May 30, 2017. The policy is attached and may also be viewed at <https://www.bluefieldstate.edu/resources/board-governors/policies>.

Comments can be sent to tanderson@bluefieldstate.edu.

Thanks,

Tracey Anderson, EdD

Director of Institutional Research and Effectiveness



Bluefield State
COLLEGE

219 Rock Street Bluefield, WV 24701
(ofc) 304.327.4331 | (fax) 304.327.4245



Item: Revised Policy 27: Immunization Requirements

Recommended Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 27: Immunization Requirements to be distributed for 30-day comment, and if no substantive comments to be final approval.

Staff Member: Dr. Jo-Ann Robinson and Dr. Tracey Anderson

Background:

This policy promulgates policy and procedure regarding the immunization requirements of students enrolled at Bluefield State College. This revision incorporates the West Virginia Department of Health K-12 requirements for Bluefield State College students.

Bluefield State College

219 Rock Street | Bluefield, WV 24701 | 304.327.4030 | fax 304.327.7747
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**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 27**

TITLE: IMMUNIZATION REQUIREMENTS

SECTION 1. GENERAL

- 1.1 Scope: This rule promulgates policy and procedures regarding the immunization requirements of students enrolled at Bluefield State College (BSC).
- 1.2 Authority West Virginia Code § 18B-1-6, 18B-1-8
- 1.3 Filing Date:
- 1.4 Effective Date:
- 1.6 BSC Policy Monitor: VP Student Affairs and Enrollment Management

SECTION 2. BACKGROUND

- 2.1 Vaccine preventable disease (VPD's) have declined dramatically during the past twenty years as a cause of morbidity and mortality in the United States. While these declines have been dramatic, significant morbidity and some mortality from these VPD's persist. College-aged students remain particularly susceptible to diseases that continue to be associated with outbreaks on college campuses. During the recent past, there have been numerous outbreaks on college campuses in the United States and some deaths have occurred. In view of these circumstances, BSC request an immunization record from the individual upon application to enroll at BSC to include DTaP (within the last 10 years, Polio, MMR, Hepatitis B, Varicella, Meningococcal, and TB Questionnaire.

SECTION 3. PURPOSE

- 3.1 The primary purpose of mandatory immunization requirements for college students is to prevent the introduction and spread of these vaccine preventable diseases among students in state colleges. Accordingly, these regulations require proof of immunity as a requirement for enrollment in Bluefield State College.

SECTION 4. IMMUNIZATION REQUIREMENT

- 4.1 All new students admitted to Bluefield State College who were born after January 1, 1999 and starting with the spring 2018 semester, except those exempted by this rule, shall be required to provide a copy of immunizations to BSC Admissions office.

SECTION 5. APPLICABILITY

- 5.1 This immunization requirement applies to all undergraduate students who are enrolling for the first time who are classified as full-time students. It also applies to part-time newly enrolled students (those enrolled in fewer than 12 semester hours of coursework) who will be or are residing in college residence halls or attending either the Bluefield or the Beckley campus.
- 5.2 This immunization requirement also applies to undergraduate students who transfer in from out-of-state, regardless of undergraduate grade level.

SECTION 6. EXEMPTIONS

- 6.1 The student may be exempted from proof of immunity or from the requirement for three reasons: medical, religious, and student enrollment of transient or in a fully online program.
- 6.2 Medical exemption: Students presenting a statement from a licensed healthcare provider, which certifies that the immunization is or may be detrimental to a student's health, shall be exempt.
- 6.3 Religious exemption: If the bona fide religious belief of the student is contrary to these immunization requirements, the student shall be exempt. Upon submission of a written, signed and notarized statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend college without proof of immunity.

SECTION 7. DOCUMENTATION

- 7.1 A form is provided within the Enrollment/admission application. The acceptable proof of compliance is utilization of this form and signed by a licensed healthcare provider.

SECTION 8. ENFORCEMENT

- 8.1 The student shall be required to present proof of immunity on or before two weeks prior to the semester of enrollment to Admissions.
- 8.2 If a certificate of immunization is not received on or before the date of enrollment, the college shall place a hold on the student's record until the required immunization, proof of immunity, or documentation of approved exemption has been provided.

SECTION 9. OBTAINING THE REPORT OF IMMUNITY

- 9.1 The student shall be initially informed of this requirement by the Admissions Officer as an aspect of the enrollment process.

9.2 The student and Bluefield State College should make reasonable effort to obtain proof of immunity.

9.2.1 The family physician or from appropriate records signed by a physician or other community health provider.

SECTION 10. OBTAINING AND ADMINISTERING IMMUNIZATIONS

10.1 Students who are unable to provide proof of immunizations will be required to obtain the appropriate vaccines and provide proof to Admissions.

10.2 The West Virginia Department of Health and Human Resources and county health agencies or local pharmacies can provide necessary vaccines at a cost to the student.

SECTION 11. RECORDS AND REPORTS

11.1 The college shall maintain on file immunization records for all students attending college at BSC even if the student has exemptions. These records shall be open to examination by the State Department of Health and Human Resources during normal business hours.

11.2 When a person transfers to another college, the transferring institution shall, upon appropriate request, send a copy of the person's immunization record at no cost to the college to which the person has transferred.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Revised Policy 17: Classified Employees

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 17: Classified Employee to be distributed for 30-day comment, and if no substantive comments to be final Approval.

Staff Member: Ms. Jonette Aughenbaugh

Background:

This revision is intended to bring the policy into compliance with West Virginia HB 2542 that goes into effect June 12, 2017.

REACH NEW HEIGHTS

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**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 17**

TITLE: CLASSIFIED EMPLOYEES

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes procedures related to West Virginia Code 18B.
- 1.2 Repeal of Former Rule -Repeals and replaces Series 31, effective September 5, 1996.
- 1.3 Replaces Title133, Procedural Rule, Series 31
- 1.4 Effective Date: March 21, 2002; amended _____, 2017.

1.5 BSC Policy Monitor: Human Resources

SECTION 2. DEFINITIONS

- 2.1 Part-Time Regular Employee (PTR). An employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a PTR position is not eligible for benefits, but is covered under the classification program ~~as set out in Series 8.~~
- 2.2 Temporary Employee. An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of hours worked per week. A temporary employee is not eligible for benefits, but is covered by the classification program ~~as set out in Series 8.~~
- 2.3 Casual Employee. A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program ~~as set out in Series 8.~~
- 2.4 Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program ~~as set out in Series 8.~~
- 2.5 Classified Employee. “Classified employee” or “employee” means a regular full-time or regular part-time employee of an organization who: (i) does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and (ii) is not otherwise a nonclassified employee designated pursuant to subdivision (11) of WV Code Section §18B-9A-2: Provided, That any employee

of an organization who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a nonclassified employee pursuant to the provisions of subparts (A) through (D) of subdivision (11) of WV Code Section §18B-9A-2. An A classified employee who is covered by the provisions of the classification program outlined in this rule as set out in Series 8.

- 2.6 Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes ~~as set out in Series 8.~~

SECTION 3. PART-TIME AND TEMPORARY EMPLOYEES

- 3.1 Bluefield State College shall not hire part-time employees solely to avoid the payment of benefits or in lieu of full-time employees and shall provide all qualified classified employees with nine-month or ten-month contracts with the opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time employment. Consequently, institutions may only employ individuals into temporary positions when the function of the position is expected to require less than nine (9) consecutive months of employment (regardless of hours worked per week) to equal the full-time equivalency of the position.
- 3.2 Classified employees who are employed in less than twelve-month positions and who meet the minimum qualifications of a position shall be provided with an opportunity to accept part-time or full-time summer employment before new persons shall be hired for those positions.

SECTIONS 4. WORK SCHEDULES

- 4.1 Bluefield State College shall establish a policy, with the advice and assistance of staff council and other groups representing classified employees, which shall: address any institution-specific procedures concerning the use of flexible work schedules, job sharing, and four-day work weeks; discourage temporary, non-emergency changes in an employee's work schedule; and provide a mechanism for changes in, and notification of, changes in work schedules. This policy shall also provide that, where possible, the institution shall provide the employee with a fifteen (15) day notice of such changes.

~~SECTION 5. APPOINTMENT OR PROMOTION~~

- ~~5.1 Pursuant to W.Va. Code §18B-7-1(d), non-exempt classified employees who apply for and meet the minimum qualifications as determined by the institutional human resources director or other designee of the president for a posted non-exempt position within an institution and are currently employed at the institution shall be hired into the posted position prior to hiring someone from outside the institution.~~

~~5.2 — If more than one qualified, non-exempt classified employee applies, the best-qualified non-exempt classified employee shall be awarded the position. In such cases, if the employees are equally qualified, the employee with the greatest amount of continuous seniority at the institution shall be awarded the position. 5.3 Provisions of this section shall not apply to casual, temporary and student employees, nor shall they apply to exempt positions.~~

~~5.4 — Pursuant to W. Va. Code §18B-7-1d, the provisions of this section shall not take precedence over the mandates in the institution's affirmative action plan adopted pursuant to the provisions of Executive Order 11246 or pursuant to any other federal or state requirement. In no event shall the institution's affirmative action plan require the use of quotas to meet its affirmative action goals or require the hiring of an unqualified person for any non-exempt position.~~

SECTION 56. PROBATIONARY PERIOD

65.1 Full-time regular classified employees shall serve a six-month probationary period beginning at the original date of employment.

65.2 At the end of three months and the end of the six-month probationary period, the employee shall receive a written evaluation of her/his performance and shall be informed as to whether her/his employment will continue beyond the probationary period. As with all positions, continued employment is based on adequate funding, satisfactory performance and adherence to system and institution rules and regulations.

SECTION 76. COMPENSATORY/OVERTIME PROVISIONS

76.1 Non-exempt employees may receive compensatory time off in lieu of overtime pay. All hours worked beyond 37½ and up to and including 40 hours are calculated at the employee's regular hourly rate. Time worked beyond 40 hours in a work week are to be calculated at a rate of one and one-half times the regular hourly rate.

76.2 A written agreement between the employee and the institution shall exist when the employee chooses compensatory time off in lieu of overtime pay. The written agreement may be modified at the request of either the employee or employer at any time but under no circumstances shall a change in the agreement deny the employee compensatory time heretofore acquired.

76.3 Employees may accumulate up to two hundred forty (240) hours of compensatory time and shall be paid for all hours worked above the maximum accrual.

76.4 Employees in public safety, seasonal work, and/or emergency response categories may accumulate up to four hundred eighty (480) hours and shall be paid for all hours worked above the maximum accrual.

| **76.5** Compensatory time must be used within one year of accrual. The use of compensatory time off shall be requested two weeks in advance of the use of the time off. Approval of the request shall be contingent upon whether it will unduly disrupt the operation of the institutional unit.

| **76.6** Should an individual's employment be terminated, any unused compensatory time shall be reimbursed as follows:

| **76.7** The average regular rate received by such employee during the first three years of the employee's employment; or,

| **76.7.1** The final regular rate received by such employee, whichever is higher.

| **76.8** An employee may not work overtime unless approved in advance per institutional policy.

| **SECTION 87. POSTING**

| **87.1** Bluefield State College shall develop a policy for posting of classified positions both internally and externally in order to provide employees adequate time to make application for positions.

| **87.2** Posting shall not apply to casual or temporary positions.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Revised Policy 25: Personnel Administration

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 25: Personnel Administration to be distributed for 30-day comment, and if no substantive comments to be final approval.

Staff Member: Ms. Jonette Aughenbaugh

Background:

This revision is intended to bring the policy into compliance with West Virginia HB 2542 that goes into effect June 12, 2017.

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week. A temporary employee is not eligible for benefits, but is covered by the classification program.

2.1.4 Casual Employee. A casual employee position is a position created to meet specific operational needs at an institution for no more than 225 hours in a 12-month period. Individuals in a casual employee position are not eligible for benefits and are not covered by the classification program.

2.1.5 Student Employee. An employee enrolled at the institution as a student and whose primary purpose for being at the institution is to obtain an education. A student employee is not eligible for benefits and is not covered by the classification program.

2.1.6 Full-Time Faculty. Employment as a faculty member for a full academic year (at least a nine-month contract basis) for at least six (6) semester credit hours teaching per semester or the equivalent in teaching, research, public service, and/or administrative responsibilities. Faculty are not considered classified employees or subject to the classification program.

2.1.7 Non-Classified Employee. “Nonclassified employee” means, an employee who meets one or more of the following criteria: (A) Holds a direct policy-making position at the department or organization level; (B) Reports directly to the president or chief executive officer of the organization; (C) Is in a position considered by the president or designee to be critical to the institution pursuant to policies or decisions adopted by the governing board; (D) Is in an information technology-related position; (E) Is hired after July 1, 2017, and meets the duties test for exempt status under the provisions of the Fair Labor Standards Act at the time of hire or anytime thereafter; or (F) Was in a nonclassified position as of January 1, 2017. A nonclassified employee serves at the will and pleasure of the president. An employee, designated by the president, who is responsible for departmental or institutional policy formation or reports directly to the president of the institution, or is in a position considered critical to the institution by the president. Non-classified employees are not subject to the classification program but are eligible for benefits. ~~Non-classified shall not exceed ten percent of the total number of employees at the institution who are eligible for membership in a state retirement system and shall serve at the will and pleasure of the president. An additional ten percent of the total number of employees of the institution may be placed in this category if they are in a position considered critical to the institution by the president.~~

2.1.8 Change In Status. The president or his/her designee will review and make a final determination as to the status or change in status of any employee under this subsection. When the president or his/her designee determines that a part-time regular employee becomes a full-time regular employee, he/she shall credit that

employee's previous service toward any calculation of length of service for purposes of this rule and benefit eligibility based upon a prorated comparison against a 1.00 FTE. Previous length of service as temporary, casual, and student employees shall not be credited toward seniority calculations under other sections of this rule or statute.

- 2.2 Position. A set of duties and responsibilities performed by a specific employee at the institution.
- 2.3 Job. A collection of duties and responsibilities performed by one or more employees at one or more institutions whose work is substantially of the same nature and which requires the same skill and responsibility level. For jobs occupied by only one employee, the terms "position" and "job" shall be considered the same.
- 2.4 Job Title. The label that uniquely identifies and generally describes a job. The same descriptive job title shall be given to a group of jobs, regardless of institutional location, which are substantially the same in duties and responsibilities, and which require substantially the same knowledge, skills and abilities performed under similar working conditions.
- 2.5 Position description form. The document which describes the set of essential and non-essential functions of a position at a particular institution.
- 2.6 Generic Job description. A summary of the essential functions of a job, including the general nature of the work performed, a characteristic listing of duties and responsibilities, and the specifications necessary to perform the work. Generic job descriptions shall be prepared for systems-wide and institution-specific titles occupied by more than one employee. For a job occupied by only one employee, the position description becomes the job description.
- 2.7 Pay Grade. “Pay grade” means the level to which a job is assigned within a job worth hierarchy as a result of job evaluation.~~A range of compensation values for a job defined by a series of step values. Positions which occupy the same job title shall be assigned to the same pay grade. Job titles having similar factor levels, shall be classified within the same pay grade.~~
- 2.8 Promotion. Movement from a position requiring a certain level of skill, effort and authority to a vacant or newly created position assigned to a different job title and higher pay grade requiring a greater degree of skill, effort, and authority.
- 2.9 Interim Responsibilities. A significant change in duties and responsibilities of an employee on a temporary basis justifying an interim promotion or upgrade for salary purposes. Such a temporary reassignment shall normally be for no less than four (4) consecutive weeks and no more than twelve (12) consecutive months and shall only occur when the responsibilities being undertaken by the employee are

those of another position that is vacant because of the incumbent's illness or resignation or because of temporary sufficient change in the duties and responsibilities of a filled position. If the temporary reassignment of responsibilities meets the test for a temporary upgrade or promotion under Sections 13 and 14 of this rule, the affected employee shall have his/her base salary adjusted upwards consistent with a promotion or upgrade under this rule. At the end of the temporary reassignment, the affected employee shall have his/her salary reduced to its original level including any salary increase which the employee would have received in his/her regular position.

- 2.10 Upgrade. An advancement of the employee's current position to a higher pay grade as a result of a significant change in the position's existing duties and responsibilities. When a position is upgraded, the employee does not move to a different position in a higher pay grade. Rather, it is the employee's position that is moved to a higher pay grade because of a significant increase in the position's existing responsibilities, as determined by job evaluation. When an upgrade occurs to an employee occupying a title held by more than one individual, the position's current title shall be changed to a different title in the higher pay grade. When an upgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.
- 2.11 Demotion. Movement from a position requiring a certain level of skill, effort and responsibility to a vacant or newly created position assigned to a different job title and lower pay grade requiring a significantly lesser degree of skill, effort and responsibility.
- 2.12 Downgrade. A reassignment of the employee's current position to a job title assigned to a lower pay grade as a result of a significant reduction in the existing position's duties and responsibilities. When a position is downgraded, the employee does not move to a different position in a lower pay grade. Rather, it is the employee's position that is moved to a lower pay grade because of a significant decrease in the position's existing responsibilities as determined by job evaluation. When a downgrade occurs to an employee occupying a title held by more than one individual, the position's current title will be changed to a different title in the lower pay grade. When a downgrade occurs to an employee occupying a title exclusively assigned to that position, the current title may or may not be revised depending upon how relevantly the current title describes the position.
- 2.13 Transfer. Movement from one position or job title to another position or job title requiring the same degree of skill, effort and authority. Both positions are in the same pay grade.
- 2.14 Base salary. The amount of salary paid annually to an employee, excluding any annual increment earned pursuant to West Virginia Code 18B-9-5 or 5-5-2. Total salary is base salary plus any increment earned.

2.15 Base salary adjustment. The amount that a base salary increases within the pay grade to reward performance, to rectify inequities, or to accommodate competitive market conditions.

~~2.16 Longevity. The total number of years employed at state institutions of higher education and other agencies of state government in West Virginia for purposes of determining placement on any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing boards at time of implementation of the classification program authorized by this rule.~~

2.17~~16~~ Institution. Bluefield State College.

2.18~~17~~ President. The president of Bluefield State College.

2.19~~18~~ Board of Governors. The Bluefield State College Board of Governors.

2.20~~19~~ Chancellor. The Chancellor of the Higher Education Policy Commission.

2.21~~20~~ Salary schedule. A schedule consisting of a series of pay grades, which may be subsequently enacted by the Legislature or adopted by the governing boards.

~~2.22 Recall. An employee terminated under the provisions of §18B-7-1 and recalled to work at his/her previous institution under the same provisions. Salary for a recalled employee will be consistent with the entry rates described in Section 12 of this rule.~~

2.23~~1~~ Rehire. An employee who leaves the service of an institution by resignation and later applies for and accepts a position at the same institution. Salary for a rehired employee will be consistent with the entry rates described in Section 12 of this rule.

2.24~~22~~ FTE. Full time equivalency is the percentage of time for which a position is established, with a full-time position working 1950 hours per year being 1.00 FTE.

2.25~~23~~ Classified Employee. “Classified employee” or “employee” means a regular full-time or regular part-time employee of an organization who: (i) does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and (ii) is not otherwise a nonclassified employee designated pursuant to subdivision (11) of WV Code Section §18B-9A-2: Provided, That any employee of an organization who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a nonclassified employee pursuant to the provisions of subparts (A) through (D) of subdivision (11) of WV Code Section §18B-9A-2. A classified employee is covered by the provisions of the

~~classification program. An employee who is covered by the provisions of the classification program outlined in this rule.~~

2.~~26~~24 Exempt. Employees not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

2.~~27~~25 Non-Exempt. An employee who is entitled to overtime benefits as outlined in federal and state law.

2.~~28~~26 Factor. One of the thirteen (13) items used to evaluate jobs. The items are knowledge, experience, complexity and problem solving, freedom of action, breadth of responsibility, scope and effect, intrasystems contacts, external contacts, direct supervision exercised, indirect supervision exercised, working conditions, physical coordination, and physical demands.

2.~~29~~27 Point factor methodology. “Point factor methodology” means a quantitative job evaluation process in which elements of a job are given a factor value and each factor is weighted according to its importance~~The instrument used to assign weights to the factors. The total of the weights determines the pay grade to which a job title is assigned.~~

2.~~30~~28 Job Family. A series of job titles in an occupational area or group.

SECTION 3. COMPENSATION; PAY CALCULATIONS

- 3.1 Base salary is calculated on a thirty-seven and one-half (37 1/2) hour workweek.
- 3.2 When base salary increases are calculated and rounding is involved, the policy is to round up to the nearest even dollar amount.
- 3.3 Overtime pay for nonexempt employees is calculated at the rate of one and one-half (1 1/2) times the regular hourly rate, which is the total base salary, plus any incremental pay, divided by 1,950 hours. Overtime does not commence until forty (40) hours have actually been worked within one (1) workweek. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half (37 1/2) hours and forty (40) hours in a work week.
- 3.4 Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, or work release time, as authorized by Series 38, is not counted as working hours for purposes of overtime.
- 3.5 Annual leave, sick leave and longevity do not accumulate in any part of a month for which an employee is off the payroll on a leave without pay or during a terminal leave period. A terminal leave period is that time between the employee's last day of work and his/her last day on the payroll.

SECTION 4. COMPENSATORY AND HOLIDAY PREMIUM TIME OFF

- 4.1 Compensatory time off shall be allowed only to the extent authorized by federal and state law.
- 4.2 When a full-time or part-time classified non-exempt employee is required to work on any designated board or institution holiday, that employee at his/her option shall receive regular pay for that holiday plus substitute time off or additional pay at the rate of one and one-half (1/2) times the number of hours actually worked. The time off must be used within a six-month period following the holiday.
- 4.3 When an exempt employee is required to work on any designated board or institution holiday, that employee shall be given substitute time off on an hour-for-hour worked basis.

SECTION 5. WORKWEEK

- 5.1 The workweek is a regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. It begins at 12:01 a.m. on ~~Sunday-Saturday~~ and ends at 12 midnight the following ~~Saturday~~~~Friday~~. The institutional president or the president's designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37.5) hours will be established within a workweek.

SECTION 6. APPOINTMENT

- 6.1 A ~~nonclassified or~~ classified employee appointment letter shall be completed for ~~each classified~~~~the respective~~ employee at the time of initial employment.

SECTION 7. ACCESS TO PERSONNEL FILE

- 7.1 An employee may have access to his/her personnel file when the employing institution is normally open for business. An employee may examine his/her own file and the contents therein with the following exception:
 - 7.1.1 Materials which were gathered with the employee's prior agreement to forfeit his/her right of access, such as some references.
- 7.2 A representative of the custodian of records shall be present with the employee during the review. The date, time and location of each review shall be recorded in the personnel file.
- 7.3 A copy of any material in the personnel file, except as noted above, shall be provided to an employee upon request. A small copy fee may be charged. Positive identification of the employee must be established prior to providing access to the

personnel file. Documents may not be removed from a personnel file by the employee. An employee may petition at any time for either the removal or addition of documents to his/her own personnel file. The employer may require that employees schedule an appointment to see the personnel file.

SECTION 8. CHANGES IN NAME, ADDRESS, NUMBER OF DEPENDENTS AND RELATED MATTERS

- 8.1 It is the exclusive responsibility of each employee to notify all appropriate persons, agencies and parties when record changes occur, including emergency information. This must be done in writing and a copy of such notification will be placed in the employee's personnel file as a permanent record that he/she notified appropriate persons, agencies and parties.

SECTION 9. CLASSIFICATION REVIEW REQUEST

- 9.1 When significant changes occur in the principal duties and responsibilities of a classified position, it is the responsibility of the supervisor to recommend through established procedures that the position be reviewed. Requests for position reviews also may be initiated by an employee after discussion with the immediate supervisor. Within thirty (30) days from the date of request for review of a job, the department of human resources shall report to the requestor, in writing, whether the reclassification has been denied or approved. The immediate supervisor must prepare a complete and accurate position description form of the duties of the position, but the description may be written by the employee at the supervisor's request. The responsibility for assigning tasks and duties to a position belongs to the supervisor. It is the supervisor's responsibility to document and submit the position description form for classification review when significant changes occur in the principal duties and responsibilities of a position. It is also the responsibility of a supervisor to ensure completion of required forms. The institutional president or the president's designee may also initiate action to review positions. The president or the president's designee has authority on the campus to make classification determinations for institution-specific titles or the slotting of employees under existing systems-wide titles. The president may delegate authority to the human resource administrator for day to day management of the classification program. Management of the program requires adherence to written rules which ensure a uniform system of personnel classification. All classified positions shall be placed on any salary schedule which may be subsequently enacted by the Legislature or adopted by the governing board.
- 9.2 A position description form shall exist for every classified position. It shall be reviewed by the supervisor and/or the president or the president's designee on a formal basis at least every three years as part of the position audit procedures established by each institution. The date of each review shall be recorded on the description.

SECTION 10. JOB EVALUATION PROCESS

- 10.1 The review of individual positions occupying systems-wide titles shall be carried out by the institution's president or president's designee provided that the action involves the reclassification or the reslotting of the employee into an existing systems-wide title.
- 10.2 The review of institution-specific job titles, as well as the reslotting of employees into an existing institution-specific title, shall be carried out by the president or the president's designee of each respective institution.
- 10.3 If an institution initiates an action to establish a job which exists exclusively at another institution, the institution's president or the president's designee shall submit a request for the use of the title to the chancellors or the chancellors' designee. A review shall then be conducted, a determination made, and notification given to the institution's president or the president's designee as to whether the request is approved or denied. If a request is denied, reasons for the denial will be provided to the president or president's designee. Once two or more institutions utilize a job title that title shall automatically become a systems-wide title.
- 10.4 All actions taken by a president or president's designee under this section are subject to audits and reviews by the job evaluation committee.
- 10.5 On-going responsibility for overseeing and administering the job evaluation program and ensuring that it is administered equitably and uniformly across the institutions rests with the chancellors or the chancellors' designee. The evaluation of all systems-wide job titles and the review of classification decisions across the system shall be under the purview of the job evaluation committee. The composition of the job evaluation committee shall consist of nine human resource representatives and two classified staff representatives. Of the nine human resource representatives, one shall be from the HEPC and shall serve as chair, four shall be from the University System (which shall be deemed to include West Virginia Network for Educational Telecomputing), and four shall be from the State College System. The nine human resource representatives shall be appointed by the appropriate chancellors to staggered terms of no more than two years. The classified staff representatives shall consist of one from each state-wide advisory council of classified employees and shall be appointed by the appropriate chair of the state-wide advisory council of classified employees to staggered terms of no more than two years. In addition, the chancellors may appoint, to the committee, as they deem appropriate, representatives of major groups which represent classified employees.
- 10.6 The job evaluation committee shall be convened by its chair at least quarterly, or more often if deemed necessary, to review classification decisions made or those

being proposed by the institutions. To ensure the integrity of the program, random and/or complete reviews of classification decisions made or proposed by the institutions shall be conducted by the committee. Each institution shall be responsible, however, for submitting to the central office on a monthly basis, a computer diskette of any classification decisions actualized, along with appropriate documentation where requested by the committee. The chancellors or the chancellors' designee shall review the classification actions of each institution for appropriateness and consistency of application. Pending this review, the job evaluation committee shall be convened as needed to review those actions regarded as potentially out of conformance with the compensation and classification program. The committee shall subsequently provide a report to the appropriate governing board concerning its findings relative to each institutional review. In those cases where the committee finds an institutional classification decision to be in error, the committee shall recommend to the chancellor or chancellor's designee whether the pay grade assignment should be changed to the appropriate level.

10.6.1 Salary reversals shall be made in accordance with the procedures for upgrades and downgrades specified in this rule. During the course of its reviews, should the job evaluation committee discover the systematic misapplication of the program by an institution or institutions, it shall notify the chancellors, who will take the appropriate action warranted. Whenever the chancellors or their designee find that employees have been misclassified at the institutional level, they shall order that these classifications and salaries be immediately adjusted to the proper level. Absent fraud on the behalf of the employee, any overpayment to the employee because of an erroneous classification decision by an institution shall not be collected from the employee. However, any erroneous overpayment to such an employee, once corrected, shall not be deemed as evidence in claims by other employees that the classification and compensation program is not equitable or uniform.

SECTION 11. ENTRY RATES

- 11.1 The entry rate for any classified employee appointed after the effective date of this rule shall not be below the established minimum ~~set out below for the pay grade assigned. The entry rate for any classified employee appointed on or after July 1, 2005 shall not be below the entry (zero) step set out in WV Code Section 18B-9-3 for the pay grade assigned~~ of the respective pay grade assigned to the position as previously defined in WV Code Section 18B-9-3, and as may be amended in the future by authority of WV Code Section 18B-9A-6-7, including the classified salary structure developed and adopted by the WV Higher Education Policy Commission.

**~~STATE COLLEGE AND UNIVERSITY SYSTEMS
CLASSIFIED STAFF MINIMUM EQUITY STEP
AND ENTRY RATES~~**

EFFECTIVE JANUARY 1, 1994

Pay Grade	Minimum Equity Step
1	10,092
2	10,392
3	10,716
4	11,040
5	11,376
6	11,736
7	12,396
8	13,116
9	13,884
10	14,712
11	15,612
12	16,596
13	17,640
14	18,780
15	20,004
16	21,348
17	22,800
18	24,372
19	26,088
20	27,948
21	29,964
22	32,172
23	34,584
24	37,212
25	40,080

SECTION 12. PROMOTION

- 12.1 Promotions result from an employee moving from his/her current position to a vacant or newly created position assigned to a different job title and higher pay grade and which requires a significantly greater degree of skill, effort and responsibility than that of the employee's current position.

- 12.2 Upon promotion from a position in one pay grade to a different position in a higher pay grade, the employee will receive an increase of five percent (5%) per pay grade rounded to the next highest step in the new pay grade based upon the employee's base salary, or the entry rate of the new pay grade, described in Section 12 of this rule, whichever is greater. However, under adverse recruiting conditions in which an institution experiences great difficulty in filling a position, an increase which brings the employee up to a point no greater than the maximum of the grade may be given. Promotional increases which exceed the standard formula must meet the same criteria which appears in the section on entry rates of

this rule and must be approved in accordance with the process outlined in that section. The new base salary may not exceed the maximum of the new pay grade.

SECTION 13. UPGRADE

- 13.1 Upgrades result from the process of job evaluation where a determination is made that a significantly higher level of skill, effort, and responsibility exists in the employee's current position. A new pay grade value shall then be established based on the application of the job evaluation plan and the calculation of a revised total point value for the position. Upon determination of the pay grade, job descriptions shall be reviewed of other titles having the same pay grade and whose duties, responsibilities and requirements closely match the work of the position as it is now described. The position shall then be slotted into the classification whose grade is consistent with the point value calculated and whose duties and requirements most appropriately characterize the position. For unique and specialized positions where no current job title exists at the needed grade, the creation of a new title shall be established so that the position is properly classified and graded within the system. This work must be done by the human resource administrator or the human resource administrator's designee.
- 13.2 When an employee occupies a position at the time that a position upgrade is to be placed into effect, the method of calculating the employee's base salary increase is the same as that specified for a promotion. In the absence of funds to support an upgrade, work at the higher level shall not be performed.

SECTION 14. DEMOTION

- 14.1 Demotions result from an employee moving from his/her current position to a vacant or newly created position assigned to a different job title and lower pay grade, and which requires a significantly lesser degree of skill, effort and responsibility than that of the employee's current position.
- 14.2 Upon demotion, the employee's base salary is decreased five percent (5%) per pay grade rounded to the nearest step in the new pay grade.

SECTION 15. DOWNGRADE

- 15.1 Downgrades result from the process of job evaluation where a determination is made that a significantly lower level of skill, effort and responsibility exists in the employee's current position. A new pay grade shall then be established based on the application of the job evaluation plan and the calculation of a revised total point value for the position. Upon determination of the pay grade, job descriptions shall be reviewed of the other titles having the same pay grade and whose duties, responsibilities and requirements closely match the work of the position as it is now described. The position shall then be slotted into the classification whose grade is consistent with the point value calculated and whose duties and

requirements most appropriately characterize the position. For unique and specialized positions where no current titles exist at the needed grade, the creation of a new title shall be established so that the position can be properly classified and graded within the system. This work must be done by the human resource administrator or the human resource administrator's designee.

- 15.2 The method of calculating the employee's new base salary after a downgrade is the same as that specified for a demotion.

SECTION 16. TRANSFER

- 16.1 No change of base salary as a function of a transfer may occur.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Revised Policy 42: Hiring Policy

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 42: Hiring Policy to be distributed for 30-day comment, and if no substantive comments to be final approval.

Staff Member: Ms. Jonette Aughenbaugh and Dr. Tracey Anderson

Background:

This policy established the procedure regarding hiring of non-classified, classified, and faculty employees for regular positions within Bluefield State College. This revision is intended to bring the policy into compliance with West Virginia HB 2542 that goes into effect June 12, 2017.

REACH NEW HEIGHTS

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**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 42**

TITLE: HIRING POLICY

SECTION 1. GENERAL

- 1.1 Scope: This policy establishes the procedures regarding hiring of non-classified, classified, and faculty employees for regular positions within Bluefield State College.
- 1.2 Authority: WV Code 18B-1-6, 18B-7, 1-3, 18B-9A-2, and HEPC Title 133 Procedural Rule Series 84, Series 39, Series 31, Section 5, and Series 9.
- 1.3 Effective Date: February 15, 2007; amended April 21, 2016, amended.
- 1.4 Filing Date: May 13, 2016
- 1.5 BSC Policy Monitor: Human Resources

SECTION 2. POLICY

- 2.1 Bluefield State College is committed to hiring the most qualified person for each position while ensuring equal employment opportunity to all qualified individuals. This policy provides guidelines for an efficient and competitive hiring process for all full-time and part-time regular vacancies that produce the highest quality applicant pools and promote equal employment opportunity. Hiring procedures will be conducted in accordance with Bluefield State College policies, the BSC Affirmative Action Plan, and applicable WVHEPC rules and relevant laws.
- 2.2 Exclusions: Positions excluded from this process are: president, adjunct faculty, visiting faculty, temporary employees, independent contractors, casual employees, and student employees.
- 2.3 Objectives - The primary objectives are: recruitment of highly qualified candidates, matching the qualifications of the candidates to the job-related needs and expectations of the hiring departments; expeditious hiring of qualified candidates into vacant positions; diverse representation of qualified candidates in applicant pools; and equitable and unbiased treatment of all candidates in the recruitment and hiring process in accordance with BSC policies and state and federal law. All full-time and part-time regular vacancies to be filled will be solicited through established recruitment and search procedures as identified in this policy.

SECTION 3. PROCEDURES

- 3.1 Posting the Job/Advertising – The immediate Hiring Supervisor will review, and update if necessary, the job description. Changes to job descriptions for classified positions

~~(Position Information Questionnaire for classified positions)~~ must be reviewed by the Office of Human Resources before a classified position may be posted ~~internally or externally~~. Using the current, or updated if applicable, job description ~~(or Position Information Questionnaire for classified positions)~~, the Hiring Supervisor will develop a Job Vacancy Announcement (job posting) that must include the title and type of position, education level required, type of experience and amount required, duties and responsibilities, entry level salary or salary range (if known), how to apply, and the affirmative action statement of the institution. If substitution of a college degree in lieu of experience or vice versa is allowed as determined by the respective Cabinet-level administrator relative to required qualifications, the substitution information must be expressly stated in the job posting. The Hiring Supervisor submits a request to advertise the position and obtains authorizing signatures, while electronically submitting their draft job posting to the Office of Human Resources. The request to advertise must include the type of position, the ad placements desired, the appropriate hiring department budget line to purchase the advertisement(s), and the appropriate approval signatures. All regular positions must be advertised for a minimum of ten business days. Grant funded, or *soft money*, positions or those of a fixed duration will be posted indicating that the position is contingent upon the availability and continuance of funding. ~~Non-exempt classified positions must be posted internally for ten business days prior to any paid external advertisements being placed.~~

- 3.2 Non-Discrimination - All qualified candidates will be given equal consideration for posted positions without regard to race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, or veteran status. In all cases, the best qualified candidate will be selected.
- 3.3 Applicant Screening for Required Minimum Qualifications – Applications will be screened to determine applicants who meet the posted required minimum qualifications. The initial screening process is outlined as follows.

Classified Positions - Prior to the release of applications to the search committee, the Director of Human Resources or his/her designee and the immediate Hiring Supervisor will screen applicants with regard to required minimum qualifications as posted/advertised ~~for classified positions by the Mercer System; the Mercer System allows the substitution of experience in lieu of a college degree and vice versa unless otherwise indicated in the job posting.~~

Non-Classified Positions - Prior to the release of applications to the search committee, the Director of Human Resources or his/her designee and the immediate Hiring Supervisor will screen applicants relative to required minimum qualifications as posted/advertised.

Faculty Positions - The respective search committee will screen applicants relative to required minimum qualifications as posted/advertised.

For non-faculty positions, if a consensus is not reached during initial screening regarding

whether an applicant meets required minimum qualifications, the immediate Hiring Supervisor, the respective Cabinet-level administrator and the Director of Human Resources will render the final determination.

- 3.4 Search Committee - A search committee will be established for the recruiting and hiring of regular, vacant positions and will serve the purpose of making recommendations and assisting the immediate Hiring Supervisor with the search process. Search committee activities will be reviewed in accordance with College policies by the Affirmative Action Officer or his/her designee. The Hiring Supervisor will serve as a resource regarding job-related information and will have decision-making input into the selection of the final candidate for hire, subject to approval by the respective Vice President and the President.

~~Exception to the use of a search committee: A search committee will not be required when an internal job posting for a non-exempt classified position results in one or more minimally qualified non-exempt classified internal applicant(s) who applies within the ten-business day internal posting period. Under these circumstances, the immediate Hiring Supervisor and his/her supervisor may proceed with the search process after receiving equal opportunity training and general procedural guidance from the Director of Human Resources or his/her designee. For internal non-exempt classified searches where the search committee is waived, the Hiring Supervisor and their immediate supervisor will be required to: submit interview questions for approval in advance of interviews to the Affirmative Action Officer or designee; and, interview all minimally qualified non-exempt classified applicants who apply within the ten-business day posting period.~~

- 3.4.1 Search Committee Composition - A search committee will consist of a minimum of three members nominated by the Hiring Supervisor subject to approval by the President or his/her designee. The search committee will consist of a diverse representation, which shall include African American representation. A diverse representation shall be defined as those with differences based upon race, gender, age, ability, ethnicity and employment status. One member of the committee will be assigned the responsibility of Chair.

- 3.4.2 Search Committee Charge - The search committee is required to review hiring related policies available online at [https://www.bluefieldstate.edu/resources/board-governors/policies-via BSC's Board of Governor's webpage](https://www.bluefieldstate.edu/resources/board-governors/policies-via-BSC's-Board-of-Governor's-webpage), and hiring resources available online at [https://www.bluefieldstate.edu/resources/human-via BSC's Office of Human Resources webpages](https://www.bluefieldstate.edu/resources/human-via-BSC's-Office-of-Human-Resources-webpages), [resourceshttp://bluefieldstate.edu/documents/forms/mgrtools](http://bluefieldstate.edu/documents/forms/mgrtools), including equal opportunity and non-discrimination information, search guidelines, search committee responsibilities and related procedures. ~~The A BSC s~~ Search ~~c~~Committee ~~r~~Responsibilities ~~f~~Form must be signed by all committee members and returned to the Office of Human Resources prior to the release of the applications to the committee.

- 3.4.3 Search Committee Timeline – The Hiring Supervisor and the search committee Chair are responsible to establish and monitor search process timeframes to

Field Code Changed

expedite the hiring of qualified candidates into vacant positions.

- 3.4.4 Screening Tool and Interviewing Questions - The search committee will develop a screening tool and ~~set of~~ interview questions prior to the release of the applications. These will require approval by the Affirmative Action Officer or designee before applications are released to the committee. The same interview questions will be asked of all interviewees to ensure equal opportunity.
- 3.4.5 Evaluating the Candidates - At least three committee members must be present to evaluate the candidates and make recommendations to the Hiring Supervisor relative to top candidates to invite for interviews. Recommendations of candidates to interview are to be approved by the Hiring Supervisor and the respective Vice President before interviews are scheduled, and are to be communicated in writing to the Office of Human Resources in advance of any interviews to be conducted.

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To promote the principles of diverse representation, all committee members are to be present for all interviews. Phone or video interviews may be used to assist in narrowing the finalists for the position, but may not be substituted for campus interviews during the final stages of a search. It is strongly recommended that a minimum of at least three or more qualified candidates be interviewed for the purpose of narrowing the applicant pool, and that the top two finalists be interviewed on campus. A quorum of at least 51% and at least three voting members of the committee must be present to evaluate, make recommendations, and interview candidates. Once the final candidates have been recommended by the committee and approved by the Hiring Supervisor and respective Vice President, the Chair should schedule on-campus interviews. ~~It is strongly recommended that a minimum of three two qualified candidates be interviewed on campus.~~ If someone is absent from one interview, his/her comments on the other candidates should not be considered when making final recommendations to the Hiring Supervisor. When final interviews conclude, the search committee may recommend one candidate, or provide a summary outlining the strengths and weaknesses of each of the top candidates to the Hiring Supervisor.

Costs involved in the search process, including those during the interview process, are to be approved in advance and covered by the hiring department. This includes travel costs for candidates, if applicable. Positions may be re-advertised prior to interviews if the pool of candidates is insufficient to select three qualified candidates for interviewing.

- 3.4.6 Search Committee Recordkeeping - When the search committee has made their final recommendations for hire to the Hiring Supervisor, all screening tools, emails, and related documents such as notes taken are part of the search and selection file and must be kept for three years from the conclusion of the search. It is each search committee member's responsibility to sign their respective

documents and deliver them to the Chair, who in turn is required to provide all such documents to the Office of Human Resources.

3.5 References and Background Screening - After interviews are conducted and the search committee recommends to the Hiring Supervisor the top candidate(s) to consider for hire, the Hiring Supervisor will send a written request to the Office of Human Resources to begin reference checks and a background screening. References and the background screening, which may include criminal and/or financial background check, are required before a formal offer of employment can be made. Criminal and employment background checks will be conducted as appropriate to the position. The hiring department is responsible for the cost of the background check.

3.6 Hiring

~~3.6.1 Pursuant to WV Code 18B-7-3 (c), a non-probationary, non-exempt classified employee who applies for and meets required minimum qualifications as determined by the Director of Human Resources or designee and the Hiring Supervisor, or other designee of the President, for an internally posted non-exempt classified position within the institution, and who is currently employed at the institution, shall be hired to the posted position. If more than one qualified, non-exempt classified employee applies, the best qualified non-exempt classified employee is awarded the position. In instances where the non-exempt classified employees are equally qualified, the non-exempt classified employee with the greatest amount of continuous seniority in a regular position at Bluefield State College is awarded the position.~~

~~Non-exempt, classified positions cannot be posted for external applicants until the Office of Human Resources has determined that no internal candidates qualify. For purposes of this policy, "external applicants" are defined as any applicant who is not currently employed by BSC in a regular, classified position, and includes temporary, casual, or student employees, employees of the BSC Research & Development Corporation, and BSC current classified employees who are in a probationary period. For purposes of this policy, "internal applicants" are defined as currently employed full-time or part-time regular, non-probationary, non-exempt classified employees of Bluefield State College. Regardless of whether exempt or non-exempt, classified employees who are still serving in their six-month probationary period shall not be considered for a position through an internal search.~~

~~3.6.23.6.1~~ 3.6.1 For all faculty positions, original transcripts are required prior to any offer of employment. For all non-faculty positions requiring a degree, original transcripts will be required if the Office of Human Resources is unable to verify the highest educational degree attained by the successful candidate as a result of the background check.

~~3.6.33.6.2~~ 3.6.2 All hiring decisions must be approved by the President before employment

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is offered. An offer of employment may only be extended after all signatures of approval are obtained on the appropriate form, the reasons for selection and non-selection of all candidates have been properly documented by the Chair and submitted to the Office of Human Resources, along with all notes and relevant documentation taken during the search process. An offer may be made by the President or the President's designee, or a member of the Office of Human Resources.

~~3.6.4~~3.6.3 After a verbal offer has been extended and accepted, a formal written offer and/or contract will be issued by the President. The Office of Human Resources will notify all unsuccessful applicants of the closure of the search.

- 3.7 Unsuccessful Searches - If the applicants referred by the search committee are unsuitable, the Hiring Supervisor may request the committee reconvene to review the applicant pool for additional recommendations of qualified candidates. Should additional applicants be unavailable or unsuitable, the Hiring Supervisor may recommend to the Office of Human Resources that a new search be initiated. When a search is cancelled, all applicants will be notified in writing.
- 3.8 Orientation – For newly hired full-time employees, the Office of Human Resources will conduct a general institutional orientation, the Payroll Office will conduct the benefits orientation, and the Hiring Supervisor is responsible for conducting the departmental orientation including the performance management process.
- 3.9 Resources and Forms – ~~Additional~~ Policy resources may be found on the Bluefield State College Board of Governors website <https://www.bluefieldstate.edu/resources/board-governors/policies-at> <http://bluefieldstate.edu/hrpolicies> and the West Virginia Higher Education Policy Commission website, at <http://www.wvhepe.edu/resources/rules-and-policies> <http://www.wvhepe.com/resources/rules-and-policies/>. Relevant hiring resources and forms pertaining to the hiring process may be found on the BSC Office of Human Resources website, Forms/Documents section at <https://www.bluefieldstate.edu/resources/human-resources> <http://bluefieldstate.edu/hr>.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Revised Policy 9: Staff Development

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors approves Policy 9: Staff Development to be distributed for 30-day comment, and if no substantive comments to be final approval.

Staff Member: Ms. Jonette Aughenbaugh

Background:

This revision is intended to bring the policy into compliance with West Virginia HB 2542 that goes into effect June 12, 2017.

REACH NEW HEIGHTS

219 Rock Street | Bluefield, WV 24701

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**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 9**

TITLE: STAFF DEVELOPMENT

SECTION 1. GENERAL

- 1.1 Scope: This rule requires State College System institutions to establish staff training and development programs.
- 1.2 Repeal of Former Rule -Revises and replaces Series 41 effective July 2, 1990.
- 1.3 Replaces Title 131, Interpretive Rule, Series 41
- 1.4 Effective Date: March 21, 2002; amended _____, 2017.

1.5 BSC Policy Monitor: _____

SECTION 2. PURPOSES OF STAFF TRAINING AND DEVELOPMENT

- 2.1 A basis for the institution's development program should be that each is designed to enhance the professional level and effectiveness of the staff member in his/her assigned duties and to broaden the individual's knowledge and skills for future job assignments, where appropriate. While there are many by- products of training (e.g., increased knowledge and personal satisfaction), the real measure of success must be improved job performance.

SECTION 3. DEFINITION OF STAFF TRAINING AND DEVELOPMENT

- 3.1 The purpose of training and development is to increase professionalism, productivity, and individual and organizational effectiveness. Examples of such activities include, but are not limited to: skills acquisition, job-related skill enhancement, personal and career development, instructional development, and research and scholarship, where appropriate.

SECTION 4. STAFF ELIGIBILITY AND PARTICIPATION

- 4.1 Any person who is a classified or nonclassified employee of Bluefield State College is eligible for staff training and development at the employing institution in accordance with this rule. Participation of eligible personnel is assumed as an inherent part of staff responsibility.

SECTION 5. BOARD OF GOVERNORS: ROLES AND RESPONSIBILITIES

5.1 The board shall:

5.1.1 Require the institution to develop and operate a classified staff training and development program appropriate to the needs and resources of the institution.

5.1.2 Require that the institution support such activities by designating a portion of the funds each year for staff training and development, and report annually to the Board of Governors the status of their staff training and development programs.

SECTION 6. COLLEGE: ROLES AND RESPONSIBILITIES

6.1 The president or his/her designee shall establish a written institutional policy on staff training and development consistent with this rule.

6.2 The president or his/her designee shall establish a functioning staff training and development program. The college may have a separate program for staff training and development, or a professional development program combining staff development with other professional development according to the institutions' needs and resources. If the college provides a combined professional development program, the respective groups representing the participants shall be consulted and involved in creating that program. Any advisory committee at the institution which is representative of affected employees may be used to assist in the initial development of the program and with its on-going administration. Through these programs, the institution shall conduct in-house professional development activities.

6.2.1 Each campus program shall include the following:

6.2.1 .a. A method for identifying training and development needs.

6.2.1. b. A scheduled set of training and development activities, seminars, teleconferences, apprenticeships, on-the-job training, supervisory skill development programs, etc.

6.2.1. c. An annual written report on training and development activities, including a summary of financial resources dedicated to the program that is distributed on the campus and to the Board of Governors.

6.3 The president or his/her designee shall establish appropriate organizational structures, procedures, standards and criteria for the on-going operating and assessment of the staff training and development program.

- 6.4 The president and personnel director have the responsibility to support staff training and development since such administrative support is instrumental to achieving the personal and institutional benefits of such a program.
- 6.5 The college has the responsibility for providing financial and logistical support to operate its staff training and development program.



Bluefield State College

OFFICE OF THE PRESIDENT
(p) 304.327.4030
(f) 304.327.4581

Item: Resolution Authorizing Executive Committee Action

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors authorizes the Executive Committee of the Board to act on its behalf, if necessary, for review and approval of documents required by the Higher Education Policy Commission for consideration of BSC's residence hall project at HEPC's August 11, 2017 meeting.

Staff Member: Dr. Marsha Krotseng

Background:

The USDA is currently reviewing materials required for consideration of a USDA loan that will enable Bluefield State to move forward on the Master Plan residence hall project. The College hopes to receive preliminary USDA approval in the near future with the goal of obtaining Higher Education Policy Commission (HEPC) approval at its August 11, 2017 meeting. The Board of Governors will not meet again before that time. To expedite this process the Board of Governors is asked to approve a resolution authorizing the Board's Executive Committee to act on its behalf to review and approve documents required by HEPC for consideration at its August 11 meeting. Any such action will be brought back to the full Board for ratification at the next meeting.

REACH NEW HEIGHTS

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**Provost Report to the Board of Governors
June 15, 2017– ACADEMICS IN ACTION**

- Continued progress in Blackboard to Moodle transition
- Memorandum of understanding with the state department of education to establish technical education centers for students in health science programs signed June 7, 2017. (see attachment)
- Continuation of dual credit initiatives with Mercer county schools. Met with McDowell county as well as Mercer Christian Academy to explore options for students in those areas to have dual credit through BSC.
- ARTICULATION AGREEMENT Wytheville Community College/Bluefield State College
 - AA&S Specialization in Engineering
- Arts & Sciences curriculum changes

**BOARD OF GOVERNORS
REPORT ON CURRICULUM – June 2017**

SOCIAL SCIENCES	HUMANITIES	NATURAL SCIENCES
<p>Pre – Law Minor to provide students the opportunity to utilize skills acquired from multiple disciplines and apply them towards understanding and promoting the field of law.</p>	<p>Program Modification Adjustment of current program to align curriculum with staffing courses and provide better transition for students.</p>	<p>BIOL 302 – Pathophysiology Required course for Imaging Science/Sonography majors. The course will also serve as an elective for Applied Science students.</p>
<p>African American History Minor To provide students with multiple perspectives and experiences in studying African American life and culture.</p>	<p>English 335 To meet demands of course need and adaptation for curricular choices. Consists of directed extracurricular activities in the language arts.</p>	
<p>PSYC 498 New course to provide a supervised internship in mental health. Graduate schools and employers frequently expect graduates to have this type of experience</p>		

Memorandum of Understanding

Setting forth a process by which the West Virginia Department of Education accredited programs of Health Science Education and Bluefield State College establish a career pathway for students who have completed specific courses in the Health Science Education pathway to receive dual credit in an attempt to eliminate duplication of courses.

Memorandum of Understanding between West Virginia Department of Education (WVDE) and Bluefield State College (BSC)

West Virginia Department of Education, Charleston, WV and Bluefield State College (BSC), agree to offer an articulated program allowing students who have completed specific courses in the Health Science Education pathway and 0711 Foundations of Health Science 0715 Advanced Principles of Health Science and are a completer of a Health Science Education program to transfer credits (8) and waive the requirements for the following BSC courses:

HLTH 100 Allied Health Pre-Readiness	1 credit
HLTH 101 Personal Health and Wellness	2 credits
HLTH 201 Safety and First Aid	2 credits
HLTH Medical Terminology	3 credit

The following general principles guide this agreement:

- This agreement is solely intended for students who have completed courses associated with the Therapeutic Services/Health Occupations Concentration.
- Students must complete and submit a provisional enrollment form from BSC to receive transfer credit. Students must then register for the equivalent transfer course(s) as a fee waiver course at BSC
- Students must maintain a 2.5 cumulative grade point average or 18 composite ACT in order to enroll in BSC.
- This agreement becomes effective on the date set forth on the first page of this document. WVDE and BSC agree to publicize this program. They further agree to monitor the performance of this agreement and to revise it as necessary. The agreement may be terminated by either party for due cause and after adequate notice to the other. Termination of the agreement will not affect any students currently enrolled in a WVDE Health Science Education program and become a completer at the time of termination, and they shall be able to transfer credits pursuant to this agreement.

PURPOSE OF AGREEMENT

This agreement is entered into to serve the instructional needs of WVDE Health Science Education students and graduates. The general purpose of this agreement is to make clear the terms of this articulation agreement.

There are three specific goals under this agreement. First, it is the intent that this articulation agreement will facilitate a smooth transition from WVDE Health Science Education programs to the agreed upon credit award at BSC. WVDE Health Science Education graduates will understand how BSC transfers the credits they earn upon becoming a completer of the Health Science Education programs, as well as the changes in requirements that may permit more flexible scheduling once the student has been admitted to and enrolled at BSC. This agreement provides a systematic plan for students to continue their higher education beyond the certificates from the WVDE Health Science Education programs.

Second, this agreement is a publication of a clear set of understandings and expectations for both institutions and programs. Making our expectations clear to students and between institutions not only contributes to the first goal, but also allows institutions to work collaboratively to meet the needs of the Health Science Education graduates. Like any policy agreement, this articulation agreement will need to be updated, revised and refined as instructional programs are revised.

Third, WVDE Health Science Education encourages graduates to continue their educational pathway for both personal and professional development, as well as career advancement in a technical profession. This articulation agreement facilitates students' successful achievement of credentials in the field.



Bluefield State College

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Board of Governors Report June 16, 2017

Admissions and Enrollment Services

Application Summary Report - June 6, 2017			
	2017	2016	% Over 2016
Inquiries	6670	5007	33.2%
New	5778	3856	49.8%
Transfer & New Readmit	892	1151	-22.5%
	2017	2016	% Over 2016
All Applications	1614	1612	0.1%
New	947	943	0.4%
Transfer & New Readmit	667	669	-0.3%
	2017	2016	% Over 2016
All Accepted	618	539	14.7%
New	359	291	23.4%
Transfer & New Readmit	259	248	4.4%
All Registered	232	0	
New	116		
Transfer & New Readmit	116		
	2017		
Total New FAFSAs Received	1761		
FAFSA - Admission Apps Submitted	820		
FAFSA Submitted Accepted for Admission	122		
	2017		
Total Campus Visitors	210		
CV - Admission Applications Received	131		
CV - Applications Accepted	118		
% of All Students Accepted CV	19.1%		

163 Applications from our Metro Rate Areas

63 Accepted –to-date

First-Year New Students - as of June 6, 2017					
		Campus Visit	Applied	Accepted	Registered
Business		14	116	37	7
	Accountancy	1	9	5	1
	Accounting	2	18	5	1
	Business Administration				
	Management	6	42	12	2
	Marketing	2	18	7	1
	Health Services Management	3	29	8	2
Arts & Science		34	220	87	26
	Applied Science (4 YR)	15	64	37	15
	Criminal Justice Adm	8	85	24	7
	Humanities	3	29	9	1
	Social Science	8	40	17	3
	Undeclared				
	Regents Bachelor of Arts	0	2	0	0
Education		8	75	33	9
	Pre-Early/Middle Education	4	32	14	2
	Pre-Elementary Educ (K-6)	4	43	19	7
Engineering		17	117	48	13
	Architectural Engineering Tech	0	3	2	0
	Civil Engineering Technology	5	26	12	3
	Computer Science	2	36	10	1
	Electrical Engineering Tech	4	22	9	3
	Engineering Management	0	2	1	0
	Mechanical Engineering Tech	6	28	14	6
SNAH		63	419	154	68
	Imaging Science	1	6	3	2
	Nursing	20	84	20	21
	Nursing (Pre-Nursing)	32	247	101	33
	Nursing-LPN	1	17	0	0
	Pre-Nursing (4 year)				
	Radiologic Tech (Pre-Rad Tech)	9	57	30	12
	Radiologic Technology	0	8	0	0
TOTAL		136	947	359	123
SNAH	% of Total Pool	46.3%	44.2%	42.9%	55.3%
SNAH: App-Acc		36.8%			
Non-SNAH: App-Acc		38.8%			
SNAH: App CV %		15.0%			
Non-SNAH: App CV %		13.8%			

<i>All New Students (excludes continuing) - as of June 6, 2017</i>					
		Campus Visit	Applied	Accepted	Registered
Business		19	172	58	16
	Accountancy	1	10	5	1
	Accounting	3	28	9	2
	Business Administration	0	2	1	1
	Management	8	65	21	7
	Marketing	4	28	10	3
	Health Services Management	3	39	12	2
Arts & Science		39	307	127	38
	Applied Science (4 YR)	15	76	42	16
	Criminal Justice Admin	10	102	30	9
	Humanities	5	42	16	2
	Social Science	9	63	26	6
	Undeclared				
	Regents Bachelor of Arts	0	24	13	5
Education		8	107	41	13
	Pre-Early/Middle Education	4	47	20	4
	Pre-Elementary Education (K-6)	4	60	21	9
Engineering		21	156	67	18
	Architectural Engineering Tech	0	3	2	0
	Civil Engineering Technology	7	36	17	4
	Computer Science	3	42	12	1
	Electrical Engineering Tech	4	36	15	5
	Engineering Management	0	7	6	2
	Mechanical Engineering Tech	7	32	15	6
SNAH		75	872	325	180
	Imaging Science	3	40	17	6
	Nursing	24	248	64	86
	Nursing-BSN	0	53	46	24
	Nursing (Pre-Nursing)	36	378	147	45
	Nursing-LPN	1	51	5	3
	Pre-Nursing (4 year)	0	1	1	0
	Radiologic Tech (Pre-Rad Tech)	10	86	41	16
	Radiologic Technology	1	15	4	0
TOTAL		162	1614	618	265
SNAH	% of Total Pool	46.3%	54.0%	52.6%	67.9%
SNAH: App-Acc		37.3%			
Non-SNAH: App-Acc		39.5%			
SNAH: App CV %		8.6%			
Non-SNAH: App CV %		11.7%			

DIVISION HIGHLIGHTS

Office of the Vice President for Student Affairs and Enrollment Management

Dr. Jo-Ann Robinson, VP established the Robinson Study Abroad Scholarship to support BSC student participation in study abroad activities. Ms. Jelena Jevtic, SGA President was the first recipient of the award. She received a \$250.00 award and is studying in Prague this summer.

Dr. Robinson participated in the Milwaukee Education Partnership conference in Milwaukee, Wisconsin. The Milwaukee Education Partnership seeks to improve graduation rates, student learning, and access to higher education for Milwaukee residents. To accomplish this goal, they have formed partnerships with HBCU's. Dr. Robinson has agreed to co-chair the Faculty Collaboration between HBCU's and Milwaukee Institutions Sub-Committee. The sub committee met to establish goals and have had a follow up call to explore strategies to develop collaborative research projects, faculty exchange, and an exchange of ideas for teaching multicultural concepts. A summer meeting is planned to continue discussion and planning. BSC is exploring a Memorandum of Understanding with Milwaukee Area Technical College (MATC). Attachment #1 and #2 provides an overview of MATC and Attachment #3 provides an overview of existing HBCU partnerships.

Dr. Robinson was selected to serve on the Women in Search of Empowerment (WISE) Board of Directors, she will serve as a liaison between WISE and Bluefield State College. WISE provides support services for women whose lives have been impacted by domestic violence, drug or alcohol addiction. WISE and Bluefield State will partner in the development of a Rotaract organization on campus.

Student Affairs and Enrollment Management implemented a Leadership Scholarship Program for Fall 2017. All new freshman were invited to complete an essay and interview in competition for additional scholarship resources beyond the BOG tuition waiver. The Leadership Scholarship Program awarded \$1,000 scholarships to ten incoming freshmen.

Student Affairs and Enrollment Management partnered with the City of Bluefield by sponsoring a breakfast for the Municipal League. Bluefield State is working to expand our presence in the local community. Dr. Krotseng, Mark Warner, Dr. Robinson and representatives from Student Affairs and Enrollment Management met city officials and mayors from across the state. They were able to share information about Bluefield State and welcome them to our city.

Student Affairs and Enrollment Management is hosting KIDZ KOLLEGE June 12-16, 2017. The week long camp for 3rd – 5th graders will provide fun interactive sessions on science and language arts. Students will learn the basics of game art and design, sign language and also participate in recreational activities. The camp is a campus wide collaboration to promote BSC to the next generation while providing a service to the community.

Alumni Association

Alumni Affairs in collaboration with Emerging Leaders and Diversity, Equity, and Inclusion co-sponsored a cultural trip to Washington, DC. Participants included BSC Emerging Leaders and Alumni Scholars. They visited the National Museum for African-American Cultural and History, Armed Forces History Museum for Women at Arlington, and the gravesite of President John F. Kennedy. In addition, they viewed the changing of the guard at the Tomb of the Unknown Soldier.

Alumni Affairs is expanding their presence on social media.

Posting on Facebook—	Total page views up 500%
Page Likes 5 / 115 following	Likes up 100%
Reached 1,777	People connections up 7304%
Post Engagements 289	Post up 14350%
Videos 78	Views up 7700 %

The National Alumni Association hosted their annual meeting in May. Dr. Krotseng, Betty Carroll, and Dr. Robinson, provided various updates. Dr. Robinson provided an update on recruitment and retention activities. Six fifty year graduates attended the Annual 50 year grad reunion and luncheon. Dr. Howard Wade served as the keynote speaker.

BSC Cares

The BSC Cares Suicide Prevention Grant received a \$10,000 grant to bring the American Foundation for Suicide Prevention Interactive Screening Program and support services to BSC. The goal of ISP is to help counseling centers reach students proactively before a crisis emerges. BSC Cares is working on a Memorandum of Understanding with the Southern Highlands Community Mental Health Center and a Letter of Intent between Bluefield State and the Bluefield Regional Medical Center.

Education Opportunity Center

The Education Outreach Counselors met with the following agencies and community partners: Monroe County, Greenbrier County Adult Basic Education and Workforce West Virginia agencies; Beckley and Nicholas Counties Acceptance and Commitment Therapy (ACT), Department of Rehabilitation and Day Report Centers (DRC). Counselors shared academic promotional materials at the Rupert Public Library and Strategic Planning in Occupational Knowledge for Employment and Success (SPOKES) Programs. Additionally Counselors traveled to Wyoming and McDowell Counties Regional Education Services Agency (RESA 1).

Health Center

The Health Center reviewed the immunization records of all currently enrolled students at Bluefield State College. The Health Center also evaluated existing services, national best practices, immunization policies at other institutions and has proposed BSC policy revisions.

MATC FAST FACTS

Data from 2015-16 academic year (unless noted)

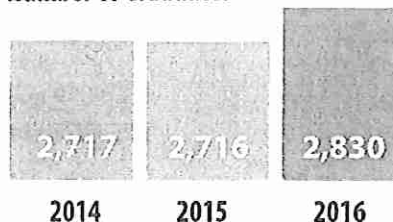
Milwaukee Area Technical College serves more than 1.04 million residents in Milwaukee County, southern portion of Ozaukee County and small sections of Washington and Waukesha counties. For more than 100 years MATC has provided hands-on, practical education that prepares students for rewarding careers in business, industry, health, and service occupations. Every academic program is served by volunteer Advisory Committee members who help forecast emerging industry trends to ensure that the college is providing well-educated and career-ready graduates. Our Workforce Solutions partners with local businesses in a wide variety of sectors to provide incumbent worker training.

Mission - As a public, two-year comprehensive technical college, MATC offers exceptional educational and training opportunities and services to our diverse metropolitan area by engaging with partners to advance the quality of life for our students and community.

Vision - MATC is the premier comprehensive technical college that provides excellence in education to enrich, empower and transform lives.

Values - Student Success - Accountability - Collaboration - Customer Focus - Diversity - Excellence - Innovation - Integrity

Number of Graduates



Average Graduate Annual Earnings Six months after graduation



89% of MATC graduates are employed or furthering their education within six months of graduation.

88% of MATC graduates work in the Greater Milwaukee area.
 (Based on December 2014 and May 2015 graduates' responses to Wisconsin Technical College System survey)

MATC PROMISE

The MATC Promise program was launched in September 2015 and provides free tuition and fees for eligible students who enroll at MATC directly after graduating from high school. In its first year, 3,142 students applied for the program and 1,194 applicants enrolled at MATC in the Fall 2016 semester. The program is funded by the MATC Foundation and \$1,075,000 was raised through November 1, 2016. matc.edu/promise

MILWAUKEE AREA Technical College *Foundation

Investing in Student Success

MATC Foundation Support - The MATC Foundation's net assets, which support scholarships, Milwaukee PBS and other MATC programs, increased by 3.5% to \$13 million in 2015-16. The Foundation awarded \$394,207 in scholarships and emergency assistance to more than 500 students. matc.edu/foundation



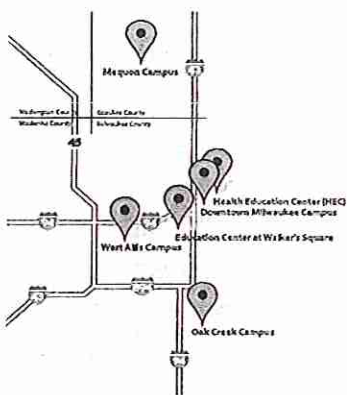
MILWAUKEE
 PBS

A Viewer Supported Service of MILWAUKEE AREA Technical College

Milwaukee PBS - A Community Resource - The MATC District Board is the license holder for Milwaukee PBS, WMVS and WMVT, and digital channels 10.1 - 10.4 and 36.1 - 36.6. The stations feature eight weekly local series and numerous specials and mini-series throughout the year, in addition to non-commercial education and entertainment programs.

The stations:

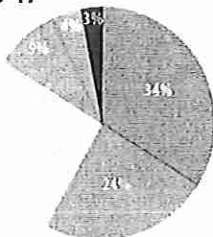
- Are watched by more than 618,500 viewers each week
- Reach as far south as northern Illinois, west into Jefferson County and north into Sheboygan and Fond du Lac counties
- Serve as the hands-on training facility for MATC students in the Television and Video Production associate degree program
- WMVS has been on the air since 1957, WMVT since 1963



- Downtown Milwaukee Campus**
700 West State Street
- Mequon Campus**
5555 West Highland Road
- Oak Creek Campus**
6665 South Howell Avenue
- West Allis Campus**
1200 South 71st Street
- Health Education Center (HEC) Downtown Milwaukee Campus**
1311 North Sixth Street, Milwaukee
- MATC Education Center at Walker's Square**
816 West National Avenue, Milwaukee

Major Funding Sources for Operations 2016-17

- 34% State Property Tax Relief Aid
- 26% Local Property Tax Levy
- 24% Student Tuition/Fees
- 9% State Aid
- 4% Federal Aid and Grants
- 3% Institutional



Fiscal Year 2016-17 Operating Budget - \$178 Million

The college maintains a Aa2 bond rating from Moody's Investor Services.

Annual Contributions to the Local Economy

\$1.7 billion (2012-13) - This is the added annual income due to the activities of MATC alumni and former students in the workforce, the college's activities/contributions and student spending.

(Source: Economic Modeling Specialists, Inc., 2014)

MILWAUKEE AREA Technical College Transforming Lives, Industry & Community

MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services. MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. (1/17)



MATC FAST FACTS

Data from 2015-16 academic year (unless noted)

Student Enrollment

36,935

Enrollment

10,634

Full-Time Equivalents (FTEs)

90% - Students enrolled on a part-time basis (enrolled in less than 24 credits/year)

Student Demographics

30

AVERAGE AGE

54%

FEMALE

46%

MALE

Student Diversity

(Based on student self-reporting/self-identification)

White	43%
African-American	30%
Hispanic	18%
Asian-American	7%
Multiracial	2%
American Indian	1%

MATC is Wisconsin's largest majority-minority college/university.

Where Our Students Live

82% - Milwaukee County
12% - Ozaukee, Racine, Washington, Waukesha Counties
6% - Other

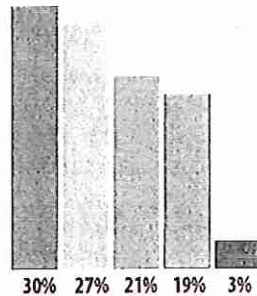
Reasons for Attending MATC

32% - Prepare for a job
26% - Career change
17% - Prepare for further education
15% - Improve existing skills
8% - Personal interest

(Based on December 2014 and May 2015 graduates' responses to Wisconsin Technical College System survey)

Enrollment by Academic School

Associate degree/technical diploma program students



Business	30%
Health Sciences	27%
Liberal Arts and Sciences	21%
Technology and Applied Sciences	19%
Media and Creative Arts	3%

MATC also enrolled more than 14,000 students in the School of Pre-College Education, which includes Basic Skills, GED/HSED, Adult High School and English as a Second Language (ESL).

Cost of College (Fall 2016 semester; tuition only)



- **MATC: \$1,777** (12 credits/one semester, associate degree or technical diploma program study)
- **MATC: \$2,329** (12 credits/one semester, four-year college transfer classes)
- **UW SYSTEM: \$4,190** (12 credits/one semester, average)
- **AREA PRIVATE FOUR-YEAR COLLEGES/UNIVERSITIES: \$15,360** (12 credits/one semester, average)

Financial Aid - 11,564 students received financial aid, totaling \$66.3 million (includes grants, loans, scholarships and work-study employment). 60% of program students receive financial aid.

Grants - MATC earned 31 grants worth \$4.7 million for academic and student service initiatives. The funding came from federal, state, local and miscellaneous funding sources, as well as through partnerships with multiple organizations.

Academic Programs Offered

82 Associate Degree programs
Two years of full-time study

80 Technical Diploma programs
One year of full-time study

38 Certificate programs
One semester of full-time study

24 Apprenticeship programs
Five years of job training and classroom study

Included in the above:

25 Online programs

Nine associate degrees, 11 technical diplomas and five certificates are offered entirely online and hundreds of online courses are available in many programs.

7 Accelerated programs

Seven associate degree programs are structured for minimal commitment of in-class/on-campus time, giving students the flexibility for jobs, families and other responsibilities.

7 Bilingual programs

One associate degree, three technical diplomas, one certificate, two apprenticeship programs and numerous courses are offered in Spanish.

(The length of study applies to majority of programs in the category.)

For a complete list of programs, visit matc.edu/academic_programs/masterlist.cfm

Partnerships With Community-Based Organizations

MATC works with more than 30 Community-Based Organizations (neighborhood centers) to provide Basic Skills and literacy services to students that lead to earning a General Educational Development (GED) certificate and High School Equivalency Diploma (HSED) in English and Spanish. The college also offers academic skills preparation that helps students transition into college programs, computer skills training, and English as a Second Language instruction for English language learners.

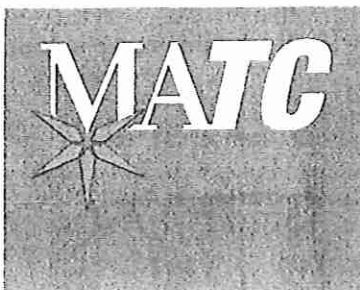
MATC Employees

The college's students are served by:
1,248 full-time faculty and staff, and
416 part-time faculty and staff
(Part-time employees expressed in full-time equivalents.)

MATC Has Received the Following National Designations:

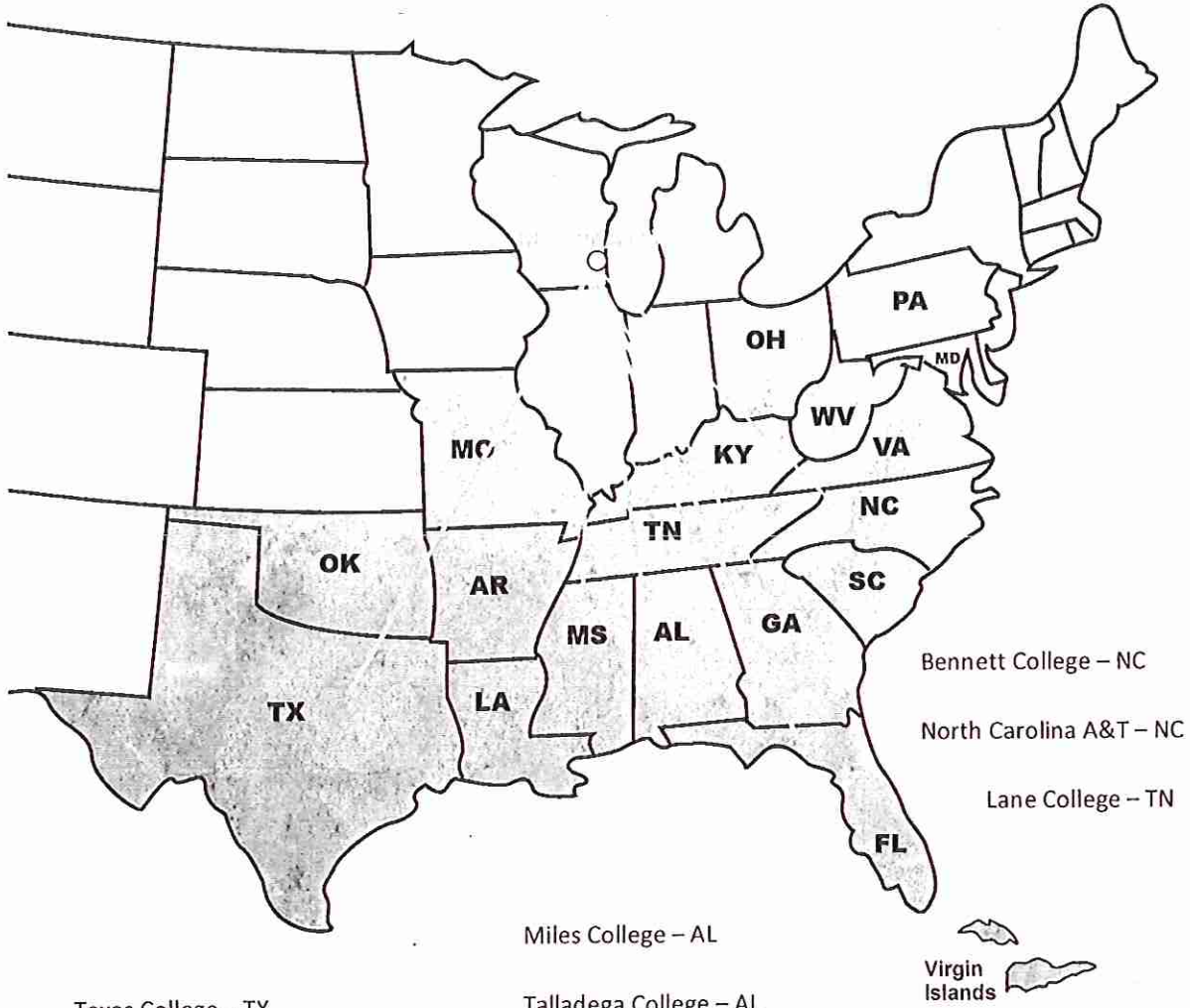


Vicki J. Martin, Ph.D., President
matc.edu, 414-297-MATC
Wisconsin Relay System 711



Existing Four-Year MATC Transfer Partners

As of April 2014, the following are the HBCU institutions that Milwaukee Area Technical College (MATC) recognizes as four-year transfer partners:



Texas College – TX

Rust College – MS

Jackson State University - MS

Miles College – AL

Talladega College – AL

Paine College – GA

Florida A&M University -FL

Bennett College – NC
North Carolina A&T – NC
Lane College – TN
Virgin Islands