

BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MINUTES
DECEMBER 13, 2021

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Monday, December 13, 2021, at 1:00 p.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. Also in attendance were President Casey Sacks and BridgeValley faculty and staff.

I. Call to Order

Chair Deem called the meeting to order at 1:04 p.m.

II. Roll Call

Roll was taken by Carma McKemy noting that a quorum was present.

III. Moment of Silence

In Remembrance of Stefan D. Ravenell, a Student and Former Staff Member the Board observed a Moment of Silence.

IV. Approval of Minutes

Vice Chair Blankenship moved to approve the minutes of October 8, 2021. Mr. Pack seconded the motion. Motion carried.

V. Administrative Items

a. ACTION ITEM: APPROVAL OF THE AUDIT REPORT – KRISTIN MOODY, SR. MANAGER

Ms. Moody stated that BridgeValley received an unmodified opinion which is the best opinion you can get within the financial statements.

Under Assets, we were very consistent. Current liabilities were also consistent. There was a significant swing in our non-current liabilities which was related to changes in the OPEB Plan that drove the liability down. There was a similar swing

in the Deferred Inflows of Resources which was a large increase which had to do with changes in the investment experience, actual vs assumptions, changes in shares of contributions vs the total contribution.

Net position along with liabilities equal total assets which is why it balances. There weren't really any swings here except it was noted that the unrestricted part of the net position flips to a positive number this year due to the income reported on the income statement.

The Operating Expenses had decreased because there wasn't as much activity on campus due to the pandemic.

In Non-operating Revenues is revenue from the CARES and the American Rescue Plan Funds.

The Capital Grants and Gifts showed larger swings where the buildings received from WVU Tech and also some program equipment that was gifted. There are also payments through the state funding of both the PERS and OPEB. There is an amount that the College records as revenue for contributions that are actually made by the State. It is another non-operating revenue.

The tuition and fees have been very stable over the past couple of years.

Also included was a Report of Required Communications which outlines their responsibilities along with Qualitative Aspects of Accounting Practices. This report included items they would need to disclose if they had any problems while conducting the audit. They reported there were none.

Mr. Holstein asked if the OPEB Liabilities was a steep decrease? Ms. Mallory said that it was and she had worked on 6-7 other State entities and everyone saw a decrease in their OPEB liability. She stated that anyone can go to the RHBT website and pull down their total state-wide liability and see how it's allocated to all State entities. The amount they have reported comes directly from them.

Mr. Holstein asked if we have been a beneficiary of reassessment of what our part is or did they just prolong the liability? Ms. Mallory said based on the market activity, she thinks the biggest part of the decrease is if you expect the market to perform better, you would put less money in to get to the same end total amount. She thinks it was really based on the actuarial assumptions. The reports on the website would also show if there were changes in the retirement age, and whether they were thinking if people are going to work longer to come up with a total liability and then they use that to allocate the contributions of participants in the plan.

MOTION: Vice Chair Blankenship made a motion that the BridgeValley Community and Technical College Board of Governors Approve the Audit of the BridgeValley Community & Technical College Financial Statements for the Fiscal Year Ending June 30, 2021. Mr. Pack seconded the motion. Motion Carried.

b. ACTION ITEM: APPROVAL OF THE STRATEGIC PLAN 2021 – 2025 – DR. CASEY SACKS

Dr. Sacks said the Strategic Plan was something that had been worked on prior to her arrival and that it was been presented to the board for feedback once before.

She stated that a Strategic Plan sets the framework in terms of accreditation and evaluating performance and she wants to use this framework for the President's Reports moving forward.

She met with the Strategic Planning Team and they are recommending the document being presented today.

The document starts with our Mission and Vision, Preparing a Skilled Workforce, building Tomorrow's leaders, and Providing Access to Quality Education. The part that we should be evaluated on are the Goals & Tactical Initiatives. They are:

- Goal 1: Student Success – preparing students to be successful by providing the education and experience to help them enter employment in a high-wage, high-skill occupation and preparing them for life-long learning.
- Goal 2: Institutional Success & Sustainability – Focus on sustainable growth and responsible use of college resources to best support students and our community.
- Goal 3: Industry & Community Success – Maintain awareness of industry and community needs and focus resources and programs that best align to the needs of our community.

The resolution is that the BridgeValley Community & Technical College Board of Governors approves the Strategic Plan for 2021 – 2025 so that we can move forward with evaluating our work and use this for our framework.

MOTION: Vice Chair Blankenship made a motion to Approve the Strategic Plan for 2021 – 2025. Mr. Pack seconded. Motion carried.

c. ACTION ITEM: APPROVAL OF PROGRAM FEE FOR LINEMAN – CATHY AQUINO

For the Spring 2022 semester, convert the Lineman program from non-credit to credit. Currently, the students pay \$8,000 for the class. We are asking that they be able to qualify for financial aid as a credit class. They would be charged like any other student and the program fee would cover the following items required for the program:

- Background check
- CDL Learner's permit
- CDL Class A Exam and License

- DOT Physical
- Drug Screening
- OSHA Exam Card
- CPR/FirstAid/AED Certification Exam Card
- Fuel and Maintenance of Equipment
- Off-Site Fee Costs
- Consumable Supplies
- Tool Kit

Class size is 12 and they expect to have two classes. The amount of revenue generated from this fee will be \$86,664 which will go directly into this program to pay for these expenses rather than the regular budget. Currently, the only financial aid type funds available is Workforce HEAPS which is \$2,000 if they qualify.

The total amount of the fee is \$3,611 plus tuition. This is still a considerable reduction from what students are currently paying.

Mr. Holstein asked if someone came into the program with some of the items listed in their possession, would there be opportunities for partial fee waivers. Dr. McCullough will include a chart in their Intake Packets with itemized fees for each of the items listed above to allow a waiver.

Mr. Crist asked if there were currently any grants or tuition waivers available for non-credit students? Dr. McCullough said the only financial aid type funds that students can apply for are Workforce HEAPS which is \$2,000 if they qualify. She said turning this program into credit will not only help the students but help the institution by creating more FTE.

The certificate program is 30 hours and it is called, Technical Studies with a concentration in Utility Line Service Mechanics.

Dr. Sacks said that both New River and Blue Ridge offers the exact same program as a credit program. Dr. McCullough said that at one of our sister schools, it was identified as the top degree program in the State for return on investment.

MOTION: Vice Chair Blankenship moved for the Approval of the Program Fee for Lineman. Mr. Pack seconded. Motion carried.

d. INFORMATION ITEM: FISCAL YEAR 2021-22 UPDATE FOR BVCTC – CATHY AQUINO

Ms. Aquino provided information to the board on the revenue and expenditures for the first quarter of the fiscal year. Enrollment is slightly down. Expenditures are all on target. The Fund Balances remain healthy at this point in the fiscal year.

She also provided an update on CARES and the progress being made. As far as the students, we were able to make a disbursement to them at the end of October. The Student CARES Awards are down to a little over \$500,000 that we're saving for Spring. For Institutional CARES, we are still chipping away at that.

We are on target for everything. At the end of December, she'll have a 6-month report.

Mr. Holstein asked about a discussion that had previously been held about releasing more than the 50% appropriations to some of the departments since their operating budgets were quite small. Was that an option for the department heads to request more than the 50% amount.

Dr. Sacks said a few of them did and it was approved.

Mr. Holstein asked if they were managing their own capital expenses or was it centralized. Dr. Sacks said it was centralized.

Ms. Aquino said that association dues was another item that is paid in July.

e. INFORMATION ITEM: HLC ACCREDITATION OVERVIEW – DR. CHRISTINE JOHNSON

Dr. Johnson gave the definition of HLC – Higher Learning Commission which is an institutional accreditor recognized by the US Department of Education. They are responsible for accrediting degree-granting colleges and universities.

The HLC recognizes BridgeValley as being fully accredited under the Standard Pathway. The College received its full accreditation status following its reaffirmation accreditation review conducted in 2019 and the status was confirmed in 2020.

As part of the 10-year accreditation cycle under the Standard Pathway, the College is required to participate in a four-year review. The College received notification in mid-November 2021 that the next four-year site visit is scheduled for October 16-17, 2023. The next reaffirmation visit is to occur in 2029-2030.

There are two pathways for institutions on 10-year cycles. They are the Standard Pathway which is what BridgeValley is following and the Open Pathway. For the Standard Pathway, an institution will have evaluations in Years 4 and 10. In Year 4, this is a comprehensive review with a site visit. For the Open Pathway, an institution is required to submit an Assurance Review in Year 4 and it does not require a site visit. The other difference in Open Pathway is in Years 5 and 9, Colleges submit a proposal and complete a quality improvement or quality initiative project. Institutions may choose their own Pathway and following the 2019 review, BridgeValley chose to stay with the Standard Pathway.

Dr. Johnson outlined the HLC Member Institutions Requirements which must be met in order to achieve and maintain accreditation with HLC.

There are five (5) Criteria for Accreditation. Within the 5 Criteria there are 18 Core Components and 68 Sub-components they must address to provide evidence they are demonstrating and meeting each component.

To maintain Accreditation, the College must regularly submit an institutional update. It is an annual survey that looks at the organizational health of the College.

The Higher Learning Commission looks at both the Financial and Non-Financial indicators for specific risk indicators and conducts follow-up reviews through interim reports when indicators occur. This will help identify institutions that may be at risk for not meeting a component or more than one component for accreditation.

The College is also required to notify the Higher Learning Commission on substantive changes in academics and operations. This may include programs, additional locations, contractual arrangements and Distance Education.

Upcoming or In-Progress Reviews

5/15/2022 - Interim Report focusing on Assessment

2023-2024 - Comprehensive Evaluation – Year 4 Review with a site visit (Currently scheduled for October 16-17, 2023)

2029-2030 – Comprehensive Evaluation – Year 10 review with site visit for accreditation reaffirmation, assurance review and federal compliance.

Moving Forward

The College will need to continue to budget for several HLC related activities, fees and dues. HLC will assign an evaluator to review our Interim Report and the Institutional Actions Council of the HLC will determine if additional monitoring is needed. A fee is associated with that evaluation and process. The College is required to pay annual dues which has a calculation based on a base amount, number of FTE, and additional locations. We have currently paid almost \$6,000 annually over the past couple of years.

In addition, the College will also pay for the 4 and 10-year reviews including expenses such as travel, onsite visit and evaluation.

Another expense is the HLC Annual Conference held in April in Chicago that provides initial training and networking with other Colleges. It cost around \$3,000 for each person and at a minimum the President and the Accreditation Liaison are expected to attend. For the 2022 Conference, Dr. Sacks has asked Dr. Johnson as an HLC Peer Reviewer and James McDougale as the Student Services Representative to also attend the conference and training.

In addition to budgeting, the College also needs to establish HLC Committees for the development of our 2023-2024 evaluation process.

We also need to develop meaningful and sustainable Academic and Co-curricular Assessment Processes. This would include our institutional learning outcomes, program learning outcomes and course level outcomes. These need to be faculty and

staff driven, data-driven, student-centered, and focused on continued improvement. Everything we do needs to lead back to our Mission.

By 2023-2024 we should have multi-year data collection with documented improvements. We need to track our progress and improvements – document everything. We need to improve our document storage and collection. We also must provide annual updates to the College community to make this an inclusive and transparent process.

Chair Deem asked if anything in the 2019-2020 accreditation process was identified as problematic or areas of concern we haven't already addressed?

Dr. Johnson said the Assessment Focus report that is due in May 2022, was cited as being met with concerns with Criterion 4B – Assessment. Being met with concerns sounds bad, but it's actually an opportunity for improvements. This interim report is due May 15, 2022.

Mr. Holstein asked if Dr. Johnson could come back and give the Board an update once the results are in from the May 15, 2022 site visit. Dr. Johnson stated she would do that.

VI. President's Report – Dr. Casey Sacks

Dr. Sacks, in keeping with the framework of the Strategic Plan, has followed this for her report.

1) STUDENT SUCCESS

A group is looking at how to use Data Analytics to better serve students. It is an enrollment strategy that will assist in looking at student's schedules to make sure they can complete their degree on time. It will also allow us to look at space utilization to make sure we are using our space to its full potential. This group is being led by our Registrar, Jordan Atha.

We have started an early college high school in nursing exploratory group. We want to see if high school students can earn their nursing degree simultaneously with their high school diploma. Most students currently take a class or two and this would be an entire package for students to take all of their classes with us.

For this Spring we had General Education scheduled for three (3) high schools through the Benedum Grant Initiative the Board has talked about previously. They are focused on nursing, cyber, and AMT as the pathways.

We are looking at offering more non-credit credit as credit which will give students access to financial aid and the ability to transition to a four-year institution to the Regents of Bachelor Arts degree. We are starting with the Utility Line Service Mechanics and the Team will focus on HVAC next.

We're doing work with CDL driver's licenses. The College has everything needed to do this program but we've had a struggle getting it off the ground. Dr. Sacks thanked Toyota for making an introduction for us to KC Logistics that does a lot of shipping for them. KC Logistics said they need more CDL drivers and asked what they could do to help. They are stepping up to be a great partner with us.

We will be working with BICSI (Building Industry Consulting Service International) which is in the cabling industry. When we think of broadband coming into the State, this program will offer some short-term training to train people to lay the cable. The Governor's Office has highlighted that BridgeValley is doing very well because it's such a critical need for the State.

As an institution we were awarded additional grants from the HEPC for open educational resources. Every time our faculty and staff develop an OER course, our students aren't charged for textbooks.

2) INSTITUTIONAL SUCCESS AND SUSTAINABILITY

Dr. Sacks worked with the System Office to get some bond proceeds. The Board had voted for the College to take out a loan to repair the stairwell at Davis Hall. In partnership with the System, we were able to secure those funds from bond proceeds instead. That will save us around \$350,000.

We completed a nursing assessment lab in B2000 by leveraging Perkins funds. They will start using this lab in Spring 2022.

Dr. Sacks and the Facilities Team worked with ZMM to figure out what we're going to do with our Facilities Master Plan. We were able to negotiate that rate to \$22,500 for ZMM to change the plan. ZMM will bring an interim report before the Board in February to ask for feedback and discussion and then come back in April to present the final plan in an open session.

The Board asked for a Forensic Audit and the Board Finance Committee contracted with Suttle and Stalnaker. They are mainly working on purchasing and purchasing orders. That should also be completed in February.

Positions that should be posted today through HR include the Vice President of Academic Affairs and the Executive Assistant to the Board.

The College Leadership Council has also been looking at grant exploration.

Bookstore Update – the current contract through Barnes and Noble runs through 2024 and there have been numerous student complaints about bookstore service. The Faculty Textbook Committee has recommended that the College move toward an online bookstore. Barnes and Noble was asked about their interest as an online bookstore and they countered us. They say we owe them approximately \$40,000 right now if we terminate our contract. But they said they would waive the \$40,000

if we would move to their First Day Project. This guarantees them a certain amount of money for every student that needs textbooks. The Textbook Committee didn't like that idea because we're moving to the Open Educational Resources. This would make the students pay for a service they are not receiving. We went back to Barnes and Noble and asked if they would consider a smaller space in B2000 and they are considering it.

The Foundation is looking at doing Spring Home Receptions so the Board can look forward to being invited and asked to host some of these for small group fund raising.

An Angel Tree program was launched this year for our students and staff. There were 18 students that signed up and all 18 were adopted by BridgeValley employees. It was so successful that we want to make it an annual event.

3) INDUSTRY AND COMMUNITY SUCCESS

We are expanding Learn and Earn, the Foundation awarded \$75,000 in scholarships to 64 students this semester.

A few organizations that are working with us include:

Thomas Memorial is working with us to offer Phlebotomy training for 8 of their employees in the Spring. We're also starting to offer Patient Care Technology classes to help them fill some open positions.

Clearon does Programmable Logic Controllers and will be sending 9 employees this Spring.

Cornerstone is bringing in new technicians and mechanics in the spring for NCCER curriculum.

CAMC Facilities Department is looking for electrical, electronics, construction, HVAC, operations and plumbing support. They are working with us to bring in people from all of those areas to cross-train their employees.

GESTAMP has 20 new apprentices. Their goal is to start 10-20 new apprentices every Fall.

Dr. Sacks states she has invited Dr. Michelle Cooper from the US Department of Education to visit our campus. Dr. Cooper is the Deputy Assistant Secretary for Higher Education Programs. We are looking at Feb 23 or 24. The Board will be invited as well as West Virginia State University and the University of Charleston.

Mrs. White asked about the Open Educational Resources and if faculty are required to use that or will they still have academic freedom if they want to have a resource required in their courses?

Dr. Sacks says it has been totally optional. She would love to set a goal for the institution where we have some zero degrees but those are whole degree programs.

VII. Proposed Board of Governors Meeting Dates – July 2022 – June 2023

Dates are listed as guidelines but may be changed or added to. The ATC Training Suites have been reserved all day to allow for flexibility in meeting times.

August 5, 2022

February 10, 2023

October 7, 2022

April 7, 2023

December 2, 2022

June 23, 2023

VIII. Executive Session Pursuant to W. V. Code §6-9A-4 for the Presidential Selection

MOTION: Vice Chair Blankenship made a motion to enter into Executive Session Pursuant to W. V. Code §6-9A-4 for the Presidential Selection. Mr. Pack seconded. Motion Carried.

MOTION: Vice Chair Blankenship made a motion to exit the Executive Session. Mr. Pack seconded. Motion Carried.

IX. Additional Board Action and Comments

MOTION: Mr. Holstein made a motion to extend an offer of employment to Dr. Casey Sacks as the BridgeValley Community and Technical College President, continuing the existing contract terms and compensation. Vice Chair Blankenship seconded. Motion carried.

MOTION: Mr. Holstein moved to authorize Chair Ashley Deem to execute the contract for the terms of our previous motion. Vice Chair Blankenship seconded. Motion carried.

Chair Deem congratulated Dr. Sacks as the official President of BridgeValley and stated she had done a phenomenal job and the Board couldn't be happier and are looking forward to the next phase of the College.

Dr. Sacks thanked everyone for their confidence and faith in her.

Vice Chair Blankenship added that on behalf of the Board he wanted to thank the members of the Presidential Search Committee that are non-members of the Board. They put a lot of energy thought and consideration in this. He said that their commentary and information was extraordinarily useful to them. Without it, he felt it would have been a much more difficult decision. He felt those members also deserved a round of applause.

Chair Deem stated that the Board read over every resume that came in, every attachment and they sifted through thousands and thousands of pages. They reduced that down to their

first interviews and then reduced it again to our finalists and brought them here. She was really proud of the Committee, the work that was done and especially of their final selection.

Vice Chair Blankenship said they also extend their gratitude of thanks to the other candidates. They were exceptional and they found themselves in a position where they had three (3) great candidates at the end of the day.

X. Announcements / Upcoming Events

- a. Last day of classes for Fall 2021 Term – Thursday, December 9, 2021
- b. Signing Ceremony – Dental Hygiene Program – Friday, December 17, 2021
- c. First day of classes for Spring 2022 Term – Monday, January 24, 2022
- d. Last day of classes for Spring 2022 Term – Thursday, May 5, 2022
- e. Commencement – Sunday, May 15, 2022
- f. Alex Harris finalized the adoption of her daughter. She is also graduating and will be leaving the Board. She was a tremendous student.

XI. Next Meeting

Friday, February 11, 2022

9:00 a.m.

Location: ATC 131, 132, 134

Adjournment

MOTION: Mr. Crist made a motion to Adjourn the Board of Governors meeting. Vice Chair seconded. Motion carried.

There being no further business, the meeting adjourned at 5:03 p.m.

Ashley N. Deem

_____, Ashley N. Deem, Chair

Barry Holstein

_____, Barry Holstein, Secretary