

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

MARCH 9, 2018

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, March 9, 2018, at 9:00 a.m. at the Advanced Technology Center located at 1201 Science Park Drive, South Charleston, WV.

Board members present: Greg Barker, Barry Crist, Jane Harkins, Shellie Oden, Don Stewart, Kent Wilson, and Daniel Wright. Board members absent: Sally Cline, Tom Dover, and Julia Fournier. Also in attendance were President Eunice Bellinger, Tighe Bullock from Crawford Holdings, Adam Krason from ZMM, and faculty and staff from BridgeValley.

I. Call to Order

Vice Chair Stewart 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

Kent Wilson moved to approve the meeting minutes of November 10, 2017. Shellie Oden seconded the motion. Motion carried.

IV. Administrative Items

a. Westside Project Presentation

Tighe Bullock from Crawford Holdings introduced his team members and presented a roadmap for Charleston's Elk City (West Side). He shared his vision for Elk City, provided photos and data relevant to recent renovations his company has completed, and stated that he feels the old Staats Building would be a prominent space for BridgeValley should they wish to relocate.

In regards to crime statistics on the West Side, Adam Krason from ZMM Architects and Engineers said he doesn't see neighborhood crime as an issue for BridgeValley.

Vice Chair Stewart thanked Tighe and Adam for their efforts. He stated that the Board would consider all factors before moving forward. He asked Pete Soscia to continue holding focus group meetings with the community, faculty, and students.

b. Information Item: Holiday Calendar for 2018-2019

President Bellinger shared the holiday calendar for 2018-2019 as specified by WV Code §18B-26 and BOG Policy, B-4.

c. Information Item: Budget Update

Cathy Aquino presented a budget update as of December 31, 2017. She noted that revenue is on target at 46%; salaries and benefits are on target; and, non-payroll items are below target. She announced that the settlement for the Tech Park was paid in the second quarter and all outstanding invoices have been paid. The facility use agreement is up-to-date.

d. Action Item: Approval of Tuition and Fees

Kent Wilson moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves a \$44 (1%) annual increase for resident tuition and a \$104 (1%) annual increase for non-resident tuition.

FURTHER RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the special fees and program fees as recommended.

Daniel Wright seconded. Motion carried.

V. Reports

a. Student Services and Enrollment Management Report

John Berry, Vice President of Student Services and Enrollment Management, provided a spring-to-spring comparison of enrollment numbers. He noted that we have seen an increase in first-time freshman and transfer students. While enrollment is down, our full-time equivalent (FTE) has risen and continues to do so.

b. Annual Faculty Report

Kent Wilson presented the annual faculty report. He highlighted faculty rank and degrees; division accomplishments (including the recent accreditation of the

Business program and the Medical Laboratory Technology program); upcoming events; articulation agreements; and faculty committee activities.

c. Annual Staff Report

Carla Blankenbuehler, Chair of Classified Staff Council (CSC), presented the annual staff report. She highlighted staff degrees; introduced the officers of the CSC; discussed community service activities; and, announced upcoming professional development activities.

d. President's Report

Michelle Bissell, Chief of Human Resources, provided a legislative update. She noted that the free community college education bill did not pass this year.

President Bellinger announced that she has been working closely with the Higher Education Policy Commission and community leaders to initiate a pilot middle early college high school program for Valley High School students. She also shared the new name of KVC's Montgomery campus—Riverbend in Support of Higher Education. Students should arrive on campus in July for orientation and begin taking classes at BridgeValley in January 2019.

She also provided an update on recent articulation agreement signings, upcoming events, and Montgomery campus initiatives.

VI. Possible Executive Session Under the Authority of WV Code §6-9A-4

The Board did not enter into Executive Session.

VII. Additional Board Action and Comments

None.

VIII. Announcements/Upcoming Events

- a. March 12-17—Spring Break

IX. Next Meeting

Friday, April 6, 2018
9 a.m.
Montgomery Campus

X. Adjournment

There being no further business, the meeting was adjourned.

_____, Jane Harkins, Chair

_____, Sally Cline, Secretary

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF APRIL 6, 2018**

ITEM: **Across the Board Pay Increases for
FY2018-19**

RECOMMENDED RESOLUTION: *Resolved,* That the BridgeValley Community and Technical College Board of Governors approves the following pay increases for fiscal year 2018-19 as an exception to the BOG Salary Policy B13 to allow an across the board pay increase of \$2,160 for any permanent employee hired before January 1, 2018.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

The Budget Bill (SB152/HB4019) provided for a 5% salary enhancement for all WV State employees. The State calculates the amount per employee by using the average of state appropriated salaries. The \$2,160 was determined by the State to be 5% of the average salary. BridgeValley received \$244,595 to fund employees paid from the state appropriation. Special Revenue paid employees must be funded from institutional or grant funds. The pay increase will be effective with the employee's FY 2018-19 start date.

Workforce Activity

Workforce Projects (In The Works)

<i>Workforce CCE (Construction, teleCommunications, Energy) Training Center</i>	<i>ARC POWER grant proposal</i>
BICSi Certification Center (Data and Fiber Optic Installation)	
Horizontal Boring/Drilling	
Expand Utility Line Service to South Charleston and Huntington	
Add Telecom option	
Add Fiber Optic content	
Add Underground component	
CDL	
Heavy Equipment	
Add Commerical HVAC, Energy Management, Building Automation, and Electrical Metering courses and to existing AAS program	
Expand First Year of Process Instrumentatoin, Gas Measurement and Mechatronics to Montgomery	
Contact Center Essentials	Ticketmaster
Millwright Training	Chemours
ABCWV Apprenticeship (multiple trades)	ABCWV
Ethical Hacker/CyberSecurity	DEP
Electrical and Mechanical Training	Kanawha Scales
ISO Internal Auditor	Elementis Specialties

Workforce Contracts

Job Corps	Pharmacy Tech	3-4 classes per year
	C.N.A.	6-7 classes per year
	Dental Assisting	2 classes per year
	College Prep	3 classes per year
	Enrolled in degree programs	18 Active students
DOH	Highway Engineering ET AAS	
WVA Manufacturing	Testing and Apprenticeship training	

Thomas Hospital	LEAN/GreenBelt
Charleston Electrical - IBEW	PLC and Welding training
Medline	Basic Computer Classes
Goodwill	Office Clerk Skillset
Advantage Technology	Sales Training
KISRA	Microsoft Access Training
Core Energy	Natural Gas Measurement Workshop

<u>DOL Apprenticeship Partnerships</u>	
Gestamp Mechatronics	On-going
Gestamp Tool & Die	On-going
Orders Construction Carpentry	Completed 1st group, Jan-Feb 2018
Orders Construction Pipefitting	Targeting 2019 start date
Orders Construction Welding	Targeting 2020 start date

<u>AAS - FlexSchedule</u>	
Instrumentation, Measurement & Control (IMC)	
Process Instrumentation	
Natural Gas Technology	developing 2nd year content
	Meeting to discuss mapping into Gestamp Mechatronics Apprenticeship
Mechatronics	

<u>Learn and Earns (currently 45 Active students)</u>	
Toyota	AMT
Right at Home	Health Sciences
Kureha/Greenwood	IMC: Process Instrumentation
Elemental Specialties	IMC: Process Instrumentation
Dow Chemical	Process Tech - Chemical Operator
CW Wright	Utility Line Service

CW Electric	Utility Line Service
Teays Valley Engineering	IMC: Natural Gas Tech
Mountaineer Gas	IMC: Natural Gas Tech
TransCanada	IMC: Natural Gas Tech
Raptor Energy Systems	IMC: Natural Gas Tech
RL Laughlin	IMC: Natural Gas Tech
Valtronics	IMC: Natural Gas Tech
Brewer & Co	Civil Engineering Tech
WV Office of Tech	IT
Frontier	IT
Fruth	IT
Omni	IT
Kanawah City Elem	IT
Woomer	Accounting

<u>Chemical Operator Workshop Series</u>	
Pump Fundamentals for Operators	March - April 2017
Heat Exchangers, Piping & Valves	July - August 2017
Instrumentation for Operators	January - February 2018
Process Chemistry & Reactor Systems	May 2018
Plant Science/Physics	3rd Quarter

<u>Leadership Workshop Series</u>	May 2018
<u>Professional Engineer Workshop Series</u>	TBA
<u>Intrumentation and Control Tech Workshop Series</u>	TBA
<u>Mechanical Workshop Series</u>	TBA

<u>Workforce Open Enrollment Courses</u>	
FAA Licensed Drone Pilot	April 16
Pipefitting	Summer - Fall 2018
Utility Line Service	April 30; July 16
Home Inspection	May 14; August 13
Pre-Apprenticeship Carpentry	July 9



Workforce ATC Building Usage Sheet

Event Name	Company/Organization	Start Date	End Date	# Attended
Youth Committee Meeting	HECP	5-Jul-17	5-Jul-17	15
ACCE Meeting	ACCE	10-Jul-17	11-Jul-17	25
RESA III Meeting	RESA III	10-Jul-17	14-Jul-17	30
Blackboard Training	Blackboard	10-Jul-17	12-Jul-17	25
304 Geek Lab Meeting	304 Geek Lab	11-Jul-17	16-Feb-18	5
Rockwell Tour	Rockwell	11-Jul-17	11-Jul-17	18
Utility Line Service Open House	Utility Line Service	13-Jul-17	13-Jul-17	TBA
Thomas Memorial Meeting	Thomas Memorial Hospital	21-Jul-17	21-Jul-17	200
ACCE Retreat	ACCE	31-Jul-17	1-Aug-17	25
Mini STEAM Camp	STEAM BVCTC	1-Aug-17	3-Aug-17	35
Erie Insurance Meeting	Erie Insurance Agency	9-Aug-17	9-Aug-17	60
Tech Job Tour	Tech Job Tour	15-Aug-17	15-Aug-17	80
City of So. Chas 100th Anniversary	City of So. Charleston	15-Aug-17	15-Aug-17	100+
Rockwell Private FTVP Training	Rockwell/American Water	22-Aug-17	24-Aug-17	10
TES Organizational Meeting	DOW	23-Aug-17	23-Aug-17	100
DOW Meeting	DOW	24-Aug-17	24-Aug-17	40
BOG Meeting	Board of Governors	25-Aug-17	25-Aug-17	10
BTG Financial Closeout Training	BTG	Aug 29 17	aug 29 17	30
Rockwell Event	Rockwell Automation	30-Aug-17	30-Aug-17	20
Youth Committee Meeting	HEPC	6-Sep-17	6-Sep-17	15
Green Mining Meeting	Green Mining	8-Sep-17	8-Sep-17	45
FLL Jr. Team Training	VEX Robotics	8-Sep-17	8-Sep-17	20
First Lego League & VEX Robotics Boot Camp	LEGO & VEX Robotics	9-Sep-17	9-Sep-17	100
Charleston Rotary Club	Charleston Rotary	11-Sep-17	11-Sep-17	95
Asharea Energy Higher Education Seminar	Asharea Energy	12-Sep-17	12-Sep-17	50
Customer Seminar AEP	AEP	13-Sep-17	13-Sep-17	60
WV DOH Traffic Engineering Meeting	WV DOH	19-Sep-17	20-Sep-17	50
VEX & LEGO Meeting	VEX & LEGO	23-Sep-17	23-Sep-17	30
Infrastructure AEC collection Project Demo	EDSI	25-Sep-17	25-Sep-17	20
Youth Committee Meeting	HEPC	26-Sep-17	26-Sep-17	15
WVHEPC Advisory Council Meeting	WVHEPC	27-Sep-17	27-Sep-17	15
Erie Insurance Meeting	Erie Insurance Agency	28-Sep-17	28-Sep-17	45
Manufacturing Day	BVCTC	6-Oct-17	6-Oct-17	100

WV TCWV Coding Summit	TCWV	12-Oct-17	12-Oct-17	160
VEX & LEGO Meeting	VEX & LEGO	14-Oct-17	14-Oct-17	30
WV DOH Meeting	WVDOH	17-Oct-17	18-Oct-17	50
Kanawha County Emergency Services Radiation Training	KCES	18-Oct-17	18-Oct-17	20
WV Foreign Language Teachers Association Conference	WV Foreign Language Assoc.	19-Oct-17	22-Oct-17	100
WV American Water PLC Training	American Water	23-Oct-17	27-Oct-17	5
CAMC Training	CAMC	24-Oct-17	26-Oct-17	26
OMEGA UST Recertification Class	OMEGA	24-Oct-17	26-Oct-17	35
VEX & LEGO Meeting	VEX & LEGO	28-Oct-17	28-Oct-17	30
We the People Competetion	BVCTC	6-Nov-17	7-Nov-17	50
Erie Insurance Meeting	Erie Insurance Agency	7-Nov-17	7-Nov-17	40
WINUP Group Meeting	WINUP	9-Nov-17	9-Nov-17	25
VEX & LEGO Meeting	VEX & LEGO	11-Nov-17	11-Nov-17	30
Orders Ceremony	Orders Construction	13-Nov-17	13-Nov-17	50
AHA Cook Off	American Heart Association	13-Nov-17	13-Nov-17	10
WV Regional Tech Park Tour	Tech Park	14-Nov-17	14-Nov-17	25
CAZ & WV State U Event	Chemical Alliance Zone	16-Nov-17	16-Nov-17	60
ASCE/LEGO	ASCE/LEGO	28-Nov-17	28-Nov-17	20
CTCS Council Meeting	CTCS Council	7-Dec-17	7-Dec-17	50
CTCS Presidents Meeting	CTCS Presidents	6-Dec-17	6-Dec-17	25
Sonography Physics Class	Sonography program	9-Dec-17	9-Dec-17	100
College Board SAT Implementation Class	SAT Board	17-Jan-18	17-Jan-18	150
CTCS Council Meeting				
CTCS Council Meeting	CTCS Council	24-Jan-18	24-Jan-18	50
CTCS Presidents Meeting	CTCS Presidents	25-Jan-18	25-Jan-18	25
Orders Meeting	Orders Construction	26-Jan-18	26-Jan-18	100
Dental Hygiene National Conference	Dental Hygiene Department	1-Feb-18	1-Feb-18	200
Stakeholder Convention	DOW	2-Feb-18	2-Feb-18	100
ControlLogix Class	State Electric	5-Feb-18	9-Feb-18	40
Town Hall Meeting	DOW	6-Feb-18	7-Feb-08	60
KC Counselors Meeting	KCC	14-Feb-18	14-Feb-18	150
Road Equals Job Fair	Workforce Office	16-Feb-18	16-Feb-18	200+
Erie Insurance Meeting	Erie Insurance Agency	28-Feb-18	28-Feb-18	50
Senator Manchin Job Fair	Senator Manchin's Office	2-Mar-18	2-Mar-18	200+
Womens Literacy Committee	Women's Literacy Committee	6-Mar-18	6-Mar-18	25
Economic Assessment Debrief	Ephiphany Consulting	7-Mar-18	8-Mar-18	30
BOG Meeting	Board of Governors	9-Mar-18	9-Mar-18	50
College Transition Fair	BVCTC	13-Mar-18	14-Mar-18	10
Youth Committee Meeting	Workforce	20-Mar-18	20-Mar-18	40
KISRA Microsoft Class	KISRA	21-Mar-18	21-Mar-18	30

Rockwell PTU Summit	Rockwell	22-Mar-18	22-Mar-18	50
Greater Kanawha Valley Summit	GKV	23-Mar-18	23-Mar-18	50