



**Bluefield State**  
UNIVERSITY  
EST. 1895

**Faculty Assembly**

**Officers Meeting**

**July 25, 2024, 1:00 pm**

**Officers Present:** Darrel Malamisura, Julie Orr, Amanda Matoushek, Vanessa Godfrey

**Absent:** Jack Sheffler

**Administrators present:** Dr. Darrin Martin- Interim President, Dr. Angela Lambert- Interim Provost, Dean College of Health Science.

**Items of Concern:** Darrel opened the meeting by sharing a list with items of concern sent to him from various faculty. This list was emailed to President Martin on June 22<sup>nd</sup>. The concerns were open for discussion with President Martin and Provost Lambert and for the officers to provide open dialog. The members were asked to consider the urgency of which each topic needs to be approached in the upcoming school year.

**Faculty Assembly By- Laws:** Dr. Martin stated Faculty Assembly by-laws (power to edit) should be addressed at the first BOG meeting of the school year.

**HLC:** Julie asked who our HLC Liaison was now in the absence of Sarita. Dr. Martin gave us the dates of the HLC focused visit in the Spring. We do not have a specific appointee to cover the HLC Liaison responsibilities in Sarita's absence. Dr. Martin will investigate this.

The group had an open discussion regarding some of the items on the list. Dr. Martin responded to the questions to the best of his ability. And Dr Lambert provided input on items that had historical background.

**PT Review:** Post- Tenure Review policy and process came into question. Dr. Martin reminded us that the Board has given the sub-committee permission to re-vamp the process. The proposal has been worked on by Amanda M. and Michelle Taylor. This will go under review by the BOG and all Post tenure review will be on hold until Fall '25. Amanda also suggested that a committee be made up of faculty and board members to review/discuss the annual reviews that faculty already undergo. Dr. Martin made note of this suggestion.

**BOG Meetings and Materials:** Dr. Martin stated that BOG meeting schedules are posted on the website. Darrel asked if subcommittee meeting dates could also be posted. Another request is to have the material posted online and given to the board members at least 3 days prior to the meetings. Dr. Martin responded that he would work on assuring more transparency of the board packets being available to all interested parties. He did say board members routinely receive their packets well ahead of the meeting dates.

**Budget/ Finance:** Budget concerns were discussed, and Dr. Martin explained the history of how we have found ourselves in a budgetary bind. He stressed the need for increased enrollment and retention of enrolled students to aid in the budget deficit. He discussed the need to start recruiting students when they are in 8<sup>th</sup> grade, not April and May of their senior year. Writing grants should also be a priority for the school.

**Advising:** Advising concerns were discussed. Darrel stated it would be much more effective if the advising files were made digital.... i.e., change of major forms, drop/ add slips. While information is available on the advising page, it is not all the information that would be helpful for the advisor.

**VP Positions and Org. Chart:** Discussion of the change of structure in the Organizational chart. Dr. Martin Learned that some areas that were under the Provost's Office are no longer. We also do not have anyone in the position of institutional research and assessment. Dr. Martin found these items concerning, and we will hear from him soon regarding solutions.

**Other:** Dr. Lambert told Darrel that the Faculty Assembly meeting is included in the Faculty Institute agenda for August 2024.

Vanessa asked why only Faculty are getting parking hang tags. Dr. Martin was under the impression that students were also getting hang tags. He will inquire as to the hang tag process and how it is supposed to be effective for the campus.

Beckley Campus discussion took place with the pros and cons of the campus. The need for courses and faculty are a concern as it has been in the past. Additionally, increased enrollment is desirable. Dr. Lambert also stated that the rent has been reduced by New River since they took over the building.

With no further items to discuss, the meeting was adjourned at 2:15pm.