



Bluefield State
C O L L E G E

BOARD OF GOVERNORS

August 16, 2018

Conley Hall, Room 201, Boyd Conference Room

Meeting @ 6:30 p.m.

**BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
August 16, 2018**

Conley Hall, Room 201, Boyd Conference Room

AGENDA

- | | |
|---|-----------------------|
| 1. Welcome and Call to Order – Chairman Garry Moore | 6:30 p.m. |
| 2. Public Comment Period | 6:30 p.m. – 7:00 p.m. |
| 3. Recognition of BSC Robotics Team | 7:00 p.m. – 7:05 p.m. |
| 4. Recognition of BSC Men’s Tennis Team | 7:05 p.m. – 7:10 p.m. |
| 5. Oath of Office for New Board Member(s) | 7:10 p.m. – 7:15 p.m. |
| 6. Chair’s Remarks – Chairman Garry Moore | 7:15 p.m. – 7:25 p.m. |
| 7. President’s Report – Dr. Marsha Krotseng | 7:25 p.m. – 7:35 p.m. |

College Focus

- | | |
|---|-----------------------|
| 8. Enrollment Management/Student Success Plan – Dr. Jo-Ann Robinson | 7:35 p.m. – 7:45 p.m. |
| 9. Report on Delivery of Online Programs – Dr. Ted Lewis | 7:45 p.m. – 7:55 p.m. |

Current Operations

- | | |
|---|-----------------------|
| 10. *Approval of Minutes of June 21, 2018 Meeting | 7:55 p.m. – 8:00 p.m. |
| 11. *Approval of Minutes of July 16, 2018 Special Meeting | 8:00 p.m. – 8:05 p.m. |
| 12. Financial Report and Update – Ms. Shelia Johnson | 8:05 p.m. – 8:15 p.m. |
| 13. Review of Board Policy Manual and Bylaws | 8:15 p.m. – 8:25 p.m. |
| 14. *Election of Vice Chair | 8:25 p.m. – 8:35 p.m. |

Strategic Issues: Getting to the Vision

- | | |
|--|-----------------------|
| 15. Athletics Update – Mr. John Lewis | 8:35 p.m. – 8:40 p.m. |
| 16. Academics in Action Update – Dr. Ted Lewis | 8:40 p.m. – 8:45 p.m. |
| 17. Recruitment and Retention Update – Dr. Jo-Ann Robinson | 8:45 p.m. – 8:55 p.m. |
| 18. Adjournment | 8:55 p.m. |

- Next meeting date: October 18, 2018

Provost Report to the Board of Governors

August 16, 2018

ONLINE LEARNING

- **Online Leadership Team** – the College has established an Online Leadership Team to guide the development and support of the college’s online and distance education (see attachment).
 - **Online Program Policies** – using standards adopted by Southern New Hampshire University, and other online providers, the Online Leadership Team is reviewing syllabi requirements for online courses, including attendance, plagiarism, late assignments, assignment submissions, submission incidents, and technology requirements in writing.
 - **Synchronous Learning** – the Online Leadership Team will examine a few different platforms this semester (Skype, Google Hangouts, Adobe Connect, etc.) and make a recommendation for the college based on cost, Learning Management System (LMS) integration, ease of use, and future direction of both traditional and online programs. Another major point of emphasis here is a rollout to educate and train both faculty and students with using the platform.
 - **Training of Faculty** – While the College offers initial and ongoing training for all faculty in Moodle, this training will be extended to offer training in other areas as well. The Online Leadership Team will develop a list of Best Practices for Online Teaching and an online teaching readiness evaluation tool/course to assist adjunct faculty and facilitate expanded usage.
 - **Quality Matters** – There will be a plan to expand Quality Matters (QM) certification for online faculty, as well as exploration of additional courses to undergo QM certification either formally or informally via in-house QM liaisons chosen within the schools. This ties directly into a major need on campus which is to develop high quality, QM certified courses at the freshman and sophomore level which can be handled by a course coordinator to raise the level of online teaching by all adjuncts and ensure program integrity moving forward. This should alleviate faculty workloads and allow easier integration of new faculty while simultaneously reducing costs.
- **Testing and Proctoring** – the College has created an on-campus testing center, and has the majority of the procedures and practices in place including staffing, hours of operation, and website information. This was born out of a discussion with the school deans as a way to uphold the academic integrity of our online course offerings which are primarily filled by students on campus. This center should also serve as a source of revenue for the college as we look to offer testing for non-BSC students in things like the GED, GRE, FE, Pearson, Microsoft Certifications, CompTIA, etc. The College is exploring the requirements for these testing services, and will have the center operating during the semester. Concerning proctoring, we are working to develop a consistent statement for both the website and all syllabi for online courses that requires proctoring. Additionally, the College has performed pilot projects with the big three (ProctorU, RPNOW, and ProctorTrack) and will adopt a final choice in the coming weeks to begin

implementation. The College will establish a fee for online courses which will cover this cost for students.

- **Student Advising** – The College is exploring the feasibility of establishing a single point of contact within each school to handle advising of online students. A single point of contact should be familiar with the programs, course substitutions, course offerings, scheduling, etc., and be proactive with contacting students who receive early alerts. The point of contact could play a significant role in pre-registration and assist in retention. Another piece of development here is to obtain a Student Readiness Evaluation for taking online courses.
- **Other Platforms and Processes Intelligent Learning Platform (ILP)** – The College is exploring the feasibility of installing the Banner Intelligent Learning Platform (ILP) as soon as possible. This will help students gain access to their LMS courses more easily, and be a major help for online students. Although the software has been paid for, the integration is rather significant and costly. The College is also exploring the feasibility of fully automating processes to assist our students in simplifying the administrative side of campus and their education. These processes will be addressed in the 2018-2019 academic year.



Bluefield State College

Online Leadership Team

Bluefield State has created an Online Leadership Team to guide the development and support of the College's online and distance education. The Team's goal is to equip and empower faculty teaching online with the tools and technology to enhance the online environment and further student learning, review and recommend College policies and processes that promote and facilitate online learning and provide students with resources to succeed in an online environment.

In pursuit of this goal, the Team provides support to faculty to help them maintain quality instruction and academic integrity in accordance with program, state and regional accreditation requirements. The Team plans and makes recommendations to the Provost regarding online faculty professional development opportunities, including trends in online classroom research, innovative teaching strategies, and technological advancements to improving student success. Additionally, the Team keeps the President of the College and the Bluefield State Board of Governors informed of the status of the College's online and distance education and how it corresponds with state and regional accreditation requirements.

The Team is chaired by the Director of Digital Learning and consists of faculty from each school as well as college staff from associated departments. Meetings are held monthly and at other times as needed. Team members will rotate every three years on a staggered basis. New Team members are required to go through online certification through an approved certification program.

BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
June 21, 2018
Conley Hall, Room 201, Boyd Conference Room

MINUTES

Members Present: Chairman Robert E. Perkinson, Jr., Vice Chairman Garry Moore, Bob Buzzo, Cathy Deeb, Norris Kantor, Esq., Lois Manns, Dr. Norman Mirsky, Daniel Frost, and Chris Jones.

President's Staff: Dr. Marsha Krotseng, John Spencer, Dr. Angela Lambert, Jonette Aughenbaugh, Dr. Guy Sims, Shelia Johnson, Betty Carroll, Kimberly Gross, Dr. Jo-Ann Robinson (via conference call), and John Lewis (via conference call).

Guests: Michele Noe, Jim Schlimmer, Charles Boothe, Vernon Oakes, Ergie Smith, Dr. Sudhakar Jamkhandi, Carolyn Jamkhandi, Dr. Amanda Matoushek, Audramae Williams, Carolyn Kirby, Darrell Thompson, Shelia Hallman-Warner, Charles Blocker, Tony Palmer, Dr. Ellen Chaffee, Dr. Allen Schexnider, James Palmer, Helena Taylor, Scott Pitt, Dr. Deirdre Guyton, and H.K. Cutlip.

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

Chairman Perkinson called the meeting to order at 6:31 p.m. and welcomed all in attendance. He thanked everyone for coming to the meeting, and for their time and effort to ensure BSC is successful.

Public Comment Period

Mr. Charles Blocker was recognized by Chairman Perkinson to speak during the Public Comment Period. Mr. Blocker indicated that he comes before the Board of Governors to present issues within the sports information department and the BSC website. He commented on the need to focus on customer service.

Oath of Office for New Board Member

Chris Jones was given the Oath of Office and sworn in as a new Board member.

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

Chairman Perkinson stated that BSC has been educating students for 123 years and noted the College's economic impact. It is the largest employer in the community. He thanked people for sharing problems, and the Board will be reviewing them. AGB has been engaged by HEPC to work with the Board, campus and community.

AGB Presentation

Dr. Allen Schexnider, AGB representative, reported that he and Dr. Ellen Chaffee have been in Bluefield a couple of days, and they have listened to the City and the College. Dr. Chaffee stated that they are going to draft a report that will be submitted in about a month. Dr. Chaffee stated that AGB hopes they can be helpful going forward. She stated that they are grateful for the insights and suggestions that they have heard from people. AGB hopes to help the College and the City move forward together in a constructive way.

RNL Enrollment Opportunity Analysis – Dr. Jo-Ann Robinson

Dr. Robinson stated that Craig Engel, RNL representative, will present the results of the enrollment study conducted at BSC. Dr. Robinson reported that BSC had a visit from RNL in 2014, and this was a follow up visit to assess progress and identify additional opportunities.

The RNL firm works with college and universities on enrollment, recruitment, and fundraising. They are recognized as leaders in enrollment management throughout the country. Chairman Perkinson asked Mr. Engel to give the Board an overview, action steps they need to take, and areas to heavily invest in. Mr. Engel reported that what was positive about the assessment was that the institution has not been sitting still for the last four years. From what he saw, several things have really moved forward. There is a master plan, and a marketing and recruitment plan is in place. He stated that BSC is doing better at working the top of the recruitment funnel. Communication is better than it was four years ago. The early alert process is new and working very well for the College. Mr. Engel reported that retention has increased. Mr. Engel stated recommendations included reestablishing the enrollment management committee, further developing the annual marketing and student success plans, figuring out how to recruit adults and online students, and setting goals and creating a plan to get to those goals. Chairman Perkinson requested that Mr. Engel's full report go to the Board. He also requested a report on this topic at the next Board meeting that includes actions steps, progress, and timeline for completion.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng stated that she would come back at the next meeting with plans and action steps as outlined. She expressed congratulations to students on various successes. BSC's Robotics Team is number one in the world.

She also recognized the following: Betty Nash received a grant for the All of Us project, a great program and partnership with the City and Bluefield Regional Medical Center; Faculty Senate has approved new minors in Entrepreneurship and Forensic Investigation; and the HBCU Capital Finance Board will visit BSC in July.

Report on Delivery of Online Programs – Dr. Angela Lambert

Dr. Lambert reported that the Academics in Action items in the Board packet cover this portion of her report. Dr. Lambert provided an update on proctoring, as the Board had requested from the last meeting. Dr. Lambert and

Dr. Bolton visited the proctoring center at Wytheville Community College (WCC). BSC is establishing an area in the PE Building for proctoring, and the College has chosen ProctorTrack as its proctoring tool. Dr. Lambert reported that Dr. Bolton is starting an online faculty handbook and that every faculty member who teaches online will be going through quality matters.

Approval of Minutes of April 19, 2018 Meeting

The first action item was approval of the minutes from the April 19, 2018 meeting. Chairman Perkinson asked if there are any additions or corrections to the minutes. Dr. Mirsky stated that there is one correction. On the bottom of page three, .52% should be .25%.

Vice Chairman Moore made a motion to approve the minutes as corrected from the April 19, 2018 meeting. The motion was seconded by Ms. Manns. The motion to approve the minutes carried with one nay vote, Mr. Frost.

Election of Officers, 2018-2019

Chairman Perkinson stated that under State Code and/or BSC governing policy, the BSC Board of Governors is required to elect officers going forward. Norris Kantor and Robert E. Perkinson, Jr. have completed their Board terms as of July 1, 2018. In discussions with the Chancellor, the Chancellor has advised Mr. Perkinson and Mr. Kantor that they are not relieved until they are replaced by the Governor. Chairman Perkinson stated that this has been established and checked by council. Both he and Mr. Kantor will continue to serve until they are replaced. Mr. Perkinson opened the floor for election nominations.

Dr. Mirsky nominated Robert Perkinson for the office of Chairman. Mr. Perkinson asked if there are other nominations for the office of Chairman. There were none. The motion carried.

The floor was opened for nominations for Vice Chairman. Mr. Buzzo nominated Garry Moore for the office of Vice Chairman. The nomination was seconded by Mr. Kantor. The motion carried.

Approval of 2018-2019 Calendar

Chairman Perkinson stated that the 2018-2019 Calendar is presented in the Board Packet for consideration and approval. Dr. Mirsky made a motion to approve the calendar as presented. The motion was seconded by Vice Chairman Moore. The motion carried.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson stated that as of today BSC has right at \$1.3 million in state accounts. With regard to facilities, Ms. Johnson reported that BSC has bid out the roofing project for Conley Hall and the Library. The bid opening is next week for that. Ms. Johnson stated that this is a prevailing wage project because of Title III funds. With regard to the sidewalk, steps, and handrail repair and replacement, BSC will receive \$850,000 from the state. BSC has signed a contract with a company on the gym floor.

Ms. Johnson reported that BSC has entered into an agreement called the DCTAG program. The District of Columbia will cover the out-of-state portion of

fees for their residents who attend BSC. Ms. Johnson stated that the Board approved pay raises in April. They will be in effect July 7th. Employees will not see them until four weeks because they are in arrears. This is different for faculty.

Academics in Action Update – Dr. Angela Lambert

Dr. Lambert stated that the report is available to the Board in the meeting materials packet, but she wanted to highlight curriculum updates: a minor in Manufacturing Engineering Technology and a minor in Forensic Investigation under Criminal Justice. There are more entrepreneurship courses to support that minor. The SARA application has been approved for the upcoming year. Dr. Lambert stated that she, Dr. Bolton, and Dr. Shannon Bowling met with the Provost at Concord about classes at the Erma Byrd Center. They are doing a pilot program of shared courses. There has been a suggestion to bring the Boards of all three schools together at some point to discuss collaboration.

Recruitment and Retention Update – Dr. Jo-Ann Robinson

Dr. Robinson reported on Kids College, the GEAR UP grant being written in partnership with Concord and New River, and the Milwaukee Education Partnership. Mr. Schlimmer provided an overview of new student orientation.

Department of Athletics Update – Mr. John Lewis

Mr. Lewis stated that Athletics must be in tune with the mission and vision of the institution. They have been working to increase enrollment. In 22 months, goals have been made, set, and accomplished. Athletics is still working to set and accomplish goals. Department enrollment has gone from 83 student athletes to 112 this past fall. Mr. Lewis reported that they will probably have an increase this coming fall. When they have an issue it is addressed. Athletics will hire two new students in the Fall, and they will keep the website updated.

Adjournment

Ms. Manns and Vice Chairman Moore made a motion to adjourn the meeting. The motion was seconded by Mr. Frost. The meeting adjourned at approximately 8:40 p.m.

Respectfully submitted,

Robert E. Perkinson, Jr.

Bluefield State College

Board of Governors Meeting

Monday, July 16, 2018

10:00 am

Carl and Selba Boyd Conference Room

Members Present: Mr. Robert E. Perkinson, Jr., Reverend Garry Moore, Mr. Bob Buzzo (via conference call), Ms. Cathy Deeb (via conference call), Mr. Norris Kantor, Esq. (via conference call), Dr. Norman Mirsky (via conference call), Mr. Daniel Frost (via conference call), Mr. Chris Jones (via conference call)

Members Absent: Ms. Lois Manns

Guests: Please see attached list.

1. **Call to Order – Mr. Robert Perkinson:** Mr. Perkinson called the meeting to order at 10:22 am, and welcomed everyone in attendance. He asked Angela Lambert, who served as BSC's Interim Provost, to introduce our new Provost, Mr. Ted Lewis. Mr. Perkinson proceeded with the agenda.
2. ***Suspension of Policy 27: Immunization Requirements:** Mr. Perkinson stated that this was a single purpose meeting dealing with immunization issues contained in the current Policy 27, titled Immunization Requirements. He pointed out the importance of this issue in regard to recruitment and the safety concerns of the College. It is important to provide a safe environment for our students, faculty, and staff while minimizing barriers to enrollment. Dr. JoAnn Robinson stated that revisions would be made to the process.

A motion was made and seconded (Daniel Frost/Garry Moore) that the Bluefield State College Board of Governors approve that the current version of Policy 27 (effective August 24, 2017) be suspended and replaced by the previous version of Policy 27 (effective November 30, 2003). The motion carried.

3. **Adjournment:** With no further business to discuss, a motion was made and seconded (Garry Moore/Norris Kantor), to adjourn the meeting. The motion carried. The meeting was adjourned at 10:50 am.

Respectfully submitted,



Lala Waters for
Sara Anderson, Secretary

Robert E. Perkinson, Jr.

Board of Governors Meeting

July 16, 2018

SIGN IN SHEET

Jonette Hughenbaugh	
John Spencer	Opala Waters
Carole Thompson	Jo Ann Robinson via phone
Shelia Jargent-Martini	
Vanessa Godfrey	
Susan Shucroft	
Jeri Neel	
Sandy Wynn	
Amanda Matauskell	
Kristen Taylor	
Cherise Sanders Walters	
Jason Brooks	
Rae Hasechise	
Ken Johnson	
John Z.	
Angela Lunt	
	
Shelia Johnson	
Jeri Neel	

Board of Governors
Bluefield State College
Financial and Administrative Affairs Update
For Board Meeting August 16, 2018

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

FINANCIAL

- With the start of the new Fall 2018 semester, Business Office staff have disbursed approximately \$3,000,000 in student financial aid. BSC continues to be under the federal financial aid HCM1 status (along with all state higher education institutions), and receive funds after the disbursement date of the federal aid.
- Staff are busy working toward completion of all data and financial statements for the annual financial audit due September 15, as well as completing data requests/questions for Single Audit currently taking place.
- Salary increases of \$2,160 for faculty/non-classified, and on average of \$2,160 for classified have been processed. Non-classified and classified received the increase in pay check on August 3 (excluding those waiting to complete 6 month probationary period), and faculty will receive in their first pay after returning to fall semester on August 31.

FACILITIES

- Ned E. Shott PE Building/Gym floor replacement is well under way, expected completion is middle of September. Also included in project is some areas repainted, wall mats replaced and bleachers repaired. Total estimated costs is \$225,000, funded by Title III federal grant.
- Brown-Gilbert Basic Science Building Auditorium stage floor to be replaced, estimated costs \$20,000 and completion date fall 2018, funded from Title III federal grant.
- Bids for roof replacements for Conley Hall and Hardway Library have been received and is currently being downsized (most of masonry work being excluded). Award in process to vendor, approximately \$800,000 funded from Title III federal grant.
- Bid received for sidewalk/steps/handrail replacement and is currently being evaluated. Funds available for this project are from the East bond project

which the Higher Education Policy Commission redid the bonds, therefore saving funds and reallocating these savings to be available for projects such as this.

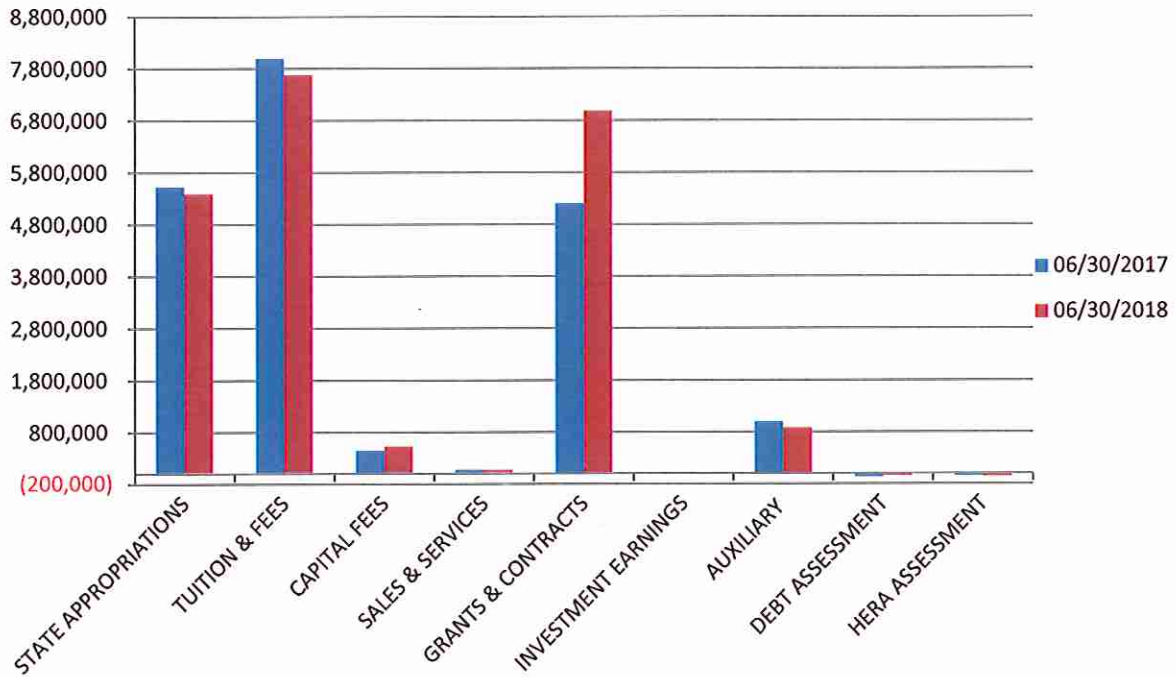
BOOKSTORE

- Bookstore personnel are very excited to be requested to participate in more community events such as the Bluefield/Graham football game. Currently working on details of this service such as accepting debit/credit cards at off campus locations.

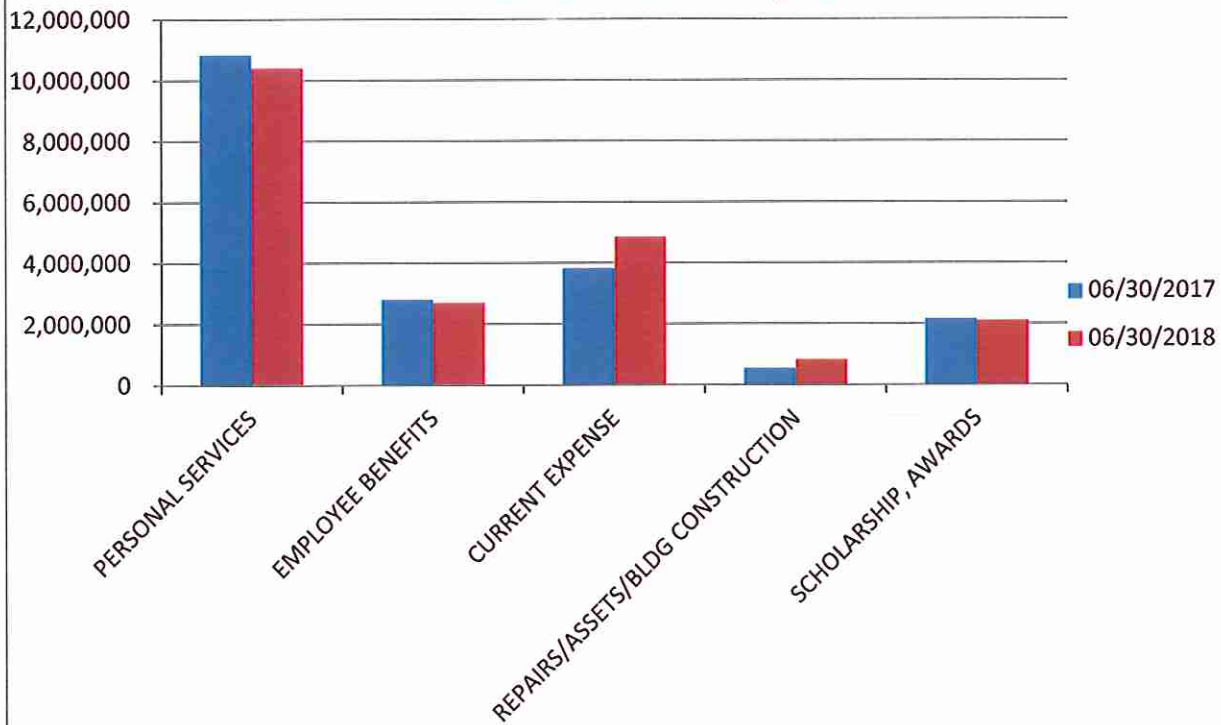
SAFETY

- With the continued concern across the nation related to active shooters, an email was sent to the campus community reminding them of viewing the previously publicized Homeland Security video "Run, Hide, Fight". This video can be accessed via BSC's website at:
<https://www.bluefieldstate.edu/resources/public-safety/publicsafetyresources/run-hide-fight-video>
- The Director of Public Safety will be visiting offices and departmental meetings to discuss strategies for mitigating any possible safety issues.

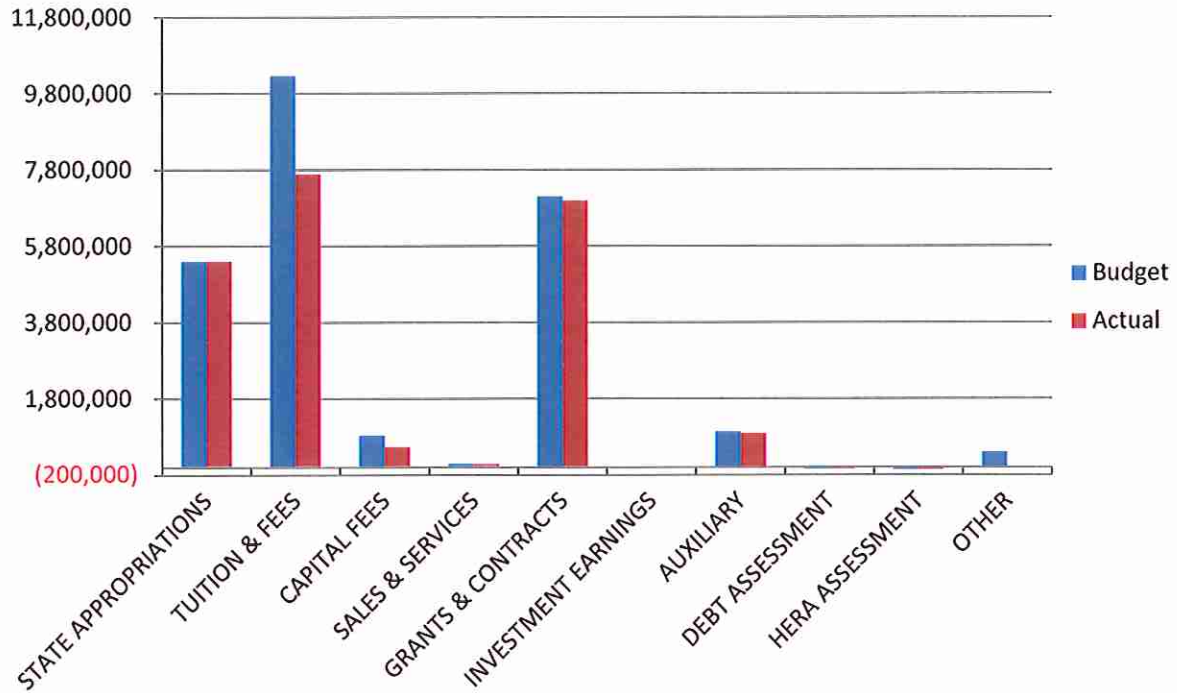
Bluefield State College
Actual vs Actual
June 2017 vs June 2018 Revenue



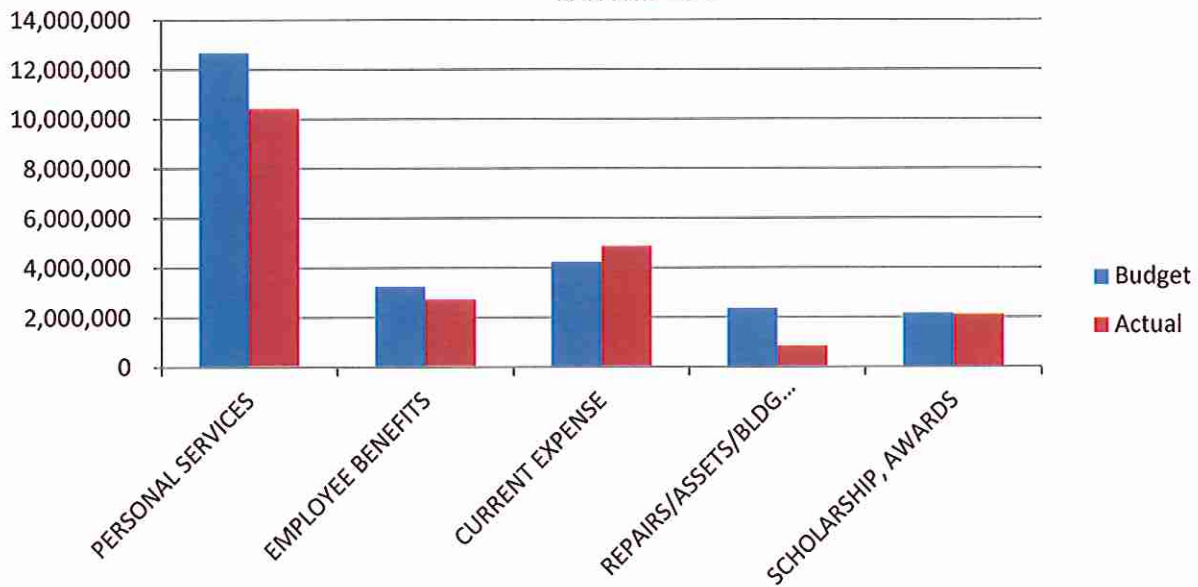
Bluefield State College
Actual vs Actual
June 2017 vs June 2018 Expenditures



Bluefield State College
2018 Budget vs Actual Revenue
as of June 2018



Bluefield State College
2018 Budget vs Actual Expenditures
as of June 2018



BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 FISCAL YEAR 18, AS OF
 JUNE 30, 2018
 CASH BASIS*

UPDATED 08/11/2018

DESCRIPTION	BUDGETED 2018 FY	% OF BUDGETED	ACTUAL 06/30/2018	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/17			716,529		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,379,199	21.64%	5,379,199	25.18%	100.00%
TUITION & FEES	10,253,163	41.25%	7,665,533	35.88%	74.76%
CAPITAL FEES	825,000	3.32%	512,418	2.40%	62.11%
SALES & SERVICES	85,000	0.34%	67,613	0.32%	79.54%
GRANTS & CONTRACTS	7,090,991	28.53%	6,973,758	32.64%	98.35%
INVESTMENT EARNINGS	2,000	0.01%	42	0.00%	2.10%
AUXILIARY	930,000	3.74%	872,583	4.08%	93.83%
DEBT ASSESSMENT	(46,545)	-0.19%	(46,545)	-0.22%	100.00%
HERA ASSESSMENT	(61,334)	-0.25%	(61,334)	-0.29%	100.00%
OTHER	400,000				
TOTAL REVENUES	24,857,474	100.00%	21,363,267	100.00%	85.94%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES	12,647,912 *	51.34%	10,383,100	49.82%	82.09%
EMPLOYEE BENEFITS	3,236,134	13.14%	2,683,880	12.88%	82.93%
CURRENT EXPENSE	4,227,536	17.16%	4,834,600	23.20%	114.36%
REPAIRS/ASSETS/BLDG CONSTRUCTION	2,359,554	9.58%	823,944	3.95%	34.92%
SCHOLARSHIP, AWARDS	2,164,000	8.78%	2,110,600	10.13%	97.53%
TOTAL EXPENDITURES	24,635,136	100.00%	20,836,124	100.00%	84.58%
ENDING CASH AND IN TRANSIT 06/30/2018			1,243,672		
LESS: ENCUMBRANCES			** (813,738)		
Balance (Cash Less Encumbrances)			429,934		

*Fees and personal services inflated by \$1.8 million+ due to personal services vacancies held.

**Encumbrances in the amount \$522,466.00 To be paid by ACH Engineering Grant

BLUEFIELD STATE COLLEGE
BUDGET VS ACTUAL (STATE ACCOUNTS)
COMPARISON OF JUNE 30, 2017 AND JUNE 30, 2018
CASH BASIS*

UPDATED 08/10/2018

DESCRIPTION	ACTUAL 06/30/2017	ACTUAL 06/30/2018	DIFFERENCE	% OF DIFFERENCE
BEGINNING BALANCE 07/01/2017-2018	819,795	716,529	(103,266)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	5,524,125	5,379,199	(144,926)	-2.62%
TUITION & FEES	7,993,921	7,665,533	(328,388)	-4.11%
CAPITAL FEES	438,723	512,418	73,695	16.80%
SALES & SERVICES	72,053	67,613	(4,440)	-6.16%
GRANTS & CONTRACTS	5,199,470	6,973,758	1,774,288	34.12%
INVESTMENT EARNINGS	1,500	42	(1,458)	-97.20%
AUXILIARY	994,104	872,583	(121,521)	-12.22%
DEBT ASSESSMENT	(69,802)	(46,545)	23,257	-33.32%
HERA ASSESSMENT	(46,611)	(61,334)	(14,723)	31.59%
TOTAL REVENUES	20,107,483	21,363,267	1,255,784	6.25%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	10,827,539	10,383,100	(444,439)	-4.10%
EMPLOYEE BENEFITS	2,806,755	2,683,880	(122,875)	-4.38%
CURRENT EXPENSE	3,831,626	4,834,600	1,002,974	26.18%
REPAIRS/ASSETS/BLDG CONSTRUCTION	559,298	823,944	264,646	47.32%
SCHOLARSHIP, AWARDS	2,185,531	2,110,600	(74,931)	-3.43%
TOTAL EXPENDITURES	20,210,749	20,836,124	625,375	3.09%
ENDING CASH AND IN TRANSIT 06/30/2017 - 2018	716,529	1,243,672	527,143	
LESS: ENCUMBRANCES	(158,112) **	(813,738)	(655,626)	
Balance (Cash Less Encumbrances)	558,417	429,934	(128,483)	

*Excludes Clearing Account

**Encumbrances \$522,466.00 to be paid from AHE Engineering Grant

BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
JUNE 30, 2018

UPDATED 08/01/2018

PO #	NAME	TOTAL FUND
BSC406	THOMPSON & LITTON OF WV INC	(145,240.00)
BSC407	THOMPSON & LITTON OF WV INC	(834.11)
BSC408	ORACLE ELEVATOR CO	(19,194.00)
BSC421	RM HUFFMAN COMPANY	(166,860.00)
BSC422	RM HUFFMAN COMPANY	(8,004.00)
BSC416	* MAZAK CORPORATION	(285,500.00)
BSC420	* ABB INC	(188,106.00)
PR190001	* DOMINION AIR & MACHINERY	(48,860.00)
GRAND TOTAL ENCUMBRANCES		<u>(813,738.11)</u>

* ENCUMBRANCES IN THE AMOUNT OF \$522,466.00 PAID FROM AHE ENGINEERING GRANT

BLUEFIELD STATE COLLEGE
 FEDERAL FINANCIAL AID BALANCES
 FISCAL YEAR 2018
 AS OF JUNE 30, 2018

UPDATED 08/10/2018

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 06/30/2018
BEGINNING CASH 07/01/17	2,992.53	2,985.43	0.82	5,978.78
<u>ADDITIONS:</u>				
REVENUE	3,669,071.86	5,785,005.42	59,352.00	9,513,429.28
TOTAL REVENUES	3,669,071.86	5,785,005.42	59,352.00	9,513,429.28
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	3,801,358.78	5,912,419.50	58,620.00	9,772,398.28
Redeposits	(119,373.10)	(112,879.00)	(2,000.00)	(234,252.10)
Recoveries	(10,745.00)	(39,886.00)		(50,631.00)
TOTAL EXPENDITURES	3,671,240.68	5,759,654.50	56,620.00	9,487,515.18
ENDING CASH 06/30/2018	823.71	28,336.35	2,732.82	31,892.88
2017FY TOTALS				
TOTAL EXPENDITURES	4,374,706.00	8,103,731.00	53,701.00	12,532,138.00
% OF FINANCIAL AID 2018FY COMPARED TO 2017FY	83.92%	71.07%	105.44%	75.71%



BLUEFIELD STATE

**Bluefield State College
Department of Athletics
Board of Governors Report**

2017-18 Accomplishments:

- The Athletic Department has entered into a five-year partnership with BSN Sports to make Nike the official apparel provider for the college's ten intercollegiate sports teams.
- The BSC Athletic Hall of Fame in the Ned Shott Building was renovated and a Ribbon Cutting Ceremony was held on Friday, May 11, 2018.
- The Ned Shott P.E. Building gym floor is being totally replaced for the first time in the building's history.

Department Goals:

- Continue to increase enrollment (by increasing scholarships and new recruits). Fall 2016 (83) student-athletes, Fall 2017 (112) 37% student-athlete.
- This Fall 2018 anticipating approximately 145 (30%) student-athletes' enrollment at Bluefield State College.
- The department of athletics' scholarships were increased by 1% over Fall 2017.
- The new prospective student-athletes are from West Virginia and the surrounding states.

Athletics Upcoming Events:

- Thursday, August 16, 2018 Welcome Back Event @ 5:30pm.
- Saturday, August 18, 2018 Bluefield State at the Ball Park @ 7:05pm
- Wednesday, August 22, 2018 Welcome Back Camp Event @ 11:30am
- Saturday, August 25, 2018 Lemonade Parade Event @ 9:30am
- Friday, September 21, 2018 Volleyball Match vs. Concord @ 6:00pm
- Saturday, September 29, 2018 Hall of Fame Ceremony @ 1pm

Topics that the athletics will address:

- The department is focusing on better communication among coaches and support staff.
- The Athletic Department will keep the athletic website updated with the latest news from the athletics department. Athletics game stats per sport and new stories will be posted in a timely matter.
- The Athletic Department short-term plan is to hire (2) student workers to generate stories from the sport content provided by the Sports Information Director. I will assign another part-time staff access to the website to post more stories in a timely fashion.

John D. Lewis
Director of Athletics

Provost Report to the Board of Governors
August 16, 2018

ACADEMICS IN ACTION

- Bluefield State is proud to introduce seven new faculty and staff members to academic affairs:
 - Ms. Diana Belcher – Business
 - Dr. Mayra Bonet – Foreign Language
 - Dr. Debjani Chakrabarti – Sociology
 - Dr. Sean Connolly – Humanities
 - Dr. Ted Lewis – Provost
 - Dr. Ping Lu – Physics
 - Mr. Timothy McKenzie - Research and Sponsored Programs (RASP)

- The College held a very successful Fall 18 Faculty Institute that included presenters, Dr. Donna Seagle and Julius Dodds, from Chattanooga State Community College who led our faculty in a robust conversation about proactive advising of students.

- Dr. Sean Connolly and Dr. James Walters just returned from participating in the third annual Project Passport International Faculty Development Seminar (IFDS) in Santo Domingo, Dominican Republic. IFDS is a week-long program that brings together exemplary faculty from Minority Serving Institutions (MSIs) across the country and provides them with tools they can use to expand the role of international exchange on their college campuses (see attachment).

- The Student Government Association (SGA) has established a Food Pantry on campus to address student hunger.

- The College has created a new Entrepreneurship major in the W. Paul Cole, Jr. School of Business and hired a visiting professor to teach these courses.

- The College continues to automate student processes:
 - Electronic transcripts (E-transcripts) are now fully operational.
 - An automated graduation application is in trial phase and will be fully automated in time for our students to file for graduation in the spring.

- The College is sending a team of eight faculty and administrators to participate in *Complete College America's* "Pathways Momentum Year" on September 5 and 6 in Charleston. The Pathway Momentum Year is designed to provide early support and guidance that empower decision making, including the use of interest assessments and labor-market data.

Third Annual Project Passport International Faculty Development Seminar Kicks Off in the Dominican Republic

August 6, 2018

This week, the third annual Project Passport International Faculty Development Seminar (IFDS) begins in Santo Domingo, Dominican Republic. IFDS is a week-long program that brings together exemplary faculty from Minority Serving Institutions (MSIs) across the country and provides them with tools they can use to expand the role of international exchange on their college campuses. It is one of several initiatives of Project Passport, a partnership between CIEE and the Penn Center for Minority Serving Institutions (CMSI), established to increase access to study abroad opportunities by facilitating dialogue about the value of international education at all levels of MSIs, including presidents, faculty, and students.

“IFDS provides faculty with the skills they need to develop programs centering on a global perspective, and it encourages collaboration among MSI faculty to better advocate for the significance of student study abroad opportunities at their institutions,” said Paola ‘Lola’ Esmieu, Associate Director of Programs at the Penn Center for Minority Serving Institutions.

“Faculty are essential if institutions are to achieve their goal to increase study abroad opportunities,” said Keshia Abraham, Director of Strategic Initiatives at CIEE. “They are important advocates for increased intercultural programming for students, and they must take the initiative to lead innovative study abroad experiences.”

In Santo Domingo, faculty will partake in sessions that will explore productive methods to successfully develop a faculty-led study abroad program. With various hands-on sessions on addressing recruitment, funding, and crisis management, the seminar hopes to prepare faculty for all of the elements associated with establishing a study abroad program on their home campuses.

Each IFDS participant was nominated by the president of their institution based on their exemplary leadership, research, and teaching.

This year’s participants include:

- Akilah Francique, Prairie View A&M University
- April Stull, University of Maryland, Eastern Shore
- Crystal Hudson, Clark Atlanta University
- Ejim Sule, Prairie View A&M University
- George Norma, Cheyney University of Pennsylvania
- Glen Philbrick, Sitting Bull College
- **James Walters, Bluefield State College**
- Jennine Krueger, Huston-Tillotson University
- Lombuso Khoza, University of Maryland, Eastern Shore
- Marlissa Phillips, Clark Atlanta University
- Michael Merrill, Saint Edward’s University
- Nishaun Battle, Virginia State University
- Renee Froelich, Sitting Bull College
- Sarina Phillips, Prairie View A&M University
- **Sean Connolly, Bluefield State College**
- Shameka Reed, Jackson State University
- Sherry Harper, Prairie View A&M University
- Yen Dang, University of Maryland, Eastern Shore

- Yun Lee, Virginia State University

Facilitators for IFDS include Melissa Sandoval and Ryan Bowen, CIEE Portland, ME; Julio González-Ruiz, Spelman College, Atlanta, GA; and Paola ‘Lola’ Esmieu, Penn Center for Minority Serving Institutions, Philadelphia, PA.

About the Penn Center for Minority Serving Institutions

The Penn Center for Minority Serving Institutions (CMSI) brings together researchers and practitioners from the nation's Minority Serving Institutions. CMSI's goals include: elevating the educational contributions of MSIs; ensuring that they are a part of national conversations; bringing awareness to the vital role MSIs play in the nation's economic development; increasing the rigorous scholarship of MSIs; connecting MSIs' academic and administrative leadership to promote reform initiatives; and strengthening efforts to close educational achievement gaps among disadvantaged communities. For further information about CMSI, please visit www.gse.upenn.edu/cmsi

About the Council on International Educational Exchange

CIEE, the country's oldest and largest nonprofit study abroad and intercultural exchange organization, transforms lives and builds bridges by promoting the exchange of ideas and experiences. To help people develop skills for living in a globally interdependent and culturally diverse world, CIEE sponsors a wide variety of opportunities for cultural exchange, including work exchange programs, teach abroad programs, and a worldwide portfolio of study abroad and internship programs for college and high school students.

CIEE: Council on International Educational Exchange
300 Fore St. Portland, ME 04101
Phone: 207-553-4000 | Fax: 207-553-4299 | contact@ciee.org



Bluefield State College

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Board of Governors Report August 16, 2018 (data from 8/9/2018)

Admissions and Enrollment Services

Application Summary Report - Aug 9, 2018			
	2018	2017	% Over 2017
Inquiries	5942	6927	-14.2%
New	5108	6001	-14.9%
Transfer & New Readmit	834	926	-9.9%
	2018	2017	% Over 2017
All Applications	1854	1976	-6.2%
New	1020	1050	-2.9%
Transfer & New Readmit	834	926	-9.9%
	2018	2017	% Over 2017
All Accepted	861	934	-7.8%
New	468	457	2.4%
Transfer & New Readmit	393	477	-17.6%
All Registered	500	563	-11.2%
New	222	256	-13.3%
Transfer & New Readmit	278	307	-9.4%
	2018	2017	
Total New FAFSAs Received	1656	1913	-13.4%
FAFSA - Admission Apps Submitted	927	1038	-10.7%
FAFSA Submitted Accepted for Admission	635	686	-7.4%
	2018	2017	% Over 2017
Total Campus Visitors	355	373	-4.8%
CV - Admission Applications Received	274	314	-12.7%
CV - Applications Accepted	252	276	-8.7%
% of All Students Accepted CV	29.3%	29.6%	

First-Year New Students - as of Aug 9, 2018					
		Campus Visit	Applied	Accepted	Registered
Business		16	115	37	15
	Accountancy	2	6	2	2
	Accounting	5	16	7	4
	Business Administration	2	3	2	2
	Management	4	42	12	5
	Marketing	1	22	6	0
	Health Services Management	2	26	8	2
		Campus Visit	Applied	Accepted	Registered
Arts & Science		43	276	114	39
	Applied Science (4 YR)	12	53	26	10
	Criminal Justice Adm	17	77	33	17
	Humanities	8	21	12	8
	Social Science	1	39	14	2
	Major Not Declared	5	84	29	2
	Regents Bachelor of Arts	0	2	0	0
		Campus Visit	Applied	Accepted	Registered
Education		15	62	28	15
	Pre-Early/Middle Education	7	33	15	8
	Pre-Elementary Educ (K-6)	8	29	13	7
		Campus Visit	Applied	Accepted	Registered
Engineering		34	112	67	36
	Civil Engineering Technology	6	22	14	7
	Computer Science	10	41	22	10
	Electrical Engineering Tech	9	21	15	10
	Engineering Management	0	4	1	0
	Mechanical Engineering Tech	9	24	15	9
		Campus Visit	Applied	Accepted	Registered
SNAH		105	455	222	117
	Imaging Science	3	13	4	2
	Nursing	12	39	23	16
	Nursing (Pre-Nursing)	62	314	144	66
	Nursing-LPN	0	1	0	0
	Pre-Nursing (4 year)				
	Radiologic Tech (Pre-Rad Tech)	24	81	44	26
	Radiologic Technology	4	7	7	7
TOTAL		213	1020	468	222

All New Students (excludes continuing) - as of Aug 9, 2018					
		Campus Visit	Applied	Accepted	Registered
Business		25	175	63	29
	Accountancy	2	10	4	3
	Accounting	6	25	9	6
	Business Administration	3	5	2	2
	Management	10	73	28	13
	Marketing	2	28	10	3
	Health Services Management	2	34	10	2
		Campus Visit	Applied	Accepted	Registered
Arts & Science		45	415	195	91
	Applied Science (4 YR)	12	80	43	19
	Criminal Justice Adm	19	103	45	26
	Humanities	8	34	18	13
	Social Science	1	60	22	8
	Major Not Declared	5	92	31	3
	Regents Bachelor of Arts	0	46	36	22
		Campus Visit	Applied	Accepted	Registered
Education		23	98	52	34
	Pre-Early/Middle Education	12	46	27	16
	Pre-Elementary Educ (K-6)	11	52	25	18
		Campus Visit	Applied	Accepted	Registered
Engineering		39	165	98	59
	Civil Engineering Technology	8	34	22	13
	Computer Science	10	53	27	13
	Electrical Engineering Tech	10	34	23	17
	Engineering Management	0	8	4	2
	Mechanical Engineering Tech	11	36	22	14
		Campus Visit	Applied	Accepted	Registered
SNAH		142	1001	453	287
	Imaging Science	6	45	18	13
	Nursing	24	145	61	55
	Nursing-BSN	2	50	43	36
	Nursing (Pre-Nursing)	73	533	226	109
	Nursing-LPN	4	65	21	20
	Pre-Nursing (4 year)	0	13	12	6
	Radiologic Tech (Pre-Rad Tech)	29	124	61	37
	Radiologic Technology	4	26	11	11
TOTAL		274	1854	861	500