BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

JUNE 25, 2021

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, June 25, 2021, at 9:00 a.m. at the Advanced Technology Center located at 1201 Science Park Drive, South Charleston, WV.

Board members present: Megan Bailey, Mark Blankenship, Barry Crist, Ashley Deem, Barry Holstein, Pamela Hyde-Wines, Andrew Kennedy, Srini Matam, Larry Pack, Jr., Andrea Petry, and Kent Wilson. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I. Call to Order

Chair Deem called the meeting to order at 9:05 a.m.

II. Roll Call

Roll was taken by Amy Moore noting that a quorum was present.

III. Approval of Minutes

Vice Chair Blankenship moved to approve the meeting minutes of May 7, 2021. Srini Matam seconded the motion. Motion carried.

Vice Chair Blankenship moved to approve the meeting minutes of May 21, 2021. Larry Pack, Jr. seconded the motion. Motion carried.

IV. Board Reports

a. Election of Officers

Chair Deem opened the floor for Chair nominations. Vice Chair Blankenship made a motion to appoint Ashley Deem as chair. Barry Holstein seconded. Motion carried.

Chair Deem opened the floor for Vice Chair nominations. Larry Pack, Jr. made a motion to appointment Mark Blankenship as vice chair. Barry Holstein seconded. Motion carried.

Chair Deem opened the floor for Secretary nominations. Kent Wilson made a motion to appoint Barry Holstein as Secretary. Vice Chair Blankenship seconded. Motion carried.

b. Farewell/Thank You to Exiting Members

Chair Deem thanked Kent Wilson, Srini Matam and Pamela Hyde-Wines for their service to the Board.

c. Approval of Meeting Dates for 2021-2022

Chair Deem presented the 2021-2022 Board meeting dates. Vice Chair Blankenship made a motion to approve the proposed meeting dates. Andrea Petry seconded. Motion carried.

V. Administrative Items

Barry Holstein made motion to table the items listed on the agenda under Section V. Vice Chair Blankenship seconded. Motion carried.

VI. Reports

a. TC Energy Program Report

Jeff Wyco presented a history of our BridgeValley's relationship with TC Energy. After many meetings and discussions, TC Energy chose BridgeValley to offer the program(s) to meet their future workforce needs. Grants were received to start the program and hire faculty. Ken Hayes and Buzz Knapp were hired to teach the programs. They have connections with the industry since they both worked in the field. Students will start in fall and complete an internship in summer. Students will take two courses while working 40 hours. The programs will start in fall 2021. TC Energy is willing to put money into the program. We will start an aggressive marketing plan to get students enrolled. The Advance Grant received was \$354,000 and we have received \$225,000 worth of equipment donations.

Buzz Knapp stated that TC Energy asked if we could expand our relationship and create a Pipeline Technician program. We are waiting for a listing from TC Energy for technical course requirements.

Srini Matam asked about the students' commitment to TC Energy, Jeff Wyco stated that we have no guarantee that TC Energy will hire these students and there is no guarantee that the student will like the job or want to work for TC Energy.

Dr. Bellinger stated that TC Energy is in over 40 states and internships could be in other states, not just West Virginia.

Jeff Wyco stated that there may be an opportunity for nationwide collaboration and TC Energy sees growth potential.

Ken Hayes stated that a Corrosion Technology program has been created with input from a steering committee. There is a shortage of people in Corrosion Technology

and TC Energy is looking to BridgeValley to provide the trained and qualified workforce in this field. Additionally, TC Energy is considering the usage of BridgeValley for welding training.

Students can also take the NACE test to be certified. We would be the first community college east of the Mississippi to offer this program.

b. President's Report

President Bellinger reported graduation data for the year. The degrees/credentials awarded - 5 AA degrees, 153 AAS degrees, 51 AS degrees, 24 AS certificates, 27 skill sets for a total 260 students.

Student Affairs are close to finalizing a report that will allow us to identify students who could potentially go on academic probation. It will allow us to employ some intervention strategies and we are very much interested in using a case model approach. This will begin in the fall.

We have ordered yard signs to promote registration for the fall term.

Student affairs is hosting a registration telethon event today.

Dr. Todd Jones is working with Christian Homeschool Education Group to help promote enrollment opportunities at BridgeValley. They are considering dual enrollment as the first step. Dr. Jones has discussed this endeavor with Kristi Ellenberg. Barry Holstein indicated the need to ensure that we structure the fee in a competitive way.

Some summer events we will plan to participate in are: Water station at the South Charleston 5K; Live on the Levee (One evening); and movie nights in the Charleston community.

STEAM Camp will be held July 26-30 at the ATC.

We are working with the E-Sports group at Shenandoah University to develop an E-Sports program at BridgeValley.

Appalachian Coffee is preparing to reopen in the very near future.

During the annual CCA (Community Colleges of Appalachia) conference, BridgeValley was awarded one of five stipends.

Dr. Bellinger had a conference with Jen Worth with AACC to discuss international COIL, which would also engage workforce.

Dr. Bellinger presented a Weekly Reporting Form that she will use to report to the Board.

Barry Crist asked for a copy of the graduate data. James Fauver will send to him as soon as it is finalized.

c. Corporate and Community Education Update

Dr. Laura McCullough provided an update on Corporate and Community Education. The division's vision is to be a leading organization in civic engagement and economic development and to create diverse learning communities in the region we serve. Programs are for non-degree seeking students but convert to academic credit in most cases. A few of the programs have become academic programs. They are in response to a community need. Programs can become academic programs. Most programs have need-based financial aid for qualifying students.

They provide workforce education for people beginning their vocational journeys, continuing education for professionals who want a certification to develop careers, and corporate training for employers wanting to develop their workforce.

Pandemic has negatively affected open enrollment revenue as well as open enrollment and contract training registration.

BridgeValley has strong partnerships with Goodwill Industries, Coalfield Development, Workforce Development Board Region 3 and Charleston Job Corp.

Barry Holstein encouraged the continued relationship with Gestamp as they are an important manufacturing company in the region and the Board is supportive of ensuring resources are available to assist in the execution of training requested.

Megan Bailey questioned Dr. McCullough on the real estate training programs and encouraged Dr. McCullough to provide support for adjunct professors to adapt the quality and delivery of this program .

Barry Holstein thanked Dr. McCullough for arranging a tour of the Goodwill training facility and remarked how impressive the facility is designed. Barry Holstein encouraged Dr. McCullough to seek partnerships like Goodwill to better serve potential students on the West Side of Charleston and the region.

d. ABET Accreditation Report

CoMET Dean Norm Mortensen provided a report on the 2020 ABET Accreditation and Program Revisions Summary. Three programs participated in the ABET Accreditation process: Civil Engineering Technology, AS; Electrical Engineering Technology, AS; and Mechanical Engineering AS. The ABET Accreditation process is a 6-year cycle, if full term accreditation is granted. We will be notified in August 2021 regarding our accreditation status. Additional faculty are needed for Civil Engineering Technology and Electrical Engineering Technology in order to meet ABET requirements.

West Virginia State University is interested in collaborating with BridgeValley for a BSEET for the engineering technology programs.

Barry Holstein questioned the impact of changing the programs from A.S. to A.A.S.. Dr. Bellinger indicated that there would be no impact. Dean Mortensen indicated a formal question had been sent to ABET. Barry Holstein indicated that we should wait until we receive a response from ABET before continuing the discussion about the transition.

Barry Holstein requested that Dr. Bellinger and Dean Mortensen move quickly to hire the necessary personnel so that the Dean has time to perform his duties and we correct the findings of the ABET visit.

e. RN Expansion Effort

Barry Holstein made a motion to table the report on the RN Expansion Effort to a future meeting. Vice Chair Blankenship seconded. Motion carried.

f. COVID-19 Revised Plan for Fall 2021

Chief Human Resources Officer, Michelle Bissell provided a report on the COVID-19 Revised Plan for fall 2021. She stated that most everyone on the COVID-19 taskforce are ready to get back on campus. The taskforce suggests signage recommending masks for those who are not fully vaccinated. They also suggested lifting travel restrictions as well as in person meeting restrictions. There was some discussion as to room sizes and social distancing guidelines within the classroom.

Dr. Bellinger recommended that the deans discuss and develop recommendations for room sizes and social distancing guidelines.

The Board requested that the plan be ready to post by July 1, 2021.

g. Course Integration/Blackboard Update for Fall 2021

Jason Stark and Adam Ferrell provided a report on the Course Integration /Blackboard Update for fall 2021. Jason Stark stated that WVNET was told by Blackboard they could no longer purchase or host. IT felt it was best to migrate to the Blackboard Cloud. Our IT would have to do all support. In the past, IT was not involved in the academic piece. The migration team is working to have everything in place when school starts. Because of the resignation of Sherry Ritter, we do not have support for faculty to set up. There is a Blackboard Users Group and they will step up and assist temporarily. For evening support for students, Mr. Stark is suggesting an additional IT position.

VII. Possible Executive Session Pursuant to W.Va. Code § 6-9A-1 to Discuss Personnel Issues and the Purchase, Sale, or Lease of Property

Barry Holstein moved to enter into Executive Session Pursuant to W.Va. Code § 6-9A-4 to Discuss Personnel Issues and the Purchase, Sale, or Lease of Property. Vice Chair Blankenship seconded. Motion carried.

Barry Holstein moved to call the meeting to order following Executive Session. Andrea Petry seconded. Motion carried.

VIII. Additional Board Action and Comments

Barry Crist moved to hire Suzette Breeden as the Interim Vice President of Academic Affairs. Andrew Kennedy seconded. Motion carried. Chair Deem commented that Board Member Andrea Petry abstained from any discussion or voting regarding this matter.

Barry Holstein moved to approve the following agenda items and defer Items B and D for consult with the new Interim Vice President of Academic Affairs:

- c. Proposed Filling the Vacant Supplemental Appointment of Program Coordinator for Civil Engineering
- e. Proposed Transfers of Some Faculty from Workforce Division to COMET Division
- f. Proposed IT Position
- g. Confirm Appointment of Dean and Nursing Department Chair
- i. Proposed Approval of Interim Filling of Vacant K-9 Faculty
- j. Proposed Filling of Vacant Nursing and Sonography Positions
- k. Proposed Salary Enhancements and Promotions
- I. Summer STEAM Contracts

Vice Chair Blankenship seconded. Motion carried.

Vice Chair Blankenship moved to terminate Dr. Eunice Bellinger for cause. Barry Holstein seconded. Motion carried.

Vice Chair Blankenship moved to have the house known as the Vice President's Residence located at 161 Fayette Pike appraised and hire a realtor to sell the property. Larry Pack, Jr., seconded. Motion carried.

Vice Chair Blankenship moved to hire Dr. Casey Sacks as Acting President until a new president is hired. Barry Holstein seconded. Motion carried.

Vice Chair Blankenship moved to include all presentation documents in the minutes. Barry Holstein seconded. Motion carried.

Vice Chair Blankenship moved to obtain an independent audit for BridgeValley. Larry Pack, Jr. seconded. Barry Holstein made a motion to amend the previous motion to obtain an independent audit for BridgeValley to the following: The Board Chair shall work with the WVHEPC and WVCTS to obtain an independent audit for BridgeValley. Vice Chair Blankenship seconded the amended motion. Motion carried.

Chair Deem appointed Larry Pack, Jr., to serve as Chair on the subcommittee for the audit.

IX. Announcements/Upcoming Events

- a. July 30 BOG Retreat
- b. August 30 First Day of Fall 2021 Classes

X. Next Meeting

Friday, August 6, 2021 9 a.m.

Location: TBA

XI. Adjournment

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Ashley M. Beem	, Ashley N. Deem, Chair
Berton Kent Wilson	, Kent Wilson, Secretary

A Non-credit Division at BridgeValley

Community and Corporate Education





About us

- The division's vision is to be a leading organization in civic engagement and economic development and to create diverse learning communities in the region we serve.
- Programs are for non-degree seeking students but convert to academic credit in most cases. They are in response to a community need. Programs can become academic programs.
- Most have need-based financial aid for qualifying students
- A few of our programs have become academic programs



Workforce Education



- For people beginning their vocational journeys
 - Drafting Technician
 - EKG/ECG Technician
 - Kaufman FastTrac ® –
 Entrepreneurship
 - Phlebotomy Technician
 - Real Estate Salesperson Pre-License
 - Welding Technician



Continuing Education



- For professionals who want a certification to develop careers
 - SHRM
 - ProFM
 - Real Estate Broker Pre-License
- Certification exam costs are not included
- Most are not approved for HEAPS funding



Corporate Training



- For employers wanting to develop their workforce
 - Customized based on employer needs
 - Grant programs available to off-set the cost of training
 - Learn and Earn HB 3009
 - Advance Grants
 - Tech Scholars
 - Braid other DOL and State Funding
 - Current workforce customized contract training with
 - CAMC, Clearon, Cornerstone,
 Gestamp, Goodwill Industries, and
 WVA Manufacturing



Community Education



- For community members who want to enhance personal skills
 - ACT / SAT Prep
 - CPR / First Aid / AED
 - Camps / Afterschool programs
 - Ed2Go online courses
- And have fun!
 - Road Scholar trips
 - Smart Phones for Seniors
 - Montgomery Music Festival
 - Creative workshops



Reports - Financial

Pandemic has negatively affected open enrollment revenue

FY 19	FY 20	FY 21
\$ 25,921.22	\$ 12,094.18	\$(53,373.88)

- Offset deficit from grant and contract revenue that totals
 \$148,196 as of 6/23/21
- Also, \$50-\$60 thousand in tuition and fees were paid to the college through the Gestamp program
- Learn and Earn internships were submitted that benefit students and should aid in BridgeValley retention



Reports - Enrollment

Pandemic has negatively affected open enrollment and contract training registration

Demographic	2019	2020	2021
Headcount	542	536	300
Registrations	732	714	570
Contact Hours	34,600	60,447	664,942

- 2021 non-credit student demographics
 - 42% reside in Kanawha County,
 - 60% were male and 40% were female,
 - 89% were non-minority and 11% were minority, and
 - the average age reported was 31.9 years-old.



Accomplishments

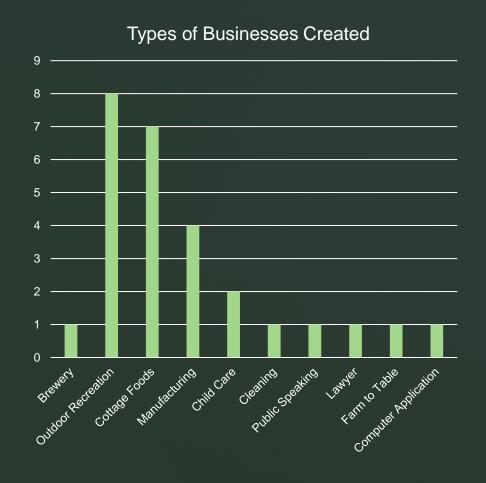
- Corporate Education
- Department has focused on designing quality industry-recognized apprenticeship programs (IRAPs) for various engineering and maintenance occupations at Charleston Area Medical Center (CAMC) and WVA Manufacturing.
- Wrote \$1.3 million in grant funding to support local business and industry with customized-training and internships

- 11 active Learn and Earn contracts for 122 students
- Strong Partnerships with
 - Goodwill Industries Training,
 - Coalfield Development -Training,
 - Workforce Development Board Region 3 – Training and Board Service, and
 - Charleston Job Corps Center– Training and Board Service



Accomplishments (cont.)

- Entrepreneurship FastTrac ®
 - 33 Entrepreneurial
 Students who completed
 the program
 - Number of jobs created 33
 - 27 Businesses Started





Aspirations

- Return enrollment and course offerings to pre-pandemic levels
- Achieve productivity and process improvements
 - Reduction in cancellations
 - Performance-based funding metrics emphasis
 - CRNs, Contact Hours,
 Enrollment, Certificates, etc.

- Expand partnerships
 - Educational and Civic organizations (Homeschool, public and private schools)
- Expand program offerings to west side of Charleston and additional communities in the Upper Kanawha Valley
 - Off-campus programs and courses



Staff



- Jan Hensley Director of Lifelong Learning
- Kim Knapp Executive Director of Corporate Education
- Inga Havey Instructor
- Kasandra Parrish Instructor
- Jane Fouty Executive Assistant
- Estimated 30-40 part-time adjuncts per year



Questions?

•Location:

2001 Union Carbide Drive, Room 206 South Charleston, WV 25303

Email:

Laura.McCullough@BridgeValley.edu

Phone:

304-205-6611





2020 ABET Accreditation And Program Revisions Summary

Computers, Manufacturing and Engineering Technology
Division

Norm Mortensen



TOPICS

- □ 2020 ABET Accreditation
 - Background & Timeline
 - Assessment Visit Impressions
 - Formal ABET Findings / Current Status
- Projected Faculty Loads
- □ Current Academic Revisions
- BSET/BASET Programs



2020 ABET Accreditation

Three programs participated in the 2020 ABET Accreditation process:

- Civil Engineering Technology A.S
- □ Electrical Engineering Technology A.S.
- Mechanical Engineering Technology A.S.

The ABET accreditation process is a 6-year cycle if full-term accreditation is granted.

The three listed programs were all accredited in the 2014 assessment cycle.



2020 ABET Accreditation Time Line

- □ Request for Accreditation Evaluation January 2020
- □ Self-Study Reports submitted June 2020
- □ Virtual Assessment Visit October 2020
- □ Draft Results December 2020
- □ 30-Day Response Submitted January 2021
- Post 30-Day Response Submitted May 2021
- □ Final Evaluation July 2021
- Notification August 2021



2020 ABET Accreditation Summary

What went well?

- Virtual accreditation visit progressed smoothly.
- Faculty were complimented.
- Facilities were complimented.
- Overall accreditation reports and assessment process.



2020 ABET Accreditation Summary

What did not go well?

- Concerns about laboratory support to maintain the facilities.
- Concerns about faculty loads (Electrical Engineering Technology).
- Difference of opinion on syntax for Student Learning Outcomes.
- Reporting of statute setting entities (WVCTCS, ...) as participating in Program Educational Outcomes in the Self Study Report caused some concern.



2020 ABET Draft Findings and Current Status

Civil Engineering Technology

Program Concern [Lowest Priority]

□ Criterion 7. Facilities – Laboratory Technician [Unresolved as of Post 30-Day Response.]

Program Weakness

□ None.

Program Deficiency [Highest Priority]

□ None.

The complete ABET response document, which includes the ABET draft findings is available on request.



2020 ABET Draft Findings and Current Status

Electrical Engineering Technology

Program Concern

□ Criterion 7. Facilities — Laboratory Technician [Unresolved as of Post 30-Day Response.]

Program Weakness

- Criterion 2. Program Educational Objectives Documentation of PEO process included external organizations that affect the outcome through statute, but do not participate in the continuous improvement cycle.
 [Resolved Post 30-Day Response.]
- □ Criterion 6. Faculty Concern about faculty load especially in light of no laboratory technician support.

[Unresolved Post 30-Day Response. Updated Post 30-Day response.]



2020 ABET Findings - Resolution Status

Electrical Engineering Technology

Program Deficiency

 Criterion 3. Student Outcomes - Overarching statements of student outcomes was felt to allow possible non-compliance with the entirety of the ABET criteria.

[Resolved Post 30-Day Response.]

KEY:

Yellow: Point of discussion.

Gray & \strikethrough: Editorial deletion.

Bold Font: Editorial addition

(1) an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;

Outcome One. The graduate will be able to apply principles of mathematics, and science, engineering, and technology to perform technical calculations and solve problems of the types commonly encountered in electrical engineering technology careers.

Outcome Four. The graduate will be able to use modern computational tools for problem solving, including scientific calculators, computers, and appropriate software.



2020 ABET Draft Findings and Current Status

Mechanical Engineering Technology

Program Concern

□ Criterion 7. Facilities — Laboratory Technician [Unresolved as of Post 30-Day Response.]

Program Weakness

□ None.

Program Deficiency

□ Criterion 3. Student Outcomes - Overarching statements of student outcomes was felt to allow possible non-compliance with the entirety of of the ABET criteria.

[Resolved Post 30-Day Response.]



2020 ABET Draft Findings and Current Status

Overall Accreditation Status Summary

All Programs

Program Concern

□ Criterion 7. Facilities — Laboratory Technician [Unresolved as of Post 30-Day Response.]

Electrical Engineering Technology

Program Weakness

□ Criterion 6. Faculty – Concern about faculty load especially in light of no laboratory technician support.

[Unresolved Post 30-Day Response. Updated Post 30-Day response.]



Program Loading

Civil Engineering Technology

[Covers instruction in CIET, HWAY and some GNET subject areas.]

This area currently has 2 coordinators (0.8 load) and one retiring faculty (0.6 load) for a total of 2.2 effective faculty.

Optimal load projects ≥ 2.30 faculty.

Mechanical Engineering Technology

[Covers instruction in AMTM, some CIET, DRFT, MEET and some GNET subject areas.]

This area currently has 2 coordinators (0.8 load) for a total of 1.6 effective faculty.

Optimal load projects ≥ 2.03 faculty.



Program Loading

Electrical Engineering Technology

[Covers instruction in AMTE, ECET, MECH, INST and some GNET subject areas.]

Projected future load \geq 63 contact hours per year based on a best-case analysis with unified classes where needed for all majors. (32-36 contact hours per year is full faculty load for typical technology faculty.)

This translates to 1.97 electrical engineering technology faculty members. Currently there is one program coordinator (0.8 load) for a current staff of 0.8 effective faculty.



Program Hiring

Civil Engineering Technology

- □ Fall 2019 Steve Wright hired.
- □ Spring 2020 Amanda McClellan resigned.

Electrical Engineering Technology

- □ Spring 2021 Potential assignment of Jeff Wyco. Departing June 2021.
- □ Summer 2020 Graden Blankenship not renewed due to grant expiration.
- □ Spring 2020 Request for EET/AMFT faculty member. No search authorized.
- □ Summer 2019 Aaron St. Clair resigned.
- □ Summer 2019 Desa Gobovic retired.
- □ Spring 2019 Request for EET/AMFT faculty member. Search authorized. Terminated mid-search.
- □ Fall 2018 Rich Hall resigned.



Program Hiring

Mechanical Engineering Technology

□ No change in faculty required.



Current Academic Revisions

□ Metamajors

Grouping of related majors into a common cluster or metamajor. Preliminary course work for all programs in the metamajor is the same except for one program specific course.

□ Revisions of the General Education Policy

Recent revisions of the general education guidelines have reduced the ability of program specific classes to satisfy general education requirements, which leads to additional general education classes in a program.

□ Program Consolidation

Concern from some alumni and in-field professionals as to the transferability of the revised AAS programs for students who may wish to continue on with a +2 BS degree.

□ Program Type Changes – A.S. to A.A.S.

A.A.S. degrees have reduced general education requirements compared to A.S. degrees. A.S. programs are structured to facilitate transfer arrangements.



Implications of Current Academic Revisions

- □ Concern from some alumni and in-field professionals on the change from AS to AAS degree designation.
- □ Concern from some alumni and in-field professionals as to the transferability of the revised AAS programs for students who may wish to continue on with a +2 BS degree.
- □ ABET has not yet provided an accreditation response to the projected changes.
- Concern from some alumni and in-field professionals on the program unification.
- □ No issues raised from the Industrial Advisory Committees so far.
- □ Current "concentration" guidelines somewhat hamper the unified programs for including desired concentration specific content.
- □ Change of CIP codes from individual AS programs to a collective AAS may cause financial aid issues in the near term.



BSET / BSEET Program

Spring 2018 / Summer 2018 - Developed a Mechatronics (Electromechanical) BSET program to offer in conjunction with West Virginia State University (WVSU).

BVCTC decided not to pursue this in lieu of a potential Pre-Engineering A.S. program in conjunction with Marshall University (MU)

Fall 2018 / Spring 2019 – Worked on partnership for a Engineering AS with MU. [ABET Accreditation proved to be very useful for this.] Change of MU administration halted the project.

Spring 2021 / Summer 2020 – Renewing collaboration with WVSU. Currently focusing on Computer Science relationship, but preliminary dialog on collaborative "technical" focused programs in both computer and engineering technology areas.



BSET / BSEET Program

BSET Program Interest

In support of a Series 11 proposal to create a new program, a web survey polled BVCTC engineering technology alumni to gauge interest in a "+2" engineering technology program offered collaboratively by WVSU and BVCTC.

Survey Question	Total Survey	Numeric Responses and Coressponding Percentages	
	Population	Yes	No
Willing to enroll in a 4-year Engineering	97	87	10
Technology degree offered by WVSU & BVCTC	100%	89.69%	10.31%
Willing to enroll in a 4-year Electromechanical	96	66	30
Engineering Technology degree program offered by WVSU & BVCTC.	100%	68.75%	31.25%
Willing to enroll in a 4-year program in	97	81	16
engineering technology with traditional concentrations such as Electrical Engineering Technology, Mechanical Engineering Technology or Civil Technology if offered by WVSU & BVCTC.	100%	84.38%	15.63%