



Bluefield State
C O L L E G E

BOARD OF GOVERNORS

August 30, 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
August 30, 2016

Conley Hall, Room 201, Boyd Conference Room

AGENDA

1. Welcome and Call to Order – Chairman Robert E. Perkinson, Jr. 6:30 p.m.
2. Chair's Remarks – Chairman Robert E. Perkinson, Jr. 6:30 p.m. – 6:40 p.m.
3. Recognition of Men's Tennis Team – Chairman Robert E. Perkinson, Jr. 6:40 p.m. – 6:45 p.m.
4. President's Report – Dr. Marshá Krotseng 6:45 p.m. – 6:55 p.m.

College Focus

5. Academic Affairs: Goals for 2016-17 – Dr. Angela Lambert, Interim Provost/VPAA 6:55 p.m. – 7:05 p.m.
6. BSC Athletics: Goals for 2016-17 – Mr. John Lewis, Athletic Director 7:05 p.m. – 7:15 p.m.

Current Operations

7. *Approval of Minutes of June 16, 2016 Meeting 7:15 p.m. – 7:20 p.m.
8. Financial Report and Update – Ms. Shelia Johnson 7:20 p.m. – 7:30 p.m.
9. Follow-Up from AGB Board Workshop: Policy Manual 7:30 p.m. – 7:45 p.m.

Strategic Issues: Getting to the Vision

10. Recruitment and Retention Update – Dr. Jo-Anni Robinson and Dr. Angela Lambert 7:45 p.m. – 8:00 p.m.
11. Progress Toward Strategic Plan – Dr. Tracey Anderson 8:00 p.m. – 8:05 p.m.
12. Consent Agenda
Academic Affairs – Dr. Angela Lambert 8:05 p.m. – 8:10 p.m.
Equity, Diversity, Inclusion – Dr. Guy Sims
Institutional Advancement – Ms. Betty Carroll
Institutional and Media Relations – Mr. Jim Nelson

13. Adjournment 8:10 p.m.

• Next Meeting Date: October 20, 2016

BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
June 16, 2016

MINUTES

Members Present: Robert E. Perkinson, Jr., Norris Kantor, Esq., Bob Buzzo, Dr. Norman Mirsky, Lois Manns, Deirdre Guyton, Reverend Garry Moore, Anne Taylor-Lantry (via conference call), and Jerry Perdue.

President's Staff: Dr. Marsha Krotseng, Tom Cook, Betty Carroll, Shelia Johnson, Dr. JoAnn Robinson, Jim Nelson (via conference call), and Dr. Guy Sims.

Guests: Levi Poff, William Lambert, Ian Fields, and Bob Riggins.

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

Mr. Perkinson called the meeting to order at 6:30 p.m. and welcomed all in attendance.

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

Mr. Perkinson thanked everyone for attending the meeting. The Board of Governors will be discussing how to deal with succession planning. There are several vacancies coming up this year and next. BSC needs Board members who are willing and committed to serve on our board to move the Master Plan forward. Mr. Perkinson requested that names and phone numbers of potential new Board members be sent to the Executive Committee for consideration. Members of the Executive Committee include Mr. Perkinson, Mr. Kantor, Reverend Moore, and Dr. Krotseng. BSC needs people who have a passion for serving on Boards and moving BSC forward.

Recognition of the Robotics Team – Chairman Robert E. Perkinson, Jr.

Mr. Perkinson recognized Dr. Riggins and three Robotics Team members present at the Board meeting: Levi Poff, William Lambert, and Ian Fields. Dr. Riggins related that six of the total eleven or twelve team members went to the world-class competition in which BSC took second place. Dr. Riggins expressed that the Robotics team cannot do what they do without everyone's support and especially thanked the Board of Governors for their support.

Mr. Perkinson stated that the achievements of the Robotics Team reflect the heart and soul of Bluefield State. He requested that Reverend Garry Moore read aloud the BSC Board of Governors resolution recognizing the achievements of the Robotics Team. Dr. Krotseng presented a copy of the resolution to each team member. (See attached.)

President's Report – Dr. Marsha Krotseng

Dr. Krotseng reported that BSC has been doing a great deal of work on the Master Plan, and she expressed thanks to Betty Carroll and Shelia Johnson for their efforts in working on the Master Plan. The preliminary USDA loan application has been submitted. There was a meeting with USDA representatives this past week. A representative from Congressman Jenkins' Office contacted BSC about another funding source that could potentially reduce the total cost of the project or reduce the amount borrowed, and this is being explored.

BSC has successfully completed its Athletic Director search. John Lewis will begin employment at Bluefield State on July 15th. He comes to Bluefield from Alcorn State in Mississippi where he serves as the Associate Athletic Director for Administration.

Dr. Krotseng reported that she will be using a slightly different signature block reflective of the new brand initiative. The community will begin to see more of the new brand letterhead. BSC continues to roll out use of the new brand and will continue to work to get it fully implemented. The new website should be available in September.

Follow-Up from AGB Board Workshop: Policy Manual

Mr. Perkinson noted the AGB workshops held with the Board of Governors. One of the requested outcomes, a Board Policy Manual, has been drafted and requires review. Mr. Perkinson suggested the following process for the policy manual in the interest of time: read the manual and forward the comments to Dr. Mirsky who will compile them. The goal would be for comments to be reviewed so there is a completed copy of the manual to approve at the August Board meeting. Dr. Mirsky mentioned that Board members particularly need to look at suggested changes on page twenty-three as well as page thirteen to determine if the Executive Committee is satisfied with the process for evaluating the President. The BSC Board of Governors unanimously agreed to work on the policy manual in the aforementioned manner.

Approval of Minutes of May 19, 2016 Meeting

The first actionable item was approval of the minutes from the May 19, 2016 meeting. Mr. Kantor made a motion to approve the minutes from the May 19, 2016 meeting. The motion was seconded by Mr. Perdue. The motion carried.

Election of Officers 2016-2017

Mr. Perkinson stated that officer terms are for one year and opened the floor for nominations for the year beginning July 1, 2016. Mr. Kantor nominated Mr. Perkinson to serve as Chairman of the Board. Mr. Kantor nominated Reverend Moore to serve as Vice Chair of the Board. Mr. Perkinson asked if there were other nominations from the floor. Hearing none, Mr. Perkinson asked if there was a motion to close officer nominations. Ms. Manns made a motion to close officer nominations. The motion was seconded by Mr. Buzzo. The motion carried.

The BSC Board of Governors unanimously approved to have Mr. Perkinson and Reverend Moore serve respectively as Chairman and Vice Chair of the Board of Governors for a term of one year.

Approval of 2016-2017 Calendar

Mr. Perkinson stated that the 2016-2017 Calendar is presented in the Board packet for consideration and approval. Mr. Perdue made a motion to approve the 2016-17 calendar as presented. Mr. Kantor seconded the motion. The motion carried.

Financial Report and Update, FY 2015-16 -- Ms. Shelia Johnson

Ms. Johnson presented the financial report as of May 31st. There is one correction to line one, State Appropriations, Actual 05/31/2016. The amount changed from \$5,349,909 to \$5,582,514. There was discussion among the group regarding what, if any, additional funds BSC is expecting, and there was discussion about the state budget in general.

With regard to employee insurance, there will be another open enrollment period in July. Mr. Perkinson stated that budget cuts are not worse than what had been anticipated. The budget cuts create a shortfall for BSC. The way to solve that problem is to recruit more paying students.

Approval of Budget, FY 2016-17 -- Ms. Shelia Johnson

Mr. Kantor made a motion to approve the budget for fiscal year 2016-17 as presented in the packet of Board materials. Reverend Moore seconded the motion. The motion carried.

Recruitment and Retention Update -- Dr. Jo-Ann Robinson and Dr. Larry Conner

Dr. Robinson reported on admitted and registered student statistics for the fall semester. A list of all students who have not registered has been provided to Dr. Conner.

There will be a new student orientation session next week, and an additional session is scheduled to take place in July. The recent phone-a-thon helped BSC to increase its registrations. Those who participated were able to get some good data about why files were incomplete.

Progress Toward Strategic Plan -- Dr. Tracey Anderson

Dr. Krotseng stated that the report has been made available for the Board in the packet and offered to address any questions.

There was discussion among the group with regard to possible WVU encroachment into the Beckley area and BSC strategies to strengthen recruitment efforts in that area. There was discussion among the group with regard to reaching out to local pastors in Montgomery and Charleston to assist BSC with recruitment efforts.

Ms. Johnson reported that the Finance Committee of the Bluefield State College Board of Governors met today. They discussed the budget. Ms. Johnson gave an

update on BSC's budget and financial status as discussed in the Finance Committee meeting. BSC will continue to be very conservative in spending funds.

Consent Agenda

Mr. Jerry Perdue made a motion to approve the Consent Agenda as submitted. The motion was seconded by Ms. Deirdre Guyton. The motion carried.

Reminders:

There is mandatory AGB training on August 12 – 13, 2016.

With no further business to discuss, the meeting adjourned at 7:43 p.m.

Respectfully submitted,
Sara E. Anderson

Robert E. Perkinson, Jr., Chair

BLUEFIELD STATE COLLEGE
BUDGET VS ACTUAL (STATE ACCOUNTS)
FISCAL YEAR 16, AS OF
JUNE 30, 2016
CASH BASIS*

UPDATED 08/19/2016

DESCRIPTION	BUDGETED 2016 FY	% OF BUDGETED	ACTUAL 06/30/2016	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/15			1,512,115		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,815,119 *	25.19%	5,582,514	27.11%	96.00%
TUITION & FEES	9,394,802	40.69%	8,313,160	40.36%	88.49%
CAPITAL FEES	735,792	3.19%	601,040	2.92%	81.69%
SALES & SERVICES	65,000	0.28%	80,040	0.39%	123.14%
GRANTS & CONTRACTS	6,091,000	26.38%	5,238,836	25.44%	86.01%
INVESTMENT EARNINGS	3,100	0.01%	2,448	0.01%	78.97%
AUXILIARY	1,165,000	5.05%	923,165	4.48%	79.24%
DEBT ASSESSMENT	(110,792)	-0.48%	(76,396)	-0.37%	68.95%
HERA ASSESSMENT	(69,802)	-0.30%	(69,802)	-0.34%	100.00%
TOTAL REVENUES	23,089,219	100.00%	20,595,005	100.00%	89.20%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES	12,053,726	52.43%	11,011,185	51.72%	91.35%
EMPLOYEE BENEFITS	3,078,564	13.39%	2,793,877	13.12%	90.75%
CURRENT EXPENSE	4,035,575	17.65%	4,376,211	20.56%	108.44%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,167,676	5.08%	825,128	3.88%	70.66%
SCHOLARSHIP, AWARDS	2,655,234	11.55%	2,280,924	10.71%	85.90%
TOTAL EXPENDITURES	22,990,776	100.00%	21,287,325	100.00%	92.59%
ENDING CASH AND IN TRANSIT 06/30/2016			819,795		
LESS: ENCUMBRANCES			(122,468)		
Balance (Cash Less Encumbrances)			697,327 *		

* Revenue Clearing \$210,855 not included.

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 COMPARISON OF JUNE 30, 2015 AND JUNE 30, 2016
 CASH BASIS*

UPDATED 03/15/2016

DESCRIPTION	ACTUAL 06/30/15	ACTUAL 06/30/16	DIFFERENCE	% OF DIFFERENCE
BEGINNING CASH 07/01/15 - 16	3,092,834	1,512,115	(1,580,719)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	5,850,558	5,582,514	(274,044)	-4.68%
TUITION & FEES	7,932,501	8,313,160	380,659	4.80%
CAPITAL FEES	757,523	601,040	(156,483)	-20.66%
SALES & SERVICES	70,440	80,040	9,600	13.63%
GRANTS & CONTRACTS	4,944,452	5,238,836	294,384	5.95%
INVESTMENT EARNINGS	1,615	2,448	833	51.58%
HERA ASSESSMENT	(78,068)	(69,802)	8,266	-10.59%
AUXILIARY	1,160,544	923,165	(237,379)	-20.45%
DEBT ASSESSMENT	(110,792)	(76,396)	34,396	-31.05%
BOND TRANSFER				
NEW RIVER TRANSFER	134,339		(134,339)	100.00%
HEPC TRANSFER (FACILITIES)	250,000		(250,000)	
TOTAL REVENUES	20,919,112	20,595,005	(324,107)	-1.55%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	11,286,014	11,011,185	(274,829)	-2.44%
EMPLOYEE BENEFITS	2,867,869	2,793,877	(73,992)	-2.58%
CURRENT EXPENSE	4,278,129	4,376,211	98,082	2.29%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,854,940	825,128	(1,029,812)	-55.52%
SCHOLARSHIP, AWARDS	2,212,879	2,280,924	68,045	3.07%
TOTAL EXPENDITURES	22,499,831	21,287,325	(1,212,506)	-5.30%
ENDING CASH AND IN TRANSIT 06/30/2015 - 06/30/2016	1,512,115	819,795	(692,320)	
LESS: ENCUMBRANCES	(9,421)	(122,468)	(113,047)	
Balance (Cash Less Encumbrances)	1,502,694	697,327 *	(805,367)	

*Excludes Clearing Account

BLUEFIELD STATE COLLEGE
 FEDERAL FINANCIAL AID BALANCES
 FISCAL YEAR 2016
 AS OF JUNE 30, 2016

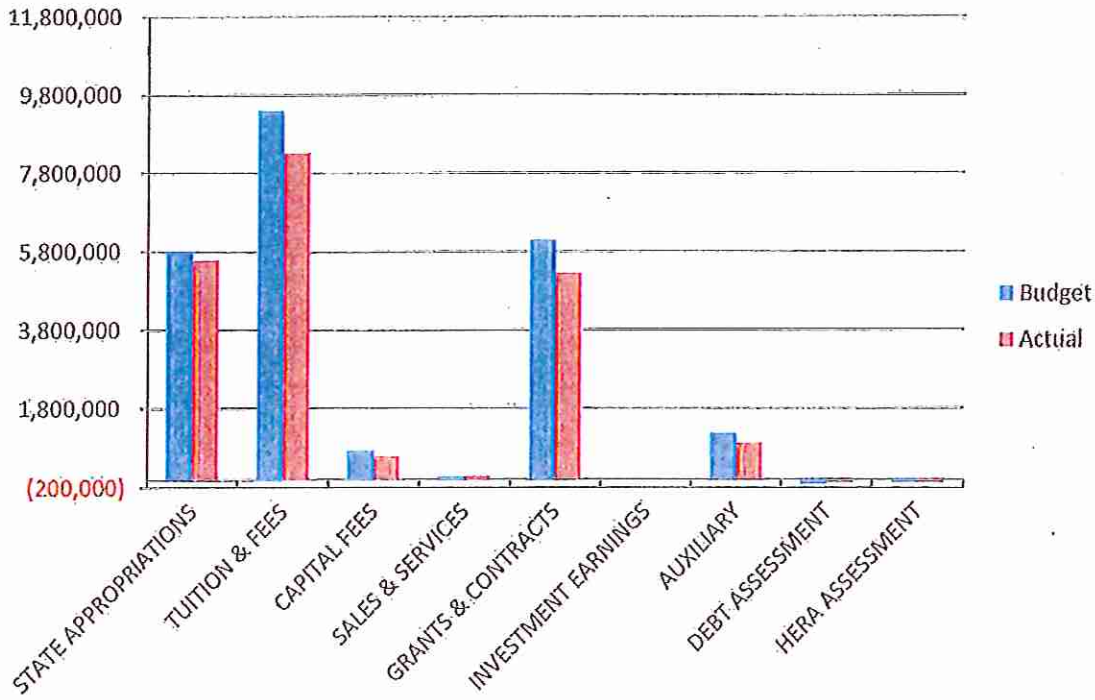
DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 06/30/2016
BEGINNING CASH 07/01/15	1.77	3.73	0.82	6.32
ADDITIONS:				
REVENUE	3,952,937.52	6,305,697.81	80,490.00	10,339,125.33
TOTAL REVENUES	3,952,937.52	6,305,697.81	80,490.00	10,339,125.33
DEDUCTIONS:				
AWARDS & LOANS				
Redeposits	4,102,767.00	6,555,104.73	81,490.00	10,739,361.73
Recoveries:	(133,454.00)	(208,535.73)	(1,000.00)	(342,989.73)
	(17,007.00)	(50,838.00)		(67,845.00)
TOTAL EXPENDITURES	3,952,306.00	6,295,731.00	80,490.00	10,328,527.00
ENDING CASH 06/30/2016	633.29	9,970.54	0.82	10,604.65
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	90.34%	77.69%	149.89%	82.42%

BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
JUNE 30, 2016

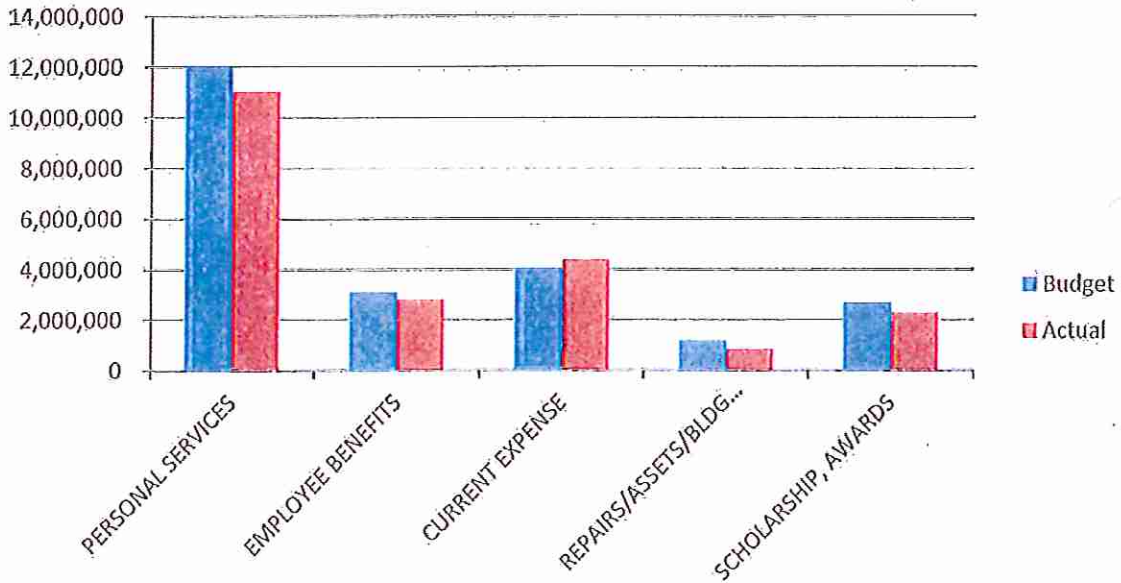
UPDATED 06/30/2016

PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(5,553.00)
BSC406	THOMPSON & LITTON OF WV INC	(116,915.00)
		<hr/>
	GRAND TOTAL ENCUMBRANCES	<u>(122,468.00)</u>

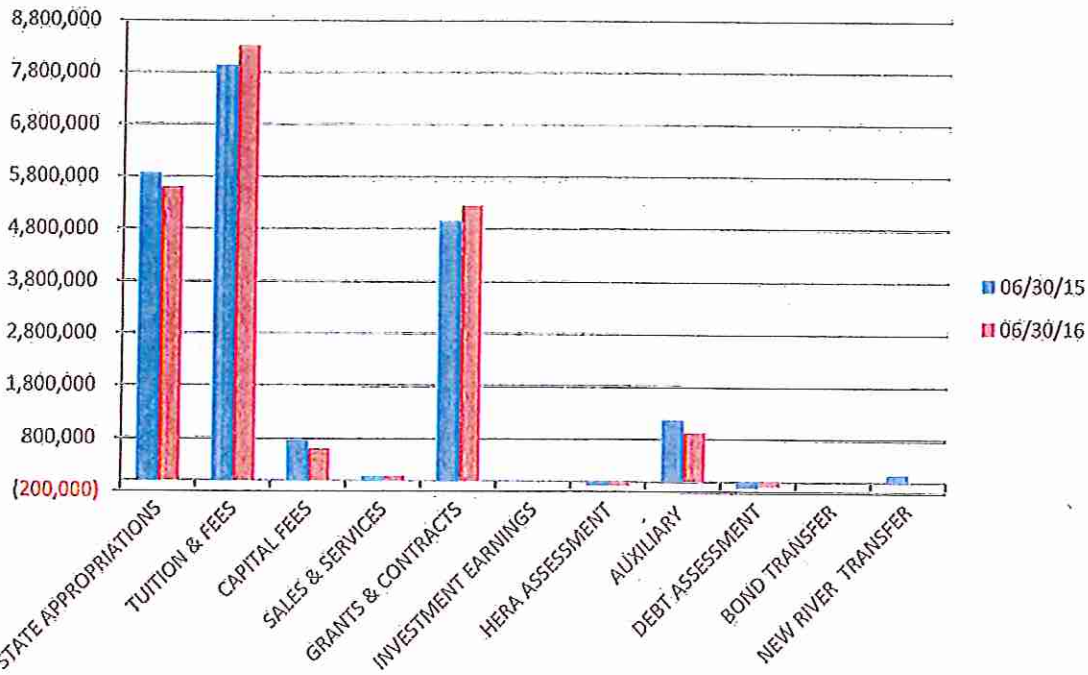
Bluefield State College
2016 Budget vs Actual Revenue



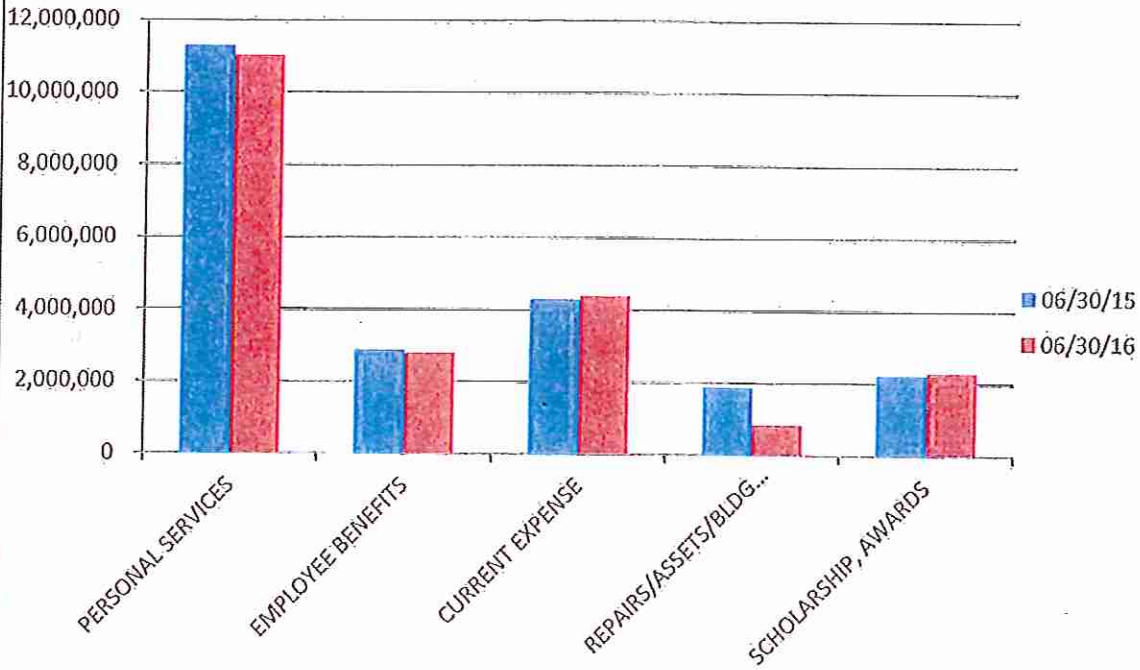
Bluefield State College
2016 Budget vs Actual Expenditures



Bluefield State College
June 2015 vs June 2016 Revenue



Bluefield State College
June 2015 vs June



BLUEFIELD STATE COLLEGE BOARD OF
GOVERNORS

GOVERNANCE POLICY MANUAL

DRAFT, June 2016

INTRODUCTION

The purpose of this Governance Policy Manual is to describe the Board of Governors and how it intends to conduct its business.

The Board's Bylaws are a separate document. The Bylaws contain essential ^{C.} expectations that serve as the foundation of the Board's work. Customarily, ~~changing~~ ^{the} bylaws requires ~~two board meetings and approval by two-thirds of those voting.~~ ^{at least 15 days written notice in advance of a Board meeting.} These policies are more fluid, subject to modification according to the will of a majority of the Board. Board members should review these policies ~~at least~~ annually, apply them to their work throughout the year, and propose revisions whenever a better approach or a clearer statement is needed.

The purposes of Board policies are to:

- Set expectations for Board functioning – who does what, ^{how, and how,}
- Aid and expedite orientation for new ^{governors} ~~custos~~, and
- Institutionalize Board learning and best practices.

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GOVERNANCE POLICY 101

BOARD ROLES AND RESPONSIBILITIES

1. The Code of West Virginia charges the Bluefield State College Board of ~~Trustees~~^{Governors} with "the power of general supervision and control over the academic and business affairs of the institution."
2. Consistent with this charge, Board policy is to maintain adequate income and reserves to assure timely payment of principle and interest, to ensure financial integrity, and to maintain constant vigil over its funds (Bylaws, Article 13).
3. Consistent with this charge and as recommended by the Association of Governing Boards of Universities and Colleges (AGB) the Board of Governors will:
 - a. Establish, disseminate, and keep current the institution's mission.
 - b. Ensure that the mission is aligned with public purposes.
 - c. Recruit, appoint, support, and evaluate the chief executive officer.
 - d. Charge the chief executive with the task of leading a strategic planning process, participate in that process, approve the strategic plan, and monitor its progress.
 - e. Ensure the institution's fiscal integrity, preserve and protect its assets for posterity, and engage directly in fundraising and philanthropy.
 - f. Ensure the educational quality of institution and its academic programs.
 - g. Preserve and protect the institutional autonomy and academic freedom.
 - h. Ensure that institutional policies and processes are current and properly implemented.
 - i. In concert with senior administration, engage regularly with the institution's major constituencies.
 - j. Conduct the board's business in an exemplary fashion and with appropriate transparency, adhering to the highest ethical standards.
 - k. Ensure the currency of board governance policies and practices, and periodically assess the performance of the board, its committees, and its members.

GOVERNANCE POLICY 102

GOVERNORS' ROLES AND RESPONSIBILITIES

As recommended by the Association of Governing Boards of Universities and Colleges (AGB) each member of the BSC Board of Governors is expected to:

- a. Sustain and advance the institution's mission, traditions, values, and reputation
- b. Demonstrate functional understanding of the difference between oversight and management—that is, between the roles of the board and the administration
- c. Learn how the institution functions—its uniqueness, strengths, needs, finances, educational programs, and its place in higher education
- d. Regularly attend meetings of the board, well informed and prepared in advance
- e. Periodically attend College events to experience the institution first-hand
- f. Provide philanthropic support through personal contributions and the identification and solicitation of potential contributors to the institution
- g. In keeping with the board's policy on conflict of interest, disclose promptly and fully any potential or actual conflicts of interest, and personally maintain exemplary ethical standards
- h. Recognize that the president and the administration are responsible to the board as a whole and not to individual trustees
- i. Be committed to serving the institution as a whole rather than any part of it or any personal or political cause
- j. Support the consensus of the board after fully exercising the responsibility to debate and disagree
- k. Maintain confidentiality as required or appropriate
- l. Serve as a public advocate and ambassador for the institution. Advocate the institution's interests, but speak for the board or the institution only when authorized to do so by the board or the chair
- m. Support the role of the President as chief executive officer when he or she is carrying out delegated authority for all academic, administrative, fiscal and personnel matters and to promptly report to the Board chair or president any concerns about University matters of which they have become aware.

West Virginia Code CHAPTER 18B. HIGHER EDUCATION
ARTICLE 2A. INSTITUTIONAL BOARD
OF GOVERNORS

Each governing board separately has the following powers and duties:
(These include.)

- (a) Determine, control, supervise and manage the financial, business and education policies and affairs of the state institution of higher education under its jurisdiction;

page 5 continued

- (b) Develop a master plan for the institution under its jurisdiction;
- (g) Review, at least every five years, all academic programs offered at the institution under its jurisdiction;
- (j) Involve faculty, students and classified employees in institution-level planning and decisionmaking when those groups are affected;
- (p) Employ all faculty and staff at the institution under its jurisdiction. The employees operate under the supervision of the president, but are employees of the governing board;
- (t) Delegate, with prescribed standards and limitations, the part of its power and control over the business affairs of the institution to the president in any case where it considers the delegation necessary and prudent in order to enable the institution to function in a proper and expeditious manner.

GOVERNANCE POLICY 103

BOARD ORIENTATION

The Board of Governors is committed to continual education for members and those with whom the Board interacts (see Policies 104 and 301-304). As a first step in the Board education process, the Board provides an orientation to enable and encourage new Governors to participate fully in the work of the Board from the beginning of their term.

- 1 As soon as possible after their appointment, new Board members will receive a set of key governance-related documents about Bluefield State College, higher education, and effective governance. The documents may be physical or digital, but will be easily accessible as a collection. College staff will provide updated or expanded information to all Board members as needed (see also Procedures for Policy 103)
- 2 The Board Chair or her/his designee and the College President will meet with new members as soon as possible after their appointment to welcome and inform them about Board service and the major issues currently under Board consideration.
- 3 The College President will arrange for new members to have a campus tour, meet Cabinet members, and meet designated leaders of the faculty, staff, and students.

members of the President's Cabinet,

GOVERNANCE POLICY 104

BOARD EDUCATION

The Board of Governors recognizes that effective governance requires ongoing attention and continuous improvement.

Governors are encouraged to capitalize on the benefits of West Virginia's membership in the Association of Governing Boards of Universities and Colleges, which include Trusteeship magazine, extensive online resources (agb.org), and an annual conference.

[insert something here about WV's requirements and options for board education]

The Board of Governors includes an education component on regular Board agendas and conducts periodic Board retreats for educational purposes.

W. Va. Code § 18B-1D-9 ~~requires~~ states

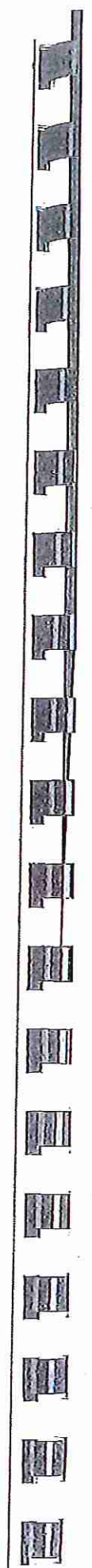
- (1) A member newly appointed to ... a governing board shall complete three hours of training and development by the end of the first fiscal year of service if the appointment is made in the ^{first} ~~second~~ half of a fiscal year. If the appointment is made in the second half of a fiscal year the member shall complete three hours of training and development by the end of the first half of the second fiscal year.
- (2) With the exception of ... the student member of a governing board, each member shall complete at least six hours of training and development related to his or her duties within two fiscal years of beginning service and within every two fiscal years of service thereafter.

GOVERNANCE POLICY 105

BOARD SELF-ASSESSMENT

The Board of Governors conducts an internal self-assessment annually in connection with the June annual meeting. The process culminates in an action plan for governance improvement in the coming year.

Periodically (ideally every 3-5 years), the Board commissions a formal comprehensive governance review, which also culminates in an action plan for governance improvement.



GOVERNANCE POLICY 106

NEW MEMBER RECOMMENDATIONS

~~Consistent with state law and the preferences of the Governor of West Virginia, the Board and the President may have opportunities to recommend individuals for membership on the BSC Board of Governors. Current members are encouraged to inform others about the Board and encourage any interested individuals to contact the Board Chair or the President.~~

~~The President maintains a roster of individuals who have expressed interest and those who are recommended but not yet contacted.~~

~~[what else needs to be said here about a process??]~~

In recommending individuals for membership on the BSC Board of Governors, members should be mindful of the following from State Code § 18B-2A-1.

- (7) In making lay appointments, the Governor shall consider the institutional mission and membership characteristics including the following:
- (A) The need for individual skills, knowledge and experience relevant to governing the institution;
 - (B) The need for awareness and understanding of institutional problems and priorities, including those related to research, teaching and outreach;
 - (C) The value of gender, racial and ethnic diversity; and
 - (D) The value of achieving balance in gender and diversity in the racial and ethnic characteristics of the lay membership of each board.

GOVERNANCE POLICY 201

BOARD-PRESIDENT PARTNERSHIP

The BSC Board of Governors recognizes that both the Board and the President have the same fiduciary duty to the College, although they have different duties and responsibilities to fulfill that obligation. Therefore, the Board and the President are partners in advancing the best interests of the College. It is neither necessary nor appropriate for the Board to involve itself with matters of administration unless requested by the President. The President and the Board shall each ensure that the other is aware of any matter that may advance or impede the best interests of the College.

GOVERNANCE POLICY 202

DUTIES OF THE PRESIDENT

The President is the sole administrative officer of the Board. The President has the authority and shall perform the duties of chief executive officer of the College (Bylaws, Article 6).

- Yearly, the president shall provide the organization chart for the College clearly showing the lines of responsibility and reporting.*
- * The President is authorized to determine the organizational structure of the College, subject to Board approval (Bylaws, Article 10).

[add here as needed and appropriate from official documents -- the goal of detail is to help members of the Board differentiate between board/management matters and to see much of what they should hold the President accountable for]

- * *HEPC Series 13: HEPC must be given 30 days notice of implementation of organizational changes and has the authority to disapprove them.*

GOVERNANCE POLICY 203

SELECTING THE PRESIDENT

[check state law, past practice, other sources and describe the process and participants]

The Board is responsible for selecting the president. However, the selection must be approved by HEPG.

Details of the selection process can be found in

- 1) State code §18B-1B-6 Appointment of institution presidents ; evaluation
- 2) HEPG Series 5. Guidelines for Governing Boards in Employing and Evaluating Presidents
- 3) BOG Policy 24. Presidential appointments, responsibilities and evaluation

GOVERNANCE POLICY 204

EVALUATING THE PRESIDENT

The Executive Committee evaluates the president's performance annually in order to: assess outcomes; support the president's efforts to strengthen performance; enable the president and the Board to establish mutually agreeable goals; and inform decisions regarding annual compensation and other terms of employment. The committee meets in non-public session as permitted by law, ~~reporting its findings to the Board at a public meeting.~~

The following principles shall guide the performance review process:

- All Board members shall be involved
- Comments on the president's performance shall be requested from multiple sources
- Collegiality shall be a hallmark of all discussions
- Confidentiality of personnel matters shall be maintained

→ The Executive Committee shall develop its own evaluation tool or use a tool that provides appropriate feedback for the evaluation.

The evaluation summary shall be presented to the Board in executive session and the results will not be made public.

In addition, a more comprehensive review shall be done every third year. The procedure ~~is~~ can be found in BOG Policy 27 4.3 Triennial review which is based on H&PC Series 5.

GOVERNANCE POLICY 301

COMMUNICATION AND TRANSPARENCY

The Board of Governors understands, endorses, and complies ~~the~~^{it} ~~all~~^{with} state and federal laws regarding openness and transparency, recognizing that these qualities are hallmarks of good governance.

The President is responsible for ensuring that all interested parties have access to information about the Board's work.

GOVERNANCE POLICY 302

BOARD-CABINET COMMUNICATION

Members of the ^{President's} ~~President's~~ Cabinet provide specialized expertise with regard to many of the issues that come before the Board.

The Board focuses on fiduciary and strategic issues rather than activities. Cabinet members do not report their administrative activities to the Board unless specifically requested by Board motion or as occasion may arise during discussion of a fiduciary or strategic issue.

See Governance Policy 304 for guidance regarding communication between Governors and individual Cabinet members.

GOVERNANCE POLICY 303

BOARD-CAMPUS COMMUNICATION: CONSTITUENCIES

- 1 The Board of Governors is committed to pursuing effective methods of communicating with both internal and external constituencies.
- 2 Three Board members are College personnel – one faculty member, one ^{classified} staff ^{staff} member, and one student. These members share the same fiduciary responsibility as all other Governors, requiring them to make the best interests of the College their primary duty. They do not represent their constituencies in the conventional political sense. Like all Governors, they have valuable perspectives based on their roles outside the Board as well as their experiences and judgments. It is always appropriate for Governors to share their perspective on governance matters.
- 3 Bylaws Article 9 and Governance Policy 405 define protocol for public, employee, or student communication at Board meetings.
- 4 ~~Bylaws Articles 11 and 12 express some Board commitments to faculty, staff, and students, including equal opportunity, non-discrimination, and processes to hear and resolve complaints.~~

GOVERNANCE POLICY 304

BOARD-CAMPUS COMMUNICATION: INDIVIDUALS

Consistent with the Bylaws (Article 6, "the President shall be the sole administrative officer of the Board"), communication between individual members of the Board of Governors and individual members of the College community other than the President shall follow these expectations:

1. Casual social conversation that does not relate to the governance or administration of the College is appropriate at any time.
- * 2. A Governor who wishes to speak with an individual member of the College community about governance or administration of the College should not initiate any such conversation unless
 - a. The Board Chair and the President have given prior authorization or
 - b. The Governor seeks only to gain information about a governance matter from a member of the President's Cabinet.
3. If neither 2.a. nor 2.b. applies but individual communication is important to the Governor, the Governor is expected to discuss with the Board Chair appropriate alternative approaches to addressing the Governor's interest or concern.
- * 4. Under no circumstances will an individual Governor ask any College community member to perform any work. Any such needs should be placed before the Board for consideration. If the majority agrees, the Board expects the President to make appropriate staff arrangements to comply with the Board's request.
5. If a member of the College community seeks to discuss governance or administration of the College with an individual Governor, the Governor is expected to refer the community member to the President or to raise it in the public comment period of a Board meeting. The purpose of this approach is to ensure that relevant Board and College policies are followed and to reinforce the concept that only the full Board, not an individual Governor, can address governance matters.

* These restrictions do not apply to constituent members acting as employees of the College or as a student.

GOVERNANCE POLICY 305

BOARD SPOKESPERSON

- 1 The only person who is authorized to speak on behalf of the Board is the Board Chair, unless the full board by majority vote authorizes otherwise.
- 2 Each member of the Board of Governors is entitled to participate fully in the board governance process, speaking for themselves and not for the board as a whole.
- 3 Members who would like to revisit or who disagree with any Board decision, policy, or procedure are expected to express such views only within the context of Board governance so that the full Board may have the benefit of considering their views.
- 4 Members are expected to support Board decisions and policies if and as occasion to do so may arise outside the Board governance process. If their conscience does not allow them to support the will of the Board, it may be time to reconsider whether to serve on the Board.
- 5 See also Bylaws, Article 15.

GOVERNANCE POLICY 401

BOARD MEETINGS

As provided in the Bylaws, the Board meets in regular session not less than six times in each fiscal year. The Bylaws provide for additional meetings as agreed to by the Board or at the call of the Chair or the President of the College, and for emergency meetings at the request of six or more Governors (Bylaws, Article 2).

The annual meeting of the Board is held in June (Bylaws, Article 2).

The Bylaws define certain protocols with respect to meeting behavior and arrangements (Bylaws, Article 9) as well as appearances before the Board (Bylaws, Article 8 and Governance Policy 305).

The Bylaws provide that meetings are open to the public as provided by law (Article 2), define voting procedures (Article 3), and outline executive session procedures (Article 4)

GOVERNANCE POLICY 402

BOARD MEETING AGENDA

As provided in Article 2 of the Bylaws, the agenda for every meeting of the Board is prepared by the President of the College in consultation with the Chair of the Board.

Members of the Board may present any item at any meeting, but no action shall be taken on a non-emergency matter unless it has been placed on the agenda in advance (Bylaws, Article 2).

The Board of Governors operates at a fiduciary and strategic level. The Board has delegated executive and operational responsibilities to the President. Items on the Board agenda will have priority to the extent that they:

- a. Fulfill legally required Board responsibilities
- b. Fulfill Board responsibilities as outlined in its Bylaws and Governance Policies
- c. Relate to the long-term best interests of the College
- d. Assist Board members in continually improving their understanding of governance and the College

GOVERNANCE POLICY 403

BOARD GOALS AND WORK PLANS

The Board's overarching goal is to advance the vitality and viability of Bluefield State College.

Each year at the annual meeting, the Board will define its goals for the year and work plans to pursue those goals. Goals with respect to the College should be consistent with those of the President. Goals for Board education and development are also appropriate.

GOVERNANCE POLICY 404

BOARD MEETING ATTENDANCE

Members of the Board of Governors are expected to attend and participate in all meetings of the Board. On the rare occasion when attendance is not possible, members are expected to provide prior notice to the Chair except in emergency situations.

Members who miss two or more meetings in any 12-month period are requested to reassess their ability to serve and, if appropriate, to resign. The Board of Governors is relatively small. It needs the contributions of all its members.

Meeting attendance includes electronic media in which the member can hear and be heard by the Board while in session.

*This policy needs to be decided upon by the Board.
It then may require amending the bylaws.*

GOVERNANCE POLICY 405

PUBLIC COMMENT AT BOARD MEETINGS

Consistent with Board of Governors Bylaws, Article 8:

- 1) Every regular meeting of the Board will end with public comment.
- 2) Any interested individual is eligible to comment, subject to these provisions:
 - a) The speaker provides the President with a request to appear at least 15 days before the meeting
 - b) In consultation with the Board Chair, the President approves the request (if rejected, the President will inform the speaker of the reasons for rejection)
 - c) A speaker who wishes to have three minutes or less may register any time prior to the beginning of the Board meeting
- 3) The Chair will call on registrants in the order they submitted their requests or registered. Public comment will end after 30 minutes (excluding time for board discussion).
- 4) The Chair or a majority of the Board may limit the number of speakers on a given topic, provide that the Board will listen without comment or discussion, or waive the rules and hear any person on any subject.

ELLEN'S SUGGESTED CHANGES TO BYLAWS AND POLICY:

- Consider putting the public comment period at the beginning of the meeting.
- Eliminate the 15-day requirement, Limit all speakers to 3 minutes, pointing out that other means of communicating with the board are available.
- Stick to the 30 minutes.
- By policy, listen without comment or discussion. Allow for clarifying questions only. The time for Governors to comment and discuss is during the Board's agenda items. If comments come at the beginning it's possible to explore a public comment point later in the meeting if needed.
- When it comes to waivers, put the onus for approval on a majority of the Board

GOVERNANCE POLICY 406

MEETING REVIEW AND IMPROVEMENT

At the end of each meeting, Board members ^{at their discretion may provide} will provide feedback to the Chair and the President regarding their perspectives on what went well ^{occurred during} at the meeting and how to improve in the future.

APPENDIX

Revising Policies and Procedures

The President and the Board Chair will review the Governance Policies and Procedures of the Bluefield State College Board of Governors at least biennially and will bring to the Board any suggested revisions. In addition, any Governor may move to amend a policy or procedure at any time. Governance policies and procedures are expressions of the will of the Board at the current time and may be changed by a majority vote of the Board.

→ page 2 stated at least annually which
I changed to annually per Jerry's suggestion

Board of Governors Procedures

The purpose of these procedures is to enhance communication between the Board and BSC staff by defining how select policies will be carried out.

Procedure for Policy 103, Board Orientation

Orientation materials for new members shall include the following as appropriate:

- Board of Governors
 - Bylaws
 - Governance Policy Manual
 - List of Board members with contact information, term, and brief biography
 - Board calendar
 - Board goals and work plans
 - Recent Board meeting agendas and minutes
- Bluefield State College
 - Strategic Plan
 - Master Plan
 - Status reports regarding implementation of strategic and master plans
 - BSC President's current annual goals and annual report
 - Most recent annual financial statement and audit
 - BSC Foundation bylaws
 - BSC Foundation board membership list with contact information, term, and brief biography
 - BSC organizational chart
- West Virginia and U.S. Higher Education Resources
 - Web sites for WV higher education information
 - Web sites for national news about higher education
- Effective Governance
 - Web site for the Association of Governing Boards of Universities and Colleges
 - Governance readings – Governance 101 and Governance 102

August 30, 2016

BSC – Board of Governors

Report from office of the Provost

With the school year just underway there is little to report from each School. A few items to note are mentioned below. I look forward to the many initiatives each dean has underway and plans to accomplish this year.

- School of Arts and Sciences – The Biomedical Club is very active and has participated in a number of events both last year and this summer. One example is attached regarding the work with the WVSOM and the Wade Center on the L.I.F.E project.
 - Both Dr. Walters and Dr. Belay have received research grant funding
- School of Education – Dr. Sheila Sargent-Martin has assumed the position of interim dean of education. Mrs. Stephanie Musick has been hired as a visiting instructor of education.
 - The proposal for a new combined multi-categorical special education and K-6 elementary education has been approved (see attached letter)
- School of Engineering Technology & Computer Science – Dr. Bowling is in preparation for the ABET visit scheduled for 10/23 – 10/25. He has also worked on proposals on general engineering which are still in process. Additionally, Dr. Bowling is working with Marshall University and Concord University to create seamless pathways for the engineering management program into master's degree programs
- School of Nursing and Allied Health – Radiologic Technology faculty attended an accreditation seminar this summer to begin the self study due for completion this Fall. Many nursing faculty and students were active in flood relief efforts this summer and plan future visits to aid the affected communities.
- School of Business – Dr. Bourne, Dr. Snead and Mr. Hunter have worked this summer with Dr. Robinson in regard to an entrepreneurship curriculum that will provide an option for a certificate as well as the ability for Business Administration students to utilize this area as a minor. Currently there is no Dean for the school
- Dr. Jeff Bolton has assumed the position of director for online learning. He is working diligently to uncover the best practices for BSC in this area. He is also looking at various methods to deliver online education at the lowest cost. His area has had some turn over and he is currently working to resolve those vacancies.

I am awaiting information for upcoming faculty senate meetings in order to work closely with the faculty this year. My goals are to make much needed revisions to the faculty handbook, provide advisor training, seek a plan for faculty pay raises and assist where possible in better promotion of BSC.

Respectfully submitted,

Dr. Angela M. Lambert – Interim Provost/VPAA & Dean School of Nursing and Allied Health



8/15/2016

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

Title III Report

- Currently working with on the ARC grant with a number of BSC faculty, staff, and community members, seeking funding to support manufacturing and entrepreneur initiatives.
- Received funding letters from the Department of Education regarding both Continuation and SAFRA amounts. In the Continuation grant, BSC receives for 2016-2017, the sum of \$1,674,697.00, an increase of approximately \$100,000.00 over last year. For the SAFRA 5-year grant, BSC will receive the same amount of funding (\$500,000.00) for the years 2015-2016, 2016-2017, and 2017-2018. In the years, 2018-2019 and 2019-2020, it will increase to \$750,000.00 per year. The Title III office will be working with Sheila Johnson to identify priorities to support the master plan.
- The Title III office has an initiative to support and centralize volunteer and service activities performed by BSC students. The initiative, BSC Serves! will work to connect student organizations and groups with service opportunities in the community, as well as capture the data identifying the impact the service activities have on the community. Launch date for this effort will be fall 2016.

Title IX Report

- This fall, Title IX will launch *Campus Clarity*, the on-line training sexual assault program for all members of BSC. Campus Clarity provides targeted training modules for students, staff, and faculty, meeting the federal mandates for colleges to provide sexual assault training for all members of the campus community. Campus Clarity is a prominent educational tool used across the United States.

Respectfully Submitted

Board of Governors Report
August 30, 2016
Betty Carroll

Internal Organization/Activities

1. Continue meeting with key campus individuals to discuss projects as needed.
2. Continuing to coordinate fundraising proposals from various areas on campus.
3. BSC Foundation is currently working on the annual financial audit with Brown Edwards.

Fundraising

1. Submitted requests to two local foundations for athletic funds. Currently, awaiting responses.
2. Received \$10,000 donation from the Credit Bureau of the Virginias for their annual scholarship. Check presentation was on August 8th with Dr. Krotseng and Dr. Robinson.
3. Continued assisting with efforts between the Foundation and the R & D Corporation in regards to renovations/improvements at Mountain View.
4. Continuing to work with the June Shott Foundation on a project proposal in relation to the Master Plan as well as a smaller project for the Athletic Department.
5. Completed the Foundation's application for NIP credits. Currently, awaiting award amounts for the 2016-2017 cycle.
6. Have received \$50,000 estate gift. The Foundation is expecting an additional gift from this estate for approximately \$50,000. These funds will establish an endowed scholarship.
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. Fall direct mail appeal is currently being designed. Appeal is scheduled to be mailed in early October.

10. Currently working on potential funding from ARC for a campus project. Will attend ARC Conference in August related to this project.
11. Currently working on proposal to a local foundation on a master plan project.
12. Continuing to work on the USDA Financing for the Residence Hall/Garage Project. Also working with New Market Tax Credits for the Residence Hall/Garage Project and will host individual on campus in August related to this project.
13. Delp Color Run is scheduled for Tuesday, October 4, 2016. Currently soliciting sponsorships for this event.

Stewardship

1. Continuing to schedule various meetings/lunches with prospective donors.
2. Thank you notes in addition to tax letters sent to donors of \$100 or more and all sponsors.
3. Presidential Advising Awards have been chosen and will be awarded at Convocation in September 2016.
4. Have scheduled the annual Scholarship Dinner for Thursday, October 27, 2016. Event sponsorships have been requested.
5. Attended BSC National Alumni Association Reunion in Roanoke.

**Bluefield State College Board of Governors
Campus News Summary (6/17/16-8/18/16)**

- U.S. Representative Evan Jenkins (R-W.Va.) helped secure a grant of more than \$338,000 for Bluefield State College's Educational Opportunity Center Program. The \$338,033 five-year grant from the U.S. Education Department will help Bluefield State continue to offer counseling to adults going back to school, including help navigating financial aid and student loans.
- The College continues to work with the Journey Group, a firm with experience in communications and marketing strategies. Throughout the summer, Journey Group personnel have received input from the College that has been incorporated in developing a new institutional website. In September, the website draft will be delivered to BSC's website subcommittee for feedback and testing, to be followed in mid-September by onsite content management training. The target date for launching the website is mid-to-late October.
- Bluefield State College accepted an invitation to join the United States Collegiate Athletic Association (effective for the start of the Fall 2016 semester). The new conference provides expanded opportunities for postseason play and increased recognition for BSC's student-athletes' academic and athletic achievements.
- The BioMedical Club at Bluefield State College and the College's robotics team were featured exhibitors at the Mercer County Fair, August 6-8. Both organizations will participate in the annual Bluefield, WV Lemonade Day program, August 27.
- Shortly after July's catastrophic floods struck the Greenbrier Valley, Bluefield State College's School of Nursing and Allied Health was preparing to help. Through the remainder of the month, BSC students, faculty, and community volunteers traveled to Rainelle on four occasions to help flood victims.
- Dr. Tesfaye Belay, Professor of Biology, has been awarded an Academic Research Enhancement Award (R15) from the National Institute of Health (NIH) in the amount of \$420K over three years. The goals of the AREA program include supporting meritorious research, providing research opportunities to students, and strengthening the research environment at the institution.
- Dr. James Walters, Professor of Biology, has been awarded a continuation of the NIH funded West Virginia-IDeA Network of Biomedical Research Excellence (WV-INBRE) program in the amount of \$125K for 2016-17. This is the second year he has been awarded this grant, bringing a total of \$250K to the college over two years.
- BSC student Michael Bennett was selected as a 2016 HBCU All-Star." Only 73 students from across the nation's Historically Black Colleges and Universities were chosen for the distinction, which recognizes students' accomplishments in academics, leadership, and civic engagement.
- The Bluefield State College Alumni Association held its biennial reunion in Roanoke, VA. The weekend's activities included the announcement of four outstanding former athletes who will join the BSC Athletic Hall of Fame. They included basketball standout Ed Seward, women's basketball All-American Lola Jones Baker, multisport star Sammy Stuart, and the late Perry Hairston, a key player on BSC's football teams in the early 1950s.
- Dr. Jo-Ann Robinson, Vice President for Student Affairs & Enrollment Management, was recently inducted into the "Consortium of Doctors. She was one of only six inductees into the group's Class of 2016 during the Consortium's Silver Anniversary Conference in Atlanta.

BSC BOG Interim Campus News Summary, August 2016, pg. 2

- Bluefield State College's Biomedical Club collaborated with the West Virginia School of Osteopathic Medicine to present a workshop/program to more than 40 disadvantaged children at the Wade Center. Six BSC Biomedical Club students, one School of Education student, and a Biomed Club advisor led a "water bottle planting" activity with the children, teaching them about nutrition and healthy diets.
- Twenty-five Sligh Middle School students in Tampa, Florida cultivated their leadership skills and experienced the fulfillment of serving others during a recent two-day workshop at the school. The "Sligh Cougar Leadership Institute" brought the school, Bluefield State (WV) College, and community together for a "Leading Tomorrow by Learning Today" program.
- The Credit Bureau of the Virginias Foundation recently presented a \$10,000 check to Bluefield State College to provide scholarship assistance for BSC students.
- Bluefield State College student Chris Parkison was recently notified that he will receive the prestigious Buick Achievers Scholarship. The Buick Achievers Scholarship Program awards up to \$25,000 per year for first-time freshmen or existing college students who have succeeded both inside and outside the classroom. The scholarship is renewable for recipients who maintain a 3.0 GPA, full-time student status, and continue to major in an eligible field of study.

Respectfully submitted,

Jim Nelson
Office of Institutional & Media Relations