BridgeValley
Community & Technical College

BOARD OF GOVERNORS

AGENDA

June 7, 2019

MEMBERS

Gregory Barker	Srini Matam
Sally Cline	Shellie Oden
Barry Crist	Trevor Stanley
Jane Harkins	Kent Wilson
Andrew Kennedy	Daniel Wright

Eunice M. Bellinger
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

Montgomery Campus, UKV Building
326 Third Avenue, Montgomery, WV 25136

June 7, 2019, 9 a.m.

AGENDA

I. **Call to Order**

II. **Roll Call**

III. **Approval of Minutes**

IV. **Board Updates**

V. **Administrative Items**

VI. **Reports**

   a. President's Report
   b. Annual Faculty Report—Kent Wilson
   c. Annual Staff Report—Renee Herdman
   d. Annual Student Report—Trevor Stanley

VII. **Additional Board Action and Comments**

   a. Recognition of Service—Shellie Oden

VIII.   Next Meeting

        Friday, September 6, 2019
        9 a.m.
        South Charleston Campus

IX.   Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

MAY 9, 2019

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Thursday, May 9, 2019, at 9:00 a.m. at the UKV Building located at 326 Third Avenue, Montgomery, WV.

Board members present: Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Srini Matam, Shellie Oden, Trevor Stanley, Kent Wilson, and Daniel Wright. Board members absent: Greg Barker. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I.   **Call to Order**

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

II.   **Roll Call**

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

III.   **Approval of Minutes**

Jane Harkins moved to approve the meeting minutes of March 29, 2019. Shellie Oden seconded the motion. Motion carried.

IV.   **Administrative Items**

a.   Action Item: Approval of Fiscal Year 2019-2020 Budget

Daniel Wright moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the operating budget for Fiscal Year 2019-2020.

Jane Harkins seconded. Motion carried.

b.   Action Item: Approval of Across the Board Pay Increases for Fiscal Year 2019-2020

Jane Harkins moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the following pay increases for Fiscal Year 2019-2020 as an exception to the BOG Salary Policy, B13, to allow an across the board pay increase of $2,000 for any permanent employee hired before January 1, 2019.

Kent Wilson seconded. Motion carried.

c. Information Item: FY 2018-2019 Budget Update

Cathy Aquino provided a budget update comparing year-to-date spending for three quarters of this fiscal year to budget.

V. **Possible Executive Session Under the Authority of WV Code §6-9A**

Jane Harkins moved to enter Executive Session under the authority of WV Code §6-9A   to discuss the president's three-year evaluation and contract. Shellie Oden seconded. Motion carried.

The Board reconvened in open session at 11:40 a.m.

Jane Harkins moved the adoption of the following resolution:

RESOLVED, that after a thorough and complete evaluation process, and taking into consideration the input of the stakeholders, the Board of Governors of BridgeValley Community and Technical College offers to extend the contract of President Eunice Bellinger under a 3-year term at her current salary subject to the approval of the West Virginia Community and Technical College System.

Shellie Oden seconded. Motion carried.

VI. **Additional Board Action and Comments**

President Bellinger noted that BridgeValley has received several applications as part of the WV Invests Grant.

Daniel Wright thanked the Presidential Evaluation Committee for their hard work and dedication in reaching the recommendation to extend President Bellinger's contract. He also commended Alicia Syner for her work in the President's Office.

VII. **Dates to Remember**

a. May 10—Commencement Rehearsal & Awards Ceremony, Charleston Civic Center
b. May 11—Commencement, Charleston Civic Center

      c.   May 14—End-of-Year Picnic

      d.   June 12-13—Board of Governors Workshop, Stonewall Resort

VIII.   **Next Meeting**

Friday, June 7, 2019
9 a.m.
Montgomery Campus

IX.   **Adjournment**

There being no further business, the meeting was adjourned.

_____, Sally Cline, Chair

_____, Kent Wilson, Secretary

Board of Governors

Meeting Schedule

2019 - 2020

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

Friday, September 6, 2019—South Charleston

Friday, November 8, 2019—Montgomery

Friday, February 7, 2020—South Charleston

Friday, April 3, 2020—Montgomery

Friday, May 8, 2020—South Charleston

Friday, June 26, 2020—Montgomery *(Annual Meeting)*

BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 7, 2019

ITEM: **Program Reviews**

RECOMMENDED RESOLUTION: **RESOLVED**, that the BridgeValley Community
                                            and Technical College Board of Governors
                                            approves the program review reports for the AS
                                            in General Studies, the AA in General Studies, the
                                            AAS in Criminal Justice, the AAS in Nuclear
                                            Medicine, and the AS in Graphic Design and Print
                                            Communications.

STAFF MEMBER: Peter Soscia

BACKGROUND:

Each program in the 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.

Each program review document was presented to the Academic Standards Committee
for edits and recommendations. The recommendation of the BOG will be presented to
the West Virginia Council for Community and Technical College Education.

Degree /Emphasis Area	Recommendation
General Studies, AS	Continuation of the program at the current level of activity, without specific action.
General Studies, AA	Continuation of the program at the current level of activity, without specific action.
Criminal Justice, AAS	Continuation of the program at the current level of activity, without specific action.
Nuclear Medicine Technology, AAS	It is recommended that the program be temporarily suspended/closed until the job market in the area picks up. In order to return successfully, the poor pass rates on national board exams will also need addressed. No current action is necessary.
Graphic Design and Print Communications, AS	Continuation of the program at the current level of activity, with the recommendation that a follow-up report be submitted in May 2020.

VI. Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	General Studies, AS 60
Synopses of significant findings, including findings of external reviewer (s)	The General Studies AS program meets the needs of the students in the Kanawha valley and surrounding 5 county area. It is cost-effective, and convenient. It serves as an onramp to higher education and degrees beyond the associate. An advisory committee is being formed.
Plans for program improvement, including timeline	An Advisory Committee is being formed. This will be completed by the end of the Spring 2019 term. A coordinator is needed to give the degrees the focus and energy they require. Directed enrollment push is needed. While undecided students are housed in the general studies degrees, graduates are few. Intentional conveyance of what the degree is designed to do and how it can benefit students is advised.
Identification of weaknesses or deficiencies from previous review and the status of improvements implemented or accomplished	NA
Five year trend data on graduates and majors enrolled	Enrollment (see table below)

Enrollment

Major Description	FA 2014	SP 2015	SU 2015	FA 2015	SP 2016	SU 2016	FA 2016	SP 2017	SU 2017
General Ed-AS	103	70	14	83	54	6	44	28	5

	Graduates		2014-15	2015-16	2016-17	2017-18
	Major	Major Description	Year	Year	Year	Year
	5101	General Ed-AS	14	4	5	0

Summary of assessment model and how results are used for program improvement	As, to date, the General Education Competencies are also the program outcomes for both general studies degrees, performance on the General Education Portfolio, may be used as one indicator of program proficiency.
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees	Since 2014, 117 students, coded as either General Studies AA or AS, have gone on to 4-year institutions, based on National Clearinghouse Data.
Recommendation	Recommendation is to continue the Associate in Science- General Studies

VI. Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	General Studies, AA 60
Synopses of significant findings, including findings of external reviewer (s)	The General Studies AA program meets the needs of the students in the Kanawha valley and surrounding 5 county area. It is cost-effective, and convenient. It serves as an onramp to higher education and degrees beyond the associate. An advisory committee is being formed.
Plans for program improvement, including timeline	An Advisory Committee is being formed. This will be completed by the end of the Spring 2019 term. A coordinator is needed to give the degrees the focus and energy they require. Directed enrollment push is needed. While undecided students are housed in the general studies degrees, graduates are few. Intentional conveyance of what the degree is designed to do and how it can benefit students is advised.
Identification of weaknesses or deficiencies from previous review and the status of improvements implemented or accomplished	NA
Five year trend data on graduates and majors enrolled	Enrollment (see table below)

Enrollment

Major Description	FA 2014	SP 2015	SU 2015	FA 2015	SP 2016	SU 2016	FA 2016	SP 2017	SU 2017
General Ed-AA	69	59	6	55	35	6	62	42	8

Graduates		2014-15	2015-16	2016-17	2017-18
		Year	Year	Year	Year
Major	Major Description				
7101	General Ed-AA	2	7	3	4

Summary of assessment model and how results are used for program improvement	As, to date, the General Education Competencies are also the program outcomes for both general studies degrees, performance on the General Education Portfolio, may be used as one indicator of program proficiency.
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees	Since 2014, 117 students, coded as either General Studies AA or AS, have gone on to 4-year institutions, based on National Clearinghouse Data.
Recommendation	Recommendation is to continue the Associate in Arts- General Studies

VI. Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	Criminal Justice – Associate of Applied Science 60
Synopses of significant findings, including findings of external reviewer (s)	The CJ program meets the needs of the students in the valley and surrounding 5 county areas. It is cost-effective, and convenient. Chair of CJ program at WVSU, where most students transfer for a BS degree indicates that BVCTC students are better prepared for their junior year than those at WVSU.
Plans for program improvement, including timeline	The addition of more online courses may suit our students' needs, according to the program Advisory Committee. To date, the Program Coordinator has completed Introduction to CJ as an online course, and Criminology as a blended (online and in seat) course, and offered them during the 2018 academic year. The planning for this is under way. The advisory committee members discussed the possibility of offering summer internships. That is being explored currently. The feasibility of this endeavor is being discussed.
Identification of weaknesses or deficiencies from previous review and the status of improvements implemented or accomplished	No weaknesses were determined. Suggestions for improvement were the inclusion of laboratory equipment in order to teach forensic science courses. That task has been accomplished and we have incorporated 3 forensic sciences into the CJ curriculum. Completing those 3 courses, provides the students with a skill set in forensic science.
Five year trend data on graduates and majors enrolled	**Majors** **Patterns of graduates:**

Enrolled CJ Majors by Semester	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
Enrollment	33	27	32	24	40	32	39	30	36	TBD

Semester	Fall 2014 Spring 2015	Fall 2015 Spring 2016	Fall 2016 Spring 2017	Fall 2017 Spring 2018	Fall 2018 Spring 2019
Graduates	10	11	8	9	Scheduled 11 total

Summary of assessment model and how results are used for program improvement	At the conclusion of each academic year, the criminal justice program coordinator completes a detailed assessment of the program and the courses within it. Courses are specifically analyzed on a rotating basis to determine effectiveness of outcomes for the course and program. According to this report, the courses meet the academic needs of the students in terms of general education as well as programmatic outcomes.
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees	Students who enter a field of law enforcement or state employment are required to undergo testing within that particular agency or organization. Students are therefore not "placed" in jobs. There are several students who are currently working for law firms in the region and the CJ program director has assisted in having them "placed" and employed in that field. According to a student poll conducted in the CJ capstone course, more than 50% of BVCTC's students plan to pursue a baccalaureate degree upon completing their AAS degree. Representatives from WVSU, Marshall, and UC spend one day presenting information to the students in the Capstone course about transferability and scholarships available for transferring students.
Recommendation	It is recommend BVCTC keep the AAS in Criminal Justice, the Certificate in Criminal Justice and the Skill Set in Forensic Science. Statistics indicate increased need for educated individuals in the criminal justice field in order to fill employment needs.

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Summary/Findings	Reviewer Comments
Summary of Assessment Model and How Results Are Used for Program Improvement	Examples of the Nuclear Medicine Technology Program's assessment models include: • Advisory Committee input • National board examination results {NMTCB and ARRT) • Student evaluations {levels of achievement) • Clinical proficiency evaluations • Overall clinical evaluations • Mid-rotation evaluations • Clinical experience evaluations • Hospital visitations • Oral and written quizzes and exams • Observations during lab sessions • Results of student projects and assignments All results of the Nuclear Medicine Technology Program's assessment models are discussed at our Advisory Board meetings. If changes need made, they are voted on and implemented with a majority vote. Student evaluations of the clinics are also passed along to the clinical supervisors at the end of each school year, so they can make improvements to their rotation sites, as needed.
Data on Student Placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees)	*See chart in section IV, part c.
Recommendation	It is recommended that the Nuclear Medicine Technology Program be temporarily suspended/closed until the job market in the area picks up. In order to return successfully, the poor pass rates on national board exams will also need addressed. No current action is necessary.

BridgeValley Community and Technical College
<u>Graphic Design and Print Communications A.S.</u>
Program Review
Summary

Summary Findings	Reviewer Comments
Name and Degree level of Program; Number of Hours required for graduation	Graphic Design and Print Communications-60 hours
Synopses of significant findings, including findings of external reviewer(s)	Program course of study was changed during time covered by this review at suggestion of advisory board. The Graphic Design and Print Communication program has seen continued growth in enrollment since offering the program on the South Charleston campus. The enhancements and updates to the program including the addition of industry certifications, Package Design, and two flexography classes provide students with greater opportunities for employment in the graphic design and print communication field.
Plans for program improvement, including timeline	Program needs an additional faculty member to grow beyond current enrollment. There is concern with not having a lab in South Charleston. Student transportation to the Montgomery campus is a limiting factor on student enrollment. Plan to work more closely with advertising course of study in the next year to enhance real world experiences.
Identification of weaknesses or deficiencies from the previous review and the status of improvements implemented or accomplished	Overall enrollment is approximately fifteen students at this time. The introduction of industry certifications in Adobe products and the addition of a Packaging Design and two Flexography courses enhanced the program. One weakness is the Flexography lab equipment is located on the Montgomery campus which creates student transportation issues.
Five-year trend data on graduates and majors enrolled	Enrollment data: *(see tables below)*

Enrollment data:

Fall 2014	Spring 2015	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018
6.6	6.2	0.47	8.07	9.53	0	12.4	9.33	0.6	15.7	13.6	1.07	15.7

Graduation Data:

2014-15 Year	2015-16 Year	2016-17 Year	2017-18 Year
2	2	4	1

Summary of assessment model and how results are used for program improvement	The NOCTI exit exam was replaced in 2017 by an industry Adobe Certification exam that is more recognized by employers. The Adobe certification passage rate was 100%, indicating students are meeting program outcomes and objectives.
Data on student placement (for example, number of students employed in positions related to the field of study or pursuing advanced degrees	From the students who have contacted us since 2016, six are working in field, two went to four-year colleges, and two enrolled in a second degree at BridgeValley.
Recommendation	Recommendation is to continue the program due to significant growth in enrollment and interest since offering the program in South Charleston. Students graduating from the Graphic Design and Print Communications program that have contacted us are either working in field or have pursed advanced degrees. Future graduates should have many opportunities in their degree field since the Creative Services industries are growing around the state of West Virginia.

BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 7, 2019

ITEM: **Faculty Promotions**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Peter Soscia

BACKGROUND:

The following faculty were recommended and approved for promotion effective August 1, 2019:

Name	Current Rank	New Rank
Abraham Falsafi	Associate Professor	Professor
Beth Timmons	Associate Professor	Professor
Bob Hayton	Associate Professor	Professor
Kathy Leftwich	Associate Professor	Professor
Machele Kindle	Associate Professor	Professor
Pam Lopez	Associate Professor	Professor
Amanda Stottlemyer	Assistant Professor	Associate Professor
Angela Bird	Assistant Professor	Associate Professor
Charles Pomeroy	Assistant Professor	Associate Professor
Jeff Finch	Assistant Professor	Associate Professor
Karen McNeer	Assistant Professor	Associate Professor
Lana Andrean	Assistant Professor	Associate Professor
Lisa Moye	Assistant Professor	Associate Professor
Lori Tate	Assistant Professor	Associate Professor
Tammy Browning	Assistant Professor	Associate Professor
Amanda Martin	Instructor	Assistant Professor
Andy Ferrell	Instructor	Assistant Professor
Jacob Eplin	Instructor	Assistant Professor
James Villarreal	Instructor	Assistant Professor
Kristi Sarrett	Instructor	Assistant Professor
Maggie McCabe	Instructor	Assistant Professor
Tabitha Duff	Instructor	Assistant Professor

BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF JUNE 7, 2019

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

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Eunice Bellinger

BACKGROUND:

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

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

The attached report is provided by the BridgeValley Office of Financial Aid for Academic Year 2018-2019, in compliance with this statute.

2018-2019 Tuition Waivers
as of May 30, 2019

Type	Total Paid	Number of Students Paid
Academic	$ 36,485.00	16
Employee *	$ 3,276.00	1
Employee Dependent*	$ 4,293.00	3
Foster Care*	$ 2,185.00	1
Presidential	$ 1,178.00	1
Age 65+	$ 952.00	2
Totals	**$ 48,369.00**	**24**

* These are West Virginia Code Specific Waivers and are not considered institutional waivers. As such, they do not fall within the 5% statutory cap.