



**BOARD OF GOVERNORS**  
**BridgeValley Community and Technical College**  
**Meeting Minutes**

*February 3, 2023*

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, February 3, 2023, at 1:00 p.m. at the ATC (Advanced Technology Center) at 1201 Science Park Drive, South Charleston, WV.

**Board members present:** Mark Blankenship, Megan Bailey, Barry Crist, Barry Holstein, Katrina Howell, Andrew Kennedy, Larry Pack, Jr., Andrea Petry and Rhonda White. Also in attendance were President Sacks, Dr. Christiania Johnson, Dr. Todd Jones, Cathy Aquino and BridgeValley faculty and staff.

**I. Call to Order**

Chair Blankenship called the meeting to order at 1 p.m.

**II. Roll Call**

Roll was taken by Shellie Richards noting that a quorum was present.

**III. Approval of Minutes**

Mr. Barry Holstein moved to approve the meeting minutes of December 2, 2022. Mr. Andrew Kennedy seconded the motion. Motion carried.

**IV. Reports**

*a. Budget Update, by Cathy Aquino*

Cathy Aquino addressed the first six months of the fiscal year. The overall revenue is at 51.2% on target. State appropriation is at 50% and this is according to the last time that the state has allowed for BridgeValley to due 25% each quarter. Tuition and fees are broken into three categories with Education and General at 53.4%, Auxiliary at 55.5%, and Capital at 52.8%. Enrollment is slightly down. Workforce contracts revenue is at 32.4%. Expenses: Salary and benefits are at 47.5% and are on target. Non-payroll expenses are at 45.7% and are on target. Total expenses are on target at 47.1%. Operational budgets have been released at 100% to departments and fund balances remain healthy at this point in the fiscal year. Cathy asked for questions. Barry Holstein asked, “on the workforce contracts revenue is that a matter of timing or something of concern?” Ms. Aquino stated that BridgeValley is awaiting for third party payments for the CDL program, as those students qualify for HEAPS and we are waiting for funding, as classes are sporadic. Mr. Blankenship asked, “When do you think that will come in?” Per Cathy, an email was received last week that fall enrollment had been verified and that funding would be disbursed from the central office. Funding may have been processed, but Cathy had not seen the funding prior to her report. Mr. Blankenship confirmed, relatively soon? Mr. Holstein confirmed that this is 32% of what we had budgeted for, and Cathy confirmed, yes as this is our test year.

Cathy moved forward to CARES. All of the money that we received for students has been disbursed to them. Cathy is happy to report there are no outstanding checks. The money is out there and the students have it. Ms. Aquino confirmed that the institutional portion we



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The other finding is (#6) inadequate policy for awarding direct loan funds to eligible students. The federal government requires for the college to post the maximum amount that students can qualify for in loans. BridgeValley waited to award students, based on a tier system, and looked at the student accounts. There is a maximum of aid to receive (ex. budget may be 10,000, but if the student qualifies for the Pell Grant, WV Invest or other funding this may change the availability). The feds say, you have to let the students know up front. BridgeValley has put a guide in place with additional steps and that provides BridgeValley the opportunity to meet with students to see if they really need all the funding. This is now available on the BridgeValley website. Dr. Sacks asked Dr. Jones to address what it means for BridgeValley, if the students take out the max loans and the liability this infringes on the college, if the student does not pay them back or end up having that debt? Dr. Jones stated that with financial aid we are required to award the total amount of financial aid. If the student withdrawals from the college before mid-term we have to collect money back from them because they did not meet their obligation to complete the semester. Often this ends up being a lot of money in loans and we must send this back to the feds. This makes the institution responsible for being debt collectors and BridgeValley has to start going after the money. A debt collection agency has to collect on the schools behalf, if we are unable to collect which in turn can create a significant impact on the colleges budget if there are not proper steps in place to mitigate the challenges. The other issue for the college that is encountered, is if the student leaves the institution whether graduating or not and the student defaults on the loan that impacts the institution. The feds monitor that and prior to the pandemic the feds were to crack down on institutions that had exceeded 27% of students not paying back their student loans. Institutions would start being fined and potentially taking away the availability to issue financial aid. But, during the pandemic that all stopped and was placed on hold. This has financial institutions appearing with good default numbers, as of the past few years. That is going away, and numbers will start climbing. BridgeValley is working on loan counseling and methods in helping students understand that funds will have to be repaid. The possible long-term impact this may have on the student is addressed as well. Dr. Sacks added that the default rate was part of the reason why we had it in place to begin with so that students couldn't just take the max loans. The financial aid office would encourage smaller loans in an effort to avoid the default rate getting so high that we cannot issue financial aid, as this would close us as an institution. Financial Aid is our bloodline, and it is important that we pay attention to these.

Dr. Jones, asked if there are any questions? Mr. Holstein asked for clarity in regard to financial aid, when you're putting the maximum amount, it is inclusive of the grants received. Dr. Jones addressed that we default to grants and scholarships first and then reduce the loan amount (ex. if \$8000 in grants then loan availability would be \$2000). Mr. Holstein further asked if this percentage is calculated by number of students or dollar value. Each student (1/100 even if that student only borrowed a \$1.00). Rhonda White stated that in nursing with accreditation, one of the standards is that if the college is over the standards for the default rate that is set, and you can be penalized for that and instructed to work with the college in the process. Dr. Sacks, asked at one point, "what if we just say no to the feds?" (jokingly). Dr. Jones had to address that we probably do not want to do that, but the reason for prior conversations being that there are big implications if our students default. We understand that the larger the loan amount the greater the potential for default. Mr.

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*c. HLC Update, Dr. Christina Johnson*

Dr. Johnson addresses what HLC is (Higher Learning Commission) which is the institution accreditor and recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) which accredit degree-granting colleges and universities and are in approximately 19 states. Accreditation means HLC validates the quality of an institution's academic programs through all modalities. In addition to validating their programs they also evaluate the institution as a whole by looking at the soundness of governance and administration, adherent to mission, sustainability of finances and sufficiency of resources.

BridgeValley is currently fully accredited under the HLC standard pathway. The colleges last reaffirmation of accreditation occurred in October 2019 and accreditation was confirmed in January 2020. As part of the 10-year accreditation cycle in the standard pathway the college is scheduled to participate in a year 4 comprehensive review and evaluation and site visit on October 16 – 17, 2023. The next 10-year reaffirmation will occur during the 2029 -2030 academic year. In January of 2020 when the college received notice, following the 10-year reaffirmation review that our accreditation was confirmed. We also received notice that we needed to submit an assessment focused interim report by May 15, 2022. Following that over a 2 ½ year period, committees were formed, assessment processes were developed and implemented. The interim report was submitted, as requested, and we received notice that the report was received and reviewed by the Higher Learning Commission and was accepted. No additional reports were required. The findings report did confirm that further organizational attention is required which means in the areas of focus. This means that during our 4-year review in October that the site team will take a closer look at our assessment processes to make sure that we are doing the processes that we implemented and confirm what progress we have made.

The four-year comprehensive evaluation will occur October 16 – 17 2023 with the onsite visit lasting 1 ½ days and it will consist of focused and open meetings with faculty, staff, students, administration, and audience with the members of the board. In addition to visiting the main campus (B2000) the review team may choose one or more of our additional locations to determine if the institutions oversight is consistent across all locations. Our last multi-location visit occurred in November 2017, and they typically occur in years three and eight of the 10-year cycle, but since ours did not occur last year we are getting ready in case the peer team wants to come and visit any of our locations which may be combined as part of our evaluation. One of the primary components of a comprehensive evaluation is the development of the colleges assurance argument which is the document that addresses criteria for accreditation. The assurance argument is a document that the college builds to tell the colleges story and to present evidence that we are meeting the standards of accreditation. The peer team from HLC will gain access to BridgeValley Assurance Argument about four weeks prior to the site visit. They will take the document, review it, look at all the supporting evidence and come to a determination to make sure we are meeting those standards. When they actually come to campus the open and scheduled meetings will be to determine if what was in the argument is what we actually implementing.



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Chair Blankenship hearing no discussion regarding the sale (\$175,000.00) and giving Dr. Sacks permission to negotiate the finer details of the sale. Motion carried

**VII. Dates to Remember**

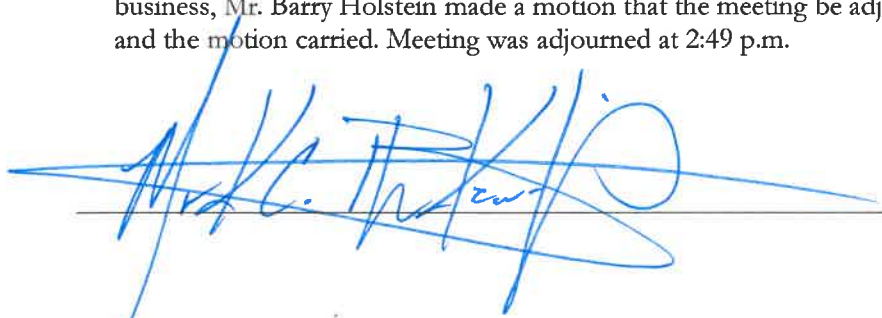
Monday, March 13 thru Saturday, March 18, 2023.....Spring Break  
 Friday, May 5, 2023.....Last Day of Classes  
 Saturday, May 20, 2023 @ 11:00 .....Commencement  
 Wednesday, October 11, 2023.....\*BOG Summit Begins  
 Thursday, October 12, 2023 .....\*BOG Training Summit Concludes  
*\*BOG Summit will be held at the Embassy Suites, Charleston, WV (note this is an update from the prior agenda)*

**VIII. Next Meeting**

Friday, March 31, 2023  
 1 p.m.  
 ATC

**IX. Adjournment**

Chair Blankenship ask if there was anything further for the good of the order. There being no further business, Mr. Barry Holstein made a motion that the meeting be adjourned. Mr. Kennedy seconded, and the motion carried. Meeting was adjourned at 2:49 p.m.

  
 \_\_\_\_\_ Mark Blankenship, Chair

  
 \_\_\_\_\_ Barry Holstein, Secretary