



BOARD OF GOVERNORS

April 21, 2016

Conley Hall, Room 201, Boyd Conference Room

Meeting @ 6:30 p.m.

To Join By Conference Call:

Access Number: (866) 453-5550

Participant Code: 2975811#

**BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
April 21, 2016**

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. Chair’s Remarks – Chairman Robert E. Perkinson, Jr.
● Report on AGB Conference on Trusteeship | 6:30 p.m. – 6:40 p.m. |
| 3. President’s Report – Dr. Marsha Krotseng | 6:40 p.m. – 6:50 p.m. |

College Focus

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| 4. BSC Faculty Presentation – Mr. Michael Lilly | 6:50 p.m. – 7:15 p.m. |
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Current Operations

- | | |
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| 5. *Approval of Minutes of March 17, 2016 Meeting | 7:15 p.m. – 7:20 p.m. |
| 6. Financial Report and Update – Ms. Shelia Johnson | 7:20 p.m. – 7:30 p.m. |
| 7. *Approval of Tuition and Fees, 2016-17 – Ms. Shelia Johnson | 7:30 p.m. – 7:40 p.m. |
| 8. *Recommendation on Policy 42: Hiring – Ms. Jonette Aughenbaugh | 7:40 p.m. – 7:50 p.m. |

Strategic Issues: Getting to the Vision

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| 9. Recruitment and Retention Update – Dr. Larry Conner and Dr. Jo-Ann Robinson | 7:50 p.m. – 8:05 p.m. |
| 10. Progress Toward Strategic Plan – Dr. Tracey Anderson | 8:05 p.m. – 8:10 p.m. |
| 11. Master Plan Update – Dr. Marsha Krotseng | 8:10 p.m. – 8:20 p.m. |
| 12. <u>Consent Agenda</u>
● Student Affairs and Enrollment Management Report – Dr. Jo-Ann Robinson
● Institutional Advancement and Planning Report – Ms. Betty Carroll
● Athletics – Dr. Thomas Hart
● Equity, Diversity, and Inclusion Report – Dr. Guy Sims | 8:20 p.m. – 8:25 p.m. |
| 13. Adjournment

● Next Meeting Dates: AGB Workshop, May 18, 2016
Regular Meeting, May 19, 2016 | 8:25 p.m. |

*Action Items

**All times approximate

**BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
March 17, 2016**

MINUTES

Members Present: Robert E. Perkinson, Jr., Reverend Garry Moore, Mr. Jerry Perdue, Ms. Deirdre Guyton, Dr. Norman Mirsky (via telephone), Ms. Anne Taylor Lantry (via telephone), Mr. Norris Kantor, Esq. (via telephone), Ms. Lois Manns (via telephone), Ms. Jennifer Douglas, Mr. Harold Wells

President's Staff: Dr. Marsha Krotseng, Ms. Shelia Johnson, Mr. Tom Cook, Mr. Jim Nelson, Ms. Jonette Aughenbaugh, Dr. Tracey Anderson, Ms. Betty Carroll, Dr. Guy Sims, Dr. Larry Conner, Dr. Jo-Ann Robinson

Guests: Jennifer Johnson, Stephanie Seymore

Welcome and Call to Order

Chairman Robert E. Perkinson, Jr. called the meeting to order at 6:33 p.m. in Conley Hall, Room 201, Boyd Conference Room and welcomed all in attendance.

Chair's Remarks

Mr. Perkinson welcomed everyone to the meeting. This meeting will be information based. There are exciting activities occurring on campus. There will be an update on the Master Plan. Board members, faculty, staff, Cabinet and other facets of campus have played a role in moving various processes along. Mr. Perkinson expressed that the exciting part to him is that there is actual movement taking place beyond discussion. There is actual progress being made.

Studies are being done and completed. These are exciting times for the future of this institution. We need to keep the community in touch with the mission of the institution and where we plan to go in the future.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng distributed a handout of the President's Report (see attached). This time last month the legislative session had reached its halfway point, and the session concluded on March 12. Dr. Krotseng provided a brief review of bill 4310. She asked those present to please thank their legislators for their support of Bluefield State College. The final version of 4310 includes the protections necessary for BSC. Delegate Gearhart amended the bill on the floor. Delegate Shott also provided valuable, supportive input during this process.

The question still of most concern is what they will decide regarding the budget. The best case scenario right now is a budget that includes a 4% cut, but not additional cuts. Dr. Krotseng will continue to monitor this process.

Upcoming campus events are as follows: On Wednesday, March 30, 2016, the Spring Recruitment and Resource Fair will take place with special guest Senator Joe Manchin. This event is open to the general public.

On April 7, 2016, the ASCE Student Chapter will host the 2nd Annual Southern Technical Conference. Engineers can request six professional hours of credit for attending the event.

Additionally, several Fulbright Scholars will be visiting the area in coming weeks. Moonjung Kim, a pianist from South Korea, will perform a concert on April 12th at Bluefield High School that is open to the public.

The Biomedical Club will have Science Day at BSC on April 18th. Between now and the date of the event, Biomedical Club students will head to McDowell County to get students involved in learning science principles. The students will participate in an egg drop. The egg must fall from a height of ten feet and land without breaking.

Equity, Diversity, Inclusion – Dr. Guy Sims

Dr. Sims shared with the Board two portions of his responsibilities at Bluefield State College. First, Title IX was discussed. It was part of the educational amendments of 1972. It includes ten different areas, one of which is sexual harassment. The federal government has defined sexual harassment as a form of discrimination.

Bluefield State College will be a safe campus. This is exemplified throughout our mission statement and core values. Policy Three is the harassment policy. Dr. Sims' office works to represent that policy and respond to take care of instances of harassment that take place on campus. Every campus member has a responsibility to speak up and to create a professional environment that is conducive to teaching and learning. Part of the training is to identify problems and how the reporting process works.

The packet distributed at tonight's meeting (see attached) is part of the training materials. Dr. Sims asks the following questions of training participants: Have you participated in a workshop related to sexual harassment prior to this one? Did you learn something new from the workshop? Do you know how to address an issue on campus if something happens? If something does happen, it is important to tell someone who can address the issue. Last year there was one open case, and by the end of the year it had been resolved.

There are couple of White House initiatives included in the packet. Board Member Lois Manns has spearheaded some of the training on this issue. There is a West Virginia intercollegiate group that deals with sexual assault. Dr. Sims is a member of this group.

Dr. Sims expressed that he always looks forward to working with students, faculty, and staff. If issues are not properly addressed, the most common result is that people think the institution does not care. Dr. Sims stated that BSC is an environment where people do care.

Secondly, Dr. Sims discussed Title III. Title III provides funds to strengthen academic quality. This funding helps out with salaries, computers, professional development and research. Dr. Sims works with a variety of people across campus.

There is a 1.5 million dollar SAFRA grant. The grant has recently helped support the branding initiative and work on the fitness center. Title III also was able to provide funding for equipment that Maintenance has to clear sidewalks. Even though we may not always see the funding, it is possible to see the fruits of the labor.

Title III supports students by bringing speakers to campus, providing funds for research, which in turn brings other dollars to campus. Title III will fund repairing the equipment on the roof of Basic Science so that our students may use it to collect data. It is important to get the word out about BSC.

Mr. Perkinson pointed out a section in the packet under Title IX about a bystander not being a bystander. He stated that people have to realize that they have a greater responsibility to the community they are a part of. People need to be a part of the solution and step up.

There was discussion between Dr. Sims and Ms. Manns regarding vehicles in place to ensure that people have access to training and how we keep track of that information.

Approval of the Minutes of the February 18, 2016 Meeting

The next actionable item to be undertaken by the Board was approval of the minutes from the February 18, 2016 meeting. Mr. Perkinson asked if there were any additions or corrections to the minutes from February 18, 2016 prior to the vote for approval.

Dr. Mirsky mentioned that on the bottom page two his comments should reflect that the Finance and Audit Committee look at why the amount of money for instruction for academic support decreased and institutional support increased.

With this correction to the minutes, Mr. Perkinson asked if there was a motion to approve the minutes from the February 18, 2016 meeting. Reverend Moore made a motion to approve the minutes. The motion was seconded by Ms. Guyton. The motion carried.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson reported that there is no new comparative data since we are now meeting every month. There is an update on the tuition and fee line for the month of February. This is a substantial difference from the January report.

The facilities master plan related to student housing is being funded by Title III. Ms. Johnson expressed thanks to Dr. Sims.

To follow up on the audit report presented at the last meeting, there was one item, a 5.5 million dollar OPEB liability, which came up. The State had indicated that it would be paid off in 2017 over a period of twenty years. This has changed. It will buy down in 2023 and be paid off in 2057.

There was discussion among the members regarding institutional support, allowance for bad debt, BRIM, and additional insurance. Ms. Johnson was asked how the institution stands financially. We are entering the third quarter. BSC has received 63% of the state funds allotted to the institution. We are looking at finances regularly

and more closely now than ever. There is concern about state-appropriated money, but financially the institution is meeting its obligations.

Higher Learning Commission Assurance Argument – Dr. Tracey Anderson

Dr. Anderson reported that the HLC argument was shared with the Board of Governors in the packet of materials. With regard to details concerning this document, part of BSC's obligation is to provide documented evidence concerning accreditation, mission, integrity, resources planning, institutional effectiveness, etc. The blue items within the main document will be links to source documents. Dr. Anderson is available to answer questions that the Board of Governors may have about the document generally. There was discussion among the group regarding the change in process of the submission of this type of document. We will have a quality initiative to create in a year or two, a three year project. There is a site visit in five years.

Update on the BSC Master Plan – Dr. Marsha Krotseng

The earlier comments regarding the Master Plan are appreciated. This process is being put together so that other processes may start simultaneously. The first component consists of housing and a parking structure. Late last semester, students attending BSC were surveyed in an effort to determine where they would want to live. A housing and demand analysis has been done, and it is available for viewing online on the Bluefield State website. The bottom line is that there is demand for a residence hall that would house approximately one-hundred forty to one-hundred seventy students on campus. This is a conservative estimate, and there is a demand for housing.

From that point Thompson & Litton representatives are currently working on a preliminary architectural report. What does the hall need to look like based on what we learned from the study? Students want apartment and pod-style rooms. There are questions about how the space should be configured. That needs to be figured out before we can determine cost.

Dr. Krotseng has seen the first draft of what the residence halls may look like. This will be completed by the end of April, and there will be a built in parking structure. The best option is a built in parking structure with a residence hall on top of it. The goal is for the residence hall to be occupied in 2019.

With regard to funding, a number of funding sources are being investigated including the USDA. We have yet to find anything that would provide a better interest rate. Ms. Carroll, Ms. Johnson, and others will continue to look at other funding sources. The College has never undertaken a fundraising campaign of this magnitude. An assessment will be completed over the next several weeks. We all need to be expressing the same message as we work together on this.

There was discussion among the group regarding various items related to an on-campus residence hall. There was discussion regarding the cost of one facility or two facilities. There was also discussion regarding fundraising and borrowing money to finance the project.

With regard to branding, we have been working diligently with Journey Group on a communications plan for the last six months. They are very familiar with Bluefield

State College. They know and understand who we are and what this institution does. They have taken this information and reviewed our logos. Before we roll out the new branding, it is important to develop guidelines and policies so that the brand is maintained with integrity. Our core committee is working with Journey Group to develop appropriate use guidelines. The new branding will be rolled out over the next month or so. Journey Group is now turning to developing the website.

Enrollment Management Report – Dr. Jo-Ann Robinson

At this time, Dr. Robinson introduced two members of the Admissions staff, Ms. Jennifer Johnson and Ms. Stephanie Seymore. At the beginning of the year the increase in the number of incoming freshmen was the second highest increase in the state. Dr. Robinson and members of the Admissions staff are here to talk about what we are doing as an institution and how that is translating to higher numbers of students.

Some of the activities and processes are new and others are tried and true. The Admissions staff is working hard to let high school and transfer students know that the institution is here and what we have to offer. Stephanie Seymore discussed Academic Days. The idea of academics has been developed, and potential students have an opportunity to work with faculty. Fifty-four students have been conditionally admitted for the fall. The programs with the greatest amount of interest are nursing and allied health. We need to work on generating interest in other programs.

Members of the Admissions staff are also going out and meeting with guidance counselors. There have been three different visits. The visits are varied with different schools and counties. There have been visits to some college fairs that are out of state. A new event we are attending is a virtual college fair, which also cuts down on the cost of resources since the communication will take place online. It is also a great resource because it gets information about the institution to potential students in other states. The virtual college fair allows us to have a great presence, and school representatives may chat virtually with students to answer any questions they may have.

Admissions staff are also working on an information plan and text messaging strategies to increase the number of times we contact a student before he/she comes on campus. Any communication received by Admissions goes into the Banner tracking system. Initially, students are sent a welcome, information about BSC, and a link to apply. Within this module, how quickly the information goes in depends on how quickly information goes out. Next, information is sent out on how to apply for financial aid. Exactly how the student made contact with BSC is tracked, and something is set up for each individual based on interest. The Admissions staff schedules one-on-one tours, and they try to include members of the faculty in this process.

Once students have applied to Bluefield State College, they receive additional information along with letters that are sent out. A new occurrence with regard to the acceptance process is that those are now being sent out electronically. In less than a minute we can receive an acknowledgement back.

To encourage excitement among new students who will be attending BSC in the fall, on April 1st Freshmen Frenzy will take place on campus. There will be college representatives at the event to assist with academic advising and financial aid

processes. There will be a photo booth at the event. Three e-mail blasts have been sent out about the event and there will be a phone-a-thon today. There are one-hundred students registered to attend the event.

Last year on March 17th we had 1,053 applications. Today we have 1,285 applications. Last year 272 students had been admitted for the fall semester, today we have 440. When we have programs like Freshmen Frenzy we anticipate we will see a greater yield. Dr. Robinson and the Admissions staff are excited about where the numbers are for this fall.

BSC is spending a lot of time and energy on recruitment, but we are also spending a lot of time on retention. We know where our strengths are, and we are looking at where we need to strengthen efforts in other recruitment and retention activities. Faculty involvement in these processes has increased, but it is not yet where it needs to be.

We need to get the students to the resources. All students are not going to respond to an adult telling them what they need to do. All incoming freshmen are assigned a peer mentor. We are tracking that activity. A significant amount of time was spent developing the training mechanism. Mr. Perdue commented that the peer review process has been going well. There are 289 freshmen. They have received, either by e-mail or by phone, responses back from 123 students. Inaccurate phone number information has been a challenge. Once they are able to reach the student, correct contact information is obtained and sent to the Registrar to be updated in Banner. Student communication with their peer mentors is a part of the retention process.

Mr. Perkinson commented that the takeaway for the Board members is that BSC is reaching students by using ways in which young people communicate. Ms. Lantry commented that she is really impressed by the creativity and hard work of the Admissions staff. Thanks was expressed to Dr. Robinson, Ms. Johnson, and Ms. Seymore for their efforts.

Budget Information – Ms. Shelia Johnson

The data Ms. Johnson has is Fall End of Term enrollment, and it is calculated by adding all of the student credit hours, then divided by 15. Students pay full time tuition if enrolled for twelve or more hours. For 2015-16 end of term, we lost 50 FTE. Forty-seven of those students were in state. There has been a 15.33% reduction in annual state appropriations since 2012.

The Board of Governors is required to review and examine tuition and fees. With regard to annualized tuition and fees, from 2012-2016 those fees were raised about 24%. Data provided in Ms. Johnson's report contains the HEPC report card related to 2014 enrollment. BSC is on the low end of that scale. This is based on four year degree students and the debt they carry when they graduate. BSC has the lowest tuition and fees of all public four-year colleges and universities in West Virginia. We are listed as the second lowest on student debt. We are listed fourth lowest in terms of amount of state money we get per FTE.

The Board was reminded that the voting for The Home Depot “Retool Your School” competition ends on April 24th. It was decided the Boyd Conference Room will be the venue for the next Board of Governors meeting on April 21st.

With no further business to discuss, the meeting adjourned at 8:19 p.m.

Respectfully submitted,
Sara E. Anderson

Robert E. Perkinson, Jr.

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 FISCAL YEAR 16, AS OF
 FEBRUARY 29, 2016
 CASH BASIS*

DESCRIPTION	BUDGETED 2016 FY	% OF BUDGETED	ACTUAL 02/29/2016	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/15			1,512,115		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,815,119 *	25.19%	3,663,525	24.61%	63.00%
TUITION & FEES	9,394,802	40.69%	6,291,124	42.27%	66.96%
CAPITAL FEES	735,792	3.19%	554,891	3.73%	75.41%
SALES & SERVICES	65,000	0.28%	(31,897)	-0.21%	-49.07%
GRANTS & CONTRACTS	6,091,000	26.38%	3,727,442	25.04%	61.20%
INVESTMENT EARNINGS	3,100	0.01%	1,177	0.01%	37.97%
AUXILIARY	1,165,000	5.05%	767,437	5.16%	65.87%
DEBT ASSESSMENT	(110,792)	-0.48%	(55,396)	-0.37%	50.00%
HERA ASSESSMENT	(69,802)	-0.30%	(34,901)	-0.23%	50.00%
TOTAL REVENUES	23,089,219	100.00%	14,883,402	100.00%	64.46%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES	12,053,726	52.43%	7,487,907	52.26%	62.12%
EMPLOYEE BENEFITS	3,078,564	13.39%	1,839,434	12.84%	59.75%
CURRENT EXPENSE	4,035,575	17.55%	2,826,035	19.73%	70.03%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,167,676	5.08%	702,471	4.90%	60.16%
SCHOLARSHIP, AWARDS	2,655,234	11.55%	1,469,688	10.26%	55.35%
TOTAL EXPENDITURES	22,990,775	100.00%	14,325,535	100.00%	62.31%
ENDING CASH AND IN TRANSIT 02/29/2016			2,069,982		
LESS: ENCUMBRANCES			(297,970) **		
Balance (Cash Less Encumbrances)			1,772,012		

* Reduced to \$5,582,514; additional state reduction of \$232,605 (4%), effective third quarter.

** \$291,046 Federal Funds

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 COMPARISON OF FEBRUARY 28, 2015 AND FEBRUARY 29, 2016
 CASH BASIS*

DESCRIPTION	ACTUAL 02/28/15	ACTUAL 02/28/16	DIFFERENCE	% OF DIFFERENCE
BEGINNING CASH 07/01/15 - 16	3,092,834	1,512,115	(1,580,719)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	3,923,894	3,663,525	(260,369)	-6.64%
TUITION & FEES	6,027,535	6,291,124	263,589	4.37%
CAPITAL FEES	563,520	554,891	(8,629)	-1.53%
SALES & SERVICES	(36,863)	(31,897)	4,966	-13.47%
GRANTS & CONTRACTS	3,692,068	3,727,442	35,374	0.96%
INVESTMENT EARNINGS	1,646	1,177	(469)	-28.49%
HERA ASSESSMENT	(58,551)	(34,901)	23,650	-40.39%
AUXILIARY	770,795	767,437	(3,358)	-0.44%
DEBT ASSESSMENT	(55,396)	(55,396)		
BOND TRANSFER				
NEW RIVER TRANSFER	134,339		(134,339)	100.00%
HEPC TRANSFER (FACILITIES)				
TOTAL REVENUES	14,962,987	14,883,402	(79,585)	-0.53%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	7,530,608	7,487,907	(42,701)	-0.57%
EMPLOYEE BENEFITS	1,870,436	1,839,434	(31,002)	-1.66%
CURRENT EXPENSE	2,666,868	2,826,035	159,167	5.97%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,499,963	702,471	(797,492)	-53.17%
SCHOLARSHIP, AWARDS	1,328,221	1,469,688	141,467	10.65%
TOTAL EXPENDITURES	14,896,096	14,325,535	(570,561)	-3.83%
ENDING CASH AND IN TRANSIT 02/28/2015 - 02/29/2016	3,159,725	2,069,982	(1,089,743)	
LESS: ENCUMBRANCES	(16,724)	(297,970)	(281,246)	
Balance (Cash Less Encumbrances)	3,143,001	1,772,012	(1,370,989)	

*Excludes Clearing Account

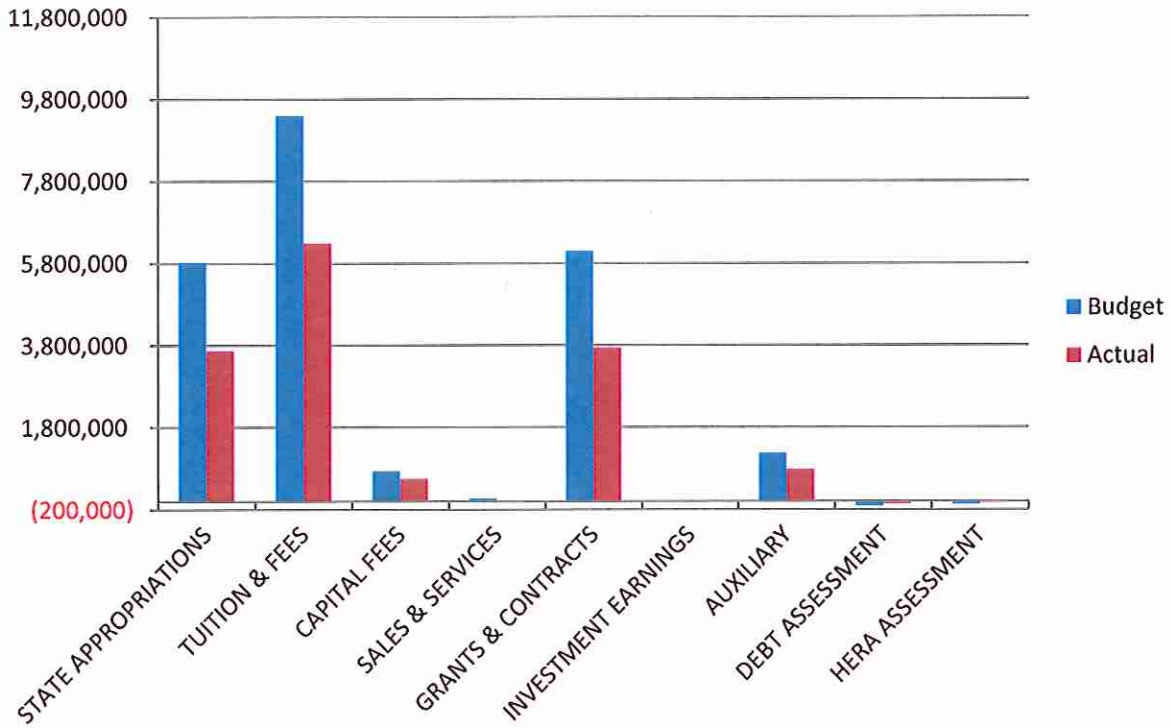
BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
FEBRUARY 29, 2016

PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(6,924.00)
BSC406	THOMPSON & LITTON OF WV INC	(291,046.00)
		<hr/>
	GRAND TOTAL ENCUMBRANCES	<u>(297,970.00)</u>

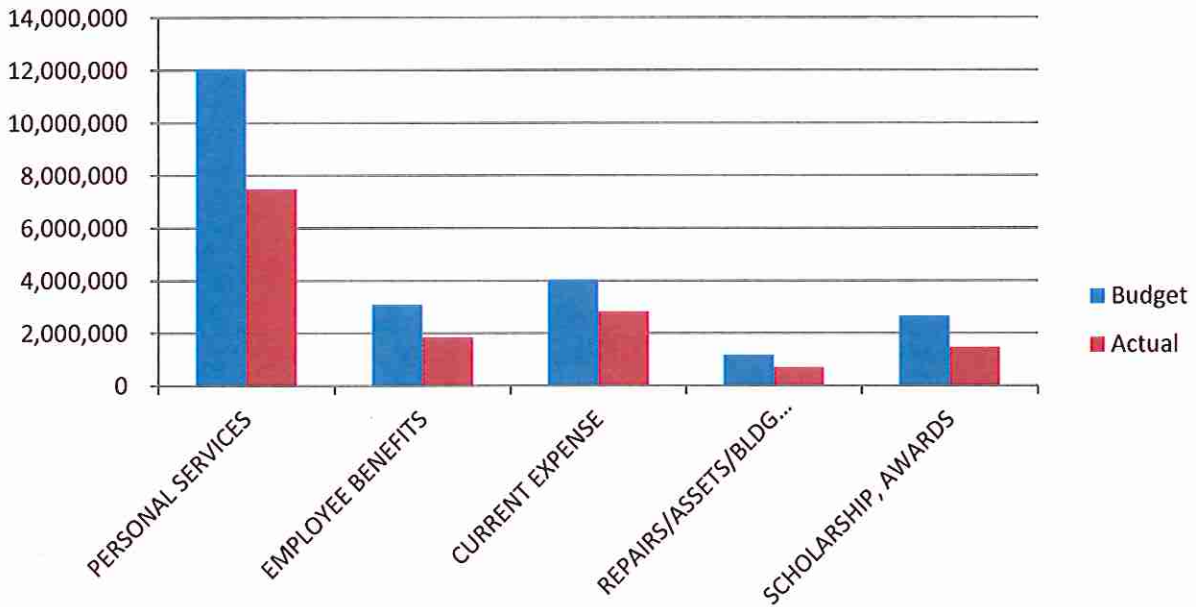
BLUEFIELD STATE COLLEGE
 FEDERAL FINANCIAL AID BALANCES
 FISCAL YEAR 2016
 AS OF FEBRUARY 29, 2016

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 01/31/2016
BEGINNING CASH 07/01/15	1.77	3.73	0.82	6.32
<u>ADDITIONS:</u>				
REVENUE	3,862,552.80	5,694,816.01	76,977.00	9,634,345.81
TOTAL REVENUES	3,862,552.80	5,694,816.01	76,977.00	9,634,345.81
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	3,984,343.00	5,895,885.73	77,977.00	9,958,205.73
Redeposits	(109,742.00)	(180,744.73)	(1,000.00)	(291,486.73)
Recoveries	(14,523.00)	(24,833.00)		(39,356.00)
TOTAL EXPENDITURES	3,860,078.00	5,690,308.00	76,977.00	9,627,363.00
ENDING CASH 02/29/2016	2,476.57	4,511.74	0.82	6,989.13
2015FY TOTALS				
TOTAL EXPENDITURES	4,374,706.00	8,103,731.00	53,701.00	12,532,138.00
% OF FINANCIAL AID 2016FY COMPARED TO 2015FY	88.24%	70.22%	143.34%	76.82%

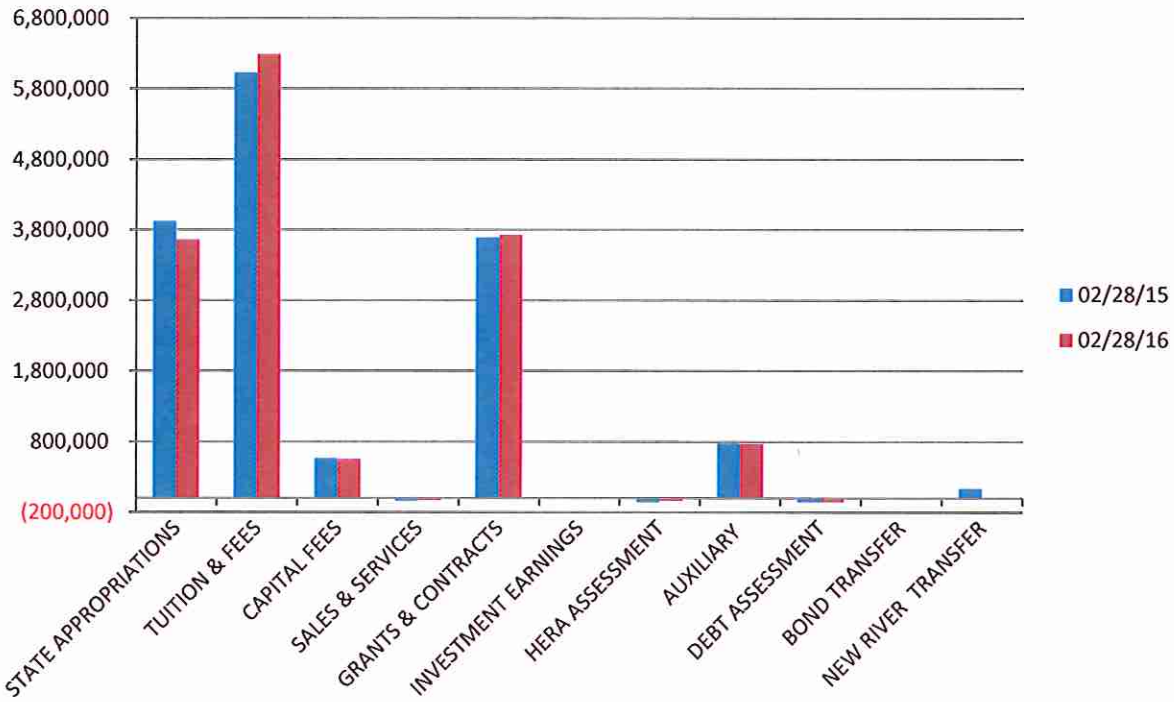
Bluefield State College
2016 Budget vs Actual Revenue



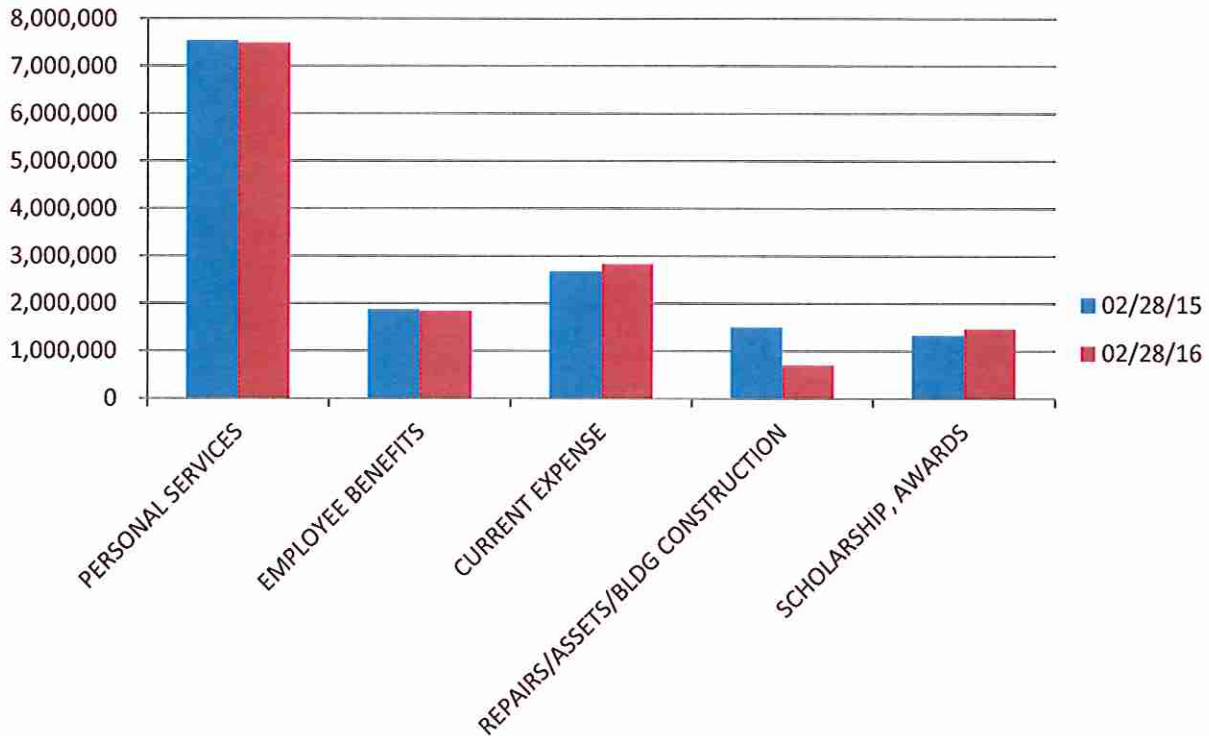
Bluefield State College
2016 Budget vs Actual Expenditures



Bluefield State College
Feb 2015 vs Feb 2016 Revenue



Bluefield State College
Feb 2015 vs Feb 2016 Expenditures





Item: Approval of *Policy 42: Hiring Policy*

Recommended Resolution: *Resolved, that Bluefield State College Board of Governors approves Policy 42: Hiring Policy*

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

Background:

Bluefield state College seeks Board approval of this policy which is an update of the February 2007 policy providing guidelines regarding the hiring of non-classified, classified, and faculty employees for regular positions within Bluefield State College.

The policy was submitted to the Board for 30 day comment on December 14, 2015. At the conclusion of the 30 day comment period, and at the February 18, 2016 Board meeting, Bluefield State College requested the policy be sent back to the College for further discussion. The current policy has been reviewed and recommended by College Council (per the March 28, 2016 meeting) for Board approval.

DRAFT – PROPOSED POLICY REVISIONS RECOMMENDED BY COLLEGE COUNCIL ON 03/28/2016
FOR BSC BOARD OF GOVERNORS APPROVAL AT 04/21/2016 BOG MEETING
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-7-3, and HEPC Title 133 Procedural Rule Series 4, Series 39, Series 31, Section 5, and Series 9.
- 1.3 Effective Date: February 15, 2007; amended _____
- 1.4 Filing Date: _____
- 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

DRAFT – PROPOSED POLICY REVISIONS RECOMMENDED BY COLLEGE COUNCIL ON 03/28/2016
FOR BSC BOARD OF GOVERNORS APPROVAL AT 04/21/2016 BOG MEETING

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. 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

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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 resources available online at <http://bluefieldstate.edu/documents/forms/mgrtools>, including equal opportunity and non-discrimination information, search guidelines, search committee responsibilities and related procedures. The BSC Search Committee Responsibilities 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 establish and monitor search process timeframes to 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.

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. 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 qualified candidates be interviewed. 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 (e), 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.

- 3.6.2 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.
- 3.6.3 All hiring decisions must be approved by the President before employment 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 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 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.

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- 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 website at <http://bluefieldstate.edu/hrpolicies> and the West Virginia Higher Education Policy Commission site at <http://www.wvhepc.com/resources/rules-and-policies/>. Relevant forms pertaining to the hiring process may be found on the Office of Human Resources website Forms/Documents section at <http://bluefieldstate.edu/hr>.

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Division of Student Affairs and Enrollment Management Report April 21, 2016 Board of Governors Meeting

Division Highlights

Drs. Robinson, Sims, and Kalk attended the NASA West Virginia Space Consortium Board of Director's dinner and presentation on April 8, 2016 in Charleston, West Virginia. Dr. Robert Riggins, BSC Engineering Professor, and members of the BSC Robotics team presented their work in robotics featuring their research, design, and use of technology to build autonomous robots. The presentation was very well received by the attendees.

Dr. Robinson represented Bluefield State College at the Mercer County Coalition Against Domestic Violence meeting on March 22, 2016. The meeting coordinated by Connie Saunders, WISE brought judges, police, local service agencies and college representatives together to discuss existing services to support victims of domestic violence in Mercer County. Dr. Robinson provided an overview of BSC programs. Following the meeting, a local judge agreed to participate in BSC's Relationship Abuse monthly meeting to identify ways to strengthen our support for victims of domestic violence.

Dr. Robinson participated in the White House Initiative on Historically Black Colleges and Universities (WHIHBCU) webinar to educate Historically Black Colleges and Universities on the grants and opportunities available to them throughout the federal government. The webinar on March 24, 2016 featured a presentation on Departmental programs for U.S. Department of Agriculture's Rural Development Agency highlighting their funding opportunities for HBCUs. Dr. Robinson gained an understanding of how BSC's work and research matches available USDA opportunities. Dr. Robinson is working to connect various constituents to grant opportunities.

Career Services

Ms. Rebekah Hatch, Career Internship Coordinator was invited to attend the Academia Day at the U.S. Army Aviation and Missile Life Cycle Management Command, Redstone Arsenal, Alabama on April 7, 2016. Ms. Hatch obtained knowledge/information regarding potential opportunities for veterans, non-traditional students, traditional students, recent graduates and an opportunity to network with exhibitors as well as fellow peers.



Through networking, a list of companies that hire International Engineering students (as well as internship opportunities) was shared. Additional opportunities for support services such as Human Resource Management, Comptroller, Safety and Occupational Health, Supply Management, Contracting and Acquisition, Quality and Reliability Assurance, Material Maintenance Management, Physical Security and Law Enforcement and Public Affairs and Communications Media, etc., along with STEM were presented, explained and discussed throughout the presentations and exhibitors. A review of filling out a federal resume, search job vacancy announcements for all federal careers along with an explanation of the importance of Veterans status and how it makes a difference in the application/hiring process was discussed and explained.

Ms. Rebekah Hatch and Deidi Rose, Student Affairs and Enrollment Management successfully coordinated the 28th Annual Spring Employment, Recruitment, and Resource Fair. The event was co-sponsored by Senator Joe Manchin, WVVA, and the Robert C. Byrd Institute. There were over 100 employers and agencies on site with approximately 600 attendees. The 28th Annual event was the largest in BSC's history. According to survey results, the majority of participants indicated they strongly Agreed that company representatives were prepared for their questions and attending the job fair provided them with a valuable experience.

Educational Opportunity Center

The Education Opportunity Center is charged to identify, assess and recruit participants to the EOC for program year 2015-16, the final year of this grant funding cycle. As of March 31, 2016, seven (7) months into the new program year, a total of 610 participants have been recruited and provided EOC services.

Dr. Steve Wise with support from Dr. Sarita Rhonemus, EOC Coordinators, Fay Vint, Dr. Robinson, and Dr. Julie Kalk completed and submitted the Department of Education five-year renewal grant for the BSC Educational Opportunity Center program.

Student Life

The Office of Student Life co-sponsored the Chamber of Commerce Women's Conference. Ms. Joan Buchanan, Director of Student Life, served on the planning committee. BSC sent eight representatives and Dr. Krotseng introduced the luncheon keynote speaker. Student Life supported approximately 1,400 participants in various activities in March. The activities included campus sponsored events, pool, fitness and game room usage.



The Department of Intramurals also supported student participation in the Bowling, Basketball, and Soccer League.

Student Support Services

The Office of Student Support Services provided tutorial assistance to 100 students and 149 students used the computer lab. SSS participated in the BSC Graduate Fair and provided information on resume development and getting the most out of the upcoming job fair. SSS partnered with Office for Equity, Diversity and Inclusion to promote diversity and awareness of LGBTQ issues with a presentation by Ash Beckman. SSS continues to lead efforts with the Early Alert system. SSS reached out to students 51 times with email/calls.

Student Affairs and Enrollment Management Division Highlights no longer reflect recruitment and retention activities that will be presented at the BOG meeting.

Board of Governors
April 21, 2016
Betty Carroll

Internal Organization/Activities

1. Continue meeting with key campus individuals to discuss projects as needed.
2. Continue meetings with fundraising consultants.
3. Continuing to coordinate fundraising proposals from various areas on campus.
4. Have started the nomination processes for the Delp Award, Goodman Award and Shrewsberry Award.

Fundraising

1. Continuing solicitations for the "Krotseng Go For Graduation Challenge." Dr. and Mr. Krotseng will donate \$12,000 if the college can raise \$15,000. We have received approximately \$2,320 toward the Challenge. Funds will go to scholarships and a Master Plan Project. Online giving is now available for this project on the College web site.
2. The spring 2016 direct mail appeal has been mailed and we are receiving donations. Appeal has currently brought in \$2,225, including a donation of \$500 and a donation of \$1,000.
3. Assisting with partnership efforts between the Foundation and the R & D Corporation in regards to the note on Mountain View, which was donated to the BSC Foundation by the Hugh Shott Foundation.
4. Continuing to work with the June Shott Foundation on a project proposal in relation to the Master Plan.
5. The Foundation received \$30,000 in NIP tax credits for this year. The BSC Foundation has distributed all of the \$30,000 in NIP credits resulting in \$60,000 for scholarships.
6. Have received funding towards the Student Center patio project. The budget for the project was estimated at \$12,000 and we have received funds totaling \$11,000. The Foundation has asked the Alumni Association and Alumni Chapters for assistance with the remaining funds needed for the project.

7. Currently working with members of SGA to begin a Senior Tribute Project/Campaign. Planning will continue through this semester on the project with a planned launch date in the Fall.
8. Working to establish a Staff/Faculty Giving Campaign. Preparations for the project will continue through this semester with a launch date scheduled for the Fall semester.
9. Klingensmith Cup is scheduled for Monday, May 16, 2016 at Wolfe Creek Golf Course. We are receiving sponsorships and team entries.
10. Currently coordinating with the Dean of the School of Business to solicit funds for the annual School of Business Awards. We are receiving donations for this program.
11. Assisting with sponsorship solicitations and planning for the School of Nursing Gala Event scheduled for April 30, 2016.
12. Have established two new scholarships: the Princeton Health Care Center Annual Scholarship and the Belcher/Kuppusami Endowed Scholarship for Nursing and Radiology
13. Have begun a partnership with Network for Good to provide an online giving tool for the Foundation to be able to effectively take online donations.
14. Have been notified that BSC will be the beneficiary of an estate gift. Estate gift is estimated to be in the range of \$100,000 to \$130,000. Gift is designated to be used for a scholarship fund for needy students. Funds may take up to a year to receive.
15. Currently working with two alumni who want to establish a scholarship to memorialize their parents.

Stewardship

1. Continuing to schedule various meetings/lunches with perspective donors.
2. Thank you notes in addition to tax letters sent to donors of \$100 or more and all sponsors.



Department of Intercollegiate Athletics Report

Board of Governors Meeting

April 21, 2016

Department Highlights

Facility Update

The softball program is now practicing and playing games at the Little League field up at the west end of Bluefield City Park. The field has fence, dugouts, lights, new infield mix, batting cages, bleachers and restrooms. There are no competing entities using the field from February 1 through April 15. After April 15 the field is still available until 5 pm each day. This facility could become a fine home field if the backstop could be moved back 15-20 feet, a scoreboard added and the infield dirt was replaced with clay/dirt mix. Location is also quite desirable. Little League administration is eager to assist in making this field a home for BSC softball. Work continues to secure Foundation funding for improvements to the baseball field.

A renovation plan for the baseball field is currently being developed by senior engineering students in a class taught by Kerry Stauffer and Erik Baldwin. This senior project will serve as the document to assist in providing scope of work and costs that could then be distributed to local foundations when requesting funding of project.

Hall of Fame

A transition of the Athletic Hall of Fame is underway. The Hall of Fame was administered by the "B Club" initially. Beginning this year, athletics is assuming the leadership and administration of the Athletic Hall of Fame. Committee members include: Mr. Ergie Smith-Alumni Association, Mr. Orlando Henderson-Alumni Association, Ms. Dee Dee Hill-BSC Alumni and former women's basketball player, Mr. Geoff Hunter-Head Men's Baseball Coach and BSC Faculty, Dr. Steve Bourne-BSC Faculty and a former member of the BSC Football team, Ms. Deirdre Guyton-Director of Alumni Affairs, Mrs. Betty Carroll-Director of Institutional Advancement, Mr. Jim Nelson-Assistant to the President and Director of Institutional and Media Relations. Nominations are being accepted for the Class of 2016 Hall of Famers.



Affiliation with National Organization

While Bluefield State is working to maintain NCAA Division II status, a change is being recommended to move from the ECAC conference and join the United States Collegiate Athletic Association. This move would provide access to championships that WILL be played, while providing student athletes greater chance for national recognition athletically and academically. The costs of each association is roughly the same, cost is not an issue. The Pennsylvania State Athletic Conference has agreed to administer the National Letter of Intent and the Coaches Rules Test. Application is due by July 1, 2016.

Men's Tennis

The men's tennis team currently holds a 16-2 record and are ranked #1 in the Atlantic Region. The team is led by Jacob Carey, a senior from Tarangua, New Zealand who is currently undefeated in the region. Mr. Carey will receive consideration for Player of the Region for 2016. If selected to participate in the NCAA Championship, the regionals will take place May 7-10, 2016. Jacob Carey is also the Co-Valedictorian for the 2016 graduating class, majoring in accounting.

As a department as a whole we have 102 student athletes with 53% percent having a GPA of 3.0 or greater.



4/13/2016

For: Board of Governors
Bluefield State College

From: Dr. Guy A. Sims
Assistant to the President for Equity, Diversity, and Inclusion
Title III Coordinator, Interim
Title IX Coordinator

RE: Activity Report

1. On March 22, 2016, the Office of Equity, Diversity, and Inclusion hosted nationally recognized Equality Advocate, Ash Beckham. Ash's presentation focused on our common humanity and better understand the hardships that we all face. This equality advocate mixes personal experience and wisdom to help everyone bravely face their demons.
2. The office participated in the Sexual Health Week activities, coordinated by the Student Government Association. On Wednesday, April 6, 2016, the office administered a survey for students to determine their understanding of sexual assault issues.
3. On April 7, 2016, I served as the keynote speaker for the Pi Mu Gamma Honor Society induction ceremony.

Title III Report

- Participated in the WV NASA Space Grant spring board meeting. Had the opportunity to feature the Bluefield State College Robotic Team. This was excellent exposure for the team and for what BSC has to offer. April 8-9, 2016

Title IX Report

- No report

Respectfully Submitted