



BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, March 24, 2023, at 1:00 p.m. at the ATC (Advanced Technology Center) at 1201 Science Park Drive, South Charleston, WV.

Board members present: Mark Blankenship, Barry Crist, Barry Holstein, Katrina Howell, Dr. Andrew Kennedy, Meghan Moses Dr. James Perry III and Rhonda White. Also in attendance were President Sacks, Dr. Todd Jones, Cathy Aquino, Jordan Atha, Katrina Whitt and BridgeValley faculty and staff.

I. **Call to Order**

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

II. **Roll Call**

Shellie Richards took the role noting that a quorum was present.

III. **Welcome** – Welcome of the new members, Meghan Moses and Dr. James Perry III. Oath of Office was administered by Shellie Richards, duties accepted by both new members and notarized by Amy Moore.

IV. **Approval of Minutes**

Mr. Holstein moved to approve the meeting minutes of *February 3, 2023*.

Ms. Howell seconded.

Motion carried.

V. **Reports** – *Mr. Blankenship introduced each individual reporting*

a. Ad Astra, by Jordan Atha, Registrar

Mr. Atha discussed the Ad Astra Implementation. What is Ad Astra? It is data-informed planning and course scheduling (Enhance the student experience by minimizing the guesswork and improving efficiency) and Ad Astra partners with over five hundred colleges and universities, including the West Virginia Community and Technical College System.

This consists of modules being broken down behind the scenes, as below.

- **Predict** program growth through Ad Astra’s proprietary algorithm
- **Align** course offerings with student need based on historical enrollment patterns and student progress
- **Measure** the impact by monitoring course and program completion
- **Refine** course offerings to further enhance the student experience in effort to retain/graduate students

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

Ad Astra looks at progress within a program, the history of the program and projection within industry growth. From that the platform generates a recommended schedule. It does not have times, but it has a recommended number of classes in an effort to provide our students with recommendation. What we do with that data of course offerings to our system and we come back and measure by looking at the times we have selected and being sure there are no overlaps (ex. we had two classes for a first semester and another class required for first semester students and both classes were offered at the exact time, same building, same time and two different instructors). Students cannot be at two different places at the same time and Ad Astra allows us to be pro-active as an institution rather than reactive. But you really do not want to have an instructor or a student to discover this during an advising session, which can cause a delay for both the advisee and the student. This provides an opportunity to reach out to specific divisions to inform them that a class may need to be moved. In using the align tool we are able to see that ahead of time. We measure the impact and at the end of the semester look at how Ad Astra alignment worked, where we can improve and we refine the course schedule moving forward. When we align the course schedule moving forward the initial prediction will get better with each passing semester.

How do we use this to better serve our students?

- Stop moving the goal posts, and the academic affairs division is working toward making the programs work more harmoniously by stabilizing programs across multiple academic years. If you introduce a new program you're not just effecting your division, but impacting the general education division, as in there may be a need for an additional English or Math class
- Recognize each academic division is unique but understand all academic divisions rely on a predictable General Education schedule
- Provide schedule options in the best interest of our students by offering more courses outside the traditionally popular 9:30 am – 2:15 pm timeframe

Having a solid General Education foundation that does not move as much, provides the opportunity to build the other courses around general education which creates a more predictive experience. The big thing that we discovered 9:30 – 2:15 does not work for everyone, as there are students with other low or little obligations outside of the classroom and in serving non-traditional students we must open other optional opportunities.

In our initial evaluation we had 122 courses that experienced some level of conflict risk, of which we reviewed ninety. Atha explained once you get out to so many decimal places in conflict risk, you realize the only conflict was English 101 and there are 15 different sections of English 101 which there is really no conflict risk there. However, of those 122 courses there were 14 courses that required adjustments. The 4:00 pm – 5:30 pm has been underutilized. Additional sections of COMM, GNST and Humanities are now available during those time slots, and this will open opportunities that may need to take classes during that time on Tuesdays and Thursdays, as we had nothing during that time slot. The Allied Health and General Education is one of the most important things we discovered we need biology faculty. We are not equipped currently to teach large sections of wet labs. When it comes to biology class we can place 60 students in a lecture in a room, but you can only teach 12 – 15 in a lab section. Unless we can secure biology faculty we will have to offer

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

smaller lecture sections and more lab sections at various times we will have to condense the structure and availability of those classes. Building 2000 can be put in two lecture sections and keep the students together.

What will the result be?

- A better experience for our students
- Increased and more timely completion of credentials
- More efficient use of resources (personnel and space)
- A better picture of program health
- Opportunity to grow programs (evenings and weekends)

Using Ada Astra projections overtime will provide an opportunity for overall results for students.

Mr. Atha, opened the floor for discussion/questions

Mr. Holstein – Extended his appreciation for the effort and agreed that it will make things better for the faculty and students. Also, he extended his appreciation of faculty flexibility, as this is different and a change that is being looked at and recognized that it is very student driven which is why we are here. Mr. Holstein noted that the first year may be a struggle, but can see the benefits of Ad Astra making it better. Mr. Holstein asked, “Historically, did we role play for some type of baseline, as an extent in the set role form the prior year to now?” Mr. Atha addressed the question. Further stating that all classes are full, and we should show that by the market indicators. Mr. Holstein questioned the corrections and Atha assured Mr. Holstein that the issues of corrections have been discussed and implemented accordingly. Mr. Holstein asked about the student feedback. Mr. Atha explained that the guided pathway is published for students. Mr. Holstein asked, “do we have the ability to know how we may attract non-traditional students?” Further stating that non-traditional students would typically need an evening setting for classes to work around other outside obligations such as work. Atha stated Ad Astra is not for the purpose of seeing what would work for them. Mr. Atha further stated that by assessing the programs we can get there, but not solely by utilizing Ad Astra. Mr. Holstein asked, “is there a section for student input?” Atha stated not at this time, but Ad Astra can add other options that may allow the option for student feedback and we, as a college, can correct and adapt accordingly.

Mr. Blankenship introduced Ms. Stephanie Fizer, as the new assistant to the president.

b. Grants Update, by Ms. Aquino

BridgeValley encourages and supports the efforts of the faculty, staff, and students to develop proposals for local, state, and federal agencies, private foundations, and other external funding sources. Grant funds are not included in the college’s operating budget due to several factors including the unpredictability of the number of grants received,



BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

inconsistency of funding cycles and grant periods, and prescribed nature of grant budgets over the specific funding period.

As part of the strategic plan initiative, the Fundraising Taskforce established grant goals for the next three years. These **goals** are to be awarded at least two State grants totaling \$500,000 and at least two federal grants totaling \$1 million annually. The college has met the federal grant goal for FY2023. There were multiple State grants awarded in FY23 that helped the college to meet that goal as well.

The following information is designed to provide a better description of the college's grant awards.

Grant Categories:

- Federal Awards received directly from the federal government or as a subrecipient of a federal grant. (DOL, NSF, and EDA)
- Private-Awards received from private corporations or foundations. (AEP Foundation, Benedum Foundation, Marshall University Research Corporation, WV Rural Emergency Trauma Institute, American Association of Community Colleges, and National Association of Community College Entrepreneurship)
- State Awards received from State Agencies. (WV Department of the Health and Human Services, and WV Department of Highways)

WV Community & Technical College System (WVCTCS) provides many grant opportunities including:

- Advance Grants to partner with industries on projects to address the state's workforce needs
- Technical Program Development Grants for creation and development of technical programs that are high demand, lead to high-wage careers, and enhance economic development
- Learn and Earn is an educational partnership with employers who hire students for at least \$15 per hour and are reimbursed for 50% of the hourly rate paid
- Perkins Grant is a federal pass-through grant for career and technical education
- Jobs & Hope WV is an expansion of program funding
- College Transition Grants assists with dual enrollment and high school recruiting activities

The following charts detail the current grants by award category:

FEDERAL AWARDS				
Source/Type of Grant	Description/Title	Award Amount	Start Date	End Date
US Dept of Labor-Subrecipient of WVCTCS Total award \$4 mil	DOL-AIM Apprenticeships In Motion	619,030.00	7/15/2019	7/14/2023
National Science Foundation-Partners with UC &SCTC Total award \$532K	NSF-Advanced Technological Education	157,741.00	9/1/2022	8/31/2025
US Dept of Labor	Workforce Opportunity for Rural Communities (WORC)	1,441,280.00	9/15/2022	9/30/2025
US Dept of Labor-Subrecipient of WVUP Total award \$6.5 mil	DOL- Strengthening Community Colleges-Nursing Pathways (Reimbursable)	1,337,049.00	10/1/2022	9/30/2026
EDA	Green Technology Job Training	1,150,987.00	1/26/2023	1/26/2026
Total Federal Awards-Reimbursable		\$ 4,706,087.00		

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

PRIVATE AWARDS				
Source/Type of Grant	Description/Title	Award Amount	Start Date	End Date
AEP Foundation	AEP Foundation Credits Count-\$1,580,000	1,580,000.00	6/28/2018	6/30/2023
Marshall University Research Corporation	MURC CRPNS (Reimbursable)	38,676.00	9/30/2022	9/29/2023
WV Rural Emergency Trauma Institute	Rural Emergency Trauma Institute	43,950.00	10/1/2020	9/30/2023
National Association of Community College Entrepreneurship	NACCE ESTEAM - \$12,000	12,000.00	9/1/2020	8/31/2023
American Association of Community Colleges	Artificial Intelligence Incubator Network-Reimbursable	40,000.00	7/15/2022	5/31/2023
The Claude Worthington Benedum Foundation	Benedum Foundation EMCHS-\$200,000	200,000.00	7/1/2020	6/30/2024
Total Private Awards		\$ 1,914,626.00		

WV Community & Technical College System Awards				
Source/Type of Grant	Description/Title	Award Amount	Start Date	End Date
WVCTCS	College Transition Program	30,913.56	7/1/2022	6/30/2023
WVCCTCE	Perkins Regular Program - Current (Reimbursable)	383,468.00	7/1/2022	6/30/2023
WVCCTCE-WV Advance	Patient Care Technician	30,505.00	10/20/2021	5/30/2023
WV Advance	DMS Program Equipment Upgrades	174,334.70	7/20/2022	6/30/2023
WVCCTCE-WV Advance	Goodwill Industries 2022	23,400.00	9/3/2021	6/30/2023
WVCCTCE-WV Advance	Ge stamp Apprentice Group1-\$104,300	104,300.00	9/1/2020	9/1/2023
WV Advance WVCTCS	Green Power Motor	219,612.00	7/1/2022	6/30/2024
WVCTCS- Technical Program Development	TPD Cardiac Sonography-\$220,000	220,000.00	7/1/2019	7/30/2023
TPD-CAMC Apprenticeships - Technical Studies	CAMC Apprenticeships Technical Studies	371,200.00	2/15/2021	2/15/2024
WVCTCS - Technical Program Development	Cyber Security & Coding - \$296,100	296,100.00	5/1/2019	6/30/2024
TPD-EMS Paramedic Educational Program FY 21	EMS-Paramedic Ed Prog-\$341,483	341,483.00	8/1/2020	12/24/2024
WVCTCS TPD - Licensed Practical Nursing	Licensed Practical Nursing	333,082.00	8/1/2022	6/30/2025
WV CTCS - Jobs & Hope WV Expansion Funding	Expansion Adv Manuf Robotics-\$130,000	130,000.00	8/1/2019	5/31/2023
Total WVCTCS Awards		\$ 2,658,398.26		

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

STATE AWARDS-REIMBURSABLE				
Source/Type of Grant	Description/Title	Award Amount	Start Date	End Date
WV DHHR Bureau for Children and Families	DHHR-Student Services TANF-\$120,000 (Reimbursable)	120,000.00	7/1/2022	6/30/2023
Transportation Division of Highways	WVDOH-Highway Technician AAS	450,445.00	7/1/2022	6/30/2023
Behavioral Health Office of Programs & Policies	Collegiate Recovery Program (Reimbursable)	40,000.00	1/1/2022	3/14/2024
Total State Awards-Reimbursable		\$ 610,445.00		

Mr. Blankenship asked Ms. Aquino, “what have we been averaging over the years in federal grants?” Most instances, one grant at a time. Dr. Sacks spoke up that we have had on average of about ½ a million at a time over each year. Mr. Blankenship pointed out that we have 4.7 million, which is on average more than we have had in the past. Mr. Blankenship thanked Ms. Aquino and commended Ms. Aquino for her good work.

Mr. Blankenship stated, “that we have had approximately 10.4 million in grants and gifts we are managing”, commended the work on these efforts and accomplishments. Ms. Aquino gave thanks to the BridgeValley staff and expressed her thanks to Mr. Blankenship.

Mr. Holstein asked for an end of year report to follow up.

Dr. Sacks added that one of the challenges, as having this many grants is new to the college, some of the federal tracking is a learning curve.

c. President’s Report, by Dr. Sacks

College goals from our strategic plan:

- Enrollment – Increase headcount by eighty students annually each year through 25. (Five percent increase).
- Retention – Fall to fall 52% rate (2% increase annually)
- Completion – 50% completion for 3 year (150% time) to associations degree
- Fundraising
 - Foundation 5% investment, 5% giving increase
 - Grants – 2 state grants, two federal grants
 - Efficiency – reduce footprint in Montgomery
 - Corporate training - \$400k annually

1. Student success

a. Enrollment update.

- ASAP replication (ASCEND) grant projects in manufacturing, IT, and nursing
- Increased headcount by 12% at peak – but we are flat, we need to focus on retention

BOARD OF GOVERNORS

BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

- WIN Academy, thirty-two students were sent admissions letters. Foundation happy hour, parents' faculty and friends of WIN March 24 at 5pm.
 - American Job Center (AJC) partnership
 - b. Retention and Completion
 - i. The School of Nursing retention initiatives
 - \$3.1 Nursing Program Expansion Grant including the Booker T. Washington Nursing Wing
 - White Coat Ceremony
 - State Nursing Faculty Investment Grant
 - You bring the heart, we will teach the rest campaign
 - TEAS Bootcamp to assist pre-nursing students
 - Upskilling pathways
 - Retention specialist
 - ii. Program expansions
 - CDL simulators, expansion project through congressionally directed spending
 - Cybersecurity - NSF in partnership with UC & Southern and Technology Artificial Intelligence with Dell-Intel & AACC
 - WV FAME – Putnam County Development Authority, Toyota, Nucor
 - iii. Alternative Spring Break locations
 - Kanawha Charleston Humane Society
 - Southern Appalachian Labor School
 - Heart and Hand
 - Morris Creek Watershed
 - Kanawha County Public Library
 - Hillcrest Nursing home
 - Habitat ReStore Charleston
- 2. Institutional success and sustainability**
- a. New BOG orientation with cabinet members – available to any interested board member
 - b. CLC sessions: budgets, account clean up, how to get grants
 - c. Congressionally directed spending
 - i. Lyft for education – James McDougale \$24k
 - ii. Medical lab tech and microbiology – Kristi Dixon - \$450k
 - iii. CDL training expansion – Russell Saunders \$1.4M
 - iv. Vehicular and energy technology – Norm Mortensen \$587k
 - v. Grow workforce in nursing – Kent Wilson \$2.9M
 - vi. Dual credit – Tina Spaulding \$600k
 - vii. Shot detectors – Jason Stark \$50k
 - viii. Stackable credentials in business – Kelly Grose \$1M



BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes

March 24, 2023

- ix. Outreach in manufacturing – Michelle Wicks \$300k
 - d. Awarded grants in 2022, a review
 - Eleven learn and earn awards \$1.2M
 - 5 Federal awards \$4.4M
 - Three private awards \$124k
 - Eight state awards \$1.3M
 - e. Current grant development
 - ARC ARISE application for manufacturing outreach Michelle
 - TPD Stackable credentials in business Kelly Grose
 - Upskilling nurses DOL grant submitted Kent Wilson
 - Increasing MLT through microbiology Kristi Dixon state application submitted
 - ARC Power infrastructure grant Russell Saunders
 - f. Spring data summit – Dr. Johnson and James Fauver
 - g. Personnel
 - Employee handbook review – Next BOG meeting Ms. Whitt
 - Fall faculty evaluation committee work and development – Suzette anticipates this to be presented at an upcoming board meeting, pilot in summer and fall of twenty-three and fully implemented in January 24.
 - h. Facilities
 - State budget capital funds will direct approximately \$2M to BV. We've asked HEPC to prioritize demolition projects in Montgomery with those funds to allow us to stop paying utilities expenses and move the CDL program to Montgomery.
 - Surplus property sale in Montgomery in January yielded \$1,850. Facilities has set a goal of one roll off trash bin a week to dispose of items in Pathfinder, Grid, and storage from Maintenance.
 - i. Foundation
 - i. Recap: Increased employee payroll participation by 20%, Increased payroll contributions by 15%, Successful Giving Tuesday Campaign, Successful holiday fundraiser in December for the Student Opportunity Fund, Nursing Donor Wall, End of year fund drive with our BridgeValley vendors.
 - ii. Upcoming: Rubber Ducky Race in Montgomery, Golf Tourney, Santa BINGO. Murder Mystery Dinner at the ATC Saturday April 1st at 6pm
- 3. Industry and community success**
- a. Career services etiquette dinner – thank you Renee Lester
 - b. Trucking Tuesday – thank you Russell Saunders
 - c. Partner meetings and events
 - Microsoft foundation about student scholarships = 6 scholarships

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

- KCS Superintendent Williams for potential collaborations
- Alliance quarterly presidents' dinner at UC
- Bill Bissett from Senator Capito's office
- WIOA reimagined with the Lumina Foundation
- Communities in schools advisory committee for First Lady Cathy Justice
- Majority Leader Householder, House Finance Chair Criss, Senate Education Chair Grady
- WVU hospitals nursing collaboration with Melanie Heuston
- Gray Griffith and May Partner Kevin Mann interest in students, foundation, and workforce support
- Strategies to improve labor force participation in WV with Senator Takubo
- Future grant planning with region three workforce and human resource development foundation
- Dental hygiene program accreditation site visit
- AEI higher education strategy group
- WV Chamber of Commerce with BV Cabinet

4. Upcoming Events

- March 31 disaster day for health programs 8am if you want to participate in moulage, safety briefing, and lunch prior to the drill that will run from 11-2. There will be an active shooter event beginning at the ATC with volunteers being transported from ATC to B200 by the EMS students. Then the B2000 nursing labs will serve as a hospital where the victims will receive treatment from allied health students.
- April 1 murder mystery dinner ATC
- April 5 HLC Diesel visit
- April 18 Fayette County Counselors visit
- May 2 PTK ceremony 6pm
- May 20 graduation
- August 21 first day of fall classes
- October 16-17 HLC Standard pathway comprehensive evaluation
- Upcoming BOG meetings (1 pm at the ATC)
 - April 7, 2023 (virtual, 9am)
 - June 23, 2023
 - August 4, 2023
 - October 6, 2023
 - December 1, 2023

Ms. Moses stated that everyone has been so busy, and that Dr. Sacks covered everything and there were no questions.



BOARD OF GOVERNORS
BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

Mr. Blankenship commended Dr. Sacks for a great presentation.

VI. Action Items

a. ***Approval of Fiscal Year 2023-24 Program and Special Fees, by Ms. Aquino***

Tuition and fees are due to the Council by April 1, 2023.

West Virginia State Code allows the governing boards for community and technical colleges to approve annual tuition and fees increases up to ten percent (10%) and up to seven percent (7%) over any three-year rolling period without further approval by the West Virginia Council for Community and Technical College Education (Council). Further, the West Virginia State Code requires the local governing boards to approve changes in non-resident tuition and fees, program fees, and special or operational fees.

Any changes approved by the Board will be taken to the Council for reporting purposes only at the tuition and fees approval meeting, traditionally at the summer WVCTCS meeting.

Other Fees Review

The two charts below reflect changes to Special Fees and Program Fees. Recommended changes to existing fees or new fees are indicated.



BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

West Virginia Council for Community and Technical College Education
Proposed Special Fees
Academic Year 2023-24

Special Fees and Charges	Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change	Projected Revenue Due to Fee Change 2023-24	WV Invests Eligible (Y or N)
BridgeValley Community and Technical College						
Accuplacer Re-testing Fees per Test (first test free)	\$5	\$5	\$0	0	\$0	N
Board of Governor's Evaluation Fee	\$300	\$300	\$0	0	\$0	N
Board of Governor's Exit Assessment Fee	\$25	\$25	\$0	0	\$0	N
Board of Governor's Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
CEU Fee	\$10	\$10	\$0	0	\$0	N
CLEP Test Administrative Fee	\$20	\$20	\$0	0	\$0	N
Credit by Exam (per credit hour)	\$25	\$25	\$0	0	\$0	N
Degree Verification Administrative Fee	\$5	\$5	\$0	0	\$0	N
Diploma Replacement Fee	\$25	\$25	\$0	0	\$0	N
Experiential Learning Portfolio Review Fee (per credit hour)	\$25	\$25	\$0	0	\$0	N
Experiential Learning Portfolio/Credit by Exam Posting Fee (per credit hour)	\$10	\$10	\$0	0	\$0	N
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0	N
International Student Application Fee	\$100	\$100	\$0	0	\$0	N
Late Application for Graduation Fee	\$25	\$0	(\$25)	0	\$0	N
Late Payment Fee/Service Fee/Installment Plan Fee*	\$50	\$50	\$0	0	\$0	N
Parking Fee	\$60	\$60	\$0	0	\$0	N
Parking Fines	\$5	\$5	\$0	0	\$0	N
Returned Check Fee	\$25	\$25	\$0	0	\$0	N
Transcript Fee (after first transcript)	\$10	\$10	\$0	0	\$0	N
Learning Platform Fee (per course)* (formerly Web based Course Fee)	\$35	\$35	\$0	0	\$0	Y

*name change

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

The names have been updated to reflect the purpose of the fee.

West Virginia Council for Community and Technical College Education					
Proposed Program Fees					
Academic Year 2023-24					
Program Fees and Charges	Rate Per Semester 2022-23	Requested Rate Per Semester 2023-24	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2023-24	WV Invests Eligible
BridgeValley Community and Technical College					
Accounting Course Exit Exam - ACCT 291*	\$413	\$430	\$17	\$34	Y
Accounting QuickBooks certification fee - ACCT 235	\$0	\$150	\$150	\$3,000	Y
Applied Technology Program Fee (per semester)	\$200	\$200	\$0	\$0	Y
Brewing Course Fee (BREW 280)	\$500	\$0	(\$500)	\$0	
Business certification exam fee - BUSN 230	\$0	\$59	\$59	\$1,770	Y
Business Course Exit Exam - BUSN 298*	\$30	\$30	\$0	\$0	Y
Business lean six sigma certification Fee - HMGT 220	\$0	\$99	\$99	\$2,475	Y
Business Program Fee (per semester)	\$125	\$125	\$0	\$0	Y
Business project management certification Fee - HMGT 225	\$0	\$300	\$300	\$6,000	Y
Compressed Schedule Program Fee (per semester)	\$500	\$0	(\$500)	\$0	
Construction Management Course Fee (CMTG-215)	\$55	\$0	(\$55)	\$0	
Construction Management Course fee (SBLT-101)	\$100	\$0	(\$100)	\$0	
Criminal Justice Lab Fee - CRJU 202 and CRJU 203	\$30	\$0	(\$30)	\$0	
Dental Hygiene Drug Screening - DENT 237*	\$50	\$42	(\$8)	(\$176)	
Dental Hygiene Drug screening and Background check - DENT 132	\$0	\$92	\$92	\$2,024	
Dental Hygiene Instrument Fee Deposit (one time fee)	\$200	\$200	\$0	\$0	
Dental Hygiene Program Fee (per semester)	\$300	\$575	\$275	\$12,100	Y
Diesel Course Exit Exam - DESL 298*	\$46	\$46	\$0	\$0	Y
Early Childhood AAFCS certification - EDUC 295*	\$25	\$25	\$0	\$0	Y
Early Childhood Education background check and fingerprinting - EDUC 120*	\$56	\$48	(\$8)	(\$80)	
Elementary Education Praxis exam - ELME 207*	\$150	\$150	\$0	\$0	Y
Elementary Education Background check - ELME 207*	\$48	\$48	\$0	\$0	
Elementary Education PRAXIS Fee - ELME 199 (per credit hour)*	\$90	\$90	\$0	\$0	Y
EMT-B national registry exam - EMST101*	\$100	\$100	\$0	\$0	Y
EMT-B Non-refundable Deposit Fee (Charged one time upon acceptance into program)	\$100	\$0	(\$100)	\$0	
EMT-B Program Fee	\$200	\$200	\$0	\$0	Y
EMT-B uniform, book, drug screening, background check (Charged one time upon acceptance into program)*	\$520	\$620	\$100	\$2,500	
Engineering Technology Program Fee (per semester)	\$225	\$225	\$0	\$0	Y
Entrepreneurship certification Fee - ENTR 101	\$0	\$109	\$109	\$2,180	Y
Graphic Design and Print Communication Program Fee	\$175	\$0	(\$175)	\$0	
Health Science Background check - ALHL 101	\$0	\$105	\$105	\$2,310	
Health Science Background check - ALHL 203	\$0	\$105	\$105	\$3,150	
Health Science NHA exam and supplies - ALHL 101	\$0	\$450	\$450	\$9,900	Y
Health Science NHA exam and supplies - ALHL 203	\$0	\$225	\$225	\$6,750	Y
Health Science OSHA Certification - ALHL 120*	\$35	\$59	\$24	\$360	Y
Health Sciences Program Fee (per semester)	\$50	\$50	\$0	\$0	Y
Healthcare Management Program Fee	\$100	\$100	\$0	\$0	Y
HSRS Background check and drug screen - HSRS 225, HSRS 280, HSRS 283, HSRS 298*	\$92	\$95	\$3	\$36	
Human Resource Management SHRM certification fee - MGMT 253	\$0	\$209	\$209	\$4,180	Y
Instrumentation, Measurement, Control Technology Program Fee (per semester)	\$100	\$100	\$0	\$0	Y
Laboratory Fee (BIOL,CHEM,PHYS, &PHSC)	\$25	\$25	\$0	\$0	Y

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

Medical Assistant Course Fee - (ALHL 101)	\$400	\$0	(\$400)	\$0	
Medical Assistant Course Fee (ALHL 203)	\$311	\$0	(\$311)	\$0	
Medical Assistant Course Fee (ALHL 220)	\$229	\$0	(\$229)	\$0	
Medical Assistant Entrance Fee	\$150	\$0	(\$150)	\$0	
Medical Assistant Non-refundable deposit Fee	\$100	\$0	(\$100)	\$0	
Medical Assistant Program Fee (per semester)	\$200	\$0	(\$200)	\$0	
Medical Coding Book fee - MEDC 240*	\$150	\$150	\$0	\$0	
Medical Coding Course fee - MEDC 150	\$125	\$125	\$0	\$0	
Medical Coding Exam fee - MEDC 240*	\$575	\$575	\$0	\$0	Y
Medical Coding practicode simulation - MEDC 250*	\$249	\$249	\$0	\$0	Y
Microbiology Lab Fee	\$100	\$100	\$0	\$0	Y
MLT exam Fee - MLAB 205*	\$225	\$225	\$0	\$0	Y
MLT Non-refundable Deposit Fee (Charged one time upon acceptance into program)	\$125	\$0	(\$125)	\$0	
MLT Program Fee (per semester)	\$250	\$250	\$0	\$0	Y
MLT uniforms, background check, drud screen (Charged one time upon acceptance into program)*	\$325	\$325	\$0	\$0	
Network Engineering Program Fee (per semester)	\$175	\$175	\$0	\$0	Y
Networking Exit Exam - INFT 131, INFT 132, INFT 231*	\$75	\$100	\$25	\$1,350	Y
Nursing Background check, uniform, tote, drug screen (Charged one time upon acceptance into program)*	\$475	\$755	\$280	\$26,800	
Nursing basic life support and software (Charged one time upon acceptance into program)*	\$125	\$145	\$20	\$1,920	Y
Nursing Course fee - NURS 144, NURS 171, NURS 174 (per semester)*	\$756	\$796	\$40	\$3,840	Y
Nursing Course fee - NURS 244 (per semester) Spring 2024 *	\$756	\$836	\$80	\$7,680	Y
Nursing Course fee - NURS 244 for Fall 2023*	\$200	\$200	\$0	\$0	Y
Nursing Course fee NURS 134, NURS 234 (per semester)*	\$756	\$806	\$50	\$4,800	Y
Nursing Program Fee (per semester)*	\$200	\$300	\$100	\$14,400	Y
Paralegal and Criminal Justice Program Fee (per semester)*	\$125	\$125	\$0	\$0	Y
Paralegal CORE exam certification Fee - PRLS 296	\$0	\$158	\$158	\$3,160	Y
Paralegal Course Fee - PRLS 207	\$0	\$10	\$10	\$200	Y
Paralegal Seminar - PRLS-298	\$158	\$0	(\$158)	\$0	
Paralegal Westlaw fee - PRLS 206	\$0	\$100	\$100	\$2,000	Y
Paramedic AEMT readiness exam - EMST 226*	\$200	\$200	\$0	\$0	Y
Paramedic Non-refundable Deposit Fee (Charged one time upon acceptance into program)	\$100	\$0	(\$100)	\$0	
Paramedic Program Fee (per semester)	\$200	\$200	\$0	\$0	Y
Paramedic psychomotor exam - EMST 241*	\$200	\$350	\$150	\$4,500	Y
Paramedic Testing Entrance Fee (Charged one time upon acceptance into program)*	\$203	\$203	\$0	\$0	Y
Paramedic uniform, books, drug screen, background check, clinical pack Fee (Chg one time upon acceptance into prg)	\$673	\$1,019	\$346	\$8,650	
Practical Nursing background check, drug screen, uniform, tote (Charged one time upon acceptance into program)	\$0	\$540	\$540	\$25,920	
Practical Nursing basic life support, exam, software (Charged one time upon acceptance into program)	\$0	\$137	\$137	\$6,576	Y
Practical Nursing Course Fee - PNUR 120	\$0	\$10	\$10	\$48	Y
Practical Nursing Course Fee - PRUR 101, PRUR 105	\$0	\$988	\$988	\$47,424	Y
Process Technology Exam fee - PTEC 250*	\$120	\$120	\$0	\$0	Y
Process Technology Program Fee (per semester)	\$50	\$50	\$0	\$0	Y
Real Estate Book Fee - REAL 110	\$0	\$45	\$45	\$900	
Real Estate Book Fee - REAL 111	\$0	\$45	\$45	\$900	
Real Estate Book Fee - REAL 112	\$0	\$10	\$10	\$200	
Real estate Course Fee - REAL 110	\$0	\$80	\$80	\$1,600	Y
Real Estate Course Fee - REAL 111	\$0	\$80	\$80	\$1,600	Y
Real Estate Course fee - REAL 112	\$0	\$80	\$80	\$1,600	13 Y



BOARD OF GOVERNORS
BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

Sonography Entrance Fee (Charged one time upon acceptance into program)	\$675	\$675	\$0	\$0	
Sonography Background check - DMSU 260 and ECHO 250*	\$125	\$125	\$0	\$0	
Sonography Program Fee (per semester)	\$250	\$250	\$0	\$0	Y
Technical Studies-HVAC Concentration (program fee per semester)	\$0	\$200	\$200	\$6,400	Y
Utility Line Service (one time program fee)	\$0	\$2,275	\$2,275	\$91,000	Y
Utility Line Service Tool & Tool belt (one time fee)*	\$3,659	\$2,000	(\$1,659)	(\$66,360)	
Utility Lineman pintle hook certification fee - OCCL 131	\$0	\$4,000	\$4,000	\$160,000	Y
Welding consumable materials fee - all other WLDT courses (per course)	\$50	\$150	\$100	\$3,000	Y
Welding consumable materials fee - WLDT 101, WLDT 102 (per course)	\$100	\$335	\$235	\$7,050	Y
*Denotes name change					
Denotes New Fee					
Denotes Changed Fee					

Mr. Holstein asked if this is proven to be true to help students and previously researched, as well as out of pocket for students, are we in good shape there? Per Ms. Aquino, yes. Especially, students with the WV Investment Grant/Pell Grants. The effort is to make sure we are not creating a lot of unnecessary out-of-pocket expenses.

First Motion by, Mr. Holstein to approve the proposed fees

Second Motion by, Ms. Moses

Motion Carried and Adopted into Policy

b. Tuition Changes, by Ms. Aquino

Ms. Aquino explained that this is our basic tuition and fees. What we are asking for this year is instead of raising tuition the College is asking to charge tuition for any credit hours a student enrolls in. Historically the college has given away credits above 12 credit hours for free. The Chancellor's office has approved us to do this as a pilot program. For the coming year there are several increases that need to be addressed with an increase in revenue. Increases include utilities, BRIM insurance, and PEIA which is still being worked on at the state level. In the fall of 2022 we had 1935 hours that were given away for free above 12 credit hours and in the spring there were 1513 hours. If we had charged for every credit awarded in the 22-23 school year the college would have generated approximately \$635,000. Ms. Howell, Student BOG rep, commended the change of funding so that most students would not see an increase in their tuition. She asked how the change will impact each of our students and their charges? Ms. Aquino explained that if a student has the Invests grant, it will cover the charges per credit hour and so will the Pell grant without the billing change being an out of pocket expense. Ms. Howell asked, "ow many students take out the student loans?" Ms. White asked about student loans and 11 credit hours required for first year nursing students and they end up needing one credit hour to be full time students for federal student aid. Will those students have out of pocket expenses? Ms. Aquino stated that Pell will cover the tuition for the credit hour charges for students who are Pell eligible. Mr. Blankenship asked, "Do we know how many students do not have Pell?" Dr. Sacks stated there are

BOARD OF GOVERNORS

BridgeValley Community and Technical College

Meeting Minutes



March 24, 2023

approximately 130 students that do not have Pell who are taking more than the 12 credit hours this year. Dr. Jones offered a suggestion for nursing to request a waiver from the US Department of Education, to base full time status on clinical hours. Mr. Holstein asked how fast the turnaround would be and Dr. Jones estimated one month. Mr. Blankenship stated that Ms. Howell has an excellent question, can we get back to her?" Mr. Holstein stated that we are talking about approximately 130 students. Mr. Holstein asked, why are we looking at loan's vs out-of-pocket? Ms. Howell stated we are looking at it all together. In addition, the student has an out-of-pocket expense or student loans in the long run the student still pays. Ms. Howell's concern is also student retention. Mr. Holstein asked what the number was above 12. Mr. Blankenship noted 130 are not receiving aid. Ms. Howell asked, "how much do we charge per credit hour? Ms. Aquino responded that would stay the same, at \$196.00/credit hour." There are 555 students who are not impacted, as they will not see it because there is another underlying coverage and 130 will be affected because they are not being alternately covered. Mr. Blankenship suggested finding unique ways to have them covered. Mr. Blankenship believes it is manageable, something we can do. Per Mr. Holstein we have a budget approval meeting coming up, let's have that conversation and solutions (James Fauver confirmed that of the 130 students who do not have financial aid, only 35 have funds/loans for the semester and only 7 of those are nursing, that don't have financial aid). The college has a student opportunity fund and encourages that there would be a bigger donation to the student opportunity fund so there is more to pull from. Dr. Sacks stated this is one of the reasons for the pilot to be certain that this will not have a negative impact on credit accumulation. There may be some students who have a degree and return for additional training which the WV Invest Grant does not pay for. Ms. Aquino addressed that some students may have lost their aid due to low grades and perhaps are on financial aid probation. Ms. Howell asked about retention and raising the rates, should we research more in regards to the cost. Dr. Sacks addressed the importance of this being a pilot. This is why Ad Astra is part of being diligent in having the courses available when students need them. This will test the theory because if students start taking less than 12 then we will realize there is more to do with in price than we anticipated. Ms. Howell stated that the \$196.00/credit over the 12 credit hours would be a lot of money for some students. Mr. Blankenship suggested that Mr. Holstein and Ms. Whitt address what an overall plan or policy could be, as part of the pilot period. Mr. Blankenship stated we may not be able to help all 130 students and Ms. Howell stated that even if we could help a third of the students that would help. Mr. Holstein reminded the board of financial challenges, the cost of things ae going up and we as a board have really focused on not raising our tuition. This causes us to look at other options because the revenue is flat, but costs are going up. Mr. Holstein stated from a financial standpoint and we agree that there is a portion of students who will have an impact, but if we give away 1500 hours we are not getting paid for and the change we will get paid for, largely not by the student which allows us not to increase our tuition, is that a fair statement? Dr. Sacks agreed it is a fair statement. Mr. Holstein expresses his appreciation to the college for keeping our cost low and suggests looking into opportunities to see who those people are specifically and recommending helping them. Mr. Holstein recommends moving forward with this, as we have been doing this for a period of time. Mr. Blankenship stresses the board will have to take action on it once the 2-year pilot is up. Ms. Moses stated that the lesser of two evils is to not raise tuition and go with the change during the 2-year pilot, as it relates to the tuition credit hour changes.

First Motion by, Mr. Holstein made a motion to approved change

Second Motion by, Ms. Howell

BOARD OF GOVERNORS
BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

Motion Carried and Adopted into Policy (*with the understanding of the 2-year pilot and the option for the policy to be re-evaluated and brought to the board in the future*).

c. Policy Revisions A-10 Service Animals, by Todd Jones

First Motion: Per Mr. Holstein made a motion to hold the action item, as it relates to the A-10 Policy Revision regarding Service Animals.

Second Motion: Ms. Howell

Motion Carried

Mr. Blankenship reiterated tabling the discussion until the June, 2023 BOG meeting

d. Policy Rescinding B-13, B-14 and B15, by Ms. Whitt

Mr. Blankenship made a motion to combine the action items at the same time. Mr. Holstein, if agreeable we may handle this in one motion. Mr. Blankenship agreed.

The BOG policy committee asked Ms. Whitt (Human Resources Director) to present the salary policies to the Board based on the policy committee meetings and recommendations. The Policy committee has reviewed and is requesting that policies B-13, B-14 and B-15 be rescinded, as each is redundant and the pertinent information is already captured in policy B-22, the salary administration policy. B-22 requires all employees to be treated the same about merit increases.

Mr. Holstein stated that initially there were four policies related to salary and all should be consolidated to one, as we need to be consistent and to stay on the same page in regard to HEPC and the rationale behind those, as you will see via the follow through in B-22, as a unified policy.

Ms. White questioned rescinding the annual increment policy since it is also in the state code. Ms. Whitt confirmed that the increment does not go away, but that our BOG has no authority to change it or set it and there is no reason for a BOG policy to replicate code. Further, Ms. White asked are we put the cart before the horse by getting rid of the policy on salary enhancement prior to the new faculty evaluation process being finalized? She noted she has been here 6-years and even with a stellar evaluation faculty hardly ever gets an increase. Dr. Sacks stated that was historically true, that until last year the college never had a process for merit increases. The work of the BOG last year created a merit structure. The policy committee asked for a salary administration policy that treats all employees the same, when there is a merit pool of funds available everyone with a stellar performance evaluation should be eligible for merit funds, not only a few select employees. Ms. White expressed concern because of PEIA insurance increases and a distrust that there will be merit funds available in the future. How can we trust if that system is changed that we will receive that merit raise? Dr. Sacks reminded the Board that last year they approved merit increases for everybody at the college if their evaluation was meritorious. In the past there were no increases because the college did not have funds. But what we saw was that full professors were the only employees who were able to apply for merit even when funds were not available for all employees. The revised B-22 policy requires merit funds to be applied to all eligible employees and that there does not need to be an application process for it. The hope of the board policy

BOARD OF GOVERNORS

BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

committee is to continue to use available funds for merit. This year there are funds from legislative appropriations and next year we anticipate funds in utilities savings after the demolition of buildings in Montgomery. After that, funds will only be available if the whole college increases enrollment. Mr. Holstein said he has focused on the components, how to retain and attract faculty, how do we increase pay bands so people are eligible for more money. In many cases, we now have a range we can work with but we must have a tool in place to work with those ranges. If we have a lot of people near that point, then as a board we should look at and be sure of the tools that are needed to recruit because becomes it becomes challenging when you're trying to recruit while remaining consistent in salary consistency. We want to flex that up and review opportunities as we have the ability to do so, which is why we shifted some of the ranges which you can see in the diagram. As the increases become available and you get closer to the top then those increases become smaller because you wedge into the top gap. Now we have opened that up, so as the pay increases occur the people at the top are not being wedged in there. Mr. Holstein confirmed with Ms. Whitt that what he was saying was correct, Ms. Whitt concurred. Mr. Holstein further stated what needs to be pulled out and focus on the things that the board should be focused on, which is the fiduciary responsibility to understand how we are expressing these. Being that it is our policy, the Board must deal with it. The board is always asking questions, can we change this or that? What do we have available? And with it being here and we look to change the maximum that can now become an opportunity to open back up and renegotiate. It is not a forever condition, but it is there with the setup and getting to the maximum is challenging each year. Mr. Holstein explained that the board is sensitive to the situation, and it is up to any board member to bring it up, as a board for renegotiation. Ms. Howell questioned making changes and lifting the caps would that be possible? Mr. Blankenship addressed the reasons for cap funding, budget and increase. Ms. Aquino and Ms. Whitt can run the numbers in regards to merits and the point system. Ms. White asked if we would be on a merit system annually and as of now yes, as this will be equivalent across the board with subject to change if brought before the board.

First Motion: Mr. Holstein

Second Motion: Dr. Kennedy

Motion Carried to rescind the three (B13, 14 and 15)

e. Policy Revising B-22, by Ms. Whitt

Ms. Whitt addressed the significant change in this policy is the change in the faculty pay ranges to increase the amount of money people can make. There was a 7% range from the minimum to the maximum and this could cause us to redline people at merit increase time. The new policy expands those ranges to 25%, which allows faculty to receive multiple increases before redlined. The board will review this minimally every 5 years. Mr. Holstein commended Ms. Whitt for her work and believes that we are in a good place to provide a structured, consistent process.

First Motion: Mr. Holstein

Second Motion: Ms. Howell

Motion Carried to approve Policy B-22, as amended

VII. Executive Session

Motion made by Mr. Blankenship to *go into executive session* at 3:21 pm



BOARD OF GOVERNORS
BridgeValley Community and Technical College
Meeting Minutes



March 24, 2023

Motion made by Mr. Blankenship to *exit executive session* at:5:02 pm

VIII. **Board Action and Comments**

First Motion: Mr. Holstein reviewed and discussed the house in Montgomery, WV. Mr. Holstein requested that we approve and grant the college President, Dr. Sacks with the authority to make decisions in the sale of the above property. Entrusting that delegated authority would include the acceptance of the offer, finalizing the sale, negotiating additional cost for closing or repairs, as applicable.

Second Motion: Ms. Howell
Motion Carried

IX. **Dates to Remember**

Monday, March 13 thru Saturday, March 18, 2023.....Spring Break
Friday, May 5, 2023..... Last Day of Classes
Sunday, May 12, 2023..... Pinning Ceremony 6 PM for Nursing @ The Tabernacle of Praise in
.....Cross Lanes
Saturday, May 20, 2023 @ 11:00Commencement
Wednesday, October 11, 2023.....*BOG Summit Begins
Thursday, October 12, 2023,*BOG Summit Concludes
**BOG Summit will be held at the Embassy Suites, Charleston, WV (note this is an update from the prior agenda)*

X. **Next Meeting**

Friday, April 7, 2023
9 a.m.
Virtual

XI. **Adjournment**

First Motion to Adjourn: Mr. Holstein motioned to adjourn
Second Motion Adjourn: Ms. Howell
Motion Carried: Meeting ended at 5:05 pm

Mark C. Blankenship

04/12/2023

Mark Blankenship, Chair

B. Holstein

04/13/2023

Barry Holstein, Secretary