

Memorandum

Meeting Minutes

Date: Thursday, September 5, 2024

Time: 3:00 p.m.

Location: Boyd Conference Room

Members Present: Mr. Charlie Cole, Chair; Mr. Shannon Remines, Mr. Anthony Tolley; Mr. Tim McKenzie; Mr. Jack Sheffler; Ms. Cathy Deeb, Mr. Bill Cole; Mr. Luke Roberts,

Members Absent: Mr. Mike Hastings; Mrs. Rebecca Peterson; Randy Price

Guests: Interim President Darrin Martin; Mr. Brent Benjamin, EVP; Mr. Ronnie Hypes, CFO; Dr. Deirdre Guyton; Mrs. Angie Lambert; Mr. Ron Shidemantle; Mr. Sudhakar Jamkhandi; Mrs. Susan Shrader; Darrell Malamisura; Mrs. Terry Thompson; Mrs. Quintina Childress; Mrs. Lisa Brooks; Mrs. Karen Grogan; Mrs. Mildred Hoskey; Mrs. Vanessa Godfrey; Mrs. Rita LaBarre; Mrs. Yolonda Page, Mr. Rodney Montague; Ms. Amanda Matoushek; Ms. Christina Sammarco; Cecil Marson; City Manager; Tony Webster; Director Bluefield Housing Authority; Curtis French; City Engineer; Trenton Burnett; GIS Analyst; Kathryn Kandas; Grant Writer, Cindy Preast; Mrs. Lynn Parrish; Mrs. Carol Wade

Guests Online: Mr. Paul Rutherford; Mr. Davon Morgan; Mrs. Brittany Anderson; Ms. Shyrell Johnson; Dr. Albertus Barnes; Mrs. Carolyn Jamkhandi; Ms. Rebekah Hatch; Ms. Hallie Cook; Mrs. Angie Wassum; Mr. Bill Bennett; Mrs. Marviene Johnson; Mr. Roy Pruett; Mrs. Sandra Wynn; Mr. David McMillian; Mrs. Marie Cheeks; Mrs. Erika Morrow; Mr. Ansel Ponder; P. Graves; Mrs. Terene Stiltner; Mrs. Tina Strock; Mr. Ryan Bailey

Welcome, Chair's Remarks, and Call to Order: Mr. Charlie Cole:

Chair Cole determined that a quorum was present and called the Board of Governors meeting to order at 4:02 PM. Chair Cole welcomed all in attendance. Chair Cole welcomed our visitors from the City of Bluefield and Bluefield Housing Authority.

Acceptance of Meeting Minutes: Chair Cole received confirmation that Board members had reviewed minutes of the Board's meeting held on Regular Meeting held on June 20th and Special meeting held on August 22nd. Hearing no other requests to correct or revise the minutes, the minutes of the March meeting minutes meeting were accepted by assent of the Board.

Board Committee Reports: Chair Cole confirmed that Board members had reviewed reports of the most recent Academic Affairs, Athletics, Budget, Development, Executive, Housing and Student Life Committee August reports. Hearing no other requests to correct or revise the committee reports, the committee reports listed above were accepted by assent of the Board.

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City of Bluefield and HUD Presentation:

Cecil Marson and Team

- **City Grant Update:**
 - Reconnecting Communities
 - Lighting, Sidewalks, ADA Compliance, Bike Path Ways
 - Northeast End Around University
- **HUD – Tiffany Manor Acquisition – presented by Cindy Preast:**
 - **Leadership Transition:** Tony Webster is now **Executive Director**, with previous director assisting with plan process. Cindy moving back into retirement.
 - **Consultant Support:** Michael Wong, the CEO of Harrisonburg, VA Housing and Redevelopment Authority is advising. He is well-respected in affordable housing and considers the project **feasible**.
 - **Michael’s Recommendation for First Steps:**
 - **City Commitment:** Obtain a letter from the city to commit to deeding lots for replacement housing.
 - **Financial Feasibility:** Conduct a commercial appraisal; BSU and BHA to contribute their halves of appraisal cost. Tony will procure appraisal quote.
 - **Project Execution:** Issue RFP for Developer and Consultant with HUD expertise.
 - **Long-Term Outlook:** The project is expected to take approximately 2 years, with the University acquiring Tiffany Manor and relocating residents to new housing in the city.
 - **Next Steps:** Awaiting appraisal results to determine financial viability and move forward with planning.
- **Board of Governors:**
 - Chair Cole opened a motion to approve the University paying for 1/2 of the appraisals fee on Tiffany Manor. Mr. Remines motion, Mr. Bill Cole seconded. All those in favor: Yes. None opposed. The motion carried.

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Interim President's Report:

Chair Cole turned the meeting over to Dr. Martin for the President's report.

- **Enrollment/Retention/Admissions:**
 - Up slightly
- **Housing – Current & Future Considerations**
 - 225 Beds occupied
 - Triple rooms need adjusting
 - Look into using center space on the floors
- **HLC/Accreditation Update:**
 - Visit scheduled for 3/24 – 3/25
 - Report due 2/24
 - Team in place – same as last
 - Dr. Rhonemus back on 9/19
- **Significant Hiring:**
 - Presidential Search now underway
 - Provost
 - Sitting president should hire
 - Will post in October – 60 to 90 day post
 - Begin process for on campus interviews in January 2025
 - Athletic Director
 - Contract out through a consultant firm
 - Review what we are doing/what can be improved
 - Post for position after first of year
 - VP of Enrollment
 - Interviews are in process
 - Top two candidates have been identified
 - On campus interviews to be scheduled
- **Athletics/CIAA Update:**
 - Interim President is Acting AD
 - No updates
- **HBCU & Congressional Black Caucus Status Report:**
 - Attending both conferences the week of 9/10 – 9/20
 - Important resources for funds and resources for HBCU's
- **Faculty/Staff Roundtables:**
 - Oct/April timeframe
 - Dates have not been set
 - Possible off-site meetings – more neutral setting
- **Status of Immunization and Information Input:**
 - Form a committee
 - Review our current policy
 - Ensure that we are covered
- **Strategic Plan:**
 - 2nd meeting occurred
 - Knowing our 'Why?'
 - Next meeting – 9/20 @ 2 PM

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Standing Reports:

- **Academic Update:** Acting Provost Dr. Angela Lambert
 - Faculty Credentials:
 - **College of Arts, Education and Social Sciences**
 - ✦ Ainur Kenzhetaye – Professor of Sociology
 - ✦ Political Science
 - ✦ Brittany Anderson – Assistant Professor of Education
 - **College of Health Science**
 - ✦ Katelyn Shepherd – Clinical Instructor Nursing
 - **Paul Cole Jr. College of Business**
 - ✦ James Wright – Instructor of Accounting
 - ✦ Wenyuan Teng – Associate Professor of Business
 - **College of Science, Technology, Engineering and Math**
 - ✦ Yi Chen – Biology and Environmental Science
 - ✦ Brett Settles – General and mechanical Engineering Technology
 - ✦ Cody Harwood – Mining Technology
 - ✦ Abdulhakin Agll – Mechanical Engineering Technology
 - Dual Enrollment:
 - ✦ Level Up
 - ✦ Working with various counties – Mercer, McDowell, 3 Home School programs, Wyoming; Shady Heights; James Monroe
- **Financial & Administrative Affair:** Ronnie Hypes, CFO
 - See attached – Budget updates
 - Enrollment met last year’s numbers
 - Tuition Rates
 - Waivers are being last dollars awarded
 - All students will be asked to complete FAFSA applications
 - 3 categories of Tuition:
 - In-state; out of state and Metro
 - Metro rate to be expanded
- **Safety and Security:** Brent Benjamin, EVP
 - **Security:**
 - Fire drills/Active Shooting drills to begin week of 9/16
 - Campus Carry – 7/1
 - Non event
 - Parking passes being enforces
 - Smoking at dorms
 - Maverick visits will be more frequent

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- If in violation, the student will be prosecuted
Enrolment Update: Ron Shidemantle, VP of Student Affairs
 - Numbers up 2.3%
 - 29 more students than last year – timeframe is off by 2 weeks since we started earlier last year
 - October 15th Census will run and that will be sent to HLC
- **Chancellor's Update** – Garry Moore, Chancellor
 - No Update
- **Faculty Representative Update:** Jack Sheffler, Faculty Representative
 - No update
- **Staff Representative Update:** Tim McKenzie, Staff Representative
 - No update
- **Student Representative Update:** Luke Roberts, Student Representative
 - First SGA meeting scheduled for 9/6
 - 30 clubs
 - Working on student engagement event last week
 - MEC beautification looks great.
- **Foundation Report:** Barry Blizzard, President/Dr. Deirdre Guyton
 - Audit is complete, final report will be given to Mr. Hypes
 - Listing of account balances in handout – see attached
 - Virtual meeting with Executive Committee with Credo
 - They assist with fundraising

Special Orders: None

Unfinished Business: None

New Business:

- Organizational Chart Approval
 - Board asked for a redline list of all changes
 - Will review during October meeting
- Faculty Assembly By-Laws
 - Chair Cole brought forth a matter of reconsideration of a vote by the Board of Governors at its April 25, 2024 regular meeting related to proposed changes to Article 6, Section 6.1, of the Faculty Assembly By-Laws. Chair Cole explained that this reconsideration was deferred at the Board's June 20, 2024 regular meeting to this regular meeting, consistent with the Board's policy that matters which directly involve the faculty are deferred if the faculty is not on campus (i.e., during the summer break). Whereupon, Mr. Bill Cole moved to reconsider and rescind the Board's vote on April 25, 2024 relating to Article 6, Section 6.1, thereby to now provide that the Faculty Assembly may, consistent with its own by-laws and with applicable law, amend its By-Laws without approval of such amendments by the Board of Governors. Mr. Shannon Remines seconded the motion. All members present voting in the affirmative, the motion carried.

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Announcements: None

Comments:

Public Comments:

- Dr. Deirdre Guyton
- Discussed the forementioned changes to the universities school alma mater.
 - Short summary: Removing: Men may come and men may go. And replacing 'men' with 'people.' Alma Mater written in 1938 by a student and proud alum of the university. And I think that it would be an atrocity to change that line and those two words. Because if you change those two words you change the history of the old institution. And that's something that we don't need.
- Mrs. Rita LaBarre
 - Spoke to board about hiring her full time

Possible Executive Session:

- Mr. Bill Cole made a motion for the Board to go into Executive Session. Mr. Toman seconded the motion. Board of Governors went into executive session at 4:43 PM.
- Board came out of executive session at 4:54 PM

Actions Emanating from Executive Session

- There were no matters emanating from Executive Session. Mr. Benjamin reported that matters discussed in Executive Session involved litigation and personnel employment, real estate opportunities, legal contracts and financial contracts.

Adjournment:

Meeting was adjourned at 5:00 PM. Next board of governors meeting will be held on Thursday, October 31st at 4 PM in the Boyd Conference Room.

Minutes submitted by: Jeanne Moricle, Board Liaison

Attachments:

Enrollment Comparison Report
Budget Documentation
Foundation Report

Run Date: 06/20/2024 Run Time: 8:31:55 AM GMT-04:00

Report ID: WV-FIN-BC-028 State Appr ITD

Fund Class	BFY	Fund	Fund Name	Dept	Cabinet	Appr	Appropriation Name	Adopted
GENR	2025	0354	GENERAL ADMINISTRATION FUND	0482	HEPC	40800	BLUEFIELD STATE COLLEGE	7,081,263.00
SPEC	2025	4371	TUITION & REQUIRED E&G FEES FUND	0482	HEPC	09900	UNCLASSIFIED	14,284,489.00
SPEC	2025	4372	AUXILIARY & AUXILIARY CAPITAL FEES FUND	0482	HEPC	09900	UNCLASSIFIED	2,229,190.00
SPEC	2025	4373	EDUCATION & GENERAL CAPITAL FEES FUND	0482	HEPC	09900	UNCLASSIFIED	1,150,000.00
SPEC	2025	4375	GIFTS GRANTS & DONATIONS (NON FEDERAL)	0482	HEPC	09900	UNCLASSIFIED	145,790.00
FEDR	2025	8767	FEDERAL GRANTS/CONTRACTS FUND	0482	HEPC	09900	UNCLASSIFIED	2,126,086.00
Sum:								\$27,016,818.00

Object	Object Name	Sum of Current Budget	
1200	PERS SERV PERM POS(W/ PR DEDUC)	11,806,246.00	
1201	PERS SERV TEMP POS(W/O PR DEDUCT)	1,355,000.00	
1203	OVERTIME	45,000.00	
1206	ANNUAL INCREMENT	108,440.00	
2202	SOCIAL SECURITY MATCHING	1,318,442.00	
2203	PUBLIC EMPLOYEES INS	1,470,891.00	
2205	WORKERS COMPENSATION	77,000.00	
2207	PENSION AND RETIREMENT	742,964.00	
2208	WV OPEB CONTRIBUTION	125,845.00	17,049,828.00
3200	OFFICE EXPENSES	484,800.00	
3201	PRINTING AND BINDING	11,650.00	
3202	RENT EXP (REAL PROP) BLDG	370,000.00	
3203	UTILITIES	315,000.00	
3204	TELECOMMUNICATIONS	130,000.00	
3205	INTERNET SERVICE	1,000.00	
3206	CONTRACTUAL SERVICES	1,755,000.00	
3207	PROFESSIONAL SERVICES	251,140.00	
3208	CONSULTANTS AND CONSULTING FEES	150,000.00	
3209	SECURITY SERVICES	15,000.00	
3211	TRAVEL EMPLOYEE	70,000.00	
3212	TRAVEL NON EMPLOYEE	411,900.00	
3213	COMPUTER SERVICES INTERNAL	105,000.00	
3214	COMPUTER SERVICES EXTERNAL	101,000.00	
3216	VEHICLE RENTAL	5,000.00	
3217	RENTAL (MACHINE & MISC)	20,350.00	
3218	ASSOC DUES & PROF MEMBERS	116,800.00	
3219	FIRE/AUTO/BOND/ & OTHR IN	429,500.00	
3220	FOOD PRODUCTS	40,100.00	
3221	SUPPLIES-CLOTHING	127,500.00	
3222	SUPPLIES- HOUSEHOLD	57,000.00	
3224	ADVERTISING & PROMOTIONAL	209,800.00	
3225	VEHICLE OPERATING EXP	33,000.00	
3227	SUPPLIES-EDUCATIONAL	45,000.00	
3228	SUPPLIES-MEDICAL	31,250.00	
3229	ROUTINE MAINT CONTRACTS	64,500.00	
3231	RESALE GOODS	85,000.00	
3232	CELLULAR CHARGES	31,500.00	
3233	HOSPITALITY	48,450.00	
3235	ENERGY EXP MTR VEH/AIR.	60,000.00	
3238	ENERGY EXPENSE UTILITIES	951,000.00	
3241	MISCELLANEOUS	53,500.00	
3242	TRAINING & DEV - IN STATE	5,000.00	
3244	POSTAL	25,000.00	
3245	FREIGHT	8,000.00	
3246	SUPPLIES-COMPUTER	5,000.00	
3247	SOFTWARE LICENSES	186,000.00	

3248	COMPUTER EQUIPMENT	151,000.00
3249	OFFICE EQUIPMENT-CURRENT EXPENSES	6,000.00
3250	ATTY LEGAL SERVICE PYMTS	140,000.00
3252	MISC EQUIPMENT PURCHASES	134,750.00
3253	STUDENT ACTIVITIES	141,000.00
3255	PAYMENT OF CLAIMS	15,000.00
3263	BANK COSTS	16,000.00
3265	REIMBURSEMENT	1,000.00
3325	WAIVERS	2,000,000.00
5200	OFFICE EQUIPMENT-ASSETS	4,000.00
5208	BOOKS AND PERIODICALS	1,000.00
6103	BLDNG/HSEHLD EQUIP REPAIR	130,000.00
6104	ROUTINE MAINT OF BLDGS	402,500.00
6106	ROUTINE MAINT OF GROUNDS	6,500.00
6107	FARM & CONSTR EQPT REPAIR	1,000.00
8201	PURCH MATERIAL/SUPPLIES	7,500.00
Total:	(blank)	27,016,818.00
(blank)	(blank)	
Grand Total		54,033,636.00

	8/21/2023		8/21/2024		Difference	%Change	FTE		Difference	%Change	Paid	Non-Paid	Withdraw	Accepted	Aid
	Fall Term 2023	Fall Term 2024	Fall Term 2023	Fall Term 2024			Fall Term 2023	Fall Term 2024							
Continuing Graduate	630	622	-8	-1.26	566.06	567.66	1.60	0.28	0	0	0	0	0	0	0
New Transfer	230	219	-11	-4.78	15.60	17.26	1.66	10.64	0	0	0	0	0	0	0
Provisional Student	135	139	4	2.96	212.40	212.06	-0.34	-0.16	0	0	0	0	0	0	0
Readmit	150	156	6	4.00	117.46	126.80	9.34	7.95	0	0	0	0	0	0	0
Special/Teacher Certification	115	76	-39	-33.91	60.26	73.80	13.54	22.46	0	0	0	0	0	0	0
Transient	19	48	29	152.63	88.60	59.06	-29.54	-33.34	0	0	0	0	0	0	0
	1	0	-1	-100.00	6.40	18.73	12.33	192.65	0	0	0	0	0	0	0
Overall Total	1300	1282	-18	-1.38%	1,066.96	1,075.34	8.38	0.79%	0	0	0	0	0	0	0

Residency Total	8/21/2023		8/21/2024		Difference	%Change	FTE		Difference	%Change	Paid	Non-Paid	Withdraw	Accepted	Aid
	Fall Term 2023	Fall Term 2024	Fall Term 2023	Fall Term 2024			Fall Term 2023	Fall Term 2024							
Common Market	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0
Metro Agreement	132	152	20	15.15	119.53	138.80	19.27	15.15	0	0	0	0	0	0	0
Non-Resident	259	244	-15	-5.79	247.73	241.33	-6.40	-5.79	0	0	0	0	0	0	0
Resident	909	886	-23	-2.53	699.73	695.26	-4.47	-2.53	0	0	0	0	0	0	0
Undeclared	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0
Residency Total	1300	1282	-18	-1.38%	1,066.96	1,075.34	8.38	0.79%	0	0	0	0	0	0	0

Foundation Report to the Board of Governors
 Thursday, June 20, 2024

Bank Statements	30-Jun-20	June 30, 2021	June 30, 2022	June 30, 2023	June 30, 2024
T-Fund ending in 1858 (Master Plan)	\$ 60,654.88	\$ 60,648.75	\$ 122,199.14	\$ 126,736.91	\$ 67,127.17
T-Fund ending in 9063 (Annual Account)	\$ 366,750.78	\$ 366,750.78	\$ 530,171.04	\$ 1,503,941.97	\$ 326,362.16
Business Advantage ending in 9306 (Alumni Growth)	\$ 8,274.08	\$ 8,274.08	\$ 7,478.79	\$ 7,478.79	\$ 7,478.79
					based on May 2024 statements
BSU Title III *	\$ 7,185,671.76	\$ 8,980,682.22	\$ 8,396,461.87	\$ 3,184,025.84	\$ 470,112.16
<i>BSU Endowed</i>	\$ 2,555,630.80	\$ 3,167,866.15	\$ 3,120,227.76	\$ 3,499,572.83	\$ 3,864,055.48
<i>BSU Trust Foundation General Account</i>	\$ 1,180,317.79	\$ 1,156,050.19	\$ 1,012,929.06	\$ 1,229,046.79	\$ 1,023,983.74
<i>BSU Endowed Administrative Trust</i>	\$ 593,928.63	\$ 710,661.56	\$ 590,397.10	\$ 609,552.13	\$ 613,568.34
<i>Peter's Endowed Chair (ENGR)</i>	\$ 367,612.87	\$ 480,918.37	\$ 401,252.49	\$ 445,370.12	\$ 499,996.75
<i>FCB Challenge Grant (Title III) at FCB</i>	\$ 1,346,481.18	\$ 1,279,153.88	\$ 1,278,068.62	\$ 650,012.51	\$ 644,834.75

June 2022 Included in this total is the \$4,575,000.00 loan collateral used to secure the \$3,500,000.00 loan for eht Collegiate Housing Corporation

June 2023 there was a \$6,000,000.00 Disbursement to payoff all debts for the Collegiate Housing Corporation. At that time the total came to roughly \$5,100,000.00. In July 2023 \$900,000.00 of \$905,379.25 was deposited back into the Title III account for a total of \$4,139,688.31 for July 2023

FCB Holdings April 27, 2022 liquidated \$2,000,000.00 for futuere use of housing programs for the college. \$500,00.00 were liquidated