



## **BOARD OF GOVERNORS**

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### **AGENDA**

**June 19, 2020, 9 a.m.**

### **MEMBERS**

J.B. Akers

Mark Blankenship

Sally Cline

Barry Crist

Jane Harkins

Andrew Kennedy

Srini Matam

Andrea Petry

Trevor Stanley

Kent Wilson

Daniel Wright

Eunice M. Bellinger  
President



# BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

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**Public Livestream Link:**

<https://vimeo.com/418221793/1ad71b2ef7>

**June 19, 2020**

## AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
  - Minutes of May 8, 2020 ..... 1
- IV. Board Updates**
  - a. Election of Officers
  - b. Approval of Meeting Dates for FY 2020-2021 ..... 5
- V. Administrative Items**
  - a. Action Item: Revision of Policy B-14—Peter Soscia ..... 6
  - b. Information Item: Faculty Promotions—Peter Soscia ..... 9
  - c. Information Item: Tuition and Fee Waiver Report—Eunice Bellinger ..... 10
- VI. Reports**
  - a. President’s Report
- VII. Additional Board Action and Comments**
  - a. Recognition of Service—Trevor Stanley

**VIII. Next Meeting**

Friday, August 7  
9 a.m.  
Via Video Conference

**IX. Adjournment**

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

**MAY 8, 2020**

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, May 8, 2020, at 9:00 a.m. via video conference.

Board members present: JB Akers, Mark Blankenship, Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Andrea Petry, Trevor Stanley, Kent Wilson and Daniel Wright. Board members absent: Srinu Matam. Also in attendance were President Bellinger and BridgeValley faculty and staff.

**I. Call to Order**

Chair Cline called the meeting to order at 9 a.m.

**II. Roll Call**

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

**III. Approval of Minutes**

Kent Wilson moved to approve the meeting minutes of April 8, 2020. Jane Harkins seconded the motion. Motion carried.

**IV. Administrative Items**

**a. Information Item: FY 2019-20 Budget Update**

Cathy Aquino provided the third quarter budget update. She noted that overall revenue is at 80.3% of the budget. Tuition and fees revenues are on target. Enrollment has increased over the last year. Salary and benefits are at 74.7% and are on target. Non-payroll expenses are slightly above budget as certain items must be paid in the first two quarters for the entire year. Total expenses are right on target. One hundred percent of the operating budgets have been released to departments.

BridgeValley has been awarded \$1.4 million from the CARES Act. Half of those funds must be distributed directly to students as grants. The Financial Aid Staff determined which students qualified according to federal financial aid

guidelines. The funds are available and the first round of awards will be made as soon as possible.

The second half of the funds may be used by the institution for COVID related expenses occurring after March 13, 2020. Federal guidelines are being evaluated to ensure that all expenses charged to the fund will be allowed.

Chair Cline asked how many students would benefit from this award. Cathy Aquino stated that 977 students would receive the grant. The grants will range anywhere from \$1000 to \$100.

b. Information Item: Holiday Calendar for 2020-2021

President Bellinger presented the Holiday Calendar for 2020-2021 as specified by WV Code §18B-1-6, 18B-1-3 and BOG Policy B-4.

V. **Reports**

a. President's Report

President Bellinger announced that Virtual Graduation would be held on Saturday, May 16 at 11:00 am.

Student services along with other volunteers are delivering diploma covers, printed yard signs and a congratulatory letter from the President to graduates. So far, 172 have been distributed.

President Bellinger emailed all faculty and staff informing them of the upcoming changes to the Summer/Fall 2020 schedule. Fall classes will start on August 10. We are erring on the side of safety for our faculty and staff.

President Bellinger commended the operations team for their hard work during this pandemic. Some things highlighted that the operations team were responsible for are ordering PPE and cleaning supplies early on; they gave out loaner laptops to students; migrated student accounts to MS 365; created MS Teams for all courses; distributed PPE supplies on hand to Thomas Hospital, CAMC and Montgomery General and prepared 10 rooms in Ratliff for use by Montgomery General if needed.

President Bellinger introduced Ruth Jacobs who provided a presentation on Medical Marijuana in West Virginia. Ruth provided some insight on the Cannabis Laboratory program at Hocking College as well as the job market for medical marijuana laboratory technicians in West Virginia

President Bellinger asked Ruth if labs in West Virginia will be independent. Ruth commented that they will be independent because the larger colleges in West Virginia do not want the association of "marijuana".

b. Annual Faculty Report

Kent Wilson provided an annual report on behalf of faculty. The report included program changes/additions, faculty outreach activities, and personnel changes for each academic division.

Danny Wright asked about the process of faculty evaluation and promotion. Kent Wilson stated that faculty complete a self-evaluation each year, which is then evaluated by the Review Committee. The Review Committee makes their recommendation to the VPAA.

Michelle Bissell stated that when you are first hired, you can apply for a promotion after three years. After your first promotion, you can only apply every five years. If you are denied promotion, you can file an appeal to the Faculty Evaluation Committee.

Chair Cline thanked Kent for his report.

c. Annual Staff Report

Bonnie Edwards, acting chair of Classified Staff Council, provided an annual report on behalf of staff. Bonnie highlighted staff achievements, staff promotions and provided an overview of community service efforts for 2019-2020.

Chair Cline thanked Bonnie for her report.

d. Annual Student Report

Trevor Stanley announced the new slate of Student Government Association officers for 2020-2021 and highlighted student achievements and activities held during the 2019-2020 academic year.

Trevor thanked the Office of Student Life and Sara Price for her work in helping prepare the report.

Chair Cline thanked Trevor for his report.

Kent thanked Trevor for his leadership during the past year.

e. Marketing Update Report

Crystal Berry provided a marketing update. We are working on strong push for summer and fall modality by letting community and students know how classes

will be offered. We are making that we are communicating we are open for business and are changing the way we do things to keep everyone safe. Our profile is up-to-date on the website. You will see advertising on marketing and promotion on Facebook, Instagram, television, newspaper and radio. COVID pages on website are up-to-date. We are working on a meet-the-majors campaign. Want to showcase different majors that are available. Student success stories are available on our website for viewing. The stories are amazing.

Chair Cline asked President Bellinger if we are cautiously optimistic that enrollment will not be hit. President Bellinger stated that she feels we will maintain flat.

President Bellinger stated that Dr. Soscia has put together a virtual concert to raise money for the food bank and sister college in Zimbabwe. Will provide exact date when the concert will take place.

Kent stated that we had three nursing students who went to New York City to work.

Chair Cline thanked Crystal for her report.

**VI. Additional Board Action and Comments**

Chair Cline reminded everyone that the virtual commencement will be held on Saturday, May 16, 2020 at 11:00 am.

**VII. Next Meeting**

Friday, June 19, 2020  
9 a.m.  
Via Microsoft Teams

**VIII. Adjournment**

There being no further business, the meeting was adjourned.

\_\_\_\_\_, Sally Cline, Chair

\_\_\_\_\_, Kent Wilson, Secretary





## **Board of Governors**

### **Meeting Schedule**

**2020-2021**

(All meetings will begin at 9:00 a.m. unless otherwise noted on the agenda)

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Friday, August 7, 2020—Via Video Conference

Friday, September 11, 2020—Via Video Conference

Friday, November 6, 2020—Via Video Conference

Friday, March 5, 2021—Via Video Conference

Friday, May 7, 2021—Via Video Conference

Friday, June 25, 2021— Via Video Conference (*Annual Meeting*)

Please note meetings will be held Via Video Conference until social distancing restrictions are lifted.

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF JUNE 19, 2020**

**ITEM:** **Revision to BOG Rule B-14 – Salary Enhancement For Continued Academic Achievement**

**RECOMMENDED RESOLUTION:** *Resolved*, that the BridgeValley Community and Technical College Board of Governors approves the revision of Rule B-14, Salary Enhancement For Continued Academic Achievement, for distribution to constituencies and posting for a 30-day comment period and submission to the West Virginia Council at the conclusion of the period if no substantive comments are received.

**STAFF MEMBER:** Peter Soccia

**BACKGROUND:**

Under the authority of West Virginia Code §18B-8-2. Faculty salary rules; salary increase upon promotion in rank each governing board shall promulgate and adopt a faculty salary rule in accordance with section six, article one of this chapter which furthers the goals of attracting, retaining and rewarding high quality faculty. Faculty salary increases shall be distributed within each organization in accordance with the faculty salary rule.

The current BOG rule is being amended to include provisions for regular salary increases for faculty who have reached the rank of professor.

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY B-14**

**SALARY ENHANCEMENT FOR  
CONTINUED ACADEMIC ACHIEVEMENT**

**Section 1. General**

- 1.1. Scope — This policy relates to salary enhancement for those with the rank of Professor at BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority — W. Va. Code § 18B-8-2
- 1.3. Effective Date — July 12, 2013

**Section 2. Program**

- 2.1. The Salary Enhancement for Continued Academic Achievement policy establishes an incentive plan for faculty members at the rank of professor. This policy is available to help accomplished professors maintain a competitive salary.
- 2.2. The policy provides for increases to the faculty member's base salary but no special title recognition. The College will not restrict the total number of persons receiving this enhancement. Qualifying professors will receive an initial increase of seven-and-one-half percent (7.5%) of the previous year's base after a minimum five (5) years in rank and five percent (5%) every five (5) years thereafter. Salary increases will be based on the current faculty evaluation process.

**Section 3. Eligibility**

- 3.1. An applicant must:
  - 3.1.1. Hold the rank of Professor.
  - 3.1.2. Have served five (5) years at BridgeValley in that rank. An approved leave for a sabbatical or professional development activity will be considered as service in rank. The process will follow the current faculty evaluation process.
  - 3.1.3. Have a 1.0 full-time equivalent (FTE) appointment at the time of application and award.
  - 3.1.4. Demonstrate consistently significant and substantial contributions in the traditional areas of the College's mission (professional development, teaching, and service) at a level similar to those contributions that qualified the faculty member for promotion to the rank of Professor.

## **Section 5. Criteria**

5.1. Applicants will be evaluated according to the current faculty evaluation process.

## **Section 6. Funding**

6.1. Funding for the salary enhancement will be provided from the source(s) usually used to fund the faculty member's salary. In most instances, the funds will be centrally allocated. In some instances, grant or other external funding will be used because that is the usual source of funding for the faculty member's position.

6.2. If the faculty member enters a phased retirement program or reduces the appointment FTE, the amount of the salary enhancement and any increments added to it will be proportionally reduced. The remaining funds reverting to the central pool or other source used to fund the salary increase. Upon resignation or retirement, the full amount of the salary enhancement and any increases added to it will revert to the central pool rather than remaining in the College or department. The reversion of funds will provide an on-going source of funding for the program.

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF JUNE 19,2020**

**ITEM:** Faculty Promotions

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Peter Soccia

**BACKGROUND:**

The following faculty were recommended and approved for promotion effective August 1, 2020:

<b>Name</b>	<b>Current Rank</b>	<b>New Rank</b>
Kim Knapp	Associate Professor	Professor
Ron Rogillio	Associate Professor	Professor
Shahed Mustafa	Associate Professor	Professor
Amy Casto	Assistant Professor	Associate Professor
Ashley Lewis	Assistant Professor	Associate Professor
Brandon Walker	Assistant Professor	Associate Professor
Carrie Kennedy	Assistant Professor	Associate Professor
Ken Haynes	Assistant Professor	Associate Professor
Kristi Ellenberg	Assistant Professor	Associate Professor
Randy Mills	Assistant Professor	Associate Professor
Caleb Winters	Instructor	Assistant Professor
Christie Linger-Hunt	Instructor	Assistant Professor
Krista Wiseman	Instructor	Assistant Professor
Mandi Eich	Instructor	Assistant Professor

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF JUNE 19, 2020**

**ITEM:** **BridgeValley Tuition and Fee Waiver Report**

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Eunice Bellinger

**BACKGROUND:**

As permitted by WV Code 18B-10-6A, institutions may grant student tuition and fee waivers not to exceed 5 percent of full-time equivalent students (FTE) registered the previous fall semester.

The Code stipulates that the "awarding of tuition and fee waivers" must be entered in the minutes of the Board of Governors annually.

The attached report is provided by the BridgeValley Office of Financial Aid for Academic Year 2019-2020, in compliance with this statute.

**2019-2020 Tuition Waivers  
as of June 1, 2020**

<b>Type</b>	<b>Total Paid</b>	<b>Number of Students Paid</b>
Academic	\$ 24,829.00	7
Employee *	\$ 5,572.00	4
Employee Dependent*	\$ 3,312.00	2
Foster Care*	\$ 6,616.00	2
Need Based	\$ 7,161.00	4
<b>Totals</b>	<b>\$ 47,490.00</b>	<b>19</b>

