



Bluefield State
C O L L E G E

BOARD OF GOVERNORS

March 15, 2018

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
March 15, 2018**

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. Oath of Office for New Board Member | 7:00 p.m. – 7:05 p.m. |
| 4. Chair’s Remarks – Chairman Robert E. Perkinson, Jr. | 7:05 p.m. – 7:15 p.m. |
| 5. President’s Report – Dr. Marsha Krotseng | 7:15 p.m. – 7:25 p.m. |

College Focus

- | | |
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| 6. Report on Delivery of Online Programs | 7:25 p.m. – 7:45 p.m. |
| • Online Proctoring – Dr. Angela Lambert | |
| • Financial Aid Delivery – Dr. Jo-Ann Robinson / Ms. Shelia Johnson | |
| 7. Implementation of Policy 27: Immunization Requirements –
Dr. Jo-Ann Robinson | 7:45 p.m. – 8:00 p.m. |

Current Operations

- | | |
|--|-----------------------|
| 8. *Approval of Minutes of February 15, 2018 Meeting | 8:00 p.m. – 8:05 p.m. |
| 9. Financial Report and Update – Ms. Shelia Johnson | 8:05 p.m. – 8:20 p.m. |
| 10. *Suspension of Policy 38 – Dr. Norman Mirsky | 8:20 p.m. – 8:30 p.m. |

Strategic Issues: Getting to the Vision

- | | |
|--|-----------------------|
| 11. Academics in Action Update – Dr. Angela Lambert | 8:30 p.m. – 8:40 p.m. |
| 12. Recruitment and Retention Update – Dr. Jo-Ann Robinson | 8:40 p.m. – 8:50 p.m. |
| 13. Adjournment | 8:50 p.m. |
- Next meeting date: April 19, 2018

ONLINE EDUCATION FOLLOW UP REPORT

Fall 2017

Continuance of faculty/staff/student training for MOODLE®

Establish processes for evaluation of courses for effectiveness with established goals and objectives

Seek to assure all forms are able 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.

- Met with Vice President of Student Affairs and Enrollment Management as well as the Vice President for Finance. Currently all applications for financial aid can be completed online. The verification of award can also be completed online. Students also have the ability to pay online and this process seems to be working well.
- Obstacles are inclusive of time and resources. The need for training and a cultural shift for students and faculty are important considerations moving forward.

Approval of proctoring policy and software for implementation campus wide

- Met with faculty leadership and Dr. Bolton to work to change the current proctoring procedure document
- Selection of a campus wide software tool is underway
- Pilot of RP Now is being utilized and has presented some concern with prompt feedback and customer service
- Working group of deans and faculty will meet following spring break to establish the new procedures for proctoring
- Two areas on campus have been identified as proctoring centers if needed

Completion of all online program assessment procedures

Work to integrate MOODLE® with the portal and BANNER

Spring 2018

Advertise positions with in Academic Technology to begin hiring process

Continued equipment installation and training

MOODLE® training for faculty and students continued

Begin scheduling for Quality Matters training

Finalize Intellectual Property policy

Summer 2018

Faculty Training for livestreaming and quality matters*

BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
February 15, 2018

Conley Hall, Room 201, Boyd Conference Room

MINUTES

Members Present: Chairman Robert E. Perkinson, Jr., Vice Chairman Garry Moore, Bob Buzzo (via conference call at 6:44 p.m.), Cathy Deeb, Norris Kantor, Esq. (via conference call at 6:44 p.m.), Dr. Norman Mirsky, and Daniel Frost.

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

Guests: Erika Davis, Michele Noe, Dr. Amanda Matoushek, Josh Smith, Jason Brooks, Melissa Haye, Dr. Tammy Ferguson (arrived at 7:34 p.m.), H.K. Cutlip, and William Morrum.

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 agenda item.

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

Chairman Perkinson commented that the economy of this section of the state is extremely difficult.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng reported on various pieces of legislation being monitored. Those bills include the following: HB 4251, HB 4298 – campus carry, SB 284 – free community college, and SB 518. Discussion followed. She mentioned the new funding formula being developed by HEPC. She stated that the model has not been released, and it will not be released until later this spring.

Dr. Krotseng stated that \$194,300 has been raised toward the Shott Challenge. She reported that BSC is working with USDA and HBCU Capital Financing. Dr. Krotseng provided the Board with an update on the Alliance for Economic Development of Southern West Virginia. She stated that the Alliance will allow everyone to work together to enhance the economy in southern West Virginia. The Alliance will not replace anything anyone is currently doing.

Dr. Krotseng reported that BSC participated in a collaborative meeting with Concord and WVSOM at the Osteopathic School. She stated that each school has a unique focus. The meeting from a broad general perspective focused on the following question: How do these three schools package their unique opportunities collectively to say that you do not have to leave southern West Virginia to get a quality education?

Dr. Krotseng reported that at the end of this month she will be attending an HBCU meeting sponsored by TCMF. On February 22nd, a posthumous degree will be awarded to Maceo Pinkard. There will be various Fulbright Scholars in Residence that will visit campus over the new few weeks. Discussion followed.

Approval of Minutes of December 7, 2017 Meeting

A quorum of the Board was achieved at approximately 6:44 p.m. Chairman Perkinson asked for a motion to make approval of the December 7, 2017 meeting minutes the next agenda item. A motion to make the December 7, 2017 meeting minutes the next agenda item was made by Dr. Mirsky. The motion was seconded by Vice Chairman Moore. The motion carried with one nay vote, Mr. Frost.

Dr. Mirsky made a motion to adopt the minutes of the December 7, 2017 minutes as presented. The motion was seconded by Vice Chairman Moore. The motion to approve the minutes from the December 7, 2017 meeting carried with one nay vote, Mr. Frost. Mr. Frost asked that these minutes reflect that he will not vote to approve the minutes because, in his opinion, he believes they are incomplete.

Report on Delivery of Online Programs – Dr. Angela Lambert

Dr. Lambert stated that another collaborative meeting with Concord and WVSOM has been scheduled for March 19th. She referred to the online report in the Board meeting materials packet and reported that the timeline has been updated somewhat. Questions were raised regarding when BSC will have financial aid online and about proctoring exams for online classes. Dr. Lambert stated that work will be done with Faculty Senate on the proctoring policy. Discussion followed. Chairman Perkinson asked that at next month's Board meeting, for the Board to be provided with a timeline to get financial aid done online and obstacles to its completion. He also requested an update on proctoring.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson stated that the Governor's recommendation on the budget has been included in the financial information provided to the Board. She reviewed the current year budget status as of December 31, 2017. That information does not include the first January payroll. Chairman Perkinson stated that BSC needs to have a handle on issues of money coming in and going out. Ms. Johnson stated that expenditures are being monitored on a continual basis. Ms. Johnson referenced an article published in the State Journal. She specifically mentioned the last sentence in the article – "Our prosperity is in our own hands." Discussion followed.

Academics in Action Update – Dr. Angela Lambert

Dr. Lambert stated that the Academics in Action report is in the Board meeting materials packet. There have been two articulation agreement signings this week, one with New River Community and Technical College, and another with Wytheville Community College tomorrow.

Dr. Lambert will meet with the Mercer County Board of Education on Monday, and she will meet with the Tazewell County Board of Education on Wednesday on dual credit. The first joint academic affairs committee meeting took place this week. With regard to graduation numbers for Spring 2018, numbers are up in 11 of the 25 programs. Online programs have an increased growth rate. Approximately 331 students will graduate this spring.

Recruitment and Retention Update – Dr. Jo-Ann Robinson

Dr. Robinson referenced the Board meeting materials packet. She discussed the number of applications and admissions and reported on the activities of the Admissions Office. They have visited Graham High School, and BSC will go back to the high schools in March when they start to register students. Admissions also has participated in HBCU College Fairs and Transfer Fairs. They are reaching out to adult learners and non-completers. BSC is working with HEPC on text messaging. On April 7th, BSC will host an Open House. Dr. Robinson reported that Spring headcount enrollment is 1279 and FTE is down by 37. Dr. Robinson stated that she is paying attention to the decrease. Discussion followed.

Implementation of Policy 27: Immunization Requirements – Dr. Jo-Ann Robinson

Dr. Robinson gave a report on the status of the implementation of the new immunization policy in response to whether it has affected spring enrollment. There have been follow up meetings with IT and Admissions regarding improvements to improve the process. Dr. Ferguson has called 65 students who did not enroll this semester, left 33 voicemails, and talked to 20 students. She believes that immunization did not have a negative impact on readmission status. Discussion followed on requirements of other colleges and what is necessary to protect the campus.

Chairman Perkinson asked to make the immunization policy an agenda item at the March Board meeting to learn more about it. He stated that this would be a discussion item. Dr. Robinson stated that she would bring this item back to the Board at the next meeting, and she will ask Sherri Williams to be a part of this conversation.

Adjournment

A motion was made by Mr. Frost to adjourn the meeting. Chairman Perkinson responded “so moved.” The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Robert E. Perkinson, Jr.

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 FISCAL YEAR 18, AS OF
 JANUARY 31, 2018
 CASH BASIS*

UPDATED 03/06/2018

DESCRIPTION	BUDGETED 2018 FY	% OF BUDGETED	ACTUAL 01/31/2018	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/17			716,529		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,379,199	21.64%	3,604,063	25.67%	67.00%
TUITION & FEES	10,253,163	41.25%	4,592,832	32.71%	44.79%
CAPITAL FEES	825,000	3.32%	384,423	2.74%	46.60%
SALES & SERVICES	85,000	0.34%	50,338	0.36%	59.22%
GRANTS & CONTRACTS	7,090,991	28.53%	4,976,674	35.44%	70.18%
INVESTMENT EARNINGS	2,000	0.01%	7,095	0.05%	354.73%
AUXILIARY	930,000	3.74%	492,400	3.51%	52.95%
DEBT ASSESSMENT	(46,545)	-0.19%	(20,500)	-0.15%	44.04%
HERA ASSESSMENT	(61,334)	-0.25%	(46,001)	-0.33%	75.00%
OTHER	400,000				
TOTAL REVENUES	24,857,474	100.00%	14,041,324	100.00%	56.49%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES	12,647,912 *	51.34%	6,045,294	51.59%	47.80%
EMPLOYEE BENEFITS	3,236,134	13.14%	1,596,036	13.62%	49.32%
CURRENT EXPENSE	4,227,536	17.16%	2,312,509	19.74%	54.70%
REPAIRS/ASSETS/BLDG CONSTRUCTION	2,359,554	9.58%	336,805	2.87%	14.27%
SCHOLARSHIP, AWARDS	2,164,000	8.78%	1,424,677	12.16%	65.84%
TOTAL EXPENDITURES	24,635,136	100.00%	11,715,321	100.00%	47.56%
ENDING CASH AND IN TRANSIT 01/31/2017			3,042,532		
LESS: ENCUMBRANCES			(789,189)		
Balance (Cash Less Encumbrances)			2,253,343		

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

**Encumbrances in the amount \$530,900.00 To be paid by ACH Engineering Grant

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 COMPARISON OF JANUARY 31, 2017 AND JANUARY 31, 2018
 CASH BASIS*

UPDATED 03/06/2018

DESCRIPTION	ACTUAL JAN/31/2017	ACTUAL JAN/31/2018	DIFFERENCE	% OF DIFFERENCE
BEGINNING BALANCE 07/01/2017-2018	819,795	716,529	(103,266)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	3,663,959	3,604,063	(59,896)	-1.63%
TUITION & FEES	4,993,674	4,592,832	(400,842)	-8.03%
CAPITAL FEES	472,333	384,423	(87,910)	-18.61%
SALES & SERVICES	35,687	50,338	14,651	41.05%
GRANTS & CONTRACTS	4,016,163	4,976,674	960,511	23.92%
INVESTMENT EARNINGS	2,847	7,095	4,248	100.00%
AUXILIARY	620,915	492,400	(128,515)	-20.70%
DEBT ASSESSMENT	(23,306)	(20,500)	2,806	
HERA ASSESSMENT	(50,465)	(46,001)	4,464	100.00%
TOTAL REVENUES	13,731,807	14,041,324	309,517	2.25%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	6,343,450	6,045,294	(298,156)	-4.70%
EMPLOYEE BENEFITS	1,658,676	1,596,036	(62,640)	-3.78%
CURRENT EXPENSE	2,267,584	2,312,509	44,925	1.98%
REPAIRS/ASSETS/BLDG CONSTRUCTION	274,531	336,805	62,274	22.68%
SCHOLARSHIP, AWARDS	1,227,602	1,424,677	197,075	16.05%
TOTAL EXPENDITURES	11,771,843	11,715,321	(56,522)	-0.48%
ENDING CASH AND IN TRANSIT 01/31/2017 - 2018	2,779,759	3,042,532	262,773	
LESS: ENCUMBRANCES	(361,580)	(789,189)	(427,609)	
Balance (Cash Less Encumbrances)	2,418,179	2,253,343	(164,836)	

*Excludes Clearing Account

**Encumbrances \$530,900.00 to be paid from AHE Engineering Grant

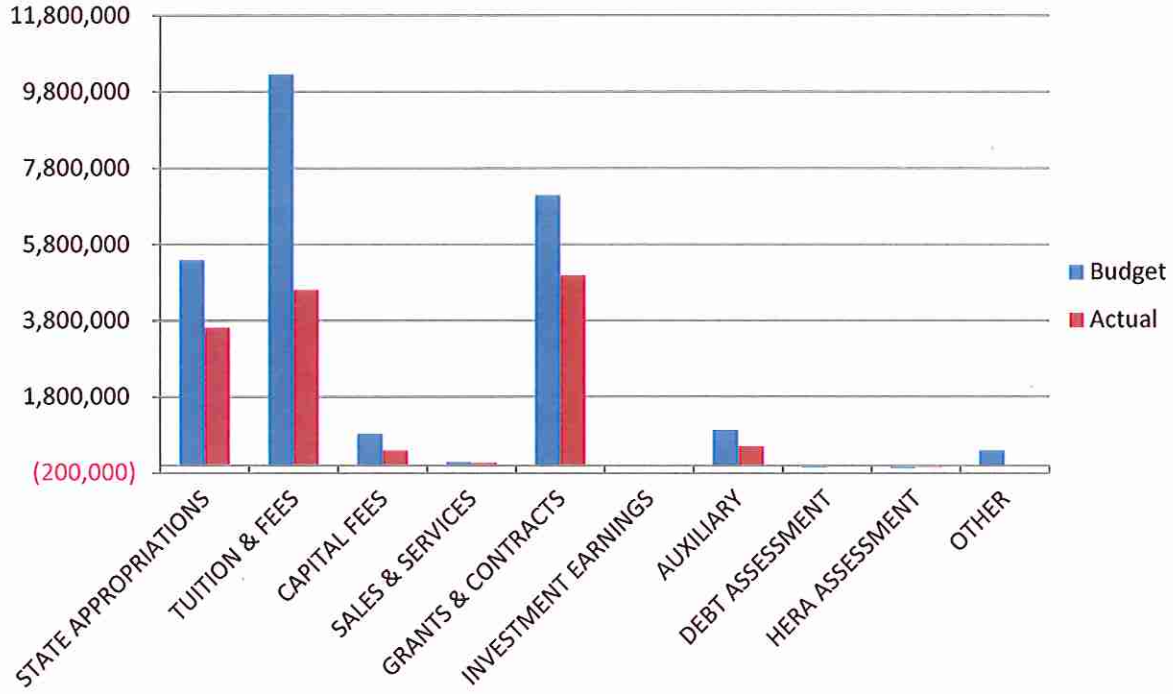
BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
JANUARY 31, 2018

UPDATED 03/06/2018

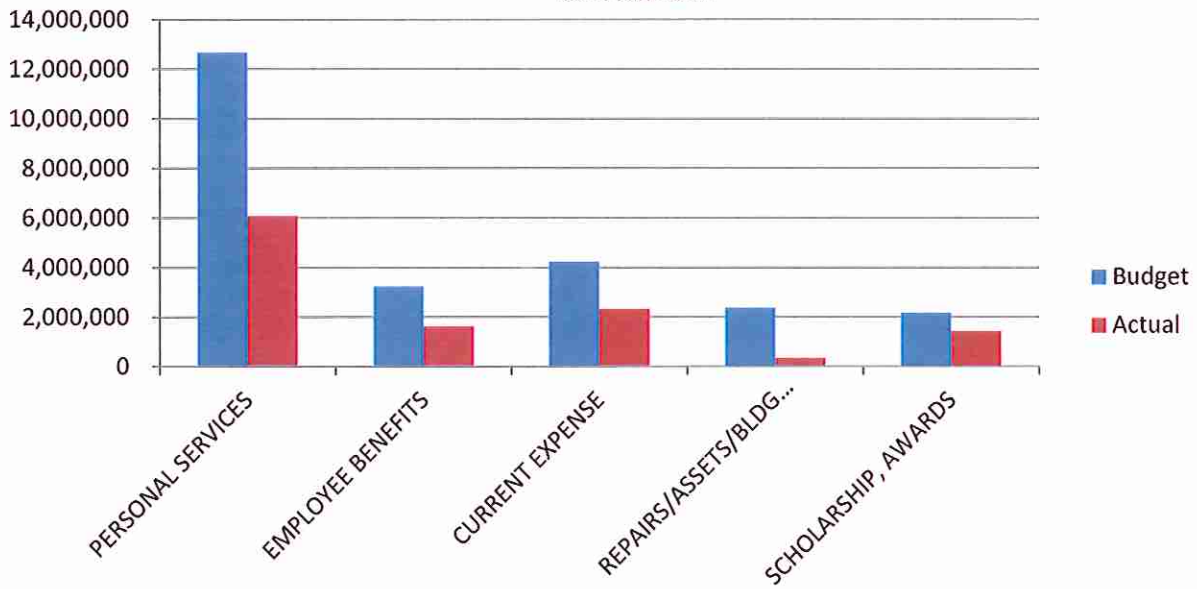
PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(26,049.00)
BSC406	THOMPSON & LITTON OF WV INC	(145,240.00)
BSC407	THOMPSON & LITTON OF WV INC	(87,000.00)
BSC418	* FARO TECHNOLOGIES	(64,768.00)
BSC419	* CARL ZEISS INDUSTRIAL METROLOGY	(60,577.00)
BSC420	* MAZAK CORPORATION	(290,000.00)
BSC421	* OMAX CORPORATION	(115,555.00)
GRAND TOTAL ENCUMBRANCES		<u>(789,189.00)</u>

* ENCUMBRANCES IN THE AMOUNT OF \$530,900 PAID FROM AHE ENGINEERING GRANT

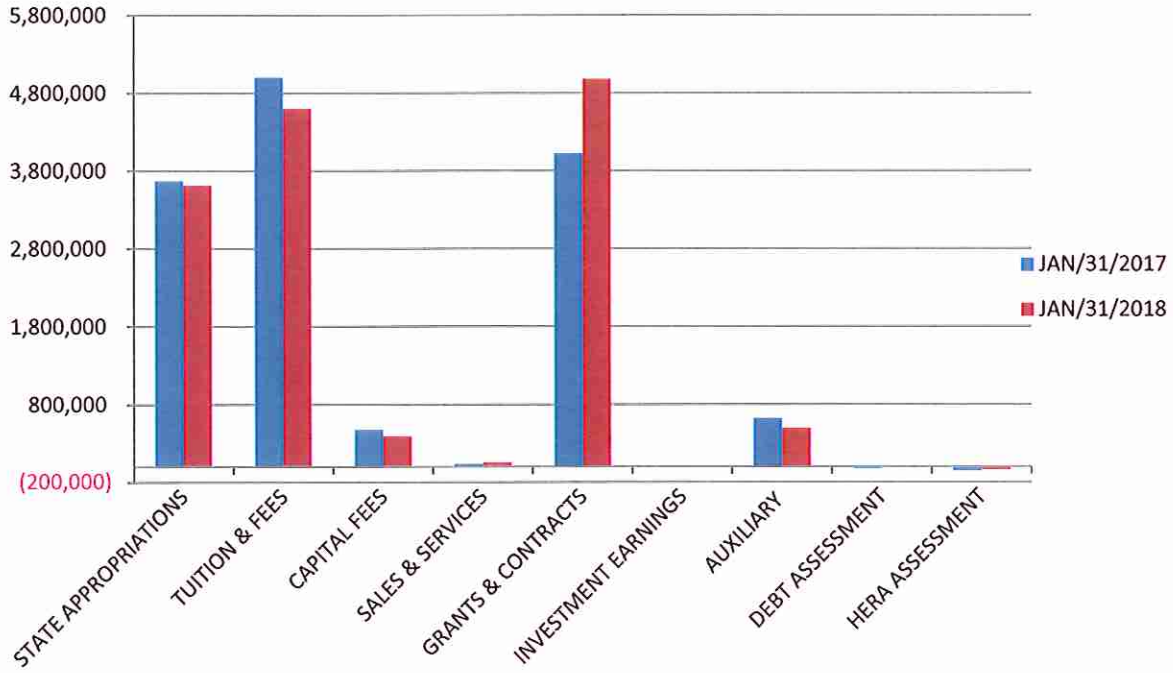
Bluefield State College
2018 Budget vs Actual Revenue
as of Jan 2018



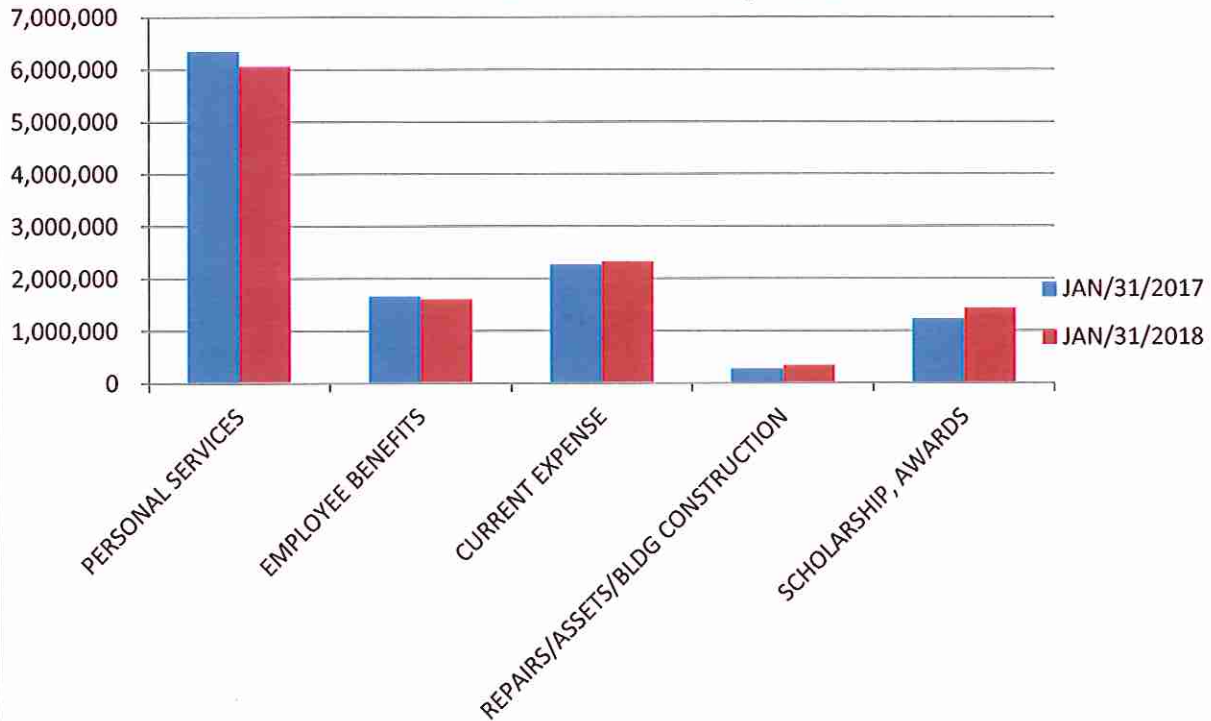
Bluefield State College
2018 Budget vs Actual Expenditures
as of Jan 2018



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



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



BLUEFIELD STATE COLLEGE
 FEDERAL FINANCIAL AID BALANCES
 FISCAL YEAR 2018
 AS OF JANUARY 31, 2018

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 01/31/2018
BEGINNING CASH 07/01/17	2,992.53	2,985.43	0.82	5,978.78
<u>ADDITIONS:</u>				
REVENUE	3,449,155.80	5,164,087.74	20,616.00	8,633,859.54
TOTAL REVENUES	3,449,155.80	5,164,087.74	20,616.00	8,633,859.54
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	3,522,797.00	5,239,855.00	21,616.00	8,784,268.00
Redeposits	(65,176.00)	(62,991.00)	(1,000.00)	(129,167.00)
Recoveries	(6,427.00)	(13,383.00)		(19,810.00)
TOTAL EXPENDITURES	3,451,194.00	5,163,481.00	20,616.00	8,635,291.00
ENDING CASH 01/31/2018	954.33	3,592.17	0.82	4,547.32
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	78.89%	63.72%	38.39%	68.91%

Board of Governors
Bluefield State College
Financial and Administrative Affairs Update
For Board Meeting March 15, 2018

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

FINANCIAL

- With the completion of both the Financial Audit and Single Audit for year ending June 30, 2017 by all public higher education institutions in the State of WV, these audits were submitted to the U. S. Department of Education on March 1, 2018. The deadline is March 31, 2018. With the completion early, the WV Higher Education Policy Commission will be requesting relief from the HCM1 requirement that began in July 2017, i.e. disbursing federal funds to students and requesting the federal funds after disbursement.
- With the implementation of the new classification/compensation system, and a different “salary schedule” (attached), BSC moved the classified employees earning less than the minimum requirement to their “grade minimum”, effective March 3, 2018.

FACILITIES

- BSC has begun the process to replace the Hardway Library and Conley Hall roofs, along with replacement of the gym floor. These projects are being funded from Title III grant funds. Expected completion is Fall, 2018.
- BSC is expecting some funds to be dedicated toward sidewalk/step/rail replacements. Site areas identified by the Board of Risk and Insurance Management inspector will be a priority in this process. BSC engineering students and faculty have identified areas of concern and are developing a potential priority list; therefore, when the funds are actually received, we will be able to get started sooner and not be so late in fall completing these projects.

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>

West Virginia Higher Education Employee Salary Schedule											
Grade	Effective Date: September 1, 2017										
	Minimum	25th	Midpoint	75th	Maximum	Minimum	25th	Midpoint	75th	Maximum	4th Quartile
1	\$19,200	\$22,050	\$24,900	\$27,750	\$30,600	\$19,200.00	\$22,050.00	\$24,900.00	\$27,750.00	\$30,600.00	\$27,750.01 - \$30,600.00
2	\$22,200	\$25,500	\$28,800	\$32,100	\$35,400	\$22,200.00	\$25,500.00	\$28,800.00	\$32,100.00	\$35,400.00	\$32,100.01 - \$35,400.00
3	\$25,600	\$29,450	\$33,300	\$37,150	\$41,000	\$25,600.00	\$29,450.00	\$33,300.00	\$37,150.00	\$41,000.00	\$37,150.01 - \$41,000.00
4	\$29,500	\$33,950	\$38,400	\$42,850	\$47,300	\$29,500.00	\$33,950.00	\$38,400.00	\$42,850.00	\$47,300.00	\$42,850.01 - \$47,300.00
5	\$34,200	\$39,300	\$44,400	\$49,500	\$54,600	\$34,200.00	\$39,300.00	\$44,400.00	\$49,500.00	\$54,600.00	\$49,500.01 - \$54,600.00
6	\$39,500	\$45,450	\$51,400	\$57,350	\$63,300	\$39,500.00	\$45,450.00	\$51,400.00	\$57,350.00	\$63,300.00	\$57,350.01 - \$63,300.00
7	\$45,700	\$52,550	\$59,400	\$66,250	\$73,100	\$45,700.00	\$52,550.00	\$59,400.00	\$66,250.00	\$73,100.00	\$66,250.01 - \$73,100.00
8	\$52,800	\$60,700	\$68,600	\$76,500	\$84,400	\$52,800.00	\$60,700.00	\$68,600.00	\$76,500.00	\$84,400.00	\$76,500.01 - \$84,400.00
9	\$61,000	\$70,150	\$79,300	\$88,450	\$97,600	\$61,000.00	\$70,150.00	\$79,300.00	\$88,450.00	\$97,600.00	\$88,450.01 - \$97,600.00
10	\$70,500	\$81,100	\$91,700	\$102,300	\$112,900	\$70,500.00	\$81,100.00	\$91,700.00	\$102,300.00	\$112,900.00	\$102,300.01 - \$112,900.00
11	\$81,500	\$93,750	\$106,000	\$118,250	\$130,500	\$81,500.00	\$93,750.00	\$106,000.00	\$118,250.00	\$130,500.00	\$118,250.01 - \$130,500.00
12	\$94,300	\$108,450	\$122,600	\$136,750	\$150,900	\$94,300.00	\$108,450.00	\$122,600.00	\$136,750.00	\$150,900.00	\$136,750.01 - \$150,900.00



Bluefield State College

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

Item: Resolution Suspending Policy 38

Recommendation Resolution: *Resolved*, that Bluefield State College Board of Governors suspend the provisions of Policy 38, Faculty Salary Pay Plan effective immediately.

Staff Member: Dr. Norman Mirsky

Background:

The Faculty Senate requests that if there are funds available for faculty salary increases, they not be distributed by the method described in BOG Policy 38. The reason is that the past usages of this policy have shown it has serious flaws. The main one is that it is possible for a few faculty members to receive much larger raises in comparison with those that could be received by most others. This is not the intent of the policy.

There is a faculty committee working on determining a five year goal for faculty salaries. This has led to discussions about inequities in salaries caused by the necessity of hiring new faculty at salaries higher than those of faculty who have been at BSC for many years. This problem cannot be addressed through Policy 38.

REACH NEW HEIGHTS

219 Rock Street | Bluefield, WV 24701

Toll-free in WV 800.344.8892 | In VA, DC, OH, KY and parts of MD and PA 800.654.7798

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. 38**

TITLE: BLUEFIELD STATE COLLEGE FACULTY SALARY PAY PLAN

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes the procedures regarding merit pay for faculty for Bluefield State College.
- 1.2 Authority: West Virginia Code: §18B-1-6, §18B-2A-4.
- 1.3 Filing Date: January 19, 2006
- 1.4 Effective Date: March 17, 2006

SECTION 2. POLICY

- 2.1 Goals: Merit pay rewards full-time teaching faculty members who meet and/or exceed their school's performance criteria in the areas of teaching, scholarship, and service. During the previous two semester's faculty must have taught at least six courses and/or eighteen credit hours and/or 360 contact hours to qualify. This provision does not preclude salary adjustments designed to avoid salary inequities, cost of living increases or the salary increases resulting from Bluefield State's promotion and tenure policy. The plan also encourages faculty to implement performance improvement plans. Research and clinical faculty are eligible for merit pay using other criteria.
- 2.2 Procedures: Copies of the merit policy and evaluation procedures will be distributed to all faculty members with their yearly contracts. For each academic year, Deans will meet with each faculty member before the end of the second week of fall semester to clearly define the expectations for that member's performance evaluation by individualizing the general guidelines to meet the appropriate levels of commitment to teaching, scholarship, and service for evaluation. Individual faculty members will not be required to have identical commitments. Some members may contribute greater effort to scholarship than others whose efforts focus more on teaching or service. Some disciplines require that professors remain active practitioners. This diversity encourages each faculty member to use his/her talents to meet the College's goals. The expectations will be clearly stated in the Faculty Evaluation Expectations form, copies of which will be given to the faculty member, placed in the Dean's faculty evaluation files and in the Human Resources Office files. Administration and faculty will make a concerted effort to ensure that each faculty member has equal access to resources required for merit pay.
At least one month prior to the merit pay evaluation in spring semester, each faculty member must submit their faculty self-evaluation to the Dean in order to apply for merit pay. Failure to provide documentation will result in no merit pay. Each Dean, after formal training in the evaluation process, will review faculty self evaluations, student

evaluations, and rate faculty using the criteria designated in the faculty evaluation expectations for merit pay. Deans will review the merit pay evaluation with each faculty member and place a copy in the faculty member's personnel file. Faculty members have the right to submit a written response to the evaluation. Deans will then submit merit pay evaluations to the Vice President of Academic Affairs, who is responsible for using the merit pay formula to distribute faculty merit pay. Each faculty member will receive written notification of the amount of merit raise and/or equity awarded.

With identifying names of faculty removed, the yearly data reflecting all faculty scores, formula, and merit distribution will be presented to the Professional Development Committee for review. The Professional Development Committee will review the merit pay plan every two years and make necessary recommended changes.

Nothing in this policy shall preclude faculty members from pursuing the standard appeals process.

2.3 Explanation of Performance Scores

a. Excellent: Individual is fulfilling duties and functions at such a high level of quality that the performance deserves special recognition. The faculty member and Dean should be able to provide written justification of the score.

b. Very Good: Individual is fulfilling expected duties and requirements on a high level of proficiency.

c. Good: Individual is doing a solid job in meeting requirements.

d. Needs Improvement: Individual fulfills in a satisfactory manner most, but not all of the expected duties and functions. The Dean and faculty member are expected to specify ways the faculty member fails to meet performance standards and make specific suggestions concerning ways to improve performance.

e. Unsatisfactory: Indicates that the individual is failing to meet the standards of performance. This rating is normally not given unless faculty has previously been given the rating of needs improvement and has failed to implement improvement measures. The Dean must state specifically in writing what the individual fails to do in order to meet performance standards. He/she must clearly justify the rating.

2.4 Distribution

Performance Criteria	Raw Scores (rounded to the hundredths ex. 3.45)	Merit Factor (0.6-0.8 for Teaching 0.1-0.2 for each Scholarship/Research and Service) Total must =1.0	Weighted Scores
Teaching			
Scholarship/ Research			
Service			
Total Score			

Faculty pay increases will be at a 20% equity basis and 80% will be distributed to those earning a total score of 3.00 and above using the merit pay formula described below. The merit increases are to be based on base salary. Merit monies are distributed to Schools based on the School's

percentage of total faculty *base* salaries of the institution. Excel spread sheets will be used for calculation of monies to be distributed.

SECTION 3. FACULTY EVALUATION COMPONENTS

<u>Performance Criteria</u>	Performance Points - 1 to 5 Unsatisfactory=1 Needs Improvement=2 Good=3 Very Good =4 Excellent=5	Sources of Information: Student Evaluations; Self-Evaluations; Observations by Dean
Teaching	Points Awarded	
1. Improved <i>Improves</i> students' knowledge of subject area.		Student Evaluations; Observations by Dean
2. Demonstrates knowledge of subject area.		Student Evaluations; Observations by Dean
3. Provides students fair and timely feedback and evaluation.		Student Evaluations; Observations by Dean
4. Provides clear and organized instruction.		Student Evaluations; Observations by Dean
5. Provides and follows a course syllabus.		Student Evaluations; Observations by Dean
6. Overall mean score of merit components of student evaluations.		Student Evaluations
7. Actively participates in course and curriculum development, evaluation, and revision, program reviews, and self-study reports. Serves as a liaison to adjunct faculty in area of teaching responsibility.		Self-Evaluations; Observations by Dean
8. Meets with all advisees to guide programmatic academic decisions and performs 45-90 hour evaluations for assigned advisees.		Self Evaluations; Observations by Dean
9. Maintains office hours/adheres to college policies, procedures, & regulations.		Self Evaluations; Observations by Dean
10. Attends scheduled meetings of the Division, Faculty, and of the College.		Self-Evaluations; Observations by Dean
Comments:	Raw Score = total points/10	
Scholarship/Research		
11. Plans and completes activities consistent with the College goals and objectives and individual assignment as defined by the Dean. Such activities may include but are not limited to the following: attending workshops or meetings to promote the profession;	Raw Score = total points	Self-Evaluations; Observations by Dean

participating in professional organizations; actively pursuing continuing education or study in the field of discipline; pursuing grants; engaging in scholarly activities including publishing book reviews, articles, or books, presenting papers, creating multimedia presentations, or musical/dramatic productions; earning academic awards or honors; working as a consultant to another education institution, government agency, or business or actively practicing in one's profession to maintain skills and knowledge.		
Comments:		
Service		
12. Participates in activities reflecting favorably on the College and benefiting the community and college campus. Activities are to be clarified by the Dean and may include participating in civic and social clubs or boards, sponsoring campus clubs or activities, serving on college committees, or engaging in community service or volunteer programs.	Raw Score = total points	Self-Evaluations;-Observations of Dean
Comments:		

ADDENDUM

2.5 Bluefield State College Faculty Merit Pay Formula / Computation Algorithm

SS - total School faculty Salaries

TF - Total Funds (\$) available for pure merit increases

IS - Individual faculty member's Salary (for School)

SISF - sum of each individual faculty member's salary x his/her merit score (for School)

M - merit score

LQM - lowest qualifying merit score

HQM - highest qualifying merit score

RQM = HQM - LQM - qualifying merit score range

$F = (M + RQM - LQM) / RQM$ - merit increase Factor (lowest qualifying merit score has F=1, highest qualifying merit score has F=2)

p - percentage of SS available for merit increases

$e = 0.2 \times p$ // percentage for equity increase

$m = 0.8 \times p$ // percentage for pure merit increase

$f = TF / SISF$

ns = new salary

Steps:

1. determine individual merit scores (M's)
2. compute RQM
3. compute individual F's
4. compute SISF = sum IS x F over the School's faculty
5. compute $f = TF / SISF$
6. compute ns for each individual faculty member (of the School)
 1. if $M < 3.0$
$$ns = IS \times (1.0 + e)$$
 1. if $M \geq 3.0$
$$ns = IS \times (1.0 + e + F * f)$$

Example Computation

SS = \$349.4K (total School faculty Salaries)

TF = \$9840.00 - Total Funds (\$) available for merit increases

IS - Individual faculty member's Salary (for School) - see spreadsheet

SISF = 4493270- sum of each individual faculty member's salary x his/her merit score (for School)

M - merit score - see spreadsheet

LQM = 3.4 - lowest qualifying merit score

HQM = 4.7 - highest qualifying merit score

RQM = 1.3 = HQM - LQM - qualifying merit score range

$F = (M + RQM - LQM) / RQM$ - merit increase Factor (lowest qualifying merit score has $F=1$, highest qualifying merit score has $F=2$) - see spreadsheet

$p = 3.52\%$ - percentage of SS available for merit increases

$e = 0.2 \times p = 0.7\%$ // percentage for equity increase

$m = 0.8 \times p = 2.82\%$ // percentage for pure merit increase

$f = TF / SISF = 0.0219$

ns = new salary - see spreadsheet

Steps:

1. determine individual merit scores (M's)
2. compute RQM
3. compute individual F's
4. compute SISF = sum IS x F over the School's faculty
5. compute $f = TF / SISF$
6. compute ns for each individual faculty member (of the School)
 1. if $M < 3.0$
$$ns = IS \times (1.0 + e)$$
 1. if $M \geq 3.0$
$$ns = IS \times (1.0 + e + F * f)$$

Indiv Sal (NS)	Merit Score	Factor	Equity \$	Merit \$	New Salary (ns)	% Inc.
\$37,500.00	4.1	1.538462	\$263.99	\$1363.59	\$39,027.58	4.1
\$48,345.00	4.7	2	\$340.34	\$2118.31	\$50,803.06	5.1
\$57,654.00	2.8	0	\$405.87	\$0.00	\$58,059.87	0.7
\$62,786.00	3.8	1.307692	\$442.00	\$1798.28	\$65,026.28	3.6
\$37,500.00	4.6	1.923077	\$263.99	\$1579.49	\$39,343.48	4.9
\$48,768.00	3.4	1	\$343.32	\$1068.12	\$50,179.44	2.9
\$56,890.00	4.2	1.615385	\$400.49	\$2012.80	\$59,303.29	4.2
Tot: \$349,443	Avg: 3.94		Tot: \$2,460.00	Tot: \$9,940.59	Tot: 361,743	

ADDENDUM

SECTION 4. SOURCES CONSULTED

Faculty Handbook. Patrick Henry Community College.

<http://www.ph.cc.va.us/info.cfm>.

Guidelines for Annual Faculty Evaluation, Merit Determination, Promotion and Tenure.

Eberly college of Arts and Sciences.

http://www.as.wvu.edu/forms/guidelines_for_annual_faculty_ev.htm.

Merit Recognition: Wytheville Community College.

<http://www.wcc.vccs.edu/pp/employment/evaluation/meritRecognition.html>.

Mid-South Community College Employee Performance Evaluation. Handout provided by Mindy Mather.

Norfolk State University. NSU Forms for Faculty. <http://www.nsu.edu/forms/>.

Northeastern Revised Draft. Handout distributed by ??-Dr. Mindy Maher.

Promotion and Tenure. <http://www.seas.virginia.edu/policies/promotionmay2001.php>.

Salary Policy. Shepherd College Board of Governors.

Wenger, Robert B. and Dennis M. Giard. "A Faculty Merit Pay Allocation Model."

Research in Higher Education, Vol. 41, No. 2, 2000.

FACULTY EVALUATION SUMMARY SHEET

Since employee's last appraisal, his/her performance has:

Improved

Maintained at the same level

Declined

Noteworthy Performance Strengths:

Goals and Objectives for Next Performance Review:

Plan of Action:

Employee Comments:

My Dean and I met on _____ and agreed that these performance standards would be used to evaluate my performance during _____ academic year.

_____ Employee Signature *

_____ Dean's Signature

*Employee signature indicates that the evaluator has presented and discussed the evaluation with the employee, but does not necessarily indicate agreement with the evaluation.

ACADEMICS IN ACTION

BSC –March 15, 2018

REPORT TO BOARD OF GOVERNORS

- Ongoing need for dean of W. Paul Cole Jr. School of Business currently being filled by Dr. Deb Halsey-Hunter for Spring 2018.
- MOODLE® and improved streaming course technologies are ongoing within the area of digital learning. Next plans for faculty training will involve best practices in livestreaming.
- Collaborative efforts continue with Concord University to provide a shared schedule at the EBHEC. This plan will aid students from both schools to have a larger variety in course offerings as well as reduce duplication.
- Dual credit courses for Fall 2018 are being established with both Mercer and Tazewell counties
- Summer and Fall 2018 course schedules are being finalized in the anticipation of early registration



Bluefield State College

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Board of Governors Report March 15, 2018

Admissions and Enrollment Services

Application Summary Report - Mar 5, 2018

	2018	2017	% Over 2017
Inquiries	4702	5155	-8.8%
New	4312	4750	-9.2%
Transfer & New Readmit	390	405	-3.7%
	2018	2017	% Over 2017
All Applications	1073	1137	-5.6%
New	683	732	-6.7%
Transfer & New Readmit	390	405	-3.7%
	2018	2017	% Over 2017
All Accepted	334	209	59.8%
New	259	142	82.4%
Transfer & New Readmit	75	67	11.9%
All Registered	0	0	
New	0		
Transfer & New Readmit	0		
	2018	2017	
Total New FAFSAs Received	582	0	
FAFSA - Admission Apps Submitted	254		
FAFSA Submitted Accepted for Admission	141		
	2018	2017	% Over 2017
Total Campus Visitors	127	95	33.7%
CV - Admission Applications Received	56	63	-11.1%
CV - Applications Accepted	44	12	266.7%
% of All Students Accepted CV	13.2%	5.7%	

First-Year New Students - as of March 5, 2018

	Campus Visit	Applied	Accepted	FAFSA_REC

Business		3	70	18	19
	Accountancy	1	4	3	2
	Accounting	0	7	2	3
	Management	1	21	3	2
	Marketing	1	18	3	4
	Health Services Management	0	20	7	8
		Campus Visit	Applied	Accepted	FAFSA_REC
Arts & Science		6	207	67	41
	Applied Science (4 YR)	0	41	16	9
	Criminal Justice Adm	2	49	13	8
	Humanities	1	13	6	4
	Social Science	0	31	11	3
	Major Not Declared	3	73	21	17
	Regents Bachelor of Arts				
		Campus Visit	Applied	Accepted	FAFSA_REC
Education		3	44	11	10
	Pre-Early/Middle Education	1	24	8	4
	Pre-Elementary Educ (K-6)	2	20	3	6
		Campus Visit	Applied	Accepted	FAFSA_REC
Engineering		5	65	33	20
	Civil Engineering Technology	0	14	8	4
	Computer Science	1	19	9	6
	Electrical Engineering Tech	1	14	6	5
	Engineering Management	1	2	0	1
	Mechanical Engineering Tech	2	16	10	4
		Campus Visit	Applied	Accepted	FAFSA_REC
SNAH		25	297	130	113
	Imaging Science	0	10	0	3
	Nursing	6	38	14	16
	Nursing (Pre-Nursing)	11	189	82	69
	Nursing-LPN	0	1	0	0
	Pre-Nursing (4 year)				
	Radiologic Tech (Pre-Rad Tech)	8	52	27	25
	Radiologic Technology	0	7	7	0
TOTAL		42	683	259	203

All New Transfer & Returning Students - as of March 5, 2018				
	Campus Visit	Applied	Accepted	FAFSA_REC

Business		0	16	1	0
	Accountancy	0	1	0	0
	Accounting	0	3	0	0
	Management	0	9	1	0
	Marketing				
	Health Services Management	0	3	0	0
		Campus Visit	Applied	Accepted	FAFSA_REC
Arts & Science		0	33	5	6
	Applied Science (4 YR)	0	6	2	2
	Criminal Justice Adm	0	6	1	3
	Humanities	0	2	0	1
	Social Science	0	5	0	0
	Major Not Declared	0	6	0	0
	Regents Bachelor of Arts	0	8	2	0
		Campus Visit	Applied	Accepted	FAFSA_REC
Education		1	7	1	0
	Pre-Early/Middle Education	1	3	0	0
	Pre-Elementary Educ (K-6)	0	4	1	0
		Campus Visit	Applied	Accepted	FAFSA_REC
Engineering		0	11	1	2
	Civil Engineering Technology	0	1	0	0
	Computer Science	0	2	0	1
	Electrical Engineering Tech	0	4	1	0
	Engineering Management				
	Mechanical Engineering Tech	0	4	0	1
		Campus Visit	Applied	Accepted	FAFSA_REC
SNAH		10	323	67	41
	Imaging Science	0	12	2	1
	Nursing	5	101	1	14
	Nursing-BSN	1	34	33	3
	Nursing (Pre-Nursing)	2	68	5	4
	Nursing-LPN	2	80	24	12
	Pre-Nursing (4 year)				
	Radiologic Tech (Pre-Rad Tech)	0	5	0	1
	Radiologic Technology	0	23	2	6
TOTAL		11	390	75	49