

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

MAY 8, 2020

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, May 8, 2020, at 9:00 a.m. via video conference.

Board members present: JB Akers, Mark Blankenship, Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Andrea Petry, Trevor Stanley, Kent Wilson and Daniel Wright. Board members absent: Srini Matam. 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 Amy Moore noting that a quorum was present.

#### III. Approval of Minutes

Kent Wilson moved to approve the meeting minutes of April 8, 2020. Jane Harkins seconded the motion. Motion carried.

#### IV. Administrative Items

##### a. Information Item: FY 2019-20 Budget Update

Cathy Aquino provided the third quarter budget update. She noted that overall revenue is at 80.3% of the budget. Tuition and fees revenues are on target. Enrollment has increased over the last year. Salary and benefits are at 74.7% and are on target. Non-payroll expenses are slightly above budget as certain items must be paid in the first two quarters for the entire year. Total expenses are right on target. One hundred percent of the operating budgets have been released to departments.

BridgeValley has been awarded \$1.4 million from the CARES Act. Half of those funds must be distributed directly to students as grants. The Financial Aid Staff determined which students qualified according to federal financial aid

guidelines. The funds are available and the first round of awards will be made as soon as possible.

The second half of the funds may be used by the institution for COVID related expenses occurring after March 13, 2020. Federal guidelines are being evaluated to ensure that all expenses charged to the fund will be allowed.

Chair Cline asked how many students would benefit from this award. Cathy Aquino stated that 977 students would receive the grant. The grants will range anywhere from \$1000 to \$100.

b. Information Item: Holiday Calendar for 2020-2021

President Bellinger presented the Holiday Calendar for 2020-2021 as specified by WV Code §18B-1-6, 18B-1-3 and BOG Policy B-4.

## V. Reports

a. President's Report

President Bellinger announced that Virtual Graduation would be held on Saturday, May 16 at 11:00 am.

Student services along with other volunteers are delivering diploma covers, printed yard signs and a congratulatory letter from the President to graduates. So far, 172 have been distributed.

President Bellinger emailed all faculty and staff informing them of the upcoming changes to the Summer/Fall 2020 schedule. Fall classes will start on August 10. We are erring on the side of safety for our faculty and staff.

President Bellinger commended the operations team for their hard work during this pandemic. Some things highlighted that the operations team were responsible for are ordering PPE and cleaning supplies early on; they gave out loaner laptops to students; migrated student accounts to MS 365; created MS Teams for all courses; distributed PPE supplies on hand to Thomas Hospital, CAMC and Montgomery General and prepared 10 rooms in Ratliff for use by Montgomery General if needed.

President Bellinger introduced Ruth Jacobs who provided a presentation on Medical Marijuana in West Virginia. Ruth provided some insight on the Cannabis Laboratory program at Hocking College as well as the job market for medical marijuana laboratory technicians in West Virginia

President Bellinger asked Ruth if labs in West Virginia will be independent. Ruth commented that they will be independent because the larger colleges in West Virginia do not want the association of "marijuana".

b. Annual Faculty Report

Kent Wilson provided an annual report on behalf of faculty. The report included program changes/additions, faculty outreach activities, and personnel changes for each academic division.

Danny Wright asked about the process of faculty evaluation and promotion. Kent Wilson stated that faculty complete a self-evaluation each year, which is then evaluated by the Review Committee. The Review Committee makes their recommendation to the VPAA.

Michelle Bissell stated that when you are first hired, you can apply for a promotion after three years. After your first promotion, you can only apply every five years. If you are denied promotion, you can file an appeal to the Faculty Evaluation Committee.

Chair Cline thanked Kent for his report.

c. Annual Staff Report

Bonnie Edwards, acting chair of Classified Staff Council, provided an annual report on behalf of staff. Bonnie highlighted staff achievements, staff promotions and provided an overview of community service efforts for 2019-2020.

Chair Cline thanked Bonnie for her report.

d. Annual Student Report

Trevor Stanley announced the new slate of Student Government Association officers for 2020-2021 and highlighted student achievements and activities held during the 2019-2020 academic year.

Trevor thanked the Office of Student Life and Sara Price for her work in helping prepare the report.

Chair Cline thanked Trevor for his report.

Kent thanked Trevor for his leadership during the past year.

e. Marketing Update Report

Crystal Berry provided a marketing update. We are working on strong push for summer and fall modality by letting community and students know how classes

will be offered. We are making that we are communicating we are open for business and are changing the way we do things to keep everyone safe. Our profile is up-to-date on the website. You will see advertising on marketing and promotion on Facebook, Instagram, television, newspaper and radio. COVID pages on website are up-to-date. We are working on a meet-the-majors campaign. Want to showcase different majors that are available. Student success stories are available on our website for viewing. The stories are amazing.

Chair Cline asked President Bellinger if we are cautiously optimistic that enrollment will not be hit. President Bellinger stated that she feels we will maintain flat.

President Bellinger stated that Dr. Socia has put together a virtual concert to raise money for the food bank and sister college in Zimbabwe. Will provide exact date when the concert will take place.

Kent stated that we had three nursing students who went to New York City to work.

Chair Cline thanked Crystal for her report.

#### **VI. Additional Board Action and Comments**

Chair Cline reminded everyone that the virtual commencement will be held on Saturday, May 16, 2020 at 11:00 am.

#### **VII. Next Meeting**

Friday, June 19, 2020  
9 a.m.  
Via Microsoft Teams

#### **VIII. Adjournment**

There being no further business, the meeting was adjourned.

*Sally Cline*

\_\_\_\_\_, Sally Cline, Chair

*Kent Wilson*

\_\_\_\_\_, Kent Wilson, Secretary