



BOARD OF GOVERNORS

AGENDA

June 12, 2015

MEMBERS

Donna Atkinson

Gregory Barker

Hannah Cole

Mark Dempsey

Tom Dover

Jane Harkins

David Lewia

Deb McDaniel

Karen Price

Jan Vineyard

Michelle Wicks

Beverly Jo Harris
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

Teleconference Number: 1-877-309-8671, code: 522892#

BridgeValley South Charleston Campus | Room 006

2001 Union Carbide Drive, South Charleston, WV 25303

June 12, 2015, 10:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Faculty and Staff Annual Meeting/Conversation (South Charleston Campus)**
- IV. Approval of Minutes**
 - Minutes of May 1, 2015..... 1
- V. Board Report**
 - a. Annual Presidential Evaluation
 - b. Election of Officers
 - c. Proposed Meeting Dates for 2015-2016 4
 - d. Board Resolutions
- VI. President's Report/State of the Institution May 2015 5**
- VII. Administrative Items**
 - a. Action Item: Approval of FY 2015-16 Budget 35
 - b. Action Item: FY 2015-16 Capital Projects 38
 - c. Information Item: Constituent Governance Update 40
 - d. Information Item: Tuition and Fee Waiver Report 42
- VIII. Academic and Student Affairs**
 - a. Action Item: Program Review 44
 - b. Information Item: Post-Audit Reports 62
 - c. Information Item: Faculty Promotions 63

IX. Additional Board Action and Comments

X. Announcements/Upcoming Events

- a. June 13—Jack Nuckols' Retirement Dinner
- b. June 15-19—STEAM Camp Week 1
- c. June 22-26—STEAM Camp Week 2/STEMersion Project
- d. August 17—First Day of Fall Term

XI. Next Meeting

Friday, September 25, 2015

9 a.m.

South Charleston Campus

XII. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

MAY 1, 2015

A teleconference meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, May 1, 2015, at 9:00 a.m.

Board members present: Donna Atkinson, Greg Barker, Mark Dempsey, Jane Harkins, Deb McDaniel, Karen Price, Michelle Wicks, and Jan Vineyard. Board members absent: Hannah Cole, Tom Dover, and David Lewia. Also in attendance were President Jo Harris, faculty and staff from BridgeValley.

I. Call to Order

Chair Dempsey called the meeting to order at 9:00 a.m.

II. Roll Call

Roll was taken by Alicia Syner noting that a quorum was present.

III. Approval of Minutes

Greg Barker moved to approve the meeting minutes of March 27, 2015. Jane Harkins seconded the motion. Motion carried.

IV. President's Report

President Harris presented the Board with a list of activities and meetings since the March meeting.

V. Administrative Items

a. Action Item: Approval of Revised BOG Rule C-1—Program Review

Jan Vineyard moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors approves the revisions to BOG Rule C-1—Program Review and send the revised rule out for the 30-day comment period.

Jane Harkins seconded the motion. Motion carried.

b. Action Item: Approval of Revised BOG Rule C-7—Standards and Procedures for Undergraduate Admissions

Donna Atkinson moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors approves the revisions to BOG Rule C-7—Standards and Procedures for Undergraduate Admissions and send the revised rule out for the 30-day comment period.

Jan Vineyard seconded the motion. Motion carried.

c. Action Item: Approval of BOG Rule B-20—Phased Retirement Program

Donna Atkinson moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors approves a Phased Retirement Program for eligible full-time college employees and send the corresponding Rule B-20 out for the 30-day comment period.

Jan Vineyard seconded the motion. Motion carried.

d. Action Item: Approval of Tech Park Service Agreements

Jane Harkins moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors approves for payment the retroactive additional rate of \$2.50 per square foot for Main and Annex Buildings as outlined in the supplemental addendum to the 2013-2014 Service Agreement with the West Virginia Regional Technology Park for the period of July 1, 2013 – June 30, 2014.

Further Resolved, that the BridgeValley Community and Technical College Board of Governors approves the 2014-2015 Service Agreements for Main and Annex Buildings at the rate of \$8.82 and \$8.34 respectively for the period of July 1, 2014 – June 30, 2015.

Greg Barker seconded the motion. Motion carried.

VI. Academic and Student Affairs

a. Action Item: Program Suspension

Karen Price moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors affirms the recommendation of the Department and Academic Standards Committee to suspend the Certificate programs in Telecommunications Technology and Sustainable Building Technology and the AAS in Blasting Technology.

Jan Vineyard seconded the motion. Motion carried.

b. Information Item: Post-Audit Reports

Dr. Mallory presented post-audit reports for CAS—Pre-Engineering, CAS—Computer Maintenance and Networking, AAS—Information Systems Security Technology, and AAS—Advanced Manufacturing and noted that they will be submitted to the WV Council for Community and Technical College Education.

VII. Additional Board Action and Comments

None.

VIII. Announcements

- a. May 7—MLT Pinning Ceremony, 7 p.m., Room 137, South Charleston Campus
- b. May 8—Dental Hygiene Pinning Ceremony, 4 p.m., Charleston Civic Center
- c. May 8—Commencement, 6 p.m., Charleston Civic Center
- d. May 9—Nursing Pinning Ceremony, 1 p.m., The Bible Center
- e. May 12—Strategic Planning Retreat

IX. Next Meeting

Friday, June 5, 2015
9 a.m.
South Charleston Campus

X. Adjournment

There being no further business, the meeting was adjourned.

_____, Mark Dempsey, Chair

_____, Jan Vineyard, Secretary



Board of Governors

Meeting Schedule

2015 - 2016

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

Friday, September 25, 2015—South Charleston

Friday, November 20, 2015—Montgomery

Friday, January 22, 2015—South Charleston

Friday, March 18, 2016—Montgomery

Friday, April 22, 2016—South Charleston

Friday, June 3, 2016—South Charleston (*Annual Meeting*)

State of the “New” Institution

May 12, 2015

Strategic Planning Retreat

Dr. Jo Harris, President

Inaugural Year



Strength in Numbers!!

- Now **3rd** Largest College within the WVCTCS
- Fall Headcount: **2,349**
- Academic Program Inventory: **70**
- Record Contact Hours Workforce Training: **343,763**

Plus . . .

- **5 New Programs:** Industrial Pipeline Design Technology, Diagnostic Medical Sonography, Emergency Management, Machine Tool Technology, and Healthcare Management
- **4 Accreditation Site Visits:** Engineering Technology (4 separate programs); Medical Laboratory Technology; Respiratory Technology; HLC Follow-up



Data Sharing . . .



GOAL ONE:

STUDENT SUCCESS

Student Success

Criteria	2013-2014	2014-2015
Fall-to-Spring Retention Rate (+0.8%)	62.50%	63.30%
Graduates (-1.43%)	487	480
Degrees Awarded (-4.27%)	679	650
Headcount (-13.41%)	2707	2344
FTE (-14.55%)	1685.86	1444.06

Student Access

Type/Location	Fall	Spring
Total	757	734
Some Specifics:	Does not include all off-site and arranged courses	
Montgomery	156	123
South Charleston	380	380
Concurrent	4	9
On-Line	83	75
Early Enrollment	19	31
After 5 p.m.	106	96
Weekends	1	2

Enrollment Services

- High School/Career Center Visits: 90
- Branding/ Adult Recruitment Events: 38
- Open Houses: 4 (2 per campus)
- Group Tours: 983 participants
- Applications Received:
 - Paper: 3,541
 - On-Line: 1,128

Fall 2014 Enrollment Data

Student Type	Applications	Accepted	% of Students Accepted	Students Enrolled	% of Students Accepted to Enrolled
FTF	1063	852	80.15%	357	41.90%
Readmits	247	232	93.93%	118	50.86%
Transfer	623	575	92.30%	261	45.39%
Transient	20	19	95.00%	15	78.95%
Non-Degree	148	147	99.32%	72	48.98%
High School	374	369	98.66%	344	93.22%
Total	2475	2194	88.65%	1167	53.19%

Spring 2015 Enrollment Data

Student Type	Applications	Accepted	% of Students Accepted	Students Enrolled	% of Students Accepted to Enrolled
FTF	490	370	75.51%	145	39.19%
Readmits	173	167	96.53%	103	61.68%
Transfer	316	306	96.84%	153	50.00%
Transient	16	15	93.75%	12	80.00%
Non-Degree	124	123	99.19%	103	83.74%
High School	361	360	99.72%	341	94.72%
Total	1480	1341	90.16%	857	63.91%



Financial Aid

Type	Fall 2014	Spring 2015
PELL Grant	1059	889
Subsidized Direct Loan	605	512
Unsubsidized Direct Loan	403	345
Work Study	28	20
Institutional Scholarships	97	85
External Scholarships	88	95
Third Party Pay	83	76
WV HEAPS	121	72
WV Higher Ed Grant	502	394
WV Promise	25	22

Student Services

- **Career Services**
 - College Central: 78 active accounts, 15 alumni, 69 employers
 - Kuder Journey: 178 Assessments
 - Events: 6
- **Veterans' Services**
 - Certified Students: 51 (Fall) 49 (Spring)
 - Events: 15

Student Success Center

	Tutoring	Testing	Computer Use	Independent Study	Total
South Charleston	1229	922	1157	1105	4413
Montgomery	240	349	1789	558	2936*

*After October

Student Services . . .

- **Counseling Services**
 - Fall Semester Events: 9 –775 Participants
 - Spring Semester Events: 19 –791 Participants
 - Counseling Service Clients: **Montgomery—140;**
South Charleston—218
- **Freshmen Advising Centers**
 - Spring—113; Summer/Fall—71
- **ABE Referrals (Bridge Programs)**
 - Montgomery—31; South Charleston--105

Disability Services . . .

	Fall	Spring
Number of Students Receiving Accommodations	78	73
Number of Classes with Students with Disability	285	332
Number of Tests Proctored	160	129



Office of Student Life

- Student Organizations: **24**—South Charleston, 12; Montgomery, 8; Joint, 4
- Student Events: **74—3,277 Participants**
 - Evening: 10
 - Weekend: 21
 - Engagement Hour: 26
 - Throughout Day/Week: 17

GOAL TWO: Institutional Success

Dedication & Toyota Announcement



Major Initiatives

- Bridging the Gap—DOL Grant
- State Grant Revenue—\$2.7 million
- Merger of Foundations—July 1
 - Joint Fund Balance: \$610,377

\$

Human Resources

- PIQ Reviews: 28
- Replicon Management: 128 accounts
- Professional Development Sessions: 9
- Number of Applicants Processed: 306
- Number of Interviews: 94
- Number of Hires: 44
- Number of Adjuncts: Fall 92, Spring 86

Operations & IT

- IT Tickets: **1469** (876 SC; 603 MC)
- IT Projects over \$10,000: **7**
- Computer Upgrades or Purchases: **225**

- Facilities Tickets: **667** (554 SC; 113 MC)
- Operations Projects over \$10,000: **5**
- Special Events Set-Up: **205**

Marketing/Advancement

- 127 Brochures, Signs, Advertisements
- 141 DMS Screens
- 1,009 Web Pages
- 42 Press Releases and Media Alerts
- 6 Commercials; 5 Videos
- 100 Tweets; 114 Facebook Posts
- BridgeValley Shoppe Merchandise

Financial Affairs

- P-card Transactions: **3,321**
- Invoices Paid: **547**
- Travel Reimbursements: **309**
- WV 11s: **199** (Establishing BV); **164** (New Hires and Adjustments)
- Payroll Processed: **\$8,794,000** (4/30)
- Audits completed: **4** Financial Audits; NSF Desk Review; **2** Brickstreet Reviews

Financial Viability

- Number of Days Cash—Improvement
 - BCTC—114 to 157
 - KVCTC—54 to 105
- Composite Financial Index (CFI)
 - Remains as “Poor Financial Health” <1.0
 - Reserves Not Sufficient and Flexible Enough
- HLC Financial Monitoring

Revenues

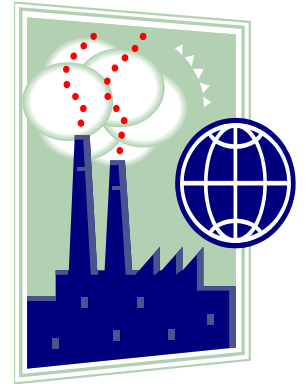
- State Appropriations 2015-2016: **\$7,774,924**—3rd Highest in State
- Funding per ATFE--**\$4,423**—2nd highest in State—Statewide Average is \$3,894
- Tuition/Fees 2015-2016: **\$3,850** (\$112 increase or 3%)

GOAL 3:

COMMUNITY AND INDUSTRY SUCCESS

Workforce Division

- Grants Written: 17 for \$1.7 million
- Customized Training: 11 programs
- ATC Meeting Space: 19 entities
- Distinct “New Company” Visits: 25
- New Skill Sets: 5
- Personal Enrichment: 37 sessions; 460 participants



Community Outreach

– Outreach Events

- STEAM Academy
- First Lego Robotics League
- Introduce a Girl to Engineering Day
- WV Bridge Design
- Destination Imagination
- Tours, Tours, Tours



– Roads Scholar Programs/Trips

– AARP 50+ Program

More . . .

- Free Dental Clinic Service
- Professional Development Hours (PDH)
 - Civil, Dental Hygiene
- Junior Nurse Academy
- Mock Trial Competitions
- Phi Beta Lambda State Conference
- College Transition/EDGE Courses
- Mock Disaster Drills

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: **Fiscal Year 2015-16 Budget**

RECOMMENDED RESOLUTION: *Resolved*, That the BridgeValley Community & Technical College Board of Governors approves the operating budget for fiscal year 2015-16.

STAFF MEMBER: Dr. Pat Hunt

BACKGROUND:

One of the duties of the Board of Governors prescribed in West Virginia Code **§18B-2A-4** is to either assume or delegate to the President control of the business affairs. While the Board of Governors (Board) for BridgeValley Community and Technical College approved this delegation to the President; approval of the operating budget is requested. One of the reasons for requesting approval is that the WV Council for Community and Technical College Education will review and approve all community and technical college budgets at their June 11th meeting.

This year's budget, similar to previous fiscal years' budgets, reflects funding 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 any grant revenue or expenses as these fluctuate widely depending upon how many grants the College receives in a given year. This complete financial information is instead presented in the audited financials that the Board reviews and approves later in the fiscal year.

This year a slightly different format includes a third column for where the College is YTD through the first ten months of the year as of April 30, 2015.

What follows is a conservative budget based upon the following assumptions:

- State appropriations reflect the .71% decrease of \$55,103.
- Tuition and Fees revenue is conservatively projected with revenue projections slightly above those budgeted for fiscal year 2014-15. While actual enrollment was down for FY 2014-15, we anticipate with tuition increases and enrollment growth restoring to prior fiscal years' enrollment, this budget is conservative.

- Other Operating Revenue is the indirect funds available through the Bridging the Gap grant.
- Payroll is conservatively budgeted and each vacant position will be carefully considered until the College knows how fall enrollment is. A surplus remains allowing for unknowns and funding for faculty equity in the fall.
- Non-payroll expenses reflect reductions in many departmental budgets and may be reallocated after review over the summer. However we anticipate keeping the total non-payroll expenses the same as what the Board is asked to approve today. The largest expenses, Tech Park leases and other fixed capital debt and expenses are based upon the assumption of no change over fiscal year 2014-15. College staff are actively negotiating these contracts and/or leases to ensure these amounts do remain the same.
- Fund balances are expected to grow and we intentionally reflected a surplus budget to allow for this growth. Comparing where the College was (third column of the report) as of April 30, 2015, the Board will note that there were significant unpaid items due to either lease negotiations with Tech Park or timing of when some of these items are paid during the year. The largest amounts are as follows:
 - \$2,185,651 - May and June payroll
 - \$1,180,596 - Tech Park
 - \$152,638 - Telephony May annual lease / purchase payment
 - \$68,817 - WVU Tech service agreement and WVSU 4th quarter payment

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
Proposed Fiscal Year 2016 Budget

	FY 2016 Proposed Budget		FY 2015 Approved Budget		FY 2015 YTD Actual as of 4.30.15	
	Annual Amount	%	Annual Amount	%	Amount	% of Budget
General Revenue & Tuition and Fees Budget						
Total Projected Funds Available:						
General Appropriations	\$ 7,719,911	53.7%	\$ 7,774,924	55.2%	\$7,774,924	100.00%
E&G Tuition and Fees	5,384,052	37.5%	5,250,000	37.3%	4,800,798	91.44%
Auxiliary Tuition and Fees	258,364	1.8%	258,000	1.8%	225,455	87.39%
Capital Tuition and Fees	807,584	5.6%	792,000	5.6%	718,387	90.71%
Other Operating Revenue	200,000	1.4%	0	0.0%	0	0.00%
Total Available Funds	\$ 14,369,911	100.0%	\$ 14,074,924	100.0%	\$ 13,519,564	96.05%
 Expenses:						
Payroll						
Salaries	\$ 8,185,681	83.6%	\$ 8,460,444	81.2%	\$6,905,679	81.62%
Benefits	1,906,600	19.5%	1,958,664	18.8%	1,685,167	86.04%
<i>Total Salaries and Benefits</i>	<i>\$ 9,792,281</i>	<i>69.4%</i>	<i>\$ 10,419,108</i>	<i>69.3%</i>	<i>\$ 8,590,846</i>	<i>82.45%</i>
 Non-Payroll - Current Year						
Institutional Support	\$550,000	12.7%	\$552,384	11.9%	620,729	112.37%
Academic Affairs	650,000	15.0%	806,310	17.4%	541,295	67.13%
Student Affairs	125,000	2.9%	120,300	2.6%	129,174	107.38%
Financial Affairs & General College						
Obligations	385,000	8.9%	438,605	9.5%	338,293	77.13%
Payment of Capital Debt & Leases	1,864,127	43.2%	1,887,402	40.8%	611,255	32.39%
Capital Projects	45,000	1.0%	50,000	1.1%	71,964	143.93%
Safety & Facilities	700,000	16.2%	770,000	16.6%	695,965	90.39%
<i>Total Non-Payroll Expenses</i>	<i>\$4,319,127</i>	<i>30.6%</i>	<i>\$4,625,001</i>	<i>30.7%</i>	<i>\$ 3,008,675</i>	<i>65.05%</i>
Total Expenses	\$ 14,111,408	100.0%	\$ 15,044,109	100.0%	\$ 11,599,521	77.10%
 Increase / Decrease in Net Assets	\$ 258,503		\$ (969,185)		\$ 1,920,043	
 Prior Year Expenses Paid in FY 2015			\$ 790,282		\$ 790,282	
 Beginning Fund Balances	\$ 550,000		\$ 3,030,955		\$3,030,955	
 Ending Fund Balances	\$ 808,503		\$ 1,271,488		\$ 4,160,716	

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: **Fiscal Year 2015-16 Capital Projects**

RECOMMENDED RESOLUTION: *Resolved,* That the BridgeValley Community & Technical College Board of Governors approves the planned major capital projects for fiscal year 2015-16.

STAFF MEMBER: Dr. Pat Hunt

BACKGROUND:

One of the duties and responsibilities of the BridgeValley Board of Governors (Board) is to approve major capital projects for BridgeValley Community and Technical College (College). Recently the West Virginia Council for Community and Technical College Education (Council) received legislative approval for the legislative rule, Series 12, Capital Project Management which can be found at the following link:
http://www.wvctcs.org/images/Series_12_Capital_Project_Management_4_3_15.pdf

Among other things, this new rule requires the Board to adopt a new Board rule to be in compliance. College staff will draft such a policy to send to the Board's Rules Committee for their use in taking to the next full Board meeting for approval. There is, however, the need to report to the Council by June 30th any projects, which will exceed \$100,000 and be less than \$1 million that the College plans to undertake for the next fiscal year. College staff recently worked with Council staff to reconcile remaining construction funds held by Council that will enable the College to address renovations of Westmoreland. These renovations are necessary to bring the building up to code compliance.

The College received an estimate from ZMM dated October 9, 2013. Attached is ZMM's original estimate. College staff estimates that the updated cost for these renovations will be at least 10% higher and anticipates the cost to be closer to \$250,000.

Construction Cost Estimate - Conceptual Design

ADA Renovations to Westmoreland Hall
 Bridgmont Community and Technical College
 Montgomery, West Virginia
 9-Oct-13

SITework / EXTERIOR ENCLOSURE	Quantity	Units	Unit Cost	Cost
Demolition	1	Allow	\$ 5,000.00	\$5,000.00
Concrete Paving (Front & Rear Sidewalks)	225	SF	\$ 6.00	\$1,350.00
Landscaping	1	Allow	\$ 500.00	\$500.00
HM Insul. Doors + Frame + Elect Hdwr	4	EA	\$ 3,000.00	\$12,000.00
Patch & Repair Metal Bldg at Doors	1	Allow	\$ 5,000.00	\$5,000.00
New Railing on Exterior Exit Stairs	120	LF	\$ 40.00	\$4,800.00
Waterproof North Entrance Slab	1	Allow	\$ 300.00	\$300.00
SUB-TOTAL				\$28,950.00
INTERIOR	Quantity	Units	Unit Cost	Cost
Demolition	1	Allow	\$ 20,000.00	\$20,000.00
Rework Restrooms on Lower Level	150	SF	\$ 250.00	\$37,500.00
Rework Restrooms on Upper Level	230	SF	\$ 250.00	\$57,500.00
New Railing on Interior Exit Stairs	40	LF	\$ 40.00	\$1,600.00
Rebuild Wall - Top of Interior Stairs	100	SF	\$ 12.00	\$1,200.00
Relocate Doors - Top of Interior Stairs	2	EA	\$ 750.00	\$1,500.00
Patch & Repair Interior Finishes	1	Allow	\$ 3,000.00	\$3,000.00
High / Low Drinking Fountain	2	EA	\$ 1,600.00	\$3,200.00
SUB-TOTAL				\$125,500.00
ELECTRICAL	Quantity	Units	Unit Cost	Cost
Relocate Electrical Feeder	1	Allow	\$ 5,000.00	\$5,000.00
Relocate Fire Alarm Annunciator Panel	1	Allow	\$ 1,000.00	\$1,000.00
SUB-TOTAL				\$6,000.00
TOTAL DIRECT COSTS				\$160,450.00
G. C. Overhead & Profit @ 25%				+ \$40,112.50
SUB-TOTAL				\$200,562.50
Design Contingency @ 10%				+ \$20,056.25
TOTAL CONSTRUCTION COST ESTIMATE				\$220,618.75

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: **Constituent Governance Update**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Jo Harris

BACKGROUND:

The following officers were elected to the Senate:

- **Chair**—Amanda McClellan
- **Vice Chair**—Christine Roth
- **Scribe**—Jason Spencer
- **Advisory Council of Faculty Representative**—Mike Ditchen
- **Board of Governors Representative**—Judy Whipkey
- **Montgomery Representative**—Rich Hall
- **South Charleston Representative**—Lori Tate
- **Health Division Representatives**—Laura Grimm, Liesa Kyer, John Blount
- **Business and Legal Division Representatives**—Jeff Finch, Allen Montgomery, Angie Bird
- **Technology Division Representatives**—Melissa Thompson, Amanda McClellan, Jason Spencer
- **General Education Division Representatives**—Karen McNeer, Chuck Pomeroy, Christine Roth

The following individuals were elected to serve on the BridgeValley Classified Staff Council:

- **Chair**—Carla Blankenbuehler
- **Vice Chair**—Natalie Price
- **Secretary**—Paige Brogan
- **Treasurer**—Crystal Hudnall
- **Advisory Council of Classified Employees Representative**—Lindsay Silbernagel
- **Board of Governors Representative**—Michelle Wicks
- **Administrative/Managerial Sector Representative**—Tammy Bibbee, Michelle Wicks
- **Secretarial/Clerical Sector Representatives**—Paige Brogan, Krista Thornton
- **Plant/Maintenance Sector Representatives**—David Brick, Ed Kennedy
- **Professional/Non-teaching Sector Representatives**—Jodi Johnston, Bonnie Edwards
- **Technical/Professional Sector Representatives**—Carl Fuller, Armon Millner

The following students were elected to serve on the BridgeValley Student Government Association:

- **President**—Rachel Harper
- **Vice President, MC**—Adam Bowen
- **Vice President, SC**—Cody Boggs
- **Secretary**—Cindy Kline
- **Treasurer**—Phoenix Bush

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

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

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Jo Harris

BACKGROUND:

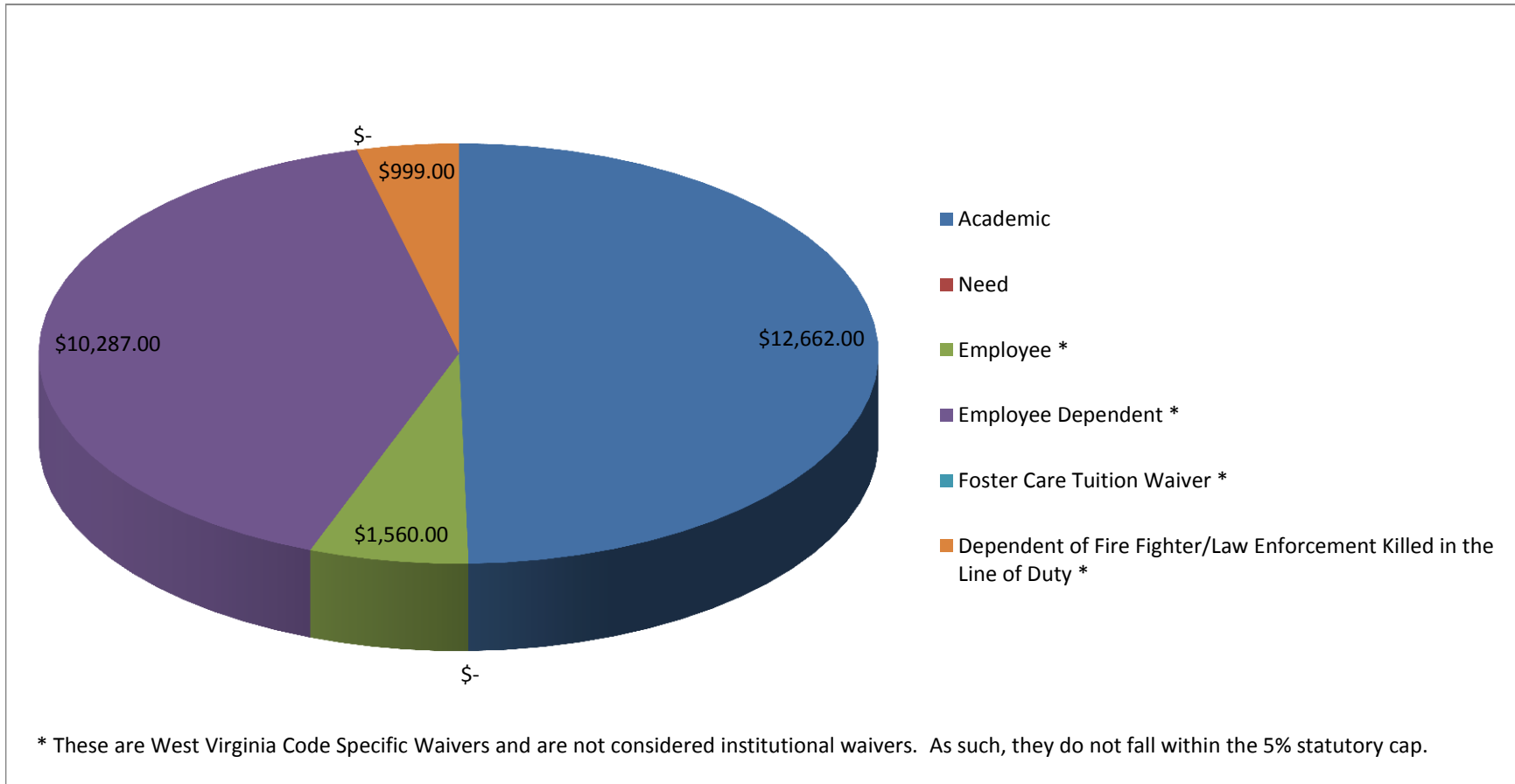
As permitted by WV Code 18B-10-6A, institutions may grant student tuition and fee waivers not to exceed 5 percent of full-time equivalent students (FTE) registered the previous fall semester.

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 2014-2015, in compliance with this statute.

**2014-2015 Tuition Waivers
as of June 1, 2015**

Type	Total Paid	Number of Students Paid
Academic	\$ 12,662.00	6
Need	\$ -	0
Employee *	\$ 1,560.00	2
Employee Dependent *	\$ 10,287.00	7
Foster Care Tuition Waiver *	\$ -	0
Dependent of Fire Fighter/Law Enforcement Killed in the Line of Duty *	\$ 999.00	1
Totals	\$ 25,508.00	16



Note: With the merger the tuition waiver policy had to be updated (new policy effective date was 10/24/14). We also had to develop new applications based on the updated policy. This is the reason not as many waivers were awarded for this school year.

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: **Program Review**

RECOMMENDED RESOLUTION: *Resolved,* That the BridgeValley Community and Technical College Board of Governors approves the program review reports for the A.S. in Dental Hygiene and Respiratory Therapy and the A.A.S. in Veterinary Technology.

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

Each program in the WV Community and Technical College System is reviewed for viability every five years. Attached for Board review is a table with the summary recommendations and summary reports for the above programs. The recommendations for the programs are summarized on the next page. The recommendation of the BOG will be presented to the West Virginia Council for Community and Technical College Education.

Degree /Emphasis Area	Recommendation
A.S. Dental Hygiene	Continue program at current level. Recent accreditation visit listed no findings; current passage rate for class of 2015 National Boards 100%.
A.S. Respiratory Therapy	<p>1) Reevaluate the contractual agreement between Carver Career Center and BridgeValley to bring the contractual model in line with Senate Bill No. 426 (Passed March 10, 2012; in effect from passage) sections 18B-3B-3 (a)(6)- “administer student financial aid, including coordinating and administering veterans’ educational benefits” (7) “charge and collect the college’s tuition and fees” (8) Pay the career and technical center for technical faculty time.</p> <p>2) Assess the viability of continuance for the Respiratory Therapy Program. A final decision is needed during the fall of 2015 or early spring of 2016, prior to admission selections for the 2016-17 academic year.</p>
A.A.S. Veterinary Technology	<p>1) Monitor progress in resolving critical deficiencies as outline in the AVMA final report as they relate to building and/or renovation facilities to meet established guidelines.</p> <p>2) Reevaluate the contractual agreement between Carver Career Center and BridgeValley to bring the contractual model in line with Senate Bill No. 426 (Passed March 10, 2012; in effect from passage) sections 18B-3B-3 (a)(6)- “administer student financial aid, including coordinating and administering veterans’ educational benefits” (7) “charge and collect the college’s tuition and fees” (8) Pay the career and technical center for technical faculty time.</p> <p>3) Assess the viability of continuance for the Respiratory Therapy Program. A final decision is needed during the fall of 2015 or early spring of 2016, prior to admission selections for the 2016-17 academic year.</p>

BridgeValley Community and Technical College

Dental Hygiene Program Review

Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	<i>Dental Hygiene – Associate Degree 72 total credit hours</i>
Synopses of significant findings, including findings of external reviewer(s)	<i>The most recent site visit conducted by the American Dental Association Commission on Dental Accreditation (ADA CODA) resulted in no recommendations.</i>
Plans for program improvement, including timeline	<i>While no recommendations were made from the external review conducted by the ADA CODA, ongoing assessment and program improvement is included in annual planning. No significant issues are being addressed at this time.</i>
Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished	<i>The ADA CODA conducts a comprehensive review of the program on a 7 year cycle. No weaknesses or deficiencies were identified during the most recent evaluation.</i>
Five year trend data on graduates and majors enrolled	<i>This information was reviewed thoroughly by the ADA CODA with no recommendations or concerns. Numbers are also reported and reviewed on an annual basis via the ADA CODA Annual Report of Accredited programs.</i>
Summary of assessment model and how results are used for program improvement	<i>The Dental Hygiene program must develop and adhere to a curriculum management plan as directed by ADA CODA to include assessment of student outcomes, faculty performance and multiple other indicators. Results are documented and action plans prepared for continuous improvement.</i>
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees	<i>This information was reviewed thoroughly by the ADA CODA with no recommendations or concerns. Dental Hygiene graduates are employed in various practice settings as full- and part-time members of the dental team. USA Today recently identified dentistry and dental hygiene as two of the top 15 careers for growth in the US.</i>



August 12, 2013

Dr. Beverly Jo Harris
President
Bridgemont Community and Technical College
619 2nd Avenue
Montgomery, WV 25136

Re: Dental Hygiene Program

Dear President Harris:

At its August 8, 2013 meeting, the Commission on Dental Accreditation (CODA) considered the site visit report on the dental hygiene program sponsored by the Bridgemont Community and Technical College.

On the basis of this review, the Commission adopted a resolution to grant the program the accreditation status of "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested from the program at this time. The next site visit for the program is scheduled for **2020**.

A copy of the Commission's site visit report is enclosed. One copy of this report and the related enclosures have also been sent to the chief administrative officer and program director copied on this letter. The Commission requests that a copy of this report and the related enclosures be forwarded to the chairpersons and appropriate faculty.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting program changes are enclosed.

Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any patient protected health information. If an institution nevertheless provides the Commission and/or Commission site visitors with materials containing patient protected health information (PHI), such materials must be in electronic form and encrypted as outlined by the most recent breach notification regulations related to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

In addition, most states have enacted laws to protect sensitive personally identifiable information ("PII") such as social security numbers, drivers' license numbers, credit card numbers, account numbers, etc. Before sending documents such as faculty CVs to CODA, institutions must fully redact the following PII: social security numbers, credit or debit

President Harris
August 12, 2013
Page 2

card numbers, driver's license numbers or government-issued ID numbers, account numbers, health information, taxpayer ID, and date of birth.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental hygiene is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of "approval without reporting requirements"*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx>.

The Commission wishes to thank you and the faculty and staff for their cooperation during the site visit. If this office can be of any assistance to you, please contact me by telephone, at 1-800-621-8099, extension 2695 or by e-mail, at renfrowp@ada.org.

Sincerely,



Patrice Renfrow, RDH, BS
Manager, Allied Dental Education
Commission on Dental Accreditation

PR/ap

Enclosures: Formal Report of the Site Visit

Sent via e-mail: Formal Report of the Site Visit
CODA Accreditation Status Definitions
Reporting Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

Link to Evaluation and Operational Policies and Procedures
<http://www.ada.org/314.aspx>

Link to Accreditation Standards for Dental Hygiene Education Programs
<http://www.ada.org/115.aspx>

President Harris
August 12, 2013
Page 3

cc: Dr. Kristin Mallory, vice president, Academic and Student Affairs
Dr. Michelle Klenk, department chairperson, Dental Hygiene
Dr. Kent Knoernschild, chair, Commission on Dental Accreditation (CODA)
Dr. Anthony J. Ziebert, senior vice president, Education/Professional Affairs, ADA
Dr. Sherin Toops, director, Commission on Dental Accreditation (CODA)
United States Department of Education
State Boards of Dentistry
Institutional Accreditors

BridgeValley Community and Technical College

____March 2015____Program Review

Summary

Summary Findings	Reviewer Comments																																																
Name and Degree level of Program; Number of Hours required for graduation	Respiratory Therapy, Associate of science; 66 hours (25 Gen Ed and 41 Program Specific) required for graduation.																																																
Synopses of significant findings, including findings of external reviewer(s)	No Citations issued by CoARC																																																
Plans for program improvement, including timeline	No Action Plan Necessary – Continue to Monitor Note: The program has recently made adjustments to the credit hours which allowed the addition of microbiology, math for health care, and life span development to the program. These changes were implemented during the 2013-2014 academic year.																																																
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Five year trend data on graduates and majors enrolled	<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>*# Grads</td> <td>14</td> <td>20</td> <td>11</td> <td>17</td> <td>20</td> </tr> </tbody> </table> <p>*Information from SharePoint – Bridgemont</p> <p>The percent attrition between 2011-2013 was below the CoARC 40% threshold.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Total Enrolled</th> <th>**# Grads</th> <th>Non-academic Attrition</th> <th>Academic Attrition</th> <th>% Attrition</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>21</td> <td>18</td> <td>1</td> <td>2</td> <td>14.3%</td> </tr> <tr> <td>2010</td> <td>22</td> <td>12</td> <td>6</td> <td>4</td> <td>45.5%</td> </tr> <tr> <td>2011</td> <td>17</td> <td>15</td> <td>0</td> <td>1</td> <td>5.9%</td> </tr> <tr> <td>2012</td> <td>26</td> <td>15</td> <td>3</td> <td>2</td> <td>19.2%</td> </tr> <tr> <td>2013</td> <td>17</td> <td>17</td> <td>0</td> <td>0</td> <td>0%</td> </tr> </tbody> </table> <p>** Information from 2014 CoARC Annual Report</p>		2010	2011	2012	2013	2014	*# Grads	14	20	11	17	20		Total Enrolled	**# Grads	Non-academic Attrition	Academic Attrition	% Attrition	2009	21	18	1	2	14.3%	2010	22	12	6	4	45.5%	2011	17	15	0	1	5.9%	2012	26	15	3	2	19.2%	2013	17	17	0	0	0%
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<p>Summary of assessment model and how results are used for program improvement</p>	<p>The national board examination pass rates consistently exceed the standards set forth by the Committee on Accreditation for Respiratory Care Education (CoARC). The threshold for CRT credentialing success is 80% of the total number of graduates obtaining CRT credential (3-year average). According to the CoARC Annual Report, 89.9% of students between 2011-2013 passed the CRT examination.</p> <p>Exceeds threshold. No plan of action necessary. Continue to onitor.</p> <table border="1"> <thead> <tr> <th></th> <th>CRT Exam</th> <th>CSE Exam</th> <th>WRRT Exam</th> </tr> <tr> <th>Year</th> <th>*1st Time & Repeat%</th> <th>1st Time/Repeat%</th> <th>1st Time/Repeat%</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>83.3; 16.7 (100%) (18)</td> <td>33.3; 46.7 (80.0%) (15)</td> <td>62.5; 18.8 (81.2%) (16)</td> </tr> <tr> <td>2010</td> <td>78.6; 21.4 (100%) (14)</td> <td>45.5; 45.5 (90.9%) (11)</td> <td>72.7; 18.2 (90.9%) (11)</td> </tr> <tr> <td>2011</td> <td>80.0; 20.0 (100%) (20)</td> <td>46.2; 46.2 (92.3%) (13)</td> <td>46.2; 46.2 (92.3%) (13)</td> </tr> <tr> <td>2012</td> <td>83.3;8.3 (91.7%) (12)</td> <td>37.5; 50.0 (87.5%) (8)</td> <td>44.4; 44.4 (88.9%) (9)</td> </tr> <tr> <td>2013</td> <td>50.0; 35.7 (85.7%) (14)</td> <td>20.0; 30.0 (50.0%) (10)</td> <td>45.5; 0.0 (45.5%) (11)</td> </tr> <tr> <td>2014</td> <td>90.0; 5.0 (95.0%)(20)</td> <td>53.8; 30.8 (84.6%) (13)</td> <td>69.2; 15.4 (84.6%) (13)</td> </tr> </tbody> </table> <p>*1st time pass %; Repeaters pass % (total pass %)(Graduates Tested) CRT = Certified Respiratory Therapy CSE = Clinical Simulation Exam WRRT = Written Registered Respiratory Therapist Note- No accreditation actions will be taken based on RRT credentialing success</p>		CRT Exam	CSE Exam	WRRT Exam	Year	*1 st Time & Repeat%	1 st Time/Repeat%	1 st Time/Repeat%	2009	83.3; 16.7 (100%) (18)	33.3; 46.7 (80.0%) (15)	62.5; 18.8 (81.2%) (16)	2010	78.6; 21.4 (100%) (14)	45.5; 45.5 (90.9%) (11)	72.7; 18.2 (90.9%) (11)	2011	80.0; 20.0 (100%) (20)	46.2; 46.2 (92.3%) (13)	46.2; 46.2 (92.3%) (13)	2012	83.3;8.3 (91.7%) (12)	37.5; 50.0 (87.5%) (8)	44.4; 44.4 (88.9%) (9)	2013	50.0; 35.7 (85.7%) (14)	20.0; 30.0 (50.0%) (10)	45.5; 0.0 (45.5%) (11)	2014	90.0; 5.0 (95.0%)(20)	53.8; 30.8 (84.6%) (13)	69.2; 15.4 (84.6%) (13)
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<p>Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees</p>	<p>The percent of graduates which attained employment between 2011-2013 is 77.1%. Three of the graduates have not actively sought employment nor the credential in the field. Two decided not to practice as therapists and one continued education in the nursing field. Of those seeking employment, only one has not been able to secure employment in the field from the cohort.</p>																																

Recommendation(s):

1. Reevaluate the contractual agreement between Carver Career Center and BridgeValley to bring the contractual model in line with Senate Bill No. 436 (Passed March 10, 2012; in effect from passage) sections:

§ 18B-3B-3- (a) (6) – “... administer student financial aid, including coordinating and administering veterans’ educational benefits;”

§ 18B-3B-3- (a) (7) – “Charge and collect the college’s tuition and fees”

§ 18B-3B-3- (a) (8) – Pay the career and technical center for technical faculty time.

2. Assess the viability of continuance for the Respiratory Therapy Program. A final decision is needed during the fall of 2015 or early spring of 2016, prior to admission selections for the 2016-2017 academic year.



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

November 21, 2014

Kristin Mallory, EdD, President
BridgeValley Community & Tech College
Respiratory Care Program
619 2nd Ave
Montgomery, WV 25136

RE: Program Number 200430

Dear Dr. Mallory:

At its November 2014 meeting, the Commission on Accreditation for Respiratory Care (CoARC) voted to award **Continuing Accreditation** to the AS Degree Respiratory Care Program at BridgeValley Community & Technical College located in Charleston, WV.

The recent accreditation review conducted by CoARC recognizes the Program's compliance with the nationally established accreditation Standards. The next comprehensive evaluation of the Program, including an on-site review, is scheduled to occur no later than **2024**.

In addition to the comprehensive evaluation, CoARC regularly monitors the Program's compliance with established outcomes assessment thresholds (Standard 3.13) through the Annual Report of Current Status submitted annually by the Program as well as other documentation that may be requested. The next Annual Report of Current Status is due by July 1, 2015.

Based on the 2014 RCS, BridgeValley Community & Technical College currently meets its approved maximum annual enrollment of **25** students per calendar year or less. According to the CoARC Policy 9.10, the program has the flexibility to adjust its maximum annual enrollment of **25** students per calendar year by allowing **3** additional students to be enrolled per calendar year. In the future, if the program is eligible and wishes to exceed their maximum annual enrollment, a Request for Substantive Change (available at www.coarc.com) must be submitted to the CoARC Executive Office and approved prior to the implementation of this change.

The Commission commends you and your colleagues for your commitment to continuous quality improvement in education, as demonstrated by your participation in programmatic accreditation.

Sincerely,

Thomas R. Smalling, PhD, RRT, RPFT, RPSGT, FAARC
Executive Director

cc: Philip Calvert, MA, Dean
Donna Peters, MS, RRT, Program Director
Allen Gustin, Jr., MD, FCCP, Referee (Emailed)

BridgeValley Community and Technical College

____March 2015____Program Review

Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	<p>Veterinary Technology:</p> <p>The 65 semester credit-hour curriculum leads to an Associate of Applied Science degree. Students complete a 450-hour externship. The primary focus of the curriculum is companion animal medicine.</p>
Synopses of significant findings, including findings of external reviewer(s)	<p>Following deliberation and review of the Report of Evaluation from the March 26-28, 2014 site visit and material submitted in response to the final draft Report of Evaluation, the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) placed the Carver Career Center and the BridgeValley Community and Technical College veterinary technology program on probationary accreditation effective November 9, 2014.</p> <p>The Committee action was based on the determination that the following Standards are not substantially met as found in the <i>Accreditation Policies and Procedures of the AVMA CVTEA, July 2014</i></p> <ol style="list-style-type: none"> 1. Standard 4 Physical Facilities and Equipment (4a, 4b, 4d, 4e) 2. Standard 5 Resources for Clinical Instruction (5a, 5b) 3. Standard 10 Curriculum (10e)
Plans for program improvement, including timeline	<p>The following information was included in a follow-up report submitted to the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) Interim Report Spring 2015 Submitted: February, 2015</p> <p>Critical Deficiencies</p> <ol style="list-style-type: none"> 1. Program facilities emulate a contemporary veterinary facility with respect to: <ol style="list-style-type: none"> a) general layout of the veterinary technology laboratory; There has been some progress on the building project. See Critical Deficiency 2 for more information. c) distance of surgical prep area to the surgery room; The program has purchases the 3 panel screens and has them in place during any lab time when a prey-predator interaction could occur. The Agri/Science program this year also has a small number of animals, and many of the cages are moved to the adjacent classroom during the veterinary technology lab sessions.

d) inclusion of a shared animal-holding area within a clinical area; The temporary fix for this problem is to use the movable panel dividers to separate the Agri/Science animals from the veterinary technology animals. They are put into place when there is a potential for a prey-predator interaction. The panels will be used until a permanent laboratory space is built. See Appendix 1 for photos of the 3 panel screens in place.

2. The building project be completed as planned to provide facilities more suitable to Program needs. (4a, 4b)

The program has developed a temporary solution to the prey-predator problem as discussed in deficiency 1. The program's laboratory animals such as mice, rats, etc. were kept in a classroom that is separate from the actual laboratory space to minimize the prey-predator situation. The West Virginia State Department has allocated all the funding for the building project, and an account has been set up for the work. NVisions Architects have been retained and are under contract with the KCS Board. The previous plan that was in place was to build a new area for the Veterinary Technology program, this has changed. The new building that will be built, in the area of the old greenhouse, will belong to the Agri/Science program. The Veterinary Technology program will receive both the Agri/Science existing classroom and laboratory space. After speaking with all parties involved Mr. Calvert, Carver's principal, decided that it would be counterproductive to move the existing surgery and radiology rooms and so it would be logical for Agri/Science to move into the new space. The existing laboratory space will have some modifications made to it as well to benefit the veterinary technology program. This space already contains a surgery suite, radiology room, and processing room. The Agri/Science instructor's office space will become space used for mice, rats etc., as well as storage for the program, and the existing bathroom area will be renovated to become a cat room. A room will be added in the main lab area to contain dog cages and runs. Charles Wilson, Executive Director of Facilities Planning/Construction, was at Carver with the architect approximately three weeks ago. The architect is preparing the first plan for the project and then all parties involved will review the initial plan.

3. Animal housing be in compliance with United States Department of Agriculture (USDA) Animal Welfare Act (AWA) regulations with respect to appropriate segregation of animal species to prevent predator-prey interaction and potential disease transmission. (4d, 5b)

Until a new laboratory space can be built the program has developed a temporary solution to the problem and those have been discussed in both 1 and 2. See Appendix 1 for photos.

	<p>4. The Program be compliant with Occupational Safety and Health Administration (OSHA) and other safety considerations with respect to:</p> <p>c) lack of appropriate personal protective equipment in the parasitology lab;</p> <p>A wall mounted face shield center and laboratory coat rack has been placed in the Health Occupation laboratory where the veterinary technology students perform microscope labs during both Parasitology and Pathology courses. See Appendix 2 for photos of these two additions.</p> <p>6. Protocols for animal use within the Program include maximums for total usage per period of time and a separate animal-use log be kept. (5a)</p> <p>The program developed a general “umbrella” Maximum Injections Protocol to cover all species that are used in the Veterinary technology program. Carver’s USDA inspector approved the “umbrella” protocol before it was taken to the IACUC for approval. The IACUC approved the protocol on September 9, 2014. See Appendix 3 for a copy of the signed protocol.</p> <p>7. Students complete all essential skills. (10e) Students were not completing the skill of developing radiology films. See Appendix 4 for a completed student’s check off sheet.</p> <p>Major Deficiencies</p> <p>1. The Program have adequate space for storage within the clinical area. (4h) The amount of storage area will be greatly increased once the new building project has been completed.</p> <p>3. The institution continue to pursue increased compensation for part-time veterinarians. (9f) Currently the veterinarians are still being paid according to the county wide pay-scale for adjunct employees. Carver is still working on ways to increase their pay. The veterinarians are being compensated for any prep work that they do while they are not physically at Carver to help offset the lower hourly pay. The Veterinary Technology program uses funds to pay for their NAVTA and AVTE memberships as well as conference registration fees for the AVTE conference.</p>
<p>Identification of weaknesses or deficiencies from the previous review and the</p>	<p>Critical and major recommendations from the previous evaluation that deal with clinical and animal-holding facilities have not been addressed. It is currently planned that the old greenhouse site that is adjacent to the veterinary technology lab will be used to build a</p>

status of improvements implemented or accomplished

structure for a new veterinary technology lab and animal-holding facility. A new greenhouse will soon be completed which will allow the old greenhouse site to be abandoned and ready for renovation or full construction. Various sources of funding may be available for this project and some of the construction can be completed internally. A commitment for at least partial funding through the Kanawha County School Board has been delayed due to budgetary issues.

The major recommendation regarding compensation for part-time veterinarians has been minimally addressed in that an additional hour per day for out-of-class work can be submitted for compensation. Carver has no control over the pay rate as this is established school-wide policy.

Five year trend data on graduates and majors enrolled

Graduation Year	Number of Students Enrolled	Number of Students Lost First Year	Number of Students Lost Second Year	Total Number of St. Lost Before Graduation	Total Number of Graduates	Attrition Rate
2010	4	0	0	0	4	0%
2011	9	2	2	4	5	44%
2012	10	1	+1	0	10	0%
2013	16	5	0	5	11	31%
2014	14	3	0	3	11	21%

Program Graduates for the past **four years**

Year	2009	2010	2011	2012	2013
# graduates	9	4	5	10	11

Summary of assessment model and how results are used for program improvement

Improvements have occurred through formal and informal processes which to this point have primarily involved evaluations of preceptors, graduate and employer surveys, Program Advisory Committee input, and faculty review of Veterinary Technician National Examination (VTNE) domain scores. In response to low VTNE scores the capstone course was added to provide greater student preparation for the exam. Also, VTNE preparation has been incorporated throughout the curriculum with the routine inclusion of practice exams/questions. These measures have contributed to higher VTNE scores.

The impact of curriculum changes mentioned previously such as addition of a medical math course, the change to animal-based anatomy and physiology, and changing medical terminology

	from on-line to an in-class course will not be measurable until the next VTNE test date.																																																	
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)	<table border="1"> <thead> <tr> <th>Graduation Year</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td># Graduates</td> <td>9</td> <td>4</td> <td>5</td> <td>10</td> <td>11</td> <td>11</td> </tr> <tr> <td>In Field</td> <td>8</td> <td>4</td> <td>5</td> <td>9</td> <td>11</td> <td>10</td> </tr> <tr> <td>Out of Field</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Unable to work</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Seeking work</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Placement Rate</td> <td>88.8%</td> <td>100%</td> <td>100%</td> <td>90%</td> <td>100%</td> <td>91%</td> </tr> </tbody> </table>	Graduation Year	2009	2010	2011	2012	2013	2014	# Graduates	9	4	5	10	11	11	In Field	8	4	5	9	11	10	Out of Field	0	0	0	1	0	0	Unable to work	1	0	0	0	0	0	Seeking work	0	0	0	0	0	1	Placement Rate	88.8%	100%	100%	90%	100%	91%
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Recommendation(s):

1. Monitor progress in resolving critical deficiencies as outlined in the AVMA final report as they relate to building and or renovating facilities to meet established guidelines.

2. Reevaluate the contractual agreement between Carver Career Center and BridgeValley to bring the contractual model in line with Senate Bill No. 436 (Passed March 10, 2012; in effect from passage) sections:

§ 18B-3B-3- (a) (6) - “ ... administer student financial aid, including coordinating and administering veterans’ educational benefits;”

§ 18B-3B-3- (a) (7) - “Charge and collect the college’s tuition and fees”

§ 18B-3B-3- (a) (8) - Pay the career and technical center for technical faculty time.

3. Assess the viability of continuance for the Veterinary Technology Program. A final decision is needed during the fall of 2015 or early spring of 2016, prior to admission selections for the 2016-2017 academic year.



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November 10, 2014

Ms. Dawn DeMoss, RVT
Carver Career Center and the BridgeValley Community and Technical College
Veterinary Technology Program
4799 Midland Drive
Charleston, WV 25306

Dear Ms. DeMoss:

Following deliberation and review of the Report of Evaluation from the March 26-28, 2014 site visit and material submitted in response to the final draft Report of Evaluation, the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) placed the Carver Career Center and the BridgeValley Community and Technical College veterinary technology program on probationary accreditation effective November 9, 2014.

The Committee action was based on the determination that the following Standards are not substantially met as found in the *Accreditation Policies and Procedures of the AVMA CVTEA, July 2014*

www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-standards.aspx:

1. Standard 4 Physical Facilities and Equipment (4a, 4b, 4d, 4e)
2. Standard 5 Resources for Clinical Instruction (5a, 5b)
3. Standard 10 Curriculum (10e)

A final copy of the report of evaluation is included and a copy will be sent to college administration as indicated in the near future. Please note that the Committee amended the verbiage in critical 6 by removing "separate animal use log be kept" and making that a recommendation.

Attached is a summary of critical and major deficiencies. The Committee considered the post site visit response to the critical and major deficiencies in its accreditation decision; however, information received after the May 20, 2014 deadline is not eligible for consideration until the next reporting cycle. After consideration of the allowable documentation provided, the Committee has determined that continued reporting is required on the following deficiencies:

Critical deficiency(ies): 1, 2, 3, 4, 6, 7

Major deficiency(ies): 1, 3

Your program is on an annual reporting schedule; however, the Committee has requested an interim report due spring 2015 (February 27, 2015) to address the above deficiencies. The next annual report will be due fall 2015 (September 11, 2015).

Programs have the right to appeal adverse accreditation decisions. The appeal procedure may be found in Section IX of the July 2014 *Accreditation Policies and Procedures of the AVMA CVTEA* (see <https://www.avma.org/ProfessionalDevelopment/Education/Accreditation/Programs/Pages/cvtea-pp-operating-procedures.aspx>) and a copy of the appeal procedure is enclosed.

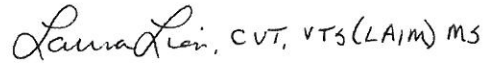
Graduates of a program with probationary accreditation are graduates of an accredited program. Programs may remain on probationary accreditation for a maximum of two years (fall 2016). Failure to substantially meet the Standards of Accreditation by the end of the two year probationary period may result in accreditation withdrawn. It is the Committee's goal to help the program return to full accreditation status. The next full accreditation site visit is scheduled for 2019.

On behalf of the evaluation committee, thank you for the courtesy and hospitality shown during the site visit. If you have any questions, or if we may be of assistance in the preparation of your next report, please do not hesitate to contact us at 800-248-2862 or Ms. Julie Horvath (jhorvath@avma.org; ext. 6624).

Sincerely,



Rachel A. Valentine, RVT, BS
Assistant Director
rvalentine@avma.org; ext. 6676



Laura Lien, CVT, VTS (LAIM), MS
Assistant Director
llien@avma.org; ext. 6609

AVMA Center for Veterinary Medical Accreditation

RAV/LLL/jah

cc: Mr. Phil Calvert, Principal-Carver Career Center
Dr. Beverly Jo Harris, Chief Executive-BridgeValley Community & Technical College

Carver Career Center ROE 2014		(Office use only)
<p>CRITICAL DEFICIENCY (IES) Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for reduction of the program's accreditation status.</p> <p>It is critical that:</p>		<p>Is the Deficiency met with no further reporting required or unmet with continued reporting required? (comments); date</p>
1.	Program facilities emulate a contemporary veterinary facility with respect to: a) general layout of the veterinary technology laboratory; b) excess equipment and materials stored in the surgery room; c) distance of surgical prep area to the surgery room; d) inclusion of a shared animal-holding area within a clinical area; e) and documentation of quality control procedures of diagnostic laboratory equipment. (4b)	Unmet; provide photographs of the 3 panel screens in use.
2.	The building project be completed as planned to provide facilities more suitable to Program needs. (4a, 4b)	Unmet
3.	Animal housing be in compliance with United States Department of Agriculture (USDA) Animal Welfare Act (AWA) regulations with respect to appropriate segregation of animal species to prevent predator-prey interaction and potential disease transmission. (4d, 5b)	Unmet; provide photographs of the 3 panel screens in use.
4.	The Program be compliant with Occupational Safety and Health Administration (OSHA) and other safety considerations with respect to: a) lack of availability of an eyewash station in the darkroom; b) plumbing of hot water into the eyewash station in the Health Occupations lab; c) lack of appropriate personal protective equipment in the parasitology lab; d) need for documentation of soda lime usage; e) and the surface of the instrument table in surgery room is not impervious and therefore cannot be appropriately sanitized. (4e)	Unmet; provide photographic documentation of the specified personal protective equipment in use.
5.	The Program have a documented aggressive animal policy and a written bite/scratch protocol. (4e)	Met; 11/2014
6.	Protocols for animal use within the Program include maximums for total usage per period of time. (5a)	Unmet; submit copies of completed IACUC protocols to include the maximums for animal usage per period of time.
7.	Students complete all essential skills. (10e)	Unmet; submit one example of a completed student skills assessment with name redacted.

Carver Career Center ROE 2014

MAJOR DEFICIENCY (IES)

Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the program's accreditation status.

It is required that:

(Office use only)

Is the Deficiency met with no further reporting required or unmet with continued reporting required?

(comments); date

1.	The Program have adequate space for storage within the clinical area. (4h)	Unmet
2.	A policy for the management of complaints regarding animal care and use (a.k.a. whistleblower policy) be developed, approved by IACUC, and posted. (5a)	Met; 11/2014
3.	The institution continue to pursue increased compensation for part-time veterinarians. (9f)	Unmet

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: **Post-Audit Reports**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

According to WVCTCS Series 11 and 37, and BOG Policy C-5, new occupational degree programs initiated at BridgeValley Community and Technical College will undergo post-audit review within three years after the date of implementation. The following reports have been submitted for post-audit review and/or follow-up:

Program	Action	Follow-up
AAS Early Childhood Education	Post-Audit report approved by BV Academic Standards Committee; recommend program continuation	Submit to WVCTCS for approval
CAS Simulation and Game Development	Post-Audit report approved by BV Academic Standards Committee; new program requirements have been initiated, recommend program continuation	Submit to WVCTCS for approval

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 12, 2015**

ITEM: Faculty Promotions

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

The following faculty were recommended and approved for promotion as of August 1, 2015:

Faculty	New Rank	Division
Bob Amos	Professor	Technology
Suzette Breeden	Professor	Health
Kelly Grose	Professor	Business and Legal
Rich Hall	Professor	Technology
Deb McDaniel	Professor	Business and Legal
Norm Mortensen	Professor	Technology
Kent Wilson	Professor	Health
Kim Knapp	Associate Professor	Workforce
Megan Lorenz	Associate Professor	Business and Legal
Shahed Mustafa	Associate Professor	Technology
Ron Rogillio	Associate Professor	Technology
Andy Anderson	Assistant Professor	Technology
Angela Bird	Assistant Professor	Business and Legal
Jamie Durant	Assistant Professor	Workforce
Tom Isaacs	Salary Enhancement, Professor	Technology