

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

OCTOBER 8, 2021

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, October 8, 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, Jeff Ginther, Alex Harris, Barry Holstein, Andrew Kennedy, Larry Pack, Jr., Andrea Petry, and Rhonda White.

I. Call to Order

Chair Deem called the meeting to order at 9:00 am.

II. Roll Call

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

III. Approval of Minutes

Alex Harris moved to approve the meeting minutes of August 20, 2021. Jeff Ginther seconded the motion. Motion carried.

IV. Administrative Items

a. Information Item: Final Budget Update for FY 2020-2021

With the completion of the fiscal year, Cathy Aquino provided a budget update comparing year to date actual spending for four quarters of this fiscal year to budget. She noted that overall revenue is at 100.6% of budget: State appropriations are at 100% of budget. There were no budget reductions for the year. Tuition and fees revenues are on target with Education and General at 100.7%, Auxiliary at 106.8%, and Capital at 107.9%. Enrollment decreased slightly over last year. Salary and benefits are at 100.7% and met the target. Non-payroll expenses are slightly below budget at 98.2%. Total expenses met target at 100.1%.

Fund balances are healthy at the end of fiscal year.

BridgeValley was awarded funding from the CARES Act and subsequent COVID relief funds. The student portion of funds expended as of June 30, 2021 was \$1,433,926. The institutional portion of funds expended as of June 30, 2021 was \$1,236,595.12

Quarterly and annual COVID relief reports are posted on the BridgeValley website under the Coronavirus information page.

b. Information Item: Budget Update for FY 2021-2022

Larry Pack, Jr., and Cathy Aquino provided a budget update for FY 2021-2022. The budget reflects revenue from tuition and fees (education and general, auxiliary, and capital fees) as well as state appropriations. As in past years, this budget does not include grant revenue or expenses as these change dramatically depending on how many grants the College receives in a given year. State appropriations were reduced by 1.5% for FY2022, \$121,482. The State Budget bill provided the same amount as surplus FY2021 funds. Tuition and Fees (T&F) revenue is conservatively projected with revenue reflecting flat enrollment. The Capital fees increased slightly. Auxiliary fees reflect an increase due to the student engagement/activity fee reinstatement (that was put on pause during COVID).

Payroll is budgeted based on full-time and part-time salary expenses and related fringe benefits. The salary and fringe numbers changed as a result of vacancies and an increase to the adjunct line item.

Non-payroll expenses include fixed costs, academic and administrative departments. As in prior years, the first allocation of operational budgets were released to departments at 50%. Departmental budgets, where appropriate, were reduced by 20%.

c. Forensic Audit Update – Larry Pack, Jr.

Larry Pack Jr. provided an update regarding the forensic audit that the Board voted to pursue at their meeting on June 25, 2021. Suttle and Stalnaker has been selected to perform the audit and we are awaiting their engagement letter. The audit is expected to take a few months to complete.

d. Welcome New HR Director, Katrina Whitt

Chair Deem welcomed new Human Resources Director, Katrina Whitt.

e. COVID-19 Update – Dr. Todd Jones

Dr. Todd Jones, Vice President of Student Affairs, provided a COVID-19 update. He informed the Board that the College continues to follow the BridgeValley COVID-19 Response Plan. Total cases, which goes back to the week before classes, are 27 individuals who reported exposure and 30 individuals who reported a positive case. The WVHEPC has provided the College with COVID-19 test kits. A flowchart was developed and distributed to students and staff, so they know the proper steps to follow if they have an exposure or a positive test.

President Sacks stated that faculty senate requested a more stringent mask mandate on campus. Therefore, she asked Bob Hayton, president of faculty senate, to reach out to all faculty members to find out more.

Bob Hayton stated that a poll was sent out to faculty. Forty-nine (49) responses were received – 19 indicated they were in favor of a full college mask mandate; 22 said they would like to require masks in classes and not for the entire college, and 8 indicated they did not want a mask mandate.

President Sacks stated that the college has been following the governor’s directive for state agencies. Currently, state agencies do not have a mask mandate.

After much discussion, the Board decided to continue to follow the governor’s directive for state agencies and asked Dr. Jones to find out what metrics DHHR uses to recommend mask mandates so the Board can use that same information to determine if a mask mandate is necessary in the future.

f. Barnes & Noble

Dr. Sacks provided the Board a copy of the Barnes and Noble contract and a list of current complaints that have been made about the bookstore. The current contract runs through 2024. The College received complaints that have impacted at least half of the students enrolled in classes this fall. Dr. Sacks reached out to the Faculty Textbook Committee for their thoughts about the situation and they recommended moving to an online bookstore as soon as practical. Problems noted include that the bookstore is located in Montgomery and the majority of the students are on the South Charleston campus, bad customer service, and books/lab kits on backorder for months. Our purchasing director has been asked to contact Barnes and Noble about moving to a virtual store, which would not break our contract if Barnes and Noble is willing to make the change too. If they do not want to move to a virtual store, we would need to terminate our contract at a cost of \$11,000 per year for early termination. Summer 2022 would be the right time to terminate the contract, if necessary to prevent as much disruption to students as possible.

Chair Deem asked that an email be sent to Barnes and Noble about the issues and inform them that we need know by a certain date (to be determined) about any inability to get books, etc.

V. Reports

a. President’s Report – Dr. Casey Sacks

An update to the Strategic Plan was completed. Dr. Sacks sat down with cabinet and the College Leadership Committee, and they felt some minor changes needed made. After some tweaking, Cabinet and Leadership approved the plan. The plan will be brought to the Board for approval at the next meeting.

Using the draft budget and enrollment figures, the College Leadership Committee were posed with three questions – If possible, what programs would they grow? If budgets had to be cut, what would you cut? If you had extra money, where would you use it? The Committee found some programs that were ok and did not need growth but found others that have potential for large growth.

Coming in the future will be data dashboards. James Fauver has been looking into what other colleges have so that every faculty and staff member will have their own dashboard so they can adapt programs for student success.

BridgeValley volunteered to participate in our regional Federal Reserve Bank higher education data tracking to develop a proposed alternative to IPEDS. BridgeValley is one in only ten community colleges in the country participating in this project.

The student enrollment management team is working with SWIM to dig into our processes and if we are responsive to students. You will be hearing more about this in the coming months.

Kent Wilson has developed a proposal to double the number of nursing students. Need to work on framework on funding.

Working to move noncredit courses to credit. A noncredit student does not have access to financial aid and as a college we need to do a better job treating all of our students as students.

Kristi is leading work with dual enrollment and early college. Kanawha County Schools and Fayette County Schools have expressed a great interested.

The TC Energy partnerships is providing internships for approximately 20 students. We are in development stage in creating additional curriculum for the program.

We thought we would have to do an RFP to start over again on the Facilities Master Plan. Dr. Sacks was able to work with ZMM to rewrite significant portions of the plan. ZMM will review buildings and include the ones that were not included in the last plan.

Facilities is very close to closing the GRID. Operations staff are the only ones with access. Still have IT and phone access for the bookstore that run through the GRID. The only significant capital asset in the building is a quilting machine. We are working with purchasing to dispose of it consistent with state rules.

Capital improvements were approved by the board in Davis Hall to repair the stairwell rails. We are working with ZMM exploring design options.

We are also exploring an expansion for the nursing department. We are talking with WVRPT to develop plans that could include a wing in building 2000 for nursing.

On October 21 at 8:00 am the pumpkin drop will take place at Power Park. We will also have a Halloween Family Night on October 22. We have had hundreds of folks participate in the past.

Secretary Holstein asked if there were other groups in the healthcare area that could benefit from a facilities expansion. Dr. Sacks stated that the medical technicians would benefit as well.

b. Report on Kanawha County Schools Relations and Programs – Dean Kristi Ellenberg

Dean Ellenberg was happy to report that our relationship with KCS is progressing in a positive direction and we are branching out beyond Kanawha County and building positive relationships with schools and counties in other parts of our service region. More requests are coming in weekly.

We are currently in the last phases of MOU signing for our Dual & Early Enrollment initiative with KCS. After meeting with members of KCS administration a few times over the course of the last 3 months, we have developed a pathway model focusing on three high demand areas:

AMT- Maintenance Concentration
Cyber Security
Nursing

Beginning in the spring 2022, second semester 10th graders at three Kanawha County High Schools - Capitol, GW, & South Charleston, will have access to take an introduction to college class (GNST 110) offered in house at their home institution. In the GNST 110 students will take a career interest inventory and be shown paths to many different career choices, in addition to college study skills, time management, and test taking strategies among other topics.

Beginning in fall 2022, students will come to BridgeValley half day in their 11th and 12th grade years for, one of our three paths:

AMT- Maintenance 26 credits, 24 toward degree.
Cyber Security- 26 credits, 24 hours toward degree, A+ and CCNA certs
Nursing: 20 hours, Teas prep and testing: guaranteed spot in Nursing program with all other requirements met.

The initiative includes several other component parts. In brief:

Middle school outreach
Summer Bootcamps
Summer field experiences
Academic Skill Building
All free to students, including transportation, textbooks, & testing – fees covered by grant funding.

In the last few months:

1. Established a single point of contact for all things dual and early enrollment
2. Developed and launched a devoted early enrollment admissions application

3. Developed outside of and inside of the school day admissions & enrollment processes
4. We were able to start two separate early enrollment offerings for the fall 2021 term:
5. Environmental Science and Lab, offered online, and American Sign language 1, offered on site at GW High.
6. We had a 240% increase in our high school enrollment

As of fall 2020, we had 0 high school enrollments. In fall 2021 we have 24, as of October 5. However, the 2021 numbers are not official until after Oct. 15.

We are also establishing additional relationships with others in our service area. Dr. Sacks met with the superintendent of Fayette County Schools. Dean Ellenberg met with the principals and counselor at Buffalo and Clay County High schools, as well as the curriculum assistant principal and counselor at GW.

Our general approach is to fill the gaps for our high school students, providing access to offerings to which there is no access currently. With that, the focus is on areas expected to experience substantial growth in the WV labor market. Pathways to get our students into the workforce more quickly. Given our current momentum, Dean Ellenberg expects the spring 2022 early enrollment student numbers will look much different than those of spring 2021 (1 student). We will continue to grow and to serve this segment of our community in new ways.

Dean Ellenberg thanked the Board for entrusting her with this important task.

Chair Deem commended Dean Ellenberg on the great job that she has done with reconnecting with the schools.

Barry Holstein asked about the payment of tuition and for the instructors. Dean Ellenberg stated that the first initiative is grant funded. Our instructors will train the high school teachers and use our course material.

Jeff Ginther asked about marketing for the students. Are business supporting these programs. The summer boot camps are being used to get the students involved with those companies.

Barry Crist asked if there were plans to include career and technical schools. Dean Ellenberg stated that they are looking at some way of giving credits for some courses being offered. It is not the current focus, but it is in the conversation.

c. Update on Real Estate Program – Dr. Laura McCullough

Dr. Laura McCullough provided an update on the Real Estate program. On September 13, we started the class with nine people. On September 29, Dr. McCullough observed the class.

We have about forty units completed for the online real estate salesperson class. We will be seeking approval from the real estate board for the class in December. The course

will be taught in the spring semester. The course is a nine-hour course and the outcome is a pre-licensure. The student will be able to sit for the real estate pre-licensing exam.

Dr. McCullough anticipates 20 students for the on-line course. We have a contract in place with a broker from Old Colony. The online course will be self-paced. Instructor's role is to evaluate the student and provide feedback.

d. Update on ABET Accreditation for CET, MET, and EET – Dean Norm Mortensen

Dean Norm Mortensen provided an ABET Accreditation update for CET, MET and EET.

The CET and MET programs received accreditation until 2027. There was one concern for each program which requires no corrective action. The concern was the need for a lab technician for each program.

The EET program received accreditation until September 2023. The program has one weakness, which is a lack of necessary faculty. Currently, the program weakness is unresolved. The program also had a concern which is need for a lab technician. This concern is unresolved as well. An interim report will be due ABET by July 1, 2022. Efforts to hire new faculty are in progress. If the weakness is satisfied, we will be accredited until 2027.

Dean Mortensen stated that it is hard to find faculty because of the salary. Secretary Holstein asked if the college was prohibited from posting the salary in the job advertisement to get viable applicants. Dr. Sacks stated there was no prohibition to posting the salary.

Secretary Holstein inquired about the compensation evaluation. Dr. Sacks stated that it was being developed and when it is complete it will be brought to the board for discussion.

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

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

Vice Chair Blankenship moved to call the meeting to order following Executive Session. Alex Harris seconded. Motion carried.

VII. Additional Board Action and Comments

With respect to the College facilities in Montgomery, Chair Deem asked Dr. Sacks to help the Board figure out how to untether some of those properties due to not being able to sustain them and that it's not good for the College or community for the buildings to sit vacant when there is a lot of potential for them. The facilities consist of The Grid, Westmoreland Hall, Pathfinder Hall, and Ratliff Hall.

Programming is not impacted from removing those facilities from the College inventory.

VIII. Announcements/Upcoming Events

- a. Pumpkin Drop at Power Park – Thursday, October 21, 2021 at 8:00 am
- b. Last day of classes for Fall 2021 Term – Thursday, December 9, 2021
- c. First day of classes for Spring 2022 Term – Monday, January 24, 2021
- d. Last day of classes for Spring 2022 Term – Thursday, May 4, 2021
- e. Commencement – Sunday, May 15, 2022

IX. Next Meeting

Friday, December 3, 2021

9:00 am

Location: TBD

X. Adjournment

There being no further business, the meeting was adjourned.

Ashley N. Deem, Ashley N. Deem, Chair

Barry Holstein, Barry Holstein, Secretary