



BOARD OF GOVERNORS
BridgeValley Community and Technical College
Meeting Minutes

December 1, 2023

I. Call to Order

Chair Blankenship called the meeting to order at 1:04 pm.

II. Roll Call

The role was taken by Ms. Fizer noting a quorum was present.

III. Approval of Minutes

Minutes of October 6, 2023

Mr. Holstein motioned to approve the minutes.

Mr. Grady seconded.

Motion Carried.

Mr. Rogillio noted that Roane was misspelled in the minutes. Ms. Fizer will correct this error in the final copy.

Chair Blankenship would like to make a slight change to the order of the agenda, moving section V (Action items) to section IV (Reports and presentations) to let Suttle & Stalnakar present before we give reports.

IV. Action items

a. **Audit Report**, by Cathy Aquino

Sarah Murphy and Chris DeWeese with Suttle and Stalnakar presented the board with the financial reports.

Mr. Holstein asked if there was a point where we are most susceptible based on the idea of a downturn in the economy? Mr. DeWeese said enrollment is always going to be a key, as well as keeping costs down.

Mr. Holstein asked Ms. Aquino what is the ballpark figure for revenue based on changes to this year's credit hours tuition? Ms. Aquino said revenue will be around \$600,000.

Chair Blankenship asked the auditors if our cash on hand is where it needs to be. Mr. DeWeese said we have about a half year of funds on hand, which is a good thing.

Mr. Crist recognized and thanked Ms. Aquino for her work on the audit.

Mr. Holstein motioned to accept the financial audit report.

Mr. Grady seconded.

Motion carried.

V. Reports and presentations

a) **President's Report:**

Student Success: We increased our fall enrollment by 181 students, surpassing our goal of 70 per year. We had a 1% increase in fall-to-fall retention, not quite meeting our goal of 2%. We are focusing on improving student retention and completion by standardizing our Financial Aid and Advising processes to meet this goal. Student Government provided our leadership team with feedback from a new student survey and a few of these things are immediately actionable.

Our HLC site visit in October was successful thanks to the efforts of Dr. Johnson and our HLC team.

The cyber incident from last spring has been wrapped up and most of the PPI was related to transcripts. BRIM offered the 6,000 students who were potentially affected by the breach credit monitoring for a year.

Media releases: All media releases since our last meeting in October have been included within your packets.

Facilities plan: We have successfully completed a 5-year lease with Tech Park on buildings 2000 & 704. We are currently working on a 5-year ground lease agreement for the ATC, since we own the building. The Montgomery house paperwork has been signed by Dr. Sacks and is being finalized for sale. The Ratliff Hall buyer has until the end of the year to decide if they still want to purchase the space. The governor's office has released capital project funds, we can start working with the system office on the bid process for demolition on the Montgomery buildings consistent with our facilities master plan.

Industry and Community Success: Dr. Jones and Kaitlyn put on a Service Excellence training on Customer Service for frontline staff. Kanawha Valley Mining Institute is interested in sponsoring a kid at our summer STEM camp.

Grants in process: Norm Mortensen is working on a manufacturing project in partnership with WVU-P. He has also just submitted a Technical Program Development grant for Automotive Technology, thank you to Meghan Moses and her team for supporting that. Michelle Wicks submitted a Perkins grant to the US Department of Education for outreach and support for WIN Academy students. Sarah Kelly is working on a Technical Program Development grant for Radiology Technology.

Grant Awards: Kristi Dixon was awarded a Technical Program Development grant for Data Analytics. We've received 10 awards for Learn and Earns. Russell Saunders was awarded an ARC grant for 1.5 million heavily based on equipment purchases. We received a Department of Education grant focused on student advising that we are calling COMPASS. After the new year we anticipate a \$3 million dollar Department of Energy Industrialized Assessment Center award that will help support manufacturing.

Fall Events Review: Disaster Day, Disaster Day Mock Trail, Capitol City Pumpkin Drop, Family Fun Night, Veteran's Day Celebrations on each campus, Bridged by Faith Thanksgiving lunch, and the Pink Carpet Fashion Show.

WIN Academy: We submitted and were approved for an expansion from the State Charter School Board to include manufacturing education. WIN has been asked to be an inventor in a constitutional challenge case in West Virginia, we are meeting as a board to decide if that makes sense for us and will keep you posted.

Last year we worked with the Federal Reserve Bank from Richmond to help them look at community college data more effectively. They found that while our IPEDS success rate look like they're about 25%, they track our actual success closer to 75% when all students are measured not just the sub-set that are selected for IPEDS.

Mr. Holstein thanked Dr. Johnson for her work on HLC and complemented the BridgeValley team on a successful Family Fun Night.

- b) **Title IX Training presentation**, by Katrina Whitt
This training will be counted toward the annually required training hours for board members.

VI. **Information items – These will be provided as information only and will not be a formal presentation unless a BOG member requests it.**

- a. **Budget report**, by Cathy Aquino
- b. **Operational Policy B-1**, by Katrina Whitt & Cathy Aquino
Mr. Holstein asked for further analysis of pay rates when we get into our budgeting phase to make sure we have the right people in the classrooms teaching.
- c. **Program Viability & HLC Update presentation**, by Dr. Christina Johnson
- d. **ASCEND presentation**, by Cody Tomblin
Mr. Holstein asked for a deeper understanding of the success chart. Mr. Tomblin explained that ASCEND students had a 12% higher return rate than their non-ASCEND counterparts in persistent rate and 3% hours completed.
Mr. Carney asked what is the feasibility timeline for the childcare goal? Mr. Tomblin responded with the hope is to use funds provided by the COMPASS grant for student vouchers to help with childcare costs and be available next fall.
- e. **Cyber Security Progress and Needs**, by Adam Ferrell
- f. **Network Intrusion Summary**, by Jason Stark
- g. **Comprehensive Real Estate Updates**, by Jason Stark
- h. **Definitions of Full-Time Faculty**, by Suzette Breeden & Katrina Whitt
Mr. Holstein asked if this policy has been vetted and faculty approved. Dr. Sacks answered that all operational policies have been revised this year and this one will go out for 30-day comment on Tuesday.
- i. **EV Planning and Future Vision**, by Norm Mortensen
- j. **Press Releases**, by Michelle Wicks

Mr. Holstein motioned to move to executive session to discuss the annual president review.

Mr. Grady seconded.

Motion carried.

Entering executive session at 2:59 pm.

VII. **Executive Session**

- a. Personnel item – President Annual Review

Mr. Holstein motioned to exit executive session and move back to general session.
Mr. Grady seconded.
Motion carried.

General session resumes at 4:06 pm.

VIII. **Board comments and discussion**

Mr. Holstein let everyone know that he is working on some policies that we intend to bring to the Board at the next meeting.

Chair Blankenship expressed that on behalf of our Board Merry Christmas and Happy Holidays to all of you. It has been a good semester and thank you all, all the faculty, all the staff, and all the students. We certainly appreciate it.

IX. **Adjournment**
Meeting adjourned at 4:11 pm.


Mark C. Blankenship

Mark Blankenship, Chair

Megan C. Bailey

Megan Callaghan Bailey, Secretary



SIGNATURE CERTIFICATE



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TRANSACTION DETAILS	DOCUMENT DETAILS
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<p>Name Mark Blankenship</p> <p>Email mark@markblankenship.com</p> <p>Signer Sequence 0</p> <p>Components 1</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 9dce6ccd7647a672894e0ce87127381fab2a8320c13830a5bd66027d1a5677bf</p> <p>IP Address 74.195.5.233</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID CA0FF243</p>	<p>Viewed At 02/28/2024 11:18 EST</p> <p>Identity Authenticated At 02/28/2024 11:19 EST</p> <p>Signed At 02/28/2024 11:19 EST</p>

AUDITS

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