



Bluefield State
C O L L E G E

BOARD OF GOVERNORS

June 21, 2018

Conley Hall, Room 201, Boyd Conference Room

Meeting @ 6:30 p.m.

**BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
June 21, 2018**

Conley Hall, Room 201, Boyd Conference Room

AGENDA

1. Welcome and Call to Order – Chairman Robert E. Perkinson, Jr. 6:30 p.m.
2. Public Comment Period 6:30 p.m. – 7:00 p.m.
3. Oath of Office for New Board Member 7:00 p.m. – 7:05 p.m.
4. Chair’s Remarks – Chairman Robert E. Perkinson, Jr. 7:05 p.m. – 7:50 p.m.
 - AGB Presentation
 - RNL Enrollment Opportunity Analysis – Dr. Jo-Ann Robinson
5. President’s Report – Dr. Marsha Krotseng 7:50 p.m. – 8:00 p.m.

College Focus

6. Report on Delivery of Online Programs – Dr. Angela Lambert 8:00 p.m. – 8:10 p.m.

Current Operations

7. *Approval of Minutes of April 19, 2018 Meeting 8:10 p.m. – 8:15 p.m.
8. *Election of Officers, 2018-2019 8:15 p.m. – 8:25 p.m.
9. *Approval of 2018-2019 Calendar 8:25 p.m. – 8:30 p.m.
10. Financial Report and Update – Ms. Shelia Johnson 8:30 p.m. – 8:40 p.m.

Strategic Issues: Getting to the Vision

11. Academics in Action Update – Dr. Angela Lambert 8:40 p.m. – 8:45 p.m.
12. Recruitment and Retention Update – Dr. Jo-Ann Robinson 8:45 p.m. – 8:55 p.m.
13. Department of Athletics Update – Mr. John Lewis 8:55 p.m. – 9:05 p.m.
14. Adjournment 9:05 p.m.

- Next meeting date: August 16, 2018

Enrollment Opportunity Analysis

Craig Engel

Senior Vice President

RUFFALOSM
NOEL LEVITZ



Bluefield State
COLLEGE

Observations and recommendations

1. Reestablish the Enrollment Management Committee to discuss enrollment, develop a long-range Strategic Enrollment Plan and serve as a communication/transparency vehicle ^{slide}
 - SEP
 - Online and adult enrollment strategies
 - Delivery modalities (e.g. 4/8/12 week sessions)
 - Scholarships and discount rate
 - Classes on Friday's?
 - Academic program demand (e.g., soft landing for pre-nursing and Online offerings)
 - Admissions criteria (should we waive the ACT and immunization requirement for admission?)

Observations and recommendations

2. Establish clear, realistic goals with supporting funnel metrics
 - Always separate out FTIC and Transfers (and other segments)
 - Cascade the goals to the implementation team(s)
3. Identify and define key market segments for recruitment (and Student Success)
 - FTIC
 - Transfer
 - Readmit
 - Concurrent
 - Athletes
 - Online
 - Adult
 - Out-state

Observations and recommendations

4. Revise the annual Marketing and Recruitment and create the annual Student Success plans slide
 - Develop micro plans for each market segment
 - Identify someone to develop the SS plan (Dr. Ferguson?)
 - Utilize the RNL SSI to help inform and prioritize the retention plan
 - Establish a budget for marketing and recruitment slide
5. Consider hiring an Adult/Online/non-trad recruiter slide
6. Redesign the Web page to be a marketing tool – not just an information giving tool (e.g., the transfer and International links aren't marketing oriented)
 - Create a Request for Information (RFI) form that helps to ID the market segments
 - Include Web-links for each key marketing segment that addresses the unique buying motives of each

Observations and recommendations

7. Implement a proactive search program at the Sophomore in HS stage
8. Use concurrent enrollment as a strategy to recruit *both* the student and the parent(s)
9. Ask New River CC for the names of their students with ≥ 50 credits
10. ID top 5-10 feeder businesses for adult recruitment
11. Aggressively recruit our AS graduates to the BSN program
12. Strive for a 48 hour official transfer student transcript review
13. Deliver financial aid earlier – prior to registration for new and continuing students (prior to official admit for new)
14. Use endowed scholarship funds for continuing students whenever possible (so we can get awards out quickly)
15. Develop a leveraging mentality that isn't predicated on a budget, but net revenue
16. Develop a Financial Assistance strategy that is based on service to students and families and overall enrollment

Observations and recommendations

16. Consider using an intent to enroll survey side
17. Include athletics, the business office and financial aid as part of the Persistence and Completion Committee
18. Set the agenda for orientation and BSCS course around the question: What is it that a student needs to know in order to be successful --- and don't avoid the hard topics
19. Let most students register for classes if they owe some small amount of money (e.g., <\$500) and/or you know they are likely to pay
20. Run the following reports:
 - Do students who attend orientation PPRC/G at higher levels?
 - Of the 409 students ID via "Early Alert," only 328 were ID for support and 15 took advantage – how many took advantage of "Smart Thinking?"
 - What percent of students ID as "At Risk" leave vs. those not ID?
21. Begin talking about other non-nursing options to pre-nursing earlier⁶⁵

Observations and recommendations

22. Survey your faculty, staff and students to determine where the College is doing well vs. could be improved upon, and how important each is in order to prioritize next steps. Then, report back to the community the top 3-5 priorities and keep them informed about the plan to improve. Finally, survey again to see if the items have changed – for the better.
23. Survey new students during orientation or BSCS to determine if they are at risk
24. Establish a community advisory board

BOARD OF GOVERNORS
BLUEFIELD STATE COLLEGE
April 19, 2018
Conley Hall, Room 201, Boyd Conference Room

MINUTES

Members Present: Chairman Robert E. Perkinson, Jr., Vice Chairman Garry Moore, Cathy Deeb, Norris Kantor, Esq., Lois Manns (via conference call), Dr. Norman Mirsky, Daniel Frost, Amber Sagady, and Vicki Mays.

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

Guests: Kerry Stauffer, Melissa Haye, Dr. Michael Smith, Michele Noe, Dr. Rodney Montague, Dr. Amanda Matoushek, Karen Grogan, Kristin Hogan, Brandon Richardson, Ryan Lambert, Brett Settles, and Zack Thompson.

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

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

Recognition of Steel Bridge Team

Chairman Perkinson recognized the members of the BSC Steel Bridge Team: Brandon Richardson, Ryan Lambert, Brett Settles, and Zack Thompson. Chairman Perkinson called upon Vice Chairman Moore to read the resolution presented to the Team on behalf of the Board of Governors. At the conclusion of the reading of the resolution, the Steel Bridge Team received a standing ovation from those present.

Public Comment Period

Two individuals signed up to speak during the Public Comment Period, Michele Noe and Dr. Amanda Matoushek. Mrs. Noe was recognized by Chairman Perkinson. She informed the Board of her resignation as Classified Staff Council Chair, and she read her resignation letter to the Board. Ms. Noe stated that in her recent presentation to the Board the acronym CAT was introduced (communication, accountability, transparency). Mrs. Noe also distributed a handout to the Board of Governors.

Dr. Matoushek was recognized by Chairman Perkinson. Her comments to the Board centered around the difficulty a potential student experienced with the BSC admissions process. She discussed frustration associated with BSC's Immunization Policy. Dr. Matoushek mentioned that if other students and potential students are experiencing the same difficulty, that this is hurting the College's enrollment. She distributed a handout to the Board of Governors.

Chairman Perkinson stated that this is a work in progress. He thanked Dr. Matoushek for choosing BSC, but he stated that this does need to be worked on.

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

Chairman Perkinson mentioned that graduation is approaching, and he asked the members of the Board what they would say to the graduates? Vice Chairman Moore made the following suggestions: don't forget where you come from, become an ambassador for the school, encourage people to come to BSC, sell the school, remember what you learned, and not to forget the people that propped you up.

Dr. Mirsky stated that graduation is not the end of one's learning. Graduates will have to learn from now on and never stop. He stated that graduation is a place to start, not to end. Chairman Perkinson remarked that if there are other thoughts or advice to let him know.

President's Report – Dr. Marsha Krotseng

Dr. Krotseng stated that as Board members can see from the written report, it has been a busy month. Dr. Chris Treadway of HEPC gave a campus wide presentation on the funding model on April 11. The proposed funding model should provide a fair and equitable means of calculations for institutional funding levels. Dr. Krotseng stated that BSC would receive \$682,000, an additional 12.7% increase over what is currently being received in funding. HEPC will take this up at their next meeting in June. Discussion followed.

With regard to USDA and HBCU loan processes, Dr. Krotseng reported that a letter has been sent to the U.S. Department of Agriculture addressing their questions. She stated that HBCU has indicated interest in the project and in coming to campus for a visit. Discussion followed, and Ms. Carroll provided an update on the Shott Challenge.

Upcoming events include the following: April 30th – Science Area Research Day, Basic Science from 11:00 a.m. – 12:00 p.m.; the Men's Tennis Team is ranked 17th nationally and number 1 in the region; May 12th – BSC Commencement, May 14th – Klingensmith Cup, Wolf Creek; June 4th – BSC Athletics Golf Tournament; April 24th – An Evening with Frank Beamer.

Report on Delivery of Online Programs – Dr. Angela Lambert

Dr. Lambert stated that the report on the delivery of online programs is in the Board meeting materials packet. She stated that not much has moved in a month's time. Dr. Lambert stated that she will be meeting with Dr. Jeff Bolton tomorrow.

Presentation of B.S.N. Program – Ms. Carol Cofer

Ms. Cofer distributed a handout to the Board of Governors, and explained the CARE acronym at the bottom of the handout: compassion, academics, research, education. Most of the Registered Nurses in West Virginia have an Associate Degree. 80% of all R.N.s in the nation are expected to have their B.S.N. degree by 2020. Ms. Cofer stated that West Virginia is behind the national average. That explains the special value and need for BSC's B.S.N. program

which is delivered online. Ms. Cofer explained that BSC nursing faculty are available to respond to students 24/7. She stated that people who work out of state stay at BSC online. This is much more cost effective, and the online option has helped retain A.S. graduates. BSC's program has good cost, good quality, and it is online. Ms. Cofer explained the three-semester option where the degree can potentially be completed in three semesters. Potential students can apply whenever they want for the online program and enter when they are ready.

Chairman Perkinson stated that the program being online is an important part of the mission. Dr. Lambert stated that in relation to WVU generally, BSC is not a competitor with them because they offer generic nursing. There is a very different design in who BSC markets to. Applicants in the Beckley area have not decreased. The BSC program is seamless because the courses build on each other.

Approval of Minutes of March 15, 2018 Meeting

The first action item was approval of the minutes from the March 15, 2018 meeting. Dr. Mirsky made a motion to approve the minutes from the March 15, 2018 meeting. The motion was seconded by Vice Chairman Moore/Mr. Kantor. The motion to approve the minutes from the March 15, 2018 meeting carried with one nay vote, Mr. Frost.

Approval of Program Reviews

Dr. Lambert explained that HEPC requires all programs to be reviewed as part of a 5-year cycle. She stated that information pertaining to the program reviews for Humanities, Applied Science, and Health Services Management can be located in the Board meeting materials packet. Dr. Lambert expressed thanks to everyone involved for their effort in getting the reviews completed. She stated that approval from the Board is required on each of the program reviews before they are sent on to the Higher Education Policy Commission. The Health Services Management program is shorter than the other two because this is its very first five-year review.

Mr. Kantor made a motion to approve all programs as presented. The motion was seconded by Vice Chairman Moore. The motion carried.

Financial Report and Update – Ms. Shelia Johnson

Ms. Johnson provided the financial report and update to the Board. She reported that tuition and fees are down somewhat, and as of 4/17/18 there is slightly more than 3 million dollars in the bank. Ms. Johnson stated that the numbers do include fourth quarter money. Discussion followed.

Approval of Tuition and Fees for FY 2018 – Ms. Shelia Johnson

Ms. Johnson provided an explanation of the proposal of tuition and fees for FY 2018. The calculation for non-residents is by formula. Non-residents are to pay for the cost of instruction. There is a new proposed fee. It would cover the cost of materials for art classes. On the online side, there is an increase of .52% for credit card processing. BSC is requesting this to be in line with the State Treasurer's Office.

The Pell grant is going up to assist students. Chairman Perkinson stated that the proposal is in line with what most of West Virginia schools of higher education are doing.

Vice Chairman Moore made a motion to approve the tuition and fees for FY 2018 as presented. Mr. Kantor seconded the motion. The motion carried.

Approval of Pay Increases – Ms. Shelia Johnson

Ms. Johnson reported that the recommendation is \$2,160 on average per employee, or 5%. The memorandum from HEPC in March indicated 5% of the average of all state employees. This is what it was set at for all public employees. Additional explanation of the pay increases followed.

Ms. Johnson reported that a lot of time has been spent on the Classified Staff recommendation. Midpoint should be the goal for Classified employees. The recommendation pertaining to pay increases was explained to the Board in its entirety, as well as a detailed explanation of the numbers for Classified Staff. Lengthy discussion followed.

Mr. Kantor made a motion to approve the pay increases as presented. The motion was seconded by Vice Chairman Moore. The motion carried.

Approval of Budget, FY 2018-2019 – Ms. Shelia Johnson

Ms. Johnson provided an explanation of the proposed budget for FY 2018-2019. With all positions being filled, the estimated deficit is \$1,898,223. BSC continues not filling some vacancies. The College has to have funds to meet its obligations. Discussion followed.

Mr. Kantor made a motion to approve the budget as presented. The motion was seconded by Ms. Deeb. The motion carried.

Policy 61: Intellectual Property Policy – Dr. Angela Lambert

Dr. Lambert provided an explanation of the Intellectual Property Policy for the Board. Dr. Mirsky made a motion to approve Policy 61 to be distributed for 30-day comment, and if no substantive comments to be final approval. The motion was seconded by Vice Chairman Moore. The motion carried.

Academics in Action Update – Dr. Angela Lambert

Dr. Lambert reported that there have been collaborative efforts with Concord University at the Erma Byrd Center. They will be working to give students more options. She highlighted that many dual credit courses are being offered for the next academic year.

Dr. Tesfaye Belay received a NASA grant for \$20,000. For the most part, BSC's calendar is identical to Concord's in the fall. There has been no drop in enrollment at the Erma Byrd Center. In response to a question, Dr. Lambert responded that BSC hopes to increase enrollment numbers at the Erma Byrd Center.

Recruitment and Retention Update – Dr. Jo-Ann Robinson

Dr. Robinson reported that the application summary report can be found in the Board meeting materials packet. She reviewed the number of students

accepted and stated that these numbers are being monitored very closely. Dr. Robinson stated that it is important to keep students engaged throughout the summer months. Dr. Robinson highlighted a number of activities that have recently taken place, including open house events, Freshmen Frenzy, high school events, and a Presidential Reception for new students on June 15th. Meanwhile, BSC continues purchasing more names from metro areas. She reported that internal processes are being evaluated. There have been conversations about bringing enrollment management experts Ruffalo Noel Levitz back to BSC to help assess our progress and areas for improvement. Dr. Robinson reported that there are weekly meetings centered around the early alert system. Midterm deficiencies are being compared to early alerts to generate explanation and understanding. Dr. Robinson held the first academic wellness seminar for students who lost or are about to lose their scholarship. The second one started last week. Discussion followed.

Dr. Mirsky noted that the next Board of Governors meeting will take place on June 21, 2018.

Adjournment

Chairman Perkinson asked if there was anything else for the good of the College. The meeting adjourned at approximately 8:59 p.m.

Respectfully submitted,

Robert E. Perkinson, Jr.



Bluefield State College

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

Item: Approval of July 1, 2018 through June 30, 2019 meeting dates.

Recommended Resolution: *Resolved*, the Bluefield State College Board of Governors approves the July 1, 2018 through June 30, 2019 meeting dates.

Staff Members: President's Office

Background:

WV Code § 18B-2A-2. Meetings.
The boards of governors shall hold at least six meetings 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, 2018 through June 30, 2019**

August 16, 2018

October 18, 2018

Faculty Presentation

December 13, 2018

Staff Presentation

February 21, 2019

March 21, 2019

April 18, 2019

June 20, 2019

REACH NEW HEIGHTS

219 Rock Street | Bluefield, WV 24701
Toll-free in WV 800.344.8892 | In VA, DC, OH, KY and parts of MD and PA 800.654.7798

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

UPDATED 05/14/2018

DESCRIPTION	BUDGETED 2018 FY	% OF BUDGETED	ACTUAL 05/31/2018	% OF ACTUAL	% OF BUDGET
BEGINNING CASH 07/01/17			716,529		
<u>ADDITIONS:</u>					
REVENUE					
STATE APPROPRIATIONS	5,379,199	21.64%	5,379,199	27.22%	100.00%
TUITION & FEES	10,253,163	41.25%	6,333,420	32.05%	61.77%
CAPITAL FEES	825,000	3.32%	458,047	2.32%	55.52%
SALES & SERVICES	85,000	0.34%	110,754	0.56%	130.30%
GRANTS & CONTRACTS	7,090,991	28.53%	6,826,652	34.55%	96.27%
INVESTMENT EARNINGS	2,000	0.01%	12,955	0.07%	647.75%
AUXILIARY	930,000	3.74%	748,138	3.79%	80.44%
DEBT ASSESSMENT	(46,545)	-0.19%	(46,545)	-0.24%	100.00%
HERA ASSESSMENT	(61,334)	-0.25%	(61,334)	-0.31%	100.00%
OTHER	400,000				
TOTAL REVENUES	<u>24,857,474</u>	<u>100.00%</u>	<u>19,761,286</u>	<u>100.00%</u>	<u>79.50%</u>
<u>DEDUCTIONS:</u>					
EXPENDITURE					
PERSONAL SERVICES	12,647,912 *	51.34%	9,652,713	50.20%	76.32%
EMPLOYEE BENEFITS	3,236,134	13.14%	2,488,520	12.94%	76.90%
CURRENT EXPENSE	4,227,536	17.16%	4,301,054	22.37%	101.74%
REPAIRS/ASSETS/BLDG CONSTRUCTION	2,359,554	9.58%	679,200	3.53%	28.79%
SCHOLARSHIP, AWARDS	2,164,000	8.78%	2,102,881	10.94%	97.18%
TOTAL EXPENDITURES	<u>24,635,136</u>	<u>100.00%</u>	<u>19,224,368</u>	<u>100.00%</u>	<u>78.04%</u>
ENDING CASH AND IN TRANSIT 05./31/2018			1,253,447		
LESS: ENCUMBRANCES			** (803,107)		
Balance (Cash Less Encumbrances)			<u>450,340</u>		

**Encumbrances in the amount \$364,238.00 To be paid by ACH Engineering Grant

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

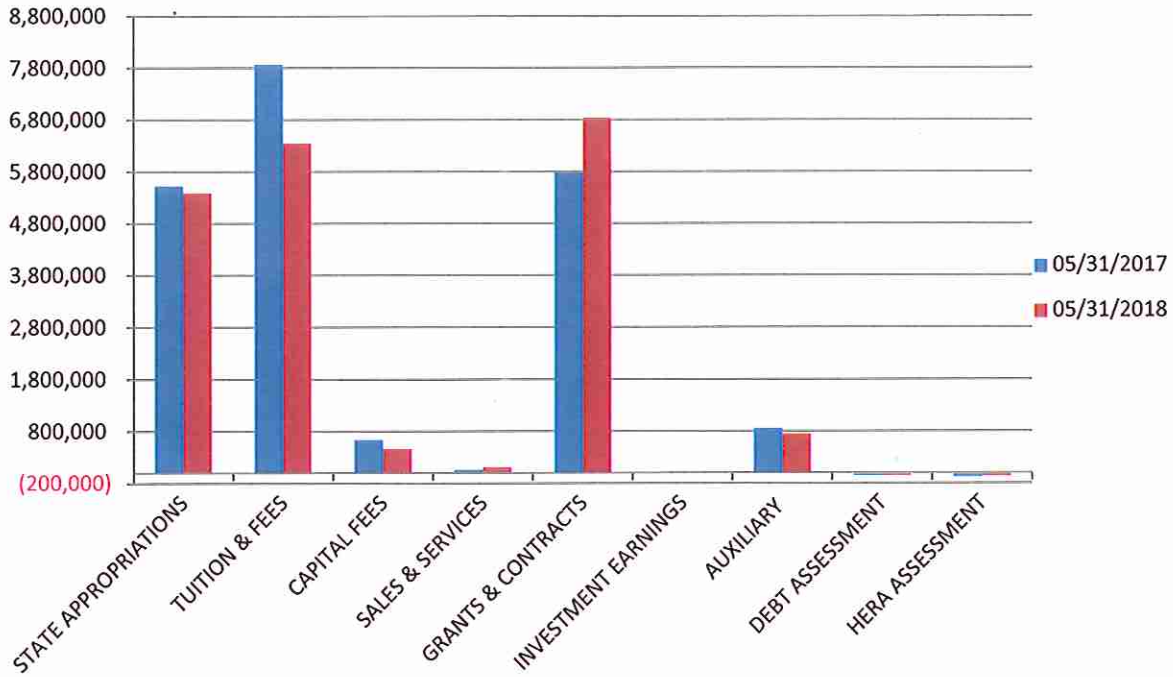
UPDATED 06/14/2018

DESCRIPTION	ACTUAL 05/31/2017	ACTUAL 05/31/2018	DIFFERENCE	% OF DIFFERENCE
BEGINNING BALANCE 07/01/2017-2018	819,795	716,529	(103,266)	
ADDITIONS:				
REVENUE				
STATE APPROPRIATIONS	5,524,125	5,379,199	(144,926)	-2.62%
TUITION & FEES	7,864,403	6,333,420	(1,530,983)	-19.47%
CAPITAL FEES	638,951	458,047	(180,904)	-28.31%
SALES & SERVICES	65,401	110,754	45,353	69.35%
GRANTS & CONTRACTS	5,784,488	6,826,652	1,042,164	18.02%
INVESTMENT EARNINGS	2,857	12,955	10,098	353.45%
AUXILIARY	858,009	748,138	(109,871)	-12.81%
DEBT ASSESSMENT	(46,611)	(46,545)	66	-0.14%
HERA ASSESSMENT	(69,802)	(61,334)	8,468	-12.13%
TOTAL REVENUES	20,621,821	19,761,286	(860,535)	-4.17%
DEDUCTIONS:				
EXPENDITURE				
PERSONAL SERVICES	10,077,152	9,652,713	(424,439)	-4.21%
EMPLOYEE BENEFITS	2,611,615	2,488,520	(123,095)	-4.71%
CURRENT EXPENSE	3,469,279	4,301,054	831,775	23.98%
REPAIRS/ASSETS/BLDG CONSTRUCTION	396,315	679,200	282,885	71.38%
SCHOLARSHIP, AWARDS	2,093,748	2,102,881	9,133	0.44%
TOTAL EXPENDITURES	18,648,109	19,224,368	576,259	3.09%
ENDING CASH AND IN TRANSIT 05/31/2017 - 2018	2,793,507	1,253,447	(1,540,060)	
LESS: ENCUMBRANCES	(260,876) **	(803,107)	(542,231)	
Balance (Cash Less Encumbrances)	2,532,631	450,340	(2,082,291)	

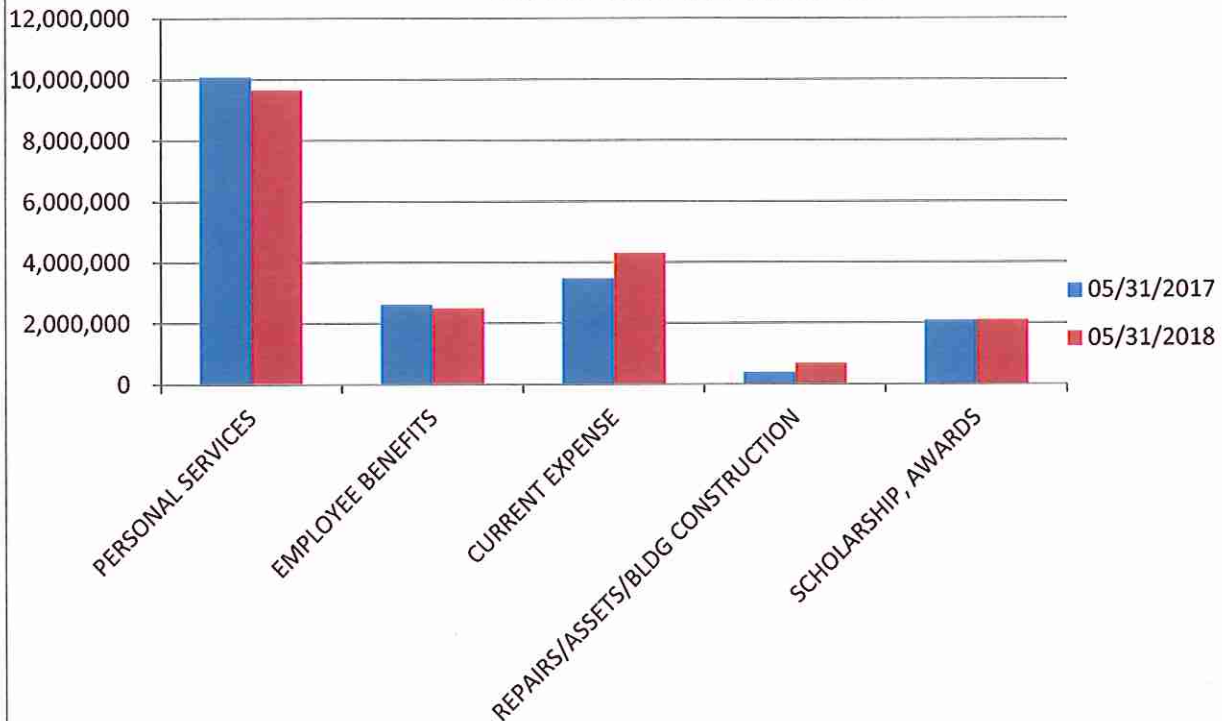
*Excludes Clearing Account

**Encumbrances \$364,238.00 to be paid from AHE Engineering Grant

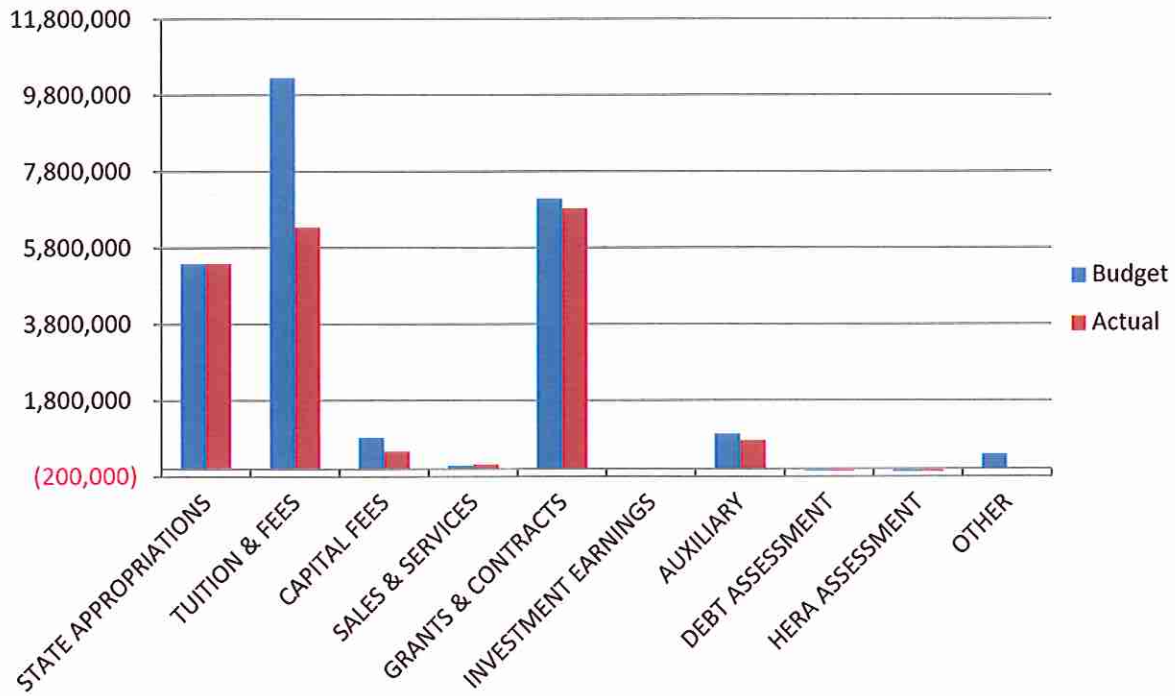
Bluefield State College
Actual vs Actual
May 2017 vs May 2018 Revenue



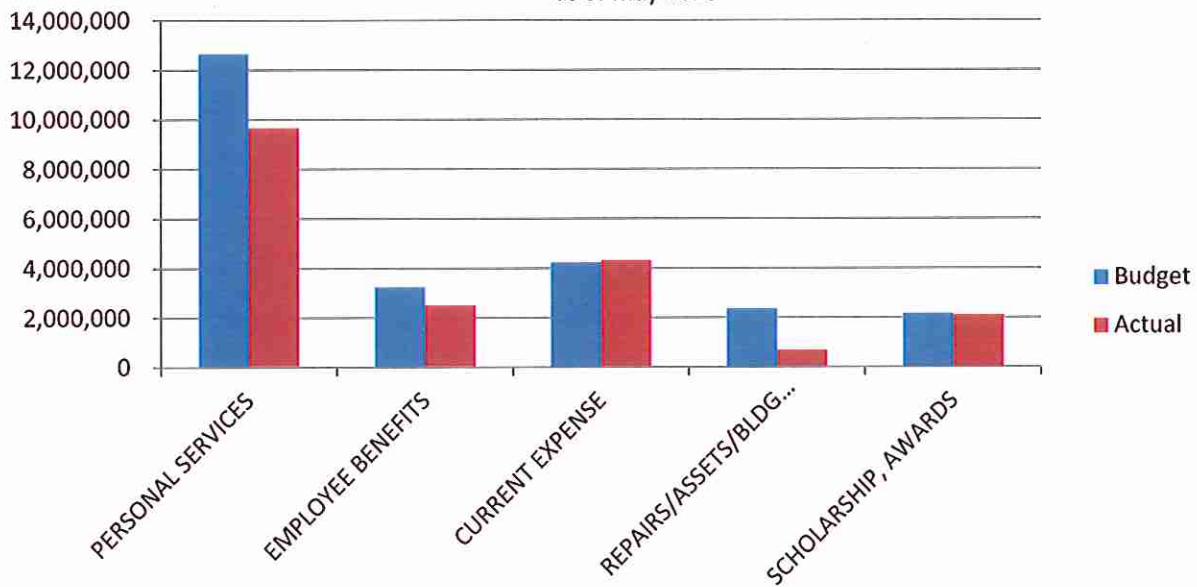
Bluefield State College
Actual vs Actual
May 2017 vs May 2018 Expenditures



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



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



**BLUEFIELD STATE COLLEGE
ENCUMBRANCES SUMMARY
MAY 31, 2018**

UPDATED 06/14/2018

PO #	NAME	TOTAL FUND
BSC375	ORACLE ELEVATOR CO	(16,452.00)
BSC406	THOMPSON & LITTON OF WV INC	(145,240.00)
BSC407	THOMPSON & LITTON OF WV INC	(131,195.00)
BSC418	* OMAX CORPORATION (MAXIEM SAME)	(115,555.00)
BSC419	* CARL ZEISS INDUSTRIAL METROLOGY	(60,577.00)
BSC420	* ABB INC	(188,106.00)
BSC421	RM HUFFMAN	(145,982.00)
BSC422	RM HUFFMAN	(14,047.00)
GRAND TOTAL ENCUMBRANCES		<u>(803,107.00)</u>

* ENCUMBRANCES IN THE AMOUNT OF \$364,238.00 PAID FROM AHE ENGINEERING GRANT

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

DESCRIPTION	PELL	DIRECT LOAN	SEOG	TOTAL 05/31/2018
BEGINNING CASH 07/01/17	2,992.53	2,985.43	0.82	5,978.78
<u>ADDITIONS:</u>				
REVENUE	3,829,079.71	5,914,874.85	72,232.00	9,816,186.56
TOTAL REVENUES	3,829,079.71	5,914,874.85	72,232.00	9,816,186.56
<u>DEDUCTIONS:</u>				
AWARDS & LOANS	3,843,483.68	5,964,174.58	71,500.00	9,879,158.26
Redeposits	(117,192.00)	(110,746.00)	(2,000.00)	(229,938.00)
Recoveries	(9,265.00)	(34,158.88)		(43,423.88)
TOTAL EXPENDITURES	3,717,026.68	5,819,269.70	69,500.00	9,605,796.38
ENDING CASH 05/31/2018	115,045.56	98,590.58	2,732.82	216,368.96
2017FY TOTALS				
TOTAL EXPENDITURES	3,576,274.00	6,174,727.00	71,976.00	9,822,977.00
% OF FINANCIAL AID 2018FY COMPARED TO 2017FY	103.94%	94.24%	96.56%	97.79%

Provost Report to the Board of Governors

June 21, 2018 – ACADEMICS IN ACTION

- Working with Dr. Bolton to establish the proctoring center, policy and online tool to be effective for Fall online courses.
 - Visited Wytheville Community College testing center for ideas on the proctoring center for online testing processes and space needs
 - Proctor Track will be the tool for online testing at a distance with a cost of \$100 per student
 - Concern as to how the online proctoring tool will be paid for and assurance all faculty note on the syllabus how testing will occur for their particular class
- Curriculum updates are attached and include a new minor and a new concentration
- Planning for Fall 18 faculty institute to include outside speaker relative to advising and how everyone can help with recruitment
- Award of AACN/NIH grant by Ms. Nash which include collaboration with the city of Bluefield and Bluefield Regional Medical Center (see attached)
- Continuation of the SARA agreement (letter attached)
- Program of Radiologic Technology 2018 graduates have completed the American Registry of Radiologic Technology licensure exam with a 100% pass rate
- The School of Business faculty and the School of Business advisory committee have agreed to exclude the Accountancy Program with ACBSP and will continue to offer Accounting as a concentration within the Business Administration degree. This change will reduce the number of BSC nationally accredited programs. ACBSP has been contacted relative to this desired change.

Michael J. Farrell, Esq.
Chair



Paul L. Hill, Ph.D.
Chancellor

West Virginia Higher Education Policy Commission

1018 Kanawha Boulevard East, Suite 700 • Charleston, West Virginia 25301

(304) 558-2101 phone • (304) 558-1011 fax

www.wvhepc.edu

June 4, 2018

Dr. Angela Lambert
Interim Provost
Bluefield State College
219 Rock Street
Bluefield, WV 24701

Dear Dr. Lambert:

I am pleased to inform you that the renewal application from Bluefield State College to participate in the State Authorization Reciprocity Agreement (SARA) has been approved. To finalize the renewal process, you must submit the appropriate NC-SARA annual fee to NC-SARA.

NC-SARA will provide you with its payment link. This payment will ensure that your institution will continue to be listed as a participating state on the NC-SARA website. Approval is granted for one year from the NC-SARA approval date. Renewal notices will be sent from NC-SARA approximately 90 days prior to the expiration date.

If you have any questions about your membership in SARA, please contact Dr. Mark Stotler at mark.stotler@wvhepc.edu or 304-558-0262.

Sincerely,

A handwritten signature in blue ink that reads "Paul L. Hill".

Paul L. Hill
Chancellor

cc: Dr. Mark Stotler, Director of Academic Programming, Policy Commission



PRESS RELEASE

For Immediate Release

Six Schools of Nursing Receive Funding from AACN to Expand Awareness and Participation in the NIH's All of Us Research Program

WASHINGTON, D.C., May 29, 2018 - The **American Association of Colleges of Nursing (AACN)** is pleased to announce that it has selected six nursing schools to receive funding through its mini-grants program in support of the *All of Us* Research Program. With a plan in place to help increase participation of underrepresented communities in biomedical research, the six schools receiving funding include:

- Bluefield State College (WV)
- New York University
- Northwestern State University (LA)
- The University of Alabama
- University of Colorado, Colorado Springs
- University of Miami

"By supporting the *All of Us* Research Program and expanding the pool of individuals available to participate in critical research initiatives, academic nursing is helping the NIH in its efforts to improve the health of all Americans through the identification of more effective and tailored prevention strategies and treatments for diseases impacting diverse populations," said Dr. Ann Cary, Chair of the AACN Board of Directors.

Launched by the National Institutes of Health (NIH) on May 6, 2018, the *All of Us* Research Program seeks to extend precision medicine to all diseases by building a national research cohort of one million or more participants reflecting the diversity of the United States. AACN joined with NIH to advance this initiative by administering a mini-grants program to facilitate the engagement of the nursing education community with the *All of Us* Research Program, and in particular, its focus on including communities that have been historically underrepresented in biomedical research (UBR). Funding received through this program will be used to increase awareness of the program and the importance of participation of UBR members. This initiative uses collaboration between established community partners and nursing schools to disseminate information on the *All of Us* Research Program.

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All of Us is a service mark of the U.S. Department of Health & Human Services.

The **American Association of Colleges of Nursing (AACN)** is the national voice for academic nursing representing 810 schools of nursing nationwide. AACN establishes quality standards for nursing education, influences the nursing profession to improve health care, and promotes public support of baccalaureate and graduate nursing education, research, and practice.

CONTACT

BOARD OF GOVERNORS

REPORT ON CURRICULUM – June 2018

ARTS & SCIENCES	NURSING AND ALLIED HEALTH	BUSINESS	ENGINEERING TECHNOLOGY
<p>Modification of General Studies to include Math 101L/109L and Engl 101L within course listings meeting gen. ed. requirements. Change to have courses from other schools meeting gen. ed. requirements articulate into BSC gen. ed.</p>	<p>Creation of HLTH 203 Medical Terminology</p>	<p>Modification all BUSN courses to state with prerequisites “or” permission of the instructor</p>	<p>Creation of the Minor in Manufacturing Engineering Technology Courses added include: MAET 301 Manufacturing Tool design MAET 302 Engineering & Quality MAET 401 Advanced Manufacturing Systems MAET 402/402L Industrial Robots & Automation</p>
<p>Revision of the International Studies Minor modifying courses INST 490 and INST 491</p>	<p>Modification BS Imaging Science Ultrasound Concentration change to reflect the Physics requirement can be any college level physics course and correction of an error in which a fine arts elective should have been HLTH 300/400 elective course</p>	<p>Modification HSMT 308 HSMT 308 ACCT 440 and ACCT 424 course description revisions</p>	<p>Creation of new Engineering Management EGMT 437 Industrial Safety per the advice of the Industrial Advisory board addition of this course would be beneficial to EGMT students. This course includes safety standards needed in industry including OSHA compliance</p>
<p>Revision Course Description CRMJ 495 to include may be repeated for a total of 6 credit hours</p>	<p>Modification of BS Imaging Science provide associate degree radiologic technology students the ability to take 6 hours of Imaging Science 300 level courses in the 2nd year of the AS program</p>	<p>Creation of ENTR 312 e-commerce for Entrepreneurs</p> <p>Creation of ENTR 341 Business Accounting & Financial Management</p> <p>Both courses will be for the minor in entrepreneurship</p>	<p>Creation GNET 114 Pre-Technical Math to follow the Co-requisite model of Math 101L and 109L</p> <p>Includes deletion GNET 098</p>
<p>Creation BS Criminal Justice</p>			

Administration Major Concentration in Forensic Investigation			
Creation of CRMJ courses to meet the needs of the new concentration: CRMJ 343 Firearms & Tool Marks CRMJ 477 Directed Investigations and CRMJ 480 Sexual Assault Investigation			

New CRMJ Concentration

New Entrepreneurship courses to support the already created minor

New Minor in Manufacturing Engineering Technology



Bluefield State College

DIVISION OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Board of Governors Report June 21, 2018

Admissions and Enrollment Services

Application Summary Report - June 13, 2018			
	2018	2017	% Over 2017
Inquiries	5677	6608	-14.1%
New	5010	5839	-14.2%
Transfer & New Readmit	667	769	-13.3%
	2018	2017	% Over 2017
All Applications	1609	1757	-8.4%
New	942	981	-4.0%
Transfer & New Readmit	667	776	-14.0%
	2018	2017	% Over 2017
All Accepted	663	705	-6.0%
New	413	364	13.5%
Transfer & New Readmit	250	341	-26.7%
	2018	2017	% Over 2017
All Registered	254	275	-7.6%
New	111	126	-11.9%
Transfer & New Readmit	143	149	-4.0%
	2018	2017	
Total New FAFSAs Received	1467	1787	-17.9%
FAFSA - Admission Apps Submitted	766	843	-9.1%
FAFSA Submitted Accepted for Admission	475	469	1.3%
	2018	2017	% Over 2017
Total Campus Visitors	246	213	15.5%
CV - Admission Applications Received	164	162	1.2%
CV - Applications Accepted	139	120	15.8%
% of All Students Accepted CV	21.0%	17.0%	

First-Year New Students - as of June 13, 2018					
		Campus Visit	Applied	Accepted	Registered
Business		11	102	29	7
	Accountancy	2	6	2	2
	Accounting	3	15	6	2
	Management	3	35	9	2
	Marketing	2	23	6	1
	Health Services Management	1	23	6	0
		Campus Visit	Applied	Accepted	Registered
Arts & Science		22	262	103	14
	Applied Science (4 YR)	5	49	23	5
	Criminal Justice Adm	8	72	29	6
	Humanities	3	14	7	2
	Social Science	1	39	13	1
	Major Not Declared	5	87	31	0
	Regents Bachelor of Arts	0	1	0	0
		Campus Visit	Applied	Accepted	Registered
Education		8	59	25	5
	Pre-Early/Middle Education	3	30	13	2
	Pre-Elementary Educ (K-6)	5	29	12	3
		Campus Visit	Applied	Accepted	Registered
Engineering		19	101	58	17
	Civil Engineering Technology	3	18	13	4
	Computer Science	3	35	15	2
	Electrical Engineering Tech	6	20	15	6
	Engineering Management	1	5	1	0
	Mechanical Engineering Tech	6	23	14	5
		Campus Visit	Applied	Accepted	Registered
SNAH		71	418	198	68
	Imaging Science	3	13	3	2
	Nursing	9	36	19	11
	Nursing (Pre-Nursing)	46	290	134	41
	Nursing-LPN	0	1	0	0
	Pre-Nursing (4 year)				
	Radiologic Tech (Pre-Rad Tech)	9	71	35	7
	Radiologic Technology	4	7	7	7
TOTAL		131	942	413	111

All New Students (excludes continuing) - as of June 13, 2018					
		Campus Visit	Applied	Accepted	Registered
Business		16	138	40	8
	Accountancy	2	9	3	2
	Accounting	3	21	7	2
	Management	6	53	15	3
	Marketing	4	27	7	1
	Health Services Management	1	28	8	0
		Campus Visit	Applied	Accepted	Registered
Arts & Science		22	345	140	27
	Applied Science (4 YR)	5	66	32	10
	Criminal Justice Adm	8	87	31	7
	Humanities	3	23	11	4
	Social Science	1	51	16	2
	Major Not Declared	5	95	33	0
	Regents Bachelor of Arts	0	23	17	4
		Campus Visit	Applied	Accepted	Registered
Education		11	85	36	11
	Pre-Early/Middle Education	6	40	17	3
	Pre-Elementary Educ (K-6)	5	45	19	8
		Campus Visit	Applied	Accepted	Registered
Engineering		22	135	70	21
	Civil Engineering Technology	4	25	15	5
	Computer Science	3	40	15	2
	Electrical Engineering Tech	7	29	20	8
	Engineering Management	1	7	2	0
	Mechanical Engineering Tech	7	34	18	6
		Campus Visit	Applied	Accepted	Registered
SNAH		93	906	377	187
	Imaging Science	4	37	11	11
	Nursing	19	142	55	47
	Nursing-BSN	2	54	42	30
	Nursing (Pre-Nursing)	50	473	188	55
	Nursing-LPN	3	69	24	23
	Pre-Nursing (4 year)	0	4	3	1
	Radiologic Tech (Pre-Rad Tech)	11	101	43	9
	Radiologic Technology	4	26	11	11
TOTAL		164	1609	663	254



BLUEFIELD STATE

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

2017-18 Accomplishments:

- Men's tennis won their seventh straight NCAA Regional Championship.
- Baseball received a second straight bid to the USCAA Small College World Series.
- Men's basketball received a bid to the USCAA Men's Basketball National Championship Tournament.
- The department hired three new employees
- The Athletic Department has entered into a five-year partnership with BSN Sports to make Nike the official apparel provider for the college's ten intercollegiate sports teams.
- The BSC Athletic Hall of Fame in the Ned Shott Building was renovated.

Department Goals:

- Increase enrollment (by increasing scholarships and new recruits). Current student-athlete enrollment is 112 which is a 37% increase from fall 2016.
This year the department of athletics' scholarships were increased by 1%.
- With the new recruits and returners, the department is on track to increase the student-athletes' enrollment for fall 2018.
- Team goals are to recruit the best student-athletes for Bluefield State College and that the student-athletes represent Bluefield State in the classroom, on and off the court or field.

Academic Achievements:

- The department had (50) student-athletes above 3.0 and (4) student-athletes at a 4.0 Cumulative GPA at the end of spring semester.

Topics that the athletics will address:

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

John D. Lewis
Director of Athletics

BLUEFIELD STATE COLLEGE ATHLETICS

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