



MAKING EDUCATION POSSIBLE

BOARD OF GOVERNORS

June 16, 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
June 16, 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. | 6:30 p.m. – 6:40 p.m. |
| 3. Recognition of Robotics Team – Chairman Robert E. Perkinson, Jr. | 6:40 p.m. – 6:45 p.m. |
| 4. President’s Report – Dr. Marsha Krotseng | 6:45 p.m. – 6:55 p.m. |

College Focus

- | | |
|---|-----------------------|
| 5. Follow-Up from AGB Board Workshop: Policy Manual | 6:55 p.m. – 7:10 p.m. |
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Current Operations

- | | |
|---|-----------------------|
| 6. *Approval of Minutes of May 19, 2016 Meeting | 7:10 p.m. – 7:15 p.m. |
| 7. *Election of Officers 2016-2017 | 7:15 p.m. – 7:20 p.m. |
| 8. *Approval of 2016-2017 Calendar | 7:20 p.m. – 7:25 p.m. |
| 9. Financial Report and Update, FY 2015-16 – Ms. Shelia Johnson | 7:25 p.m. – 7:35 p.m. |
| 10. *Approval of Budget, FY 2016-17 – Ms. Shelia Johnson | 7:35 p.m. – 7:50 p.m. |

Strategic Issues: Getting to the Vision

- | | |
|--|-----------------------|
| 11. Recruitment and Retention Update – Dr. Jo-Ann Robinson and Dr. Larry Conner | 7:50 p.m. – 8:05 p.m. |
| 12. Progress Toward Strategic Plan – Dr. Tracey Anderson | 8:05 p.m. – 8:10 p.m. |
| 13. <u>Consent Agenda</u> <ul style="list-style-type: none">● Institutional and Media Relations – Mr. Jim Nelson● Institutional Advancement – Ms. Betty Carroll● Human Resources – Ms. Jonette Aughenbaugh● Equity, Diversity, Inclusion – Dr. Guy Sims● Student Affairs and Enrollment Management – Dr. Jo-Ann Robinson● Virtual College and Technology – Mr. Tom Cook | 8:10 p.m. – 8:15 p.m. |
| 14. Adjournment <ul style="list-style-type: none">● Next Meeting Date: August 18, 2016 | 8:15 p.m. |

*Action Items

**All times approximate

BLUEFIELD STATE COLLEGE BOARD OF
GOVERNORS

GOVERNANCE POLICY MANUAL

DRAFT, June 2016

DRAFT

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 expectations that serve as the foundation of the Board's work. Customarily, changing bylaws requires two board meetings and approval by two-thirds of those voting.

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,
- Aid and expedite orientation for new trustees, 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 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.

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.

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.

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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.

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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??]

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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.

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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).

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]

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GOVERNANCE POLICY 203

SELECTING THE PRESIDENT

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

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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

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GOVERNANCE POLICY 301

COMMUNICATION AND TRANSPARENCY

The Board of Governors understands, endorses, and complies the all 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.

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BOARD-CABINET COMMUNICATION

Members of the Presidents 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.

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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 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.

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)

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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

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.

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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.

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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

MEETING REVIEW AND IMPROVEMENT

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

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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.

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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

BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
May 19, 2016

Conley Hall, Room 201, Boyd Conference Room

MINUTES

Members Present: Mr. Robert E. Perkinson, Jr., Mr. Harold Wells, Ms. Anne L. Taylor Lantry (via conference call), Mr. Norris Kantor, Esq., Ms. Jennifer J. Douglas, Dr. Norman Mirsky, Ms. Deirdre Guyton, and Mr. Jerry Perdue.

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

Guests: Ms. Carolyn Kirby, Dr. Rodney Montague, Dr. Jeff Bolton, Briomal Noe, Randy Carroll, David Delida, Aaron Primmer, Edric Poitier, Dr. John Snead, Carol Cofer, Greg Jordan, Lisa Bennett, Ayla Mathias, Betsy Steenken, Kim Reed, Angie Wassum, Shelia Hallman-Warner, Dr. Luciano Picanco, Nicole Ballard, and Anthony Woart.

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, and expressed the Board's appreciation for their interest in the process and proceedings. He noted the Board would take some questions from the floor if time permitted. Public comments to the Board may only be expressed in the last portion of the Board meeting.

The BSC Board of Governors made a commitment to improve its ability to provide strategic guidance to the College. The recent AGB-sponsored training session, held Wednesday, May 18th, included a very robust discussion where Board members talked about a number of goals and objectives. The goal of the discussion was to aid the Board in performing on a more strategic level. The BSC Board of Governors will ensure that the institution continues to serve the needs of the students in this area and is prepared to make the decisions necessary to drive the school forward.

During the Board of Governors training session, dashboards were discussed. Board members were asked to provide their ideas to the President on key statistics that would be an important part of a dashboard report so as to better review the status of the College.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng reported on progress on the Master Plan, including a recent meeting with the Vice Chancellor of Finance with the Higher Education Policy Commission. As a result of that meeting, BSC will present the residence hall plan to the Policy Commission before the end of 2016.

Dr. Krotseng commented on the May 14 Commencement ceremony in which 337 students graduated. She noted the many campus events associated with the end of the semester and was the featured presenter at the Sons of Italy scholarship banquet. Dr. Krotseng recognized Jacob Carey who was named to the NCAA's Elite 90.

Dr. Krotseng reported on communication with faculty including recent meetings that focused on the importance of shared dialogue and the open sharing of information. Dr. Krotseng will meet with faculty leadership again in early August.

BSC Classified Staff Presentation – Ms. Carolyn Kirby

The Classified Staff presentation updated the Board of Governors on progress made since last year's report. Classified Staff remain concerned about BSC enrollment.

On behalf of the Classified Staff, Ms. Kirby also brought the following issues to the attention of the Board of Governors: retention, MountainView, the class schedule, the early alert system, the new brand, and transparency with regard to the budget. Additionally, Ms. Kirby discussed the important contributions made by BSC staff.

Athletics Presentation – Dr. Thomas Hart

Dr. Hart focused his presentation around three major points: students, department, and decisions. He noted the progress that has taken place in Athletics, and made the following recommendations for the Athletics Department:

- BSC is currently an NCAA Division II member. This requires that BSC have ten sports. He recommended that BSC add several sports. Suggestions included swimming and diving, soccer, and track and field.
- BSC should continue to be a member of the NCAA.
- For 2016-17, BSC should move from ECAC to USCAA membership.
- There should be a departmental goal to recruit sixty new student athletes per year.

Presentation regarding Online Programs – Dr. Marsha Krotseng

Dr. Krotseng reported there are several different types of online courses. Examples include web enhanced courses, hybrid courses, and courses that are fully online.

The following representatives were invited to address Dr. Mirsky's question about what needs to occur to have programs fully online: School of Business – Dr. John Snead, School of Nursing – Carol Cofer, and School of Engineering Technology – Dr. Jeff Bolton. Dr. Snead reported that the School of Business is on the leading edge in terms of delivery of online programs. Not all of BSC's students want online courses. Video live streaming solves both issues. The challenge comes with testing because students must go to designated testing facilities to take exams. More faculty would have to be trained to teach completely in an online format so as to better assist their students.

There was discussion regarding the need for the financial aid process to be entirely online, the number of online courses international students can take, and student fees for online programs. The Board of Governors requested that Dr. Krotseng coordinate development of a plan so that BSC may offer robust online programs.

Approval of Minutes of April 21, 2016 Meeting

The first actionable item was approval of the minutes from the April 21, 2016 meeting. Ms. Guyton made a motion to approve the minutes from the April 21, 2016 meeting. The motion was seconded by Mr. Kantor. The motion carried.

Academic Program Review

Dr. Conner presented the Academic Program reviews for 2015-16.

A motion was made by Dr. Mirsky to approve academic program review items 8-18 as presented to the Board. The motion was seconded by Mr. Kantor. The motion carried.

Dr. Conner reported that BSC is suggesting a temporary suspension of the Mining Engineering Technology degree. This program recently graduated three students, and the focus of the program is on coal.

Mr. Perdue made a motion to approve the suspension of the Mining Engineering Technology degree as presented to the Board. The motion was seconded by Ms. Guyton. The motion carried.

Dr. Mirsky commented that the routine curricular change cover sheets should not come to the Board of Governors. Mr. Perdue made a motion that curricular revision sheets not come before the Board in the future. Dr. Mirsky seconded the motion. The motion carried.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson gave an update on the financial status of BSC and the state budget situation.

Report on HLC Quality Assurance Review – Dr. Tracey Anderson

Dr. Anderson reported that BSC met all of the criteria for the Quality Assurance Review, and no follow up action is required.

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

Dr. Robinson reported on summer and fall enrollment statistics and registration. She highlighted the upcoming phone-a-thon to follow up with students who have expressed interest in BSC as well as new student orientation, the successful HSTA southern region science symposium, and efforts to increase use of the early alert system.

Mr. Perkinson asked for a motion from the Board for adjournment. Mr. Kantor made a motion to adjourn the meeting. Ms. Guyton seconded the motion. With no further business to discuss, the meeting adjourned at 8:55 p.m.

Respectfully submitted,
Sara E. Anderson

Robert E. Perkinson, Jr.
Chair



Bluefield State College

Item: Approval of July 1, 2016 through June 30, 2017 meeting dates.

Recommended Resolution: *Resolved*, the Bluefield State College Board of Governors approves the July 1, 2016 through June 30, 2017 meeting dates.

Staff Member: President's Office

Background:

WV Code § 18B-2A-2. Meetings.

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

**Bluefield State College
Board of Governors
Meeting Dates – July 1, 2016 through June 30, 2017**

August 18, 2016

October 20, 2016 Faculty Presentation

December 8, 2016 Staff Presentation

February 16, 2017

March 16, 2017

April 20, 2017

June 15, 2017

BLUEFIELD STATE COLLEGE
 BUDGET VS ACTUAL (STATE ACCOUNTS)
 FISCAL YEAR 16, AS OF
 MAY 31, 2016
 CASH BASIS*

UPDATED 06/09/2016

DESCRIPTION	BUDGETED 2016 FY	% OF BUDGETED	ACTUAL 05/31/2016	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/15			1,512,115		
ADDITIONS:					
REVENUE					
STATE APPROPRIATIONS	5,815,119 *	25.19%	5,349,909	27.73%	92.00%
TUITION & FEES	9,394,802	40.69%	7,901,209	40.96%	84.10%
CAPITAL FEES	735,792	3.19%	485,558	2.52%	65.99%
SALES & SERVICES	65,000	0.28%	73,653	0.38%	113.31%
GRANTS & CONTRACTS	6,091,000	26.38%	4,718,321	24.46%	77.46%
INVESTMENT EARNINGS	3,100	0.01%	1,177	0.01%	37.97%
AUXILIARY	1,165,000	5.05%	907,211	4.70%	77.87%
DEBT ASSESSMENT	(110,792)	-0.48%	(76,396)	-0.40%	68.95%
HERA ASSESSMENT	(69,802)	-0.30%	(69,802)	-0.36%	100.00%
TOTAL REVENUES	23,089,219	100.00%	19,290,840	100.00%	83.55%
DEDUCTIONS:					
EXPENDITURE					
PERSONAL SERVICES	12,053,726	52.43%	10,338,419	51.87%	85.77%
EMPLOYEE BENEFITS	3,078,564	13.39%	2,530,831	12.70%	82.21%
CURRENT EXPENSE	4,035,575	17.55%	3,963,901	19.89%	98.22%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,167,676	5.08%	809,573	4.06%	69.33%
SCHOLARSHIP, AWARDS	2,655,234	11.55%	2,283,049	11.46%	85.98%
TOTAL EXPENDITURES	22,990,775	100.00%	19,925,773	100.00%	86.67%
ENDING CASH AND IN TRANSIT 05/31/2016			877,182		
LESS: ENCUMBRANCES			(152,218) **		
Balance (Cash Less Encumbrances)			724,964		

** \$146,665.00 Federal Funds

BLUEFIELD STATE COLLEGE
BUDGET VS ACTUAL (STATE ACCOUNTS)
COMPARISON OF MAY 31, 2015 AND MAY 31, 2016
CASH BASIS*

DESCRIPTION	ACTUAL 05/31/15	ACTUAL 05/31/16	DIFFERENCE	% OF DIFFERENCE
BEGINNING CASH 07/01/15 - 16	3,092,834	1,512,115	(1,580,719)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	5,856,558	5,349,909	(506,649)	-8.65%
TUITION & FEES	7,427,225	7,901,209	473,984	6.38%
CAPITAL FEES	660,309	485,558	(174,751)	-26.47%
SALES & SERVICES	105,352	73,653	(31,699)	-30.09%
GRANTS & CONTRACTS	4,845,567	4,718,321	(127,246)	-2.63%
INVESTMENT EARNINGS	1,649	1,177	(472)	-28.62%
HERA ASSESSMENT	(78,068)	(69,802)	8,266	-10.59%
AUXILIARY	968,946	907,211	(61,735)	-6.37%
DEBT ASSESSMENT	(110,792)	(76,396)	34,396	-31.05%
BOND TRANSFER				
NEW RIVER TRANSFER	134,339		(134,339)	100.00%
HEPC TRANSFER (FACILITIES)				
TOTAL REVENUES	19,811,085	19,290,840	(520,245)	-2.63%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	10,433,986	10,338,419	(95,567)	-0.92%
EMPLOYEE BENEFITS	2,644,817	2,530,831	(113,986)	-4.31%
CURRENT EXPENSE	3,766,546	3,963,901	197,355	5.24%
REPAIRS/ASSETS/BLDG CONSTRUCTION	1,759,380	809,573	(949,807)	-53.99%
SCHOLARSHIP, AWARDS	2,207,140	2,283,049	75,909	3.44%
TOTAL EXPENDITURES	20,811,869	19,925,773	(886,096)	-4.26%
ENDING CASH AND IN TRANSIT 05/31/2015 - 05/31/2016	2,092,050	877,182	(1,214,868)	
LESS: ENCUMBRANCES	(47,087)	(152,218) **	(105,131)	
Balance (Cash Less Encumbrances)	2,044,963	724,964	(1,319,999)	

**\$146,665.00 Federal Funds

BLUEFIELD STATE COLLEGE
 FEDERAL FINANCIAL AID BALANCES
 FISCAL YEAR 2016
 AS OF MAY 31, 2016

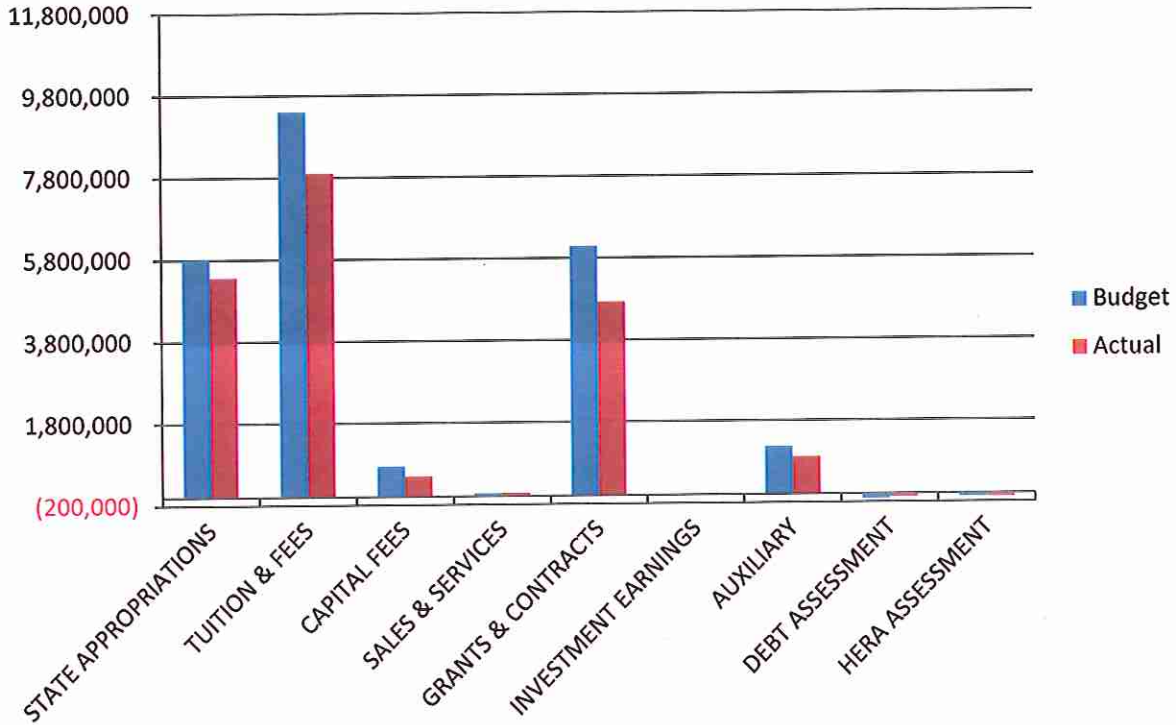
DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 05/31/2016
BEGINNING CASH 07/01/15	1.77	3.73	0.82	6.32
<u>ADDITIONS:</u>				
REVENUE	3,920,909.31	6,124,366.05	80,490.00	10,125,765.36
TOTAL REVENUES	3,920,909.31	6,124,366.05	80,490.00	10,125,765.36
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	4,067,804.00	6,383,738.73	81,490.00	10,533,032.73
Redeposits	(130,734.00)	(208,535.73)	(1,000.00)	(340,269.73)
Recoveries	(17,007.00)	(50,838.00)		(67,845.00)
TOTAL EXPENDITURES	3,920,063.00	6,124,365.00	80,490.00	10,124,918.00
ENDING CASH 05/31/2016	848.08	4.78	0.82	853.68
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	89.61%	75.57%	149.89%	80.79%

BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
MAY 30, 2016

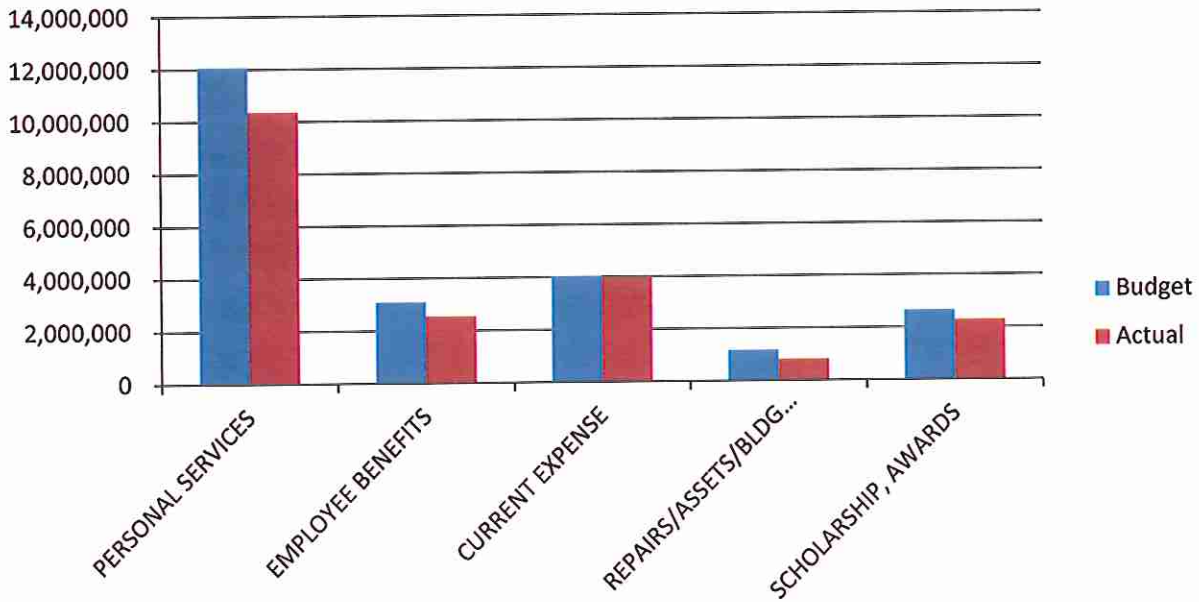
UPDATED 06/09/2016

PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(5,553.00)
BSC406	THOMPSON & LITTON OF WV INC	(146,665.00)
GRAND TOTAL ENCUMBRANCES		<u>(152,218.00)</u>

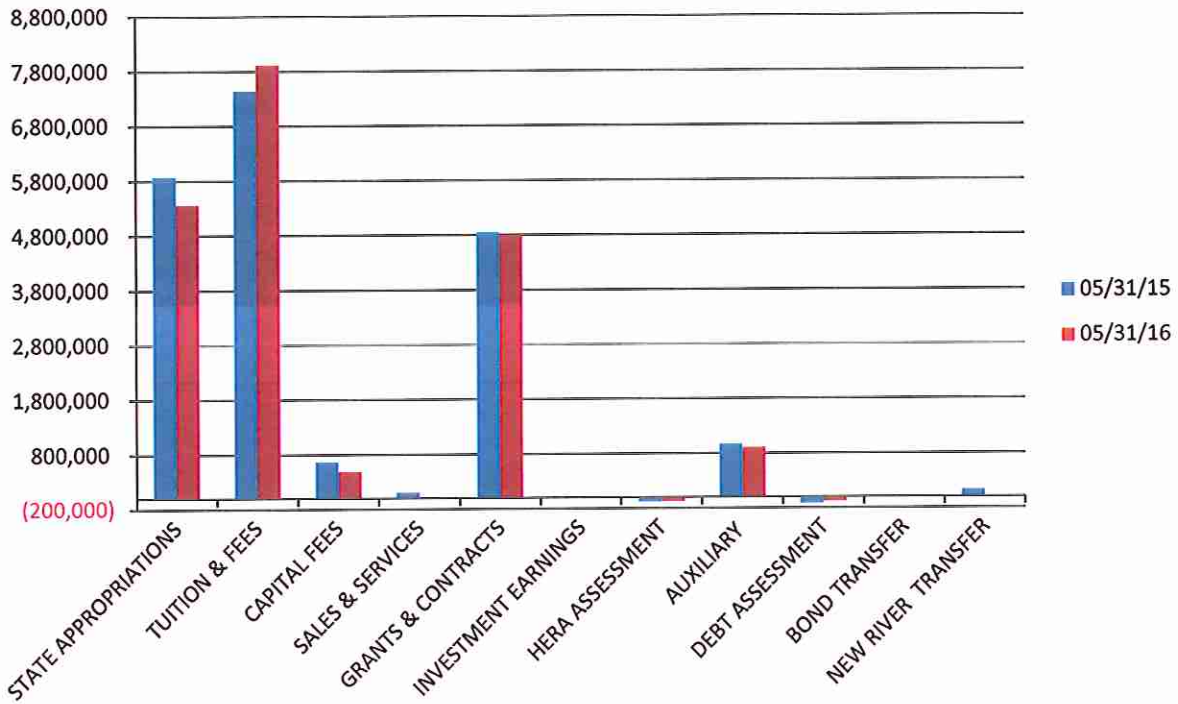
Bluefield State College
2016 Budget vs Actual Revenue



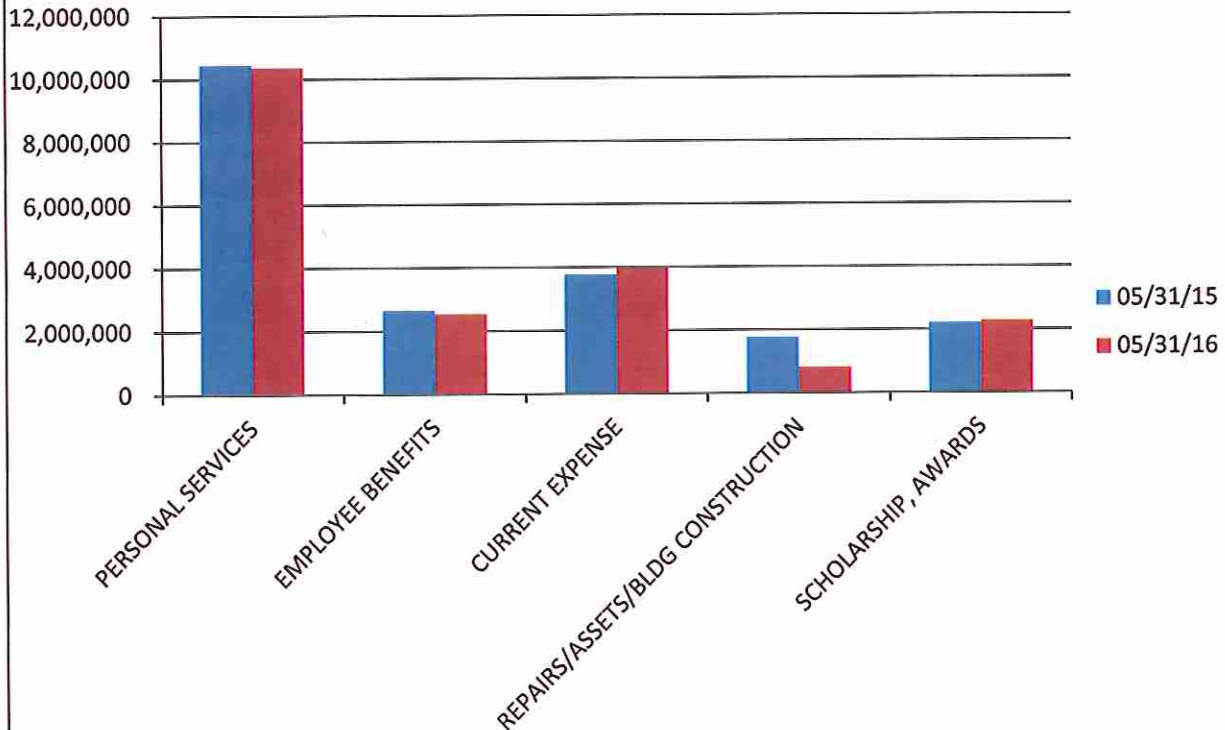
Bluefield State College
2016 Budget vs Actual Expenditures



Bluefield State College
May 2015 vs May 2016 Revenue



Bluefield State College
May 2015 vs May



**Bluefield State College Board of Governors
Campus News Summary (3/18/16-6/16/16)**

- In a celebration of Bluefield State College's past, present, and future, 337 BSC students graduated, esteemed former Dean of Engineering Technology and Computer Science Frank Hart was awarded an honorary doctorate, and an audience of more than 3000 filled the Brushfork Armory for the College's 119th commencement exercises. United States Magistrate Judge Omar Aboulhosen delivered the commencement address.
- The College's collaboration with the Journey Group, a firm with experience in communications and marketing strategies, continues. On May 5, the Journey Group met with BSC Brand Ambassadors for a training session, then held several "breakout sessions" during the day. The Journey Group returned to the campus on June 2 to present a website design theme meeting, detailing developments in the process of enhancing the College's website.
- Bluefield State College hosted the Health Sciences and Technology Academy (HSTA) Science Symposium for the southern area of West Virginia on Saturday, May 7. The event attracted approximately 450 students to the BSC campus. HSTA is a math and science enrichment program for West Virginia students in grades 9-12. Established by West Virginia University, HSTA is a partnership that encourages and empowers minority and underrepresented students and communities.
- The BioMedical Club at Bluefield State College, in an effort focused upon increasing student enrollment in STEM majors, held its first Science Day at the College in April. BSC BioMedical Club students served as mentors to help seventh grade students from Southside School in McDowell County in this initiative. The actual science project was an "egg drop" competition. In mid-April, these students traveled to BSC for the Science Day program, which included the competition and awards ceremony, campus tours, meetings with admission and financial aid counselors, and free lunch for all students.
- Bluefield State College participated in The Home Depot "Retool Your School" 2016 competition. BSC ranked eighth among "middle tier" (enrollment 1200-3999) HBCUs in votes received.
- Bluefield State College students, volunteers, and accounting faculty provided income tax preparation assistance to 360 area residents during the 2016 tax season. The Volunteer Income Tax Assistance (VITA) program at BSC's Bluefield campus provided assistance throughout February, March, and April (through the April 18 filing deadline).
- Bluefield State College's nationally recognized robotics team presented 20 shows, demonstrations, and presentations at 12 different locations throughout the region during 2016. As many as 11 BSC students involved in robotics worked with students from Brushfork Elementary School, Southside Elementary in War, WV, Montcalm and Bluefield eighth grade GEARUP program students, the Wade Center, and both Baileysville Middle and Huff Consolidated Schools in Wyoming County.
- Bluefield State College is partnering with Mercer County Public Schools in support of the 21st Century Community Learning Center Program Grant. This initiative is also consistent with the Bluefield State College Strategic Plan's goal of increasing partnerships with area K-12 schools. The partnership will provide educationally enhancing opportunities for students from the participating focus schools (Bluefield Intermediate, Bluefield Middle, and Bluefield High Schools).
- A Bluefield State College student team finished second in the "Environmental" portion of the recent Virginia Student Conference of the American Society of Civil Engineers (ASCE) competition in Washington, DC. The BSC ASCE Student Chapter at Bluefield State College was one of 13 colleges and universities participating in the conference.

Campus News Summary (3/18/16-6/16/16)

Pg. 2

- The 2nd Annual Southern Technical Conference, hosted by the Bluefield State College chapter of the American Society of Civil Engineers (ASCE) was held at BSC on April 7. The one-day conference considered a variety of aspects within the civil engineering industry.
- Sandra Wynn, Director of the Bluefield State College Associate Degree Nursing program, has accepted appointment to the West Virginia Rural Health Association (WVRHA) Board of Directors. WVRHA advocates for empowering all West Virginians to advance their quality of life, well-being, and access to excellence in rural health care.
- Dr. Tesfaye Belay, Associate Professor of Biology at Bluefield State College, has been selected to receive a \$10,000 "Research Seed Grant" from the NASA West Virginia Space Grant Consortium for the fiscal year 2016-17. The grant will fund laboratory supplies for BSC's continuing NASA-related research projects.
- Nancy Adam-Turner, BSC's Digital Librarian was a featured presenter at the recent 27th annual conference of the Society for Information Technology and Teacher Education (SITE) in Savannah, GA. More than 500 educators attended the four-day program.
- Heather Hall, a Bluefield State College junior, was a featured presenter at the 24th annual West Virginia Undergraduate English Symposium, March 19 at West Liberty University. Hall, a humanities major, chose to present research on the paradox of retributive justice in Dante Aligheri's *The Inferno*.
- The Bluefield State College chapter of Phi Eta Sigma, the national honor society for freshmen, inducted 23 students and four honorary members into the Society during a recent ceremony at the College. This achievement places these students in the top two percent of all freshmen at BSC.
- The College hosted the annual Mercer County Schools' Battle of the Books competition, March 16-17. During the 2016-17 academic year, BSC served as host for five Mercer County academic championship events.

Respectfully submitted,

Jim Nelson
Office of Institutional & Media Relations

Board of Governors Report
June 16, 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. Foundation Board of Directors meeting was on April 27, 2016. The vacant office of Vice President was filled by Stephanie Palmer.

Fundraising

1. Completed the "Krotseng Go For Graduation Challenge." Working with Dr. and Mr. Krotseng on a check presentation for \$12,000. Funds will go to scholarships and a Master Plan Project.
2. The Spring 2016 direct mail appeal brought in \$2,670 in donations.
3. 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.
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. Currently, working on application for the 2016-2017 cycle.
6. Have received \$13,000 in funding towards the Student Center patio 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 was Monday, May 16, 2016 at Wolfe Creek Golf Course. We had a turnout of approximately 17 teams. After expense, the event made \$1,761.70.

10. Coordinated solicitations for the School of Business annual awards. We received \$5,100.
11. Assisted with sponsorship solicitations and planning for the School of Nursing Gala Event which was April 30, 2016.
12. Currently working on proposal to a local foundation on a master plan project.
13. Continuing to work on the USDA Financing for the Residence Hall/Garage Project.
14. Delp Color Run is scheduled for Tuesday, October 4, 2016. Plans are currently in the works. Sponsor solicitations will be starting in the next two weeks.

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.
3. Completed selection and presentation of the Delp Award, Goodman Award and Shrewsbury Award.
4. Have scheduled the annual Scholarship Dinner for Thursday, October 27, 2016.



Office of Human Resources Report
Presented to the Bluefield State College Board of Governors
Board Meeting June 16, 2016
Prepared June 3, 2016

Summarized below are highlighted action items completed by the Bluefield State College Office of Human Resources during Fiscal Year 2016 (7/01/2015 – 6/30/16).

Initiatives/Accomplishments

- ✓ Employee Recognition – The Office of Human Resources collaboratively planned and coordinated BSC’s 21st Annual Employee Recognition & Retiree Celebration Dinner, honoring faculty and staff with BSC years of service in five-year increments ranging from Five Years to Forty-Five Years of service (totaling 28 recipients with a combined 485 years of service), BSC recent retirees (totaling 9 honorees with a combined 240 years of service), the Greg Shrewsbury Staff Service Award and William D. Goodman Faculty Service Leadership Award recipients (sponsored by BSC Foundation), the Outstanding Classified Employee of the Year award recipients for Non-Exempt and Exempt classified employees, and Emeriti designation recipients. Regular faculty and staff, and BSC retirees, were invited to attend this dinner celebration held at Fincastle on the Mountain the eve of Thursday, 4/28/16. (Event program attached.)
- ✓ Employee Recognition – The Office of Human Resources coordinated the honoring of 12 BSC faculty and staff during West Virginia’s Public Service Recognition Week held the first week of May. This event honors employees with West Virginia state service in five-year increments ranging from Twenty Years to Fifty-Five Years of state service, with honorees receiving a Certificate of Service and a Service Pin. BSC honorees included those with West Virginia state service ranging from Twenty Years to Forty-Five Years. We had 7 faculty and staff with 30 or more years of state service who received invitations to lunch with the Governor on 5/04/16 in Charleston, WV.
- ✓ BSC wvOASIS Implementation Team member contributing to the HR-related aspects of the State’s required wvOASIS payroll implementation effective 5/14/16. Participate in regularly scheduled weekly conference calls, ad hoc webinars, collaboratively produce requested data elements, attend User Training in Charleston, WV, and work with BSC wvOASIS team to troubleshoot issues as needed.
- ✓ On-going: Monitoring federal regulatory changes as may be relevant to HR and BSC.
 - Currently monitoring changes to the Fair Labor Standards Act. The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment provisions. On 5/18/16, the Department of Labor published the final rule updating the overtime regulations. In part, effective 12/01/16, the Final Rule raises the salary threshold for overtime eligibility from the current \$455 per week (\$23,660 annually for a full-year worker) to \$913 per week (\$47,476 annually for

- a full-year worker), increasing the number of workers eligible for overtime.
 - Provisions apply that may make workers ineligible for overtime and unaffected by this rule, regardless of the new salary threshold. Currently working with BSC senior administration regarding potential implications to BSC while proactively preparing for Final Rule 12/01/16 effective date.
 - Participated in 5/25/16 webinar sponsored by CUPA-HR: “FLSA Overtime Final Rule: What You Need to Know and Do Now.”
- ✓ In progress: Updating the BSC “*Hiring Guide*” to reflect updates resulting from the revised BSC Policy No. 42, Hiring Policy. The guide is a reference tool for hiring supervisors and search committees regarding the recruitment and hiring process for regular positions at BSC, and may be accessed online at <http://bluefieldstate.edu/hr>.
- ✓ In progress: Updating the BSC “*Affirmative Action Plan*” for the period 5/01/16 – 4/30/17. BSC’s *Affirmative Action Plan* is designed to incorporate an equal opportunity/affirmative action mechanism into the operational structure of Bluefield State College and reaffirms our commitment to comply with the spirit and letter of affirmative action laws. BSC’s *Affirmative Action Plan* may be accessed online at <http://bluefieldstate.edu/hr>.
- ✓ Completed Process Simplification/Improvement Efforts:
 - Led the collaborative effort to revise the BSC Hiring Policy designed to provide clarity and opportunity for expediting search processes. Please see additional information in “Policies” section below.
- ✓ Coordinated responses to FOIA requests on behalf of BSC.
- ✓ Collaborated with statewide network of Chief Human Resource Officers and West Virginia Higher Education Policy Commission Office of Human Resources regarding human resource administration matters, including implementation of SB439 and other initiatives and/or topics impacting the higher education workforce.
- ✓ Represented BSC at the WV CUPA-HR annual meeting held October 2015 in Charleston, WV, sharing HR-related information with other WV chief human resources officers and receiving updates beneficial to our institution.
- ✓ December 2015, initiated the annual BSC performance evaluation process for classified and non-classified staff. An overview is available at: <http://bluefieldstate.edu/news-communications> and the December 2015 updated *Performance Management Guide* and relevant resources may be found here: <http://bluefieldstate.edu/documentsforms/performance-appraisal>.
- ✓ Participated in the following Compensation Surveys:
 - CUPA-HR Administrators Salary Survey
 - CUPA-HR Professionals Salary Survey
- ✓ Completed the U.S. Dept. of Labor’s Occupational Safety and Health Administration Form 300 Report.
- ✓ The Director of Human Resources, the Vice President for Student Affairs and Enrollment Management, and the Assistant to the President for Equity, Diversity and Inclusion representing Bluefield State College and participating in the “Title IX Investigator Training School and Practical Skills Certification Course,” presented by the Association of Title IX Administrators and sponsored by the West Virginia Higher Education Policy

Commission & West Virginia Council for Community and Technical College Education, June 2016, Lewisburg, WV.

- ✓ Conducted regular operational activities, such as but not limited to facilitating employment search processes, responding to federal/state/institutional report requests, participating in audit efforts as needed, conducting New Employee Orientations, performing Search Committee training, reporting Workers' Compensation incidents, producing employment contracts, performing other employment-related actions, coordinating leave processes for employees on family/medical leave exceeding five consecutive workdays, maintaining employee and position data in relevant databases, supporting the institutional budget process relative to personnel, coordinating TIAA campus visits so that faculty and staff may meet with a TIAA financial consultant upon request, serving on ad hoc committees, supporting the Office of the Provost with the Promotion and Tenure process, conducting classification analyses, and updating various HR-related web/print resources.

Participated in the following Career Fairs:

- ✓ Bluefield State College 28th Annual Spring Employment, Recruitment and Resource Fair, 3/30/16

Policies

- ✓ BSC Policy 3: Harassment – The Office of Human Resources collaborated with the Office of Equity, Diversity and Inclusion regarding policy revisions. BSC BOG approved the policy at the 8/20/15 BOG meeting; policy received WVHEPC approval and was filed 10/28/15.
- ✓ BSC Policy 42: Hiring Policy – Proposed policy revisions to provide clarity and streamline processes. BSC BOG approved the policy at the 4/21/16 BOG meeting; policy received WVHEPC approval and was filed 5/13/16.
- ✓ BSC Policy 58: West Virginia Freedom of Information Act Requests – Proposed policy revisions in response to relevant changes in WV Code. BSC BOG approved the policy at the 6/18/15 BOG meeting; policy received WVHEPC approval and was filed 10/28/15.

Employee Relations

- ✓ On-going - provide consultation regarding sensitive and often complex employee relations matters.
- ✓ As needed, conduct research and investigate complaints.
- ✓ Coordinate responses on behalf of Bluefield State College pertaining to grievances and inquiries received from external entities.

Respectfully Submitted,

Jonette Aughenbaugh

BSC Director of Human Resources

EO/AA Officer & Freedom of Information Act Officer

BLUEFIELD STATE HYMN

Alma Mater - Bluefield State Teachers College

Words and Music by
EUGENE JONES '88

Moderato



Once a - gain thy name we raise in ac - cents loud and clear,
Up - ward through the years we'll climb while ev - er lift - ing thee,



Sing we ev - er more thy praises Blue - field, our school so dear,
Thy pre - cepts al - ways in mind hon - or and loy - al - ty;



High up - on thy ter - raced hill We see thee strong and true,
Men may come and men may go and pass - ing through the gate,




And our hearts with cour - age fill, our school, O! Gold and Blue.
Feel with - in their hearts a glow for thee dear Blue - field State.

Courtesy: Bluefield State Teachers College Alumni Association

Bluefield State College

Welcomes you to the



21st Annual Employee Recognition and Retiree Celebration Dinner

Thursday, April 28, 2016

5:00 pm

Fincastle on the Mountain

Bluefield, Virginia

2016 Years of Service Honorees

Five Years

Ms. Hope Adams – BSC Multi Locations
Ms. Amy Bennett – School of Nursing & Allied Health
Dr. Jeff Bolton – School of Engineering Technology & Computer Science
Dr. Shannon Bowling – School of Engineering Technology & Computer Science
Ms. Tammy Martin – Financial Aid
Ms. Terene Stillner – School of Education
Ms. Tina Strock – Instructional Technology Center
Ms. Angela Wassum – Business Office

Ten Years

Dr. Tracey Anderson – Institutional Research & Effectiveness
Ms. Lisa Bennett – Counseling & Advising Center
Mr. John Brown – Physical Plant
Mr. Gerald James – President's Office
Ms. Marviene Johnson – Registrar's Office

Fifteen Years

Mr. Cody Chambers – Computer Services
Ms. Jennifer Johnson – Admissions
Ms. Michele Noe – School of Arts & Sciences

Twenty Years

Ms. Joan Buchanan – Student Services
Mr. Daniel Frost – Student Services
Dr. Robert Riggins – School of Engineering Technology & Computer Science

Twenty-Five Years

Dr. Angela Lambert – School of Nursing & Allied Health
Ms. Carolyn Jamkhandi – School of Engineering Technology & Computer Science
Ms. Vickie Richardson – Library

Thirty Years

Dr. Sudhakar Jamkhandi – School of Arts & Sciences

Thirty-Five Years

Mr. Don Bury – School of Engineering Technology & Computer Science

Ms. Carol Cofer – School of Nursing & Allied Health
Mr. Jerry Conner – Instructional Technology Center
Ms. Rebecca Martin – Counseling & Advising Center

Forty-Five Years

Mr. Isaac "David" Strain – Physical Plant

Program

Welcome.....Dr. Marsha Krotseng
President

Years of Service Recognition.....Jonette Aughenbaugh
Director of Human Resources

BSC Foundation-Sponsored Awards.....Betty Carroll
Director of Institutional Advancement and Planning

❖ Greg Shrewsbury Staff Service Award

Endowed by Dr. Donald W. Caudill

❖ William D. Goodman Faculty Service Leadership Award

Endowed by Dr. Donald W. Caudill

Outstanding Classified Employee of the Year Awards.....Louis Belt
Vice Chair, Classified Staff Council

❖ Non-Exempt Classified Employee

❖ Exempt Classified Employee

Celebration of Retirees.....Dr. Marsha Krotseng

❖ Ms. Anita Barilla – 21 Years of BSC Service, Administrative Assistant, President's Office

❖ Mr. Lionel Craddock - 23 Years of BSC Service, Associate Professor of Computer Science, School of Engineering Technology & Computer Science

❖ Mr. Ronald "Mike" Fore – 30 Years of BSC Service, Trades Specialist Lead II, Physical Plant

❖ Ms. Karen Gordon – 33 Years of BSC Service, Public Relations Specialist, Media Relations

❖ Mr. Thomas Harrison – 23 Years of BSC Service, Director of Career Planning & Placement, Office of the VP for Student Affairs and Enrollment Management

❖ Mr. William "Bill" Lusk – 25 Years of BSC Service, Trades Specialist I, Physical Plant

❖ Mr. Kenny Mandeville – 35 Years of BSC Service, Director of Admissions I, Admissions Office

❖ Ms. Virginia "Jane" Richardson – 30 Years of BSC Service, Bookstore Manager III, BSC Bookstore

❖ Dr. Robert Riggins – 20 Years of BSC Service, Professor of Electrical Engineering Technology, School of Engineering Technology and Computer Science

Emeriti Designations.....Dr. Marsha Krotseng



6/7/2016

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 Dr. John Snead, Mr. Geoff Hunter, and Dr. Steve Bourne, and all of the School of Business to initiate the curriculum for an Entrepreneurial Certificate.
- Sponsored Faculty Summer Research Grants. The purpose of the grants is to support the conduct of research with an emphasis on projects likely to enable development of a new research focus, expand applicants' research programs beyond their current scope, or enable ongoing programs to have expanded impact. FSRG awards are viewed as an investment in faculty research and its broad impact. Recipients for 2016 are as follows:
 - Dr. Tesfaye Belay
Project: Writing manuscripts for publishing in peer reviewed journals.
 - Dr. Young Kim
Project: Chemical Method Development of Carbonoid Insertion Reactions.
 - Mr. Jeff McFadden
Project: Open Source Software in Computer-Aided Manufacturing.
 - Dr. James Walters
Project: Identification of the mechanism of fatty acid control of cholesterol absorption activity.
 - Dr. Anthony Woart
Project: Capacity Building Initiative for substance abuse & HIV Prevention Among African Americans and underserved populations in southern WV.

Title IX Report

- Participating in the Title IX Investigator Training School and Practical Skills Certification course. This training is sponsored by the Association of Title IX Administrators (ATIXA) and will be held on June 8-9, 2016 at the West Virginia School of Osteopathic Medicine in Lewisburg, WV.
- Working with Campus Clarity to provide a campus-wide online training for sexual assault and related topics. Campus Clarity is an award winning sexual violence prevention program for both students and staff. It provides Title X, Campus Save Act, FERPA, and Cleary Act training. Currently setting up the program with plans to go live in the Fall 2016 semester.

Respectfully Submitted



Division of Student Affairs and Enrollment Management Report June 16, 2016 Board of Governors Meeting

Division Highlights

Dr. Robinson attended the Fundamentals of Foreign Student Advising training in Cincinnati, Ohio from April 18-20, 2016. The intensive three-day training reviewed Department of Homeland Security, U.S. Immigration and Customs Enforcement policies and procedures related to International Students. Topics covered included Immigration Basics, Student Rights and Responsibilities, Issuing an I-20, Student Employment Options, SEVIS, Advising International Students and Developing an International Strategic Enrollment Plan. The WVHEPC Office of International Initiatives sponsored scholarships for West Virginia schools to participate. Dr. Robinson will share information gleaned with the BSC community.

Dr. Robinson represented Bluefield State College at the Milwaukee Education Partnership HBCU Conference in Milwaukee, Wisconsin on April 25-27, 2016. The Milwaukee Education Partnership (MEP) hosted the third annual HBCU Conference designed to familiarize participants with the City of Milwaukee; connect participants with Milwaukee Public Schools (MPS), the MEP, and their leadership. The primary goal was to encourage institutions to develop or strengthen collaborations with Milwaukee Public Schools. The program included, among other things, a discussion led by prominent higher education leaders from Historically Black Colleges and Universities (HBCU) on the topic of creating/enhancing the student/professional pipelines between participating HBCU's and Milwaukee organizations, especially employers. Dr. Robinson participated in the work group to create a MPS Student Support Pipeline to foster stronger collaboration between HBCUs and the Milwaukee Public School system. The all-expense paid conference also included a tour of the MPS College Access Center and two Milwaukee High Schools.

Dr. Robinson participated in the Northern HSTA Science Symposium in Morgantown, West Virginia on April 30, 2016. Dr. Robinson provided closing remarks to the audience of approximately 300 HSTA students. The presentation was an opportunity to provide information to students about Bluefield State College in the northern part of the state. Dr. Robinson also assessed the organization of the HSTA Science Symposium in preparation for the May 7th symposium at BSC.



Bluefield State College hosted the Southern HSTA Science Symposium on May 7, 2016. It was the first time BSC hosted this event. HSTA students from across the southern region of West Virginia participated in this event. There were approximately 750 students, parents, HSTA staff, BSC faculty, staff and students. The program format supported research presentations by approximately 450 students and presentations by Admissions and BSC faculty.

Alumni Affairs

The Office of Alumni Affairs coordinated the 50-year reunion and welcomed back five graduates from 1966. Alumni Affairs also hosted the Alumni Luncheon on May 13, 2016 featuring Dr. Felicia Williams as the keynote speaker. There were 40 individuals in attendance.

Career Services

Ms. Rebekah Hatch, Career Internship Coordinator supported the BSC candidate with his application for the HBCU All-Star Program. The selected candidates will represent their respective institutions as All Stars with the White House Initiative on HBCUs.

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 May 31, 2016, nine (9) months into the new program year, a total of 898 participants have been recruited and provided EOC services.

Student Life

The Office of Student Life and the Student Government Association sponsored the SGA Awards Banquet. BSC hosted the Tennis Regional Championship and Student Life coordinated a tail gate with 100 participants.

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 Report
Technology and Virtual College
June 16, 2016

The start of Summer 2016 allows an opportunity for improving many of our systems and services. We have several projects planned that will enhance the student experience and add value to what we offer our students, faculty and staff. The following list is a summary of many of the projects we hope to complete prior to Fall semester.

1. **Updating campus labs.**
 - a. We will install Microsoft Office 2016 on all lab machines over the summer. We'll also deploy a new version of Deepfreeze and Symantec Antivirus which protects the PCs from becoming corrupt and also protects any student drives from viruses and malware.
2. **Begin moving the Exchange email to the Office 365 cloud**
 - a. This will simplify the management and will free up hardware resources on campus. This will give us greater flexibility with different groups (ex. Alumni) and will help us offer services to them. The transition to the cloud is seamless with very little downtime. We will work with each employee to coordinate the move of their account.
3. **Wireless Enhancements**
 - a. We will be adding wireless capability to the exterior areas of the Student Center, Basic Science, and Dickason Hall. This will allow students to stay connected while they utilize the casual areas next to our buildings.
4. **Mobile App Improvement**
 - a. We are exploring an upgrade to the mobile app in order to offer greater integration for students with their records and courses.
5. **Banner XE**
 - a. We will continue to upgrade Banner to the new XE platform. Administrative users will see a few screens that will be upgraded. Faculty and students should see minimal updates since the self-service updates have been applied over this past year. There could be a few cosmetic changes to self-service, but nothing of any significance.
6. **DegreeWorks**
 - a. We plan on making some changes to DegreeWorks to bring it up to its most current version and to start working on the transfer articulation area with the rest of the state colleges.
7. **eTranscript Implementation**
 - a. We are working with the Registrar's Office to implement eTranscripts. This will allow students to request and pay for transcripts on-line and have them sent securely to any third party.
8. **On-line Graduation Application**
 - a. We are working with the Registrar's Office to finalize the On-line Graduation Application. Students will be able to apply for graduation on-line while allowing us to collect other information needed in the graduation process. Payment can still be made on-line through current methods.

9. IT Restructure

- a. We are working with the Provost to strengthen the academic support area of the college. With the appointment of Jeff Bolton as the Interim Director of Digital Learning, we will work closely with him to evaluate and strengthen that area.

10. Security/FERPA changes

- a. We will continue with our security efforts regarding our network. Most of the changes will not be apparent to everyone. We will also be reviewing the current password reset procedure to conform to FERPA guidelines and will communicate that when the process is finalized.

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