

**CONSOLIDATED MULTI-CAMPUS COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

MINUTES

July 26, 2013

A meeting of the Consolidated Multi-campus Community and Technical College Board of Governors (BOG) was held on Friday, July 26, 2013, at 10:00 a.m. at Kanawha Valley Community and Technical College, Room 006.

Board members present: Debra Rader, Roy Simmons, Earl Waytowich, and Judy Whipkey. Board members present via phone: Donna Atkinson, David Barnhart, Amy Bayes, Angelina Broschart, Mark Dempsey, Tom Dover, Jane Harkins, David Lewia, Debra Rader, Roy Simmons, Earl Waytowich, and Judy Whipkey. Board Members absent: Gregory Barker, Robert Manley, Karen Price, and Jan Vineyard. Also in attendance were: President Jo Harris and faculty and staff from Bridgemont and Kanawha Valley.

I. Call to Order

Chair Dempsey called the meeting to order at 10 a.m.

II. Roll Call

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

III. Approval of Minutes

Jane Harkins moved adoption of the meeting minutes of July 12, 2013. The motion was seconded by David Lewia and passed unanimously.

IV. Action Items

A. Adoption of Mission Documents

Earl Waytowich moved the adoption of the following resolution:

Resolved, That the Board of Governors approves the attached mission documents for the consolidated institution with implementation to occur upon Higher Learning Commission approval.

Jane Harkins seconded the motion. Motion carried.

B. Adoption of Organizational Structure

Jane Harkins moved the adoption of the following resolution:

Resolved, That the Board of Governors approves the attached organizational structure for the consolidated institution as edited with implementation to occur upon Higher Learning Commission approval and availability of funding.

Donna Atkinson seconded the motion. Motion carried.

C. Approval of HLC Change of Control Document

Tom Dover moved the adoption of the following resolution:

Resolved, That the Board of Governors approves the Change of Control application to be submitted to the Higher Learning Commission for consideration of consolidation approval.

Dave Barnhart seconded the motion. Motion carried.

V. Additional Board Action and Comments

The Board voted to meet on the following dates beginning at 9 a.m.:

Friday, September 6, 2013
Friday, November 8, 2013
Friday, January 10, 2014
Friday, March 7, 2014
Friday, May 9, 2014
Friday, June 6, 2014

VI. Next Meeting

Date: Friday, September 6, 2013
Time: 9:00 a.m.
Location: KVCTC, Room 006

VII. Adjourn

There being no further business, the meeting was adjourned.

_____ Mark Dempsey, Chair

_____ Jan Vineyard, Secretary

MISSION STATEMENT

BridgeValley Community and Technical College promotes student success, prepares a skilled workforce, and builds tomorrow's leaders by providing access to quality education.

VISION STATEMENT

BridgeValley Community and Technical College will be the college of opportunity for a diverse learner population, offering leading-edge technology, innovative ideas, and dynamic service to our students and our communities.

VALUE STATEMENTS

Faculty, staff, and administrators share a common set of values that guides the College in fulfilling its mission. These values influence our actions, guide our decision, mold our policies, and determine our strategic planning.

Excellence in Education. We are dedicated to excellence in education by providing a highly competent, innovative, and supportive faculty and staff; facilities equipped with current technology; quality academic and occupational programs; and integrity and high standards in teaching, learning, and service.

Accessibility and Achievement. We are committed to access and affordability of higher education for all students and the delivery of education and support services that will enable students to achieve their individual educational goals in course, skill set, or program completion.

Respect for Diversity. We value intellectual and cultural diversity. We believe that all individuals should have an opportunity to learn and succeed in the classroom, in the workplace, and in the community and encourage a diverse student body through open admission and delivery of educational services that support student success.

Accountability. We are committed to efficient and effective management of human and financial resources that will maintain public trust and ensure a fiscally responsible, sustainable environment for the institution.

Quality of Work Environment. We value each member of our community; promote free, open and responsible exchange of ideas; foster respect, trust, and support among faculty, staff, and students through shared governance; encourage ethical risk-taking and innovation; recognize exceptional performance and contributions made to our dynamic learning environment.

Contribution to Community and Economic Development. We are committed to serving the academic, occupational, and enrichment needs of our communities; enhancing quality of life; and supporting economic development through effective business and industry partnerships and collaborations.

Commitment to the Future. We are dedicated to continuous evaluation of the institution in order to address the needs of the present and the challenges of the future.

GOALS

Goal One: Student Success

Objectives:

- Prepare students to become successful and independent contributors to society by providing transfer skills for future technical innovations
- Maintain a sound assessment program for student learning outcome measurement
- Ensure a student-centered learning environment and support services
- Increase retention rates
- Increase the number of graduates in certificate and associate degree programs

Goal Two: Institutional Success and Sustainability

Objectives:

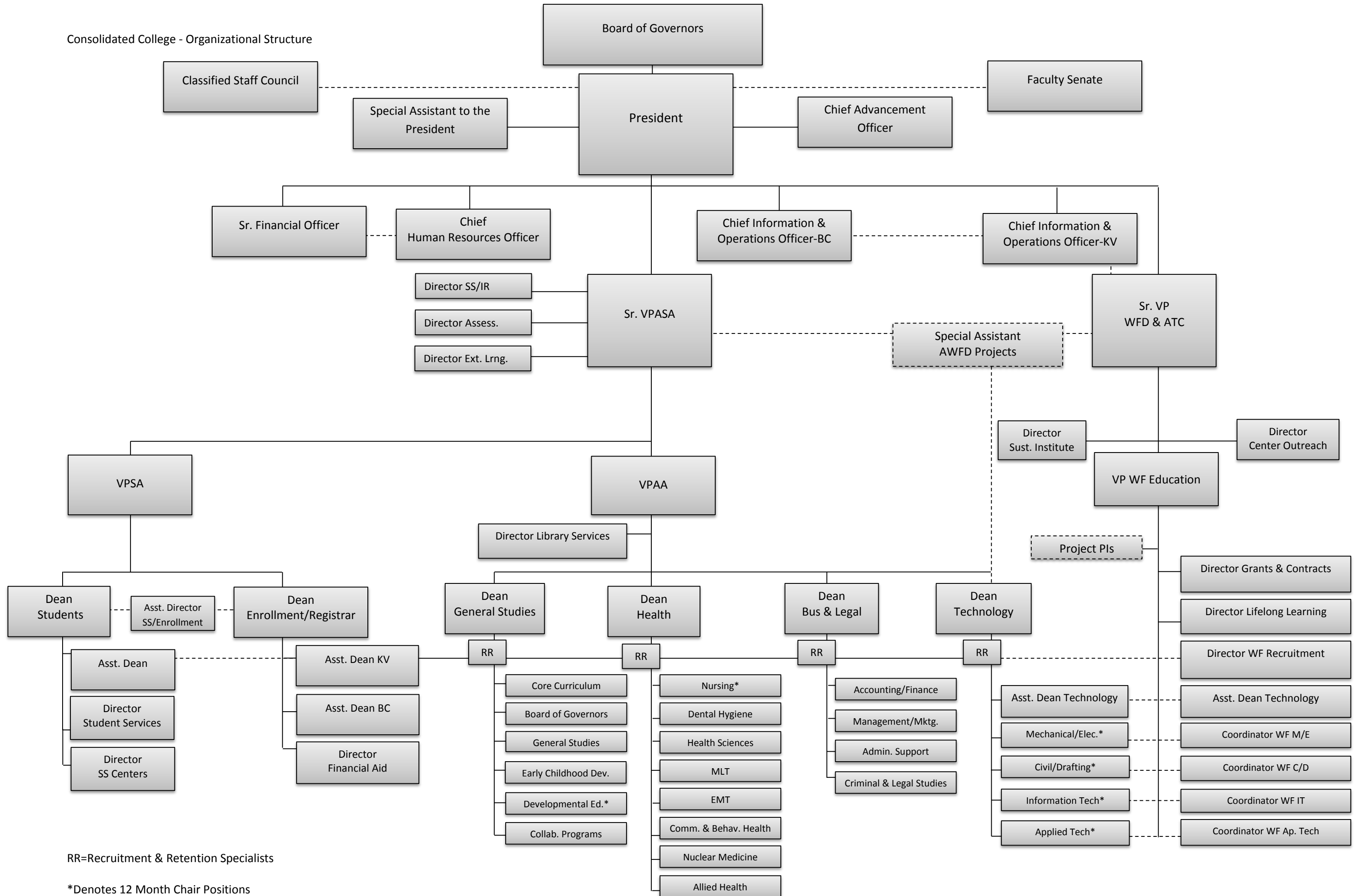
- Promote faculty and staff excellence
- Increase headcount and FTE enrollment annually
- Pursue new revenue opportunities to support present and future programs and services
- Assess institutional effectiveness and continuous improvement through strategic planning
- Leverage the strengths and efficiencies of a multi-campus college
- Promote the college to community and industry through effective marketing, branding, and public relations opportunities
- Provide access to education, training, and enrichment opportunities on multiple campuses, off-site, or on line
- Promote sustainability principles throughout college operations
- Maintain a safe, secure, modern, and positive learning/working environment

Goal Three: Community and Industry Success

Objectives:

- Exhibit responsiveness and flexibility in course and program offerings to meet changing workforce needs of business and industry
- Build synergistic relationships with community, schools, and alumni
- Integrate community service and civic engagement opportunities into programming
- Forge strategic partnerships that advance community, workforce and economic development

Consolidated College - Organizational Structure



RR=Recruitment & Retention Specialists

*Denotes 12 Month Chair Positions

CONSOLIDATED MULTI-CAMPUS COMMUNITY & TECHNICAL COLLEGE
Board of Governors
Calendar of Meetings

	BOG Meeting Dates	9/6/13	11/8/13	1/10/14	3/7/14	5/9/14	6/6/14	Action	
	WV Council Meeting Dates	10/17/13	12/12/13	1/30/14	4/24/14	6/19/14	8/21/14		
	Subject								
1	Master Plan/Strategic Plan/Compact						✓	A	
2	Election of Officers						✓	A	
3	Operating Procedures/Bylaws						✓	A	
4	Committee Appointments						✓	A	
5	Area Reports								
	• Academic Affairs							I	
	• Enrollment Management							I	
	• Student Services							I	
	• Workforce Development							I	
	• Institutional Advancement							I	
	• Staff Report							I	
	• Faculty Report							I	
	• Student Report							I	
6	Program Review					✓		A	
7	Legislative Updates			✓	✓			I	
8	Tuition & Fee Proposal			✓	✓			A	
9	Tuition & Fee Waiver Update						✓	I	
10	Other Action Items								
	• Program Changes	As needed							A
	• Policies & Rules	As needed							A

**BOARD OF GOVERNORS
CONSOLIDATED MULTICAMPUS COMMUNITY AND TECHNICAL COLLEGE
MEETING OF SEPTEMBER 6, 2013**

ITEM: **PRESIDENTIAL GOALS**

RECOMMENDED RESOLUTION: Information Item

STAFF MEMBER: Dr. Jo Harris, President

BACKGROUND:

To effect evaluation of annual presidential performance, the Board and the President agree on goals for the year.

Attached as a starting point for discussion are possible goals for 2013-2014. These suggestions are based on the strategic goals set by Bridgemont and Kanawha Valley employees in joint planning sessions for this transition year.

Changes (additions, deletions, edits) will be discussed at this meeting and/or a subsequent executive committee meeting so that action may be taken to finalize goals at the next regular meeting.

Presidential Goals 2013-2014

The goals for the President of Bridgemont and Kanawha Valley Community and Technical Colleges (to be known as BridgeValley Community and Technical College) listed below are aligned with the Integrated Strategic Plan for the institutions and with statewide initiatives for community college education as defined by the West Virginia Council for Community and Technical College Education (Council) and outlined in the institutional compact.

I. Direct the College Completion Agenda Initiative (Student Success)

A major emphasis and strategic priority for the state and the institutions is to produce more graduates. Having signed the Call to Action for College Completion through the American Association of Community Colleges, the President, working with academic affairs, student affairs, and workforce development shall

- Guide implementation of effective retention strategies as defined in the College Completion Council at each campus
- Promote professional development opportunities for faculty and staff in the area of retention
- Review developmental education design at both campuses, implementing appropriate best practices from the statewide task force on developmental education
- Promote the Board of Governor's adult degree completion program
- Transition workforce participants to degree programs

Measurement: Increase the number of certificate and associate degree graduates by 5 percent

II. Ensure Fiscal Responsibility (Institutional Success)

Through the advice and work of the Chief Financial Officer and Financial Affairs staff, along with all Cabinet members, the President will oversee systems and strategies for revenue creation and expense efficiencies, building reserve ratios for the combined institution and linking expenditures to the strategic plan.

Strategies:

- Increase revenue through
 - Application and awarding of grants and contracts
 - Increased participation by employees and industry partners with Foundation initiatives
 - Increased FTE enrollment (3-5 percent annualized growth)
- Achieve cost savings through
 - Consolidation of contracts for software, services, library, etc.
 - Employment of shared personnel when applicable
 - Effective space utilization
 - Emphasis on sustainable practices at both campuses (e.g., energy efficiencies)
 - Conservative spending by all unit budget managers

Measurement: Increase external resources by 10 percent

III. Complete Transition to BridgeValley

The President, working with the Board of Governors, employee and student constituent groups, academic and student affairs, workforce, financial affairs, and operations (information technology/facilities/security) shall oversee the consolidation transition of the two colleges.

Strategies:

- Lead consolidation through functional unit task list progress
- Direct the completion of the consolidated strategic plan
- Review staffing needs of consolidated institution, making changes as required for effective operation
- Develop appropriate operating policies and BOG rules for the multi-campus environment
- Manage joint meetings, development opportunities, and student/employee activities
- Implement seven Intra-College Councils (ICC) to address multi-campus environment: Recruitment, Retention, Academic and Workforce Education, Finance and Administration, Information Technology, Safety and Security, and the Strategic Planning and Budgeting Council
- Attend constituent group meetings (faculty, staff, students) and/or meet regularly with leadership of groups to communicate transition progress
- Host HLC site visit

Measurement: Complete consolidation of the institutions by June 30, 2014

IV. Promote Community and Industry Engagement (Community and Industry Success)

The President, in coordination with Office of Workforce and Economic Development, the Office of Advancement, and Academic and Student Affairs, shall increase college involvement with the communities and industries of the expanded service region.

Strategies:

- Meet with employers to develop customized training and/or contractual projects
- Host a minimum of two sector-based strategy meetings and two Lunch and Learn events
- Refresh program advisory committee membership and engagement
- Promote branding of the ATC and BridgeValley through aggressive marketing campaigns, press releases, and/or events
- Increase Presidential and Cabinet involvement with local and regional boards and civic organizations
- Continue collaboration with public schools through district consortium projects, College Transition and early enrollment course offerings
- Increase the number of outreach and community service projects throughout the region and at the Advanced Technology Center

Measurement: Increase the number of events hosted by the college for external partners (schools, industry) by 10 percent

**BOARD OF GOVERNORS
CONSOLIDATED MULTICAMPUS COMMUNITY AND TECHNICAL COLLEGE
MEETING OF SEPTEMBER 6, 2013**

ITEM: **NAMING POLICY**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Jo Harris, President

BACKGROUND:

The mission of the Bridgemont Community and Technical College Foundation (the Foundation) is to support the education and training mission of the College. The attached policy, passed on March 13, 2013, was established to assure an appropriate reflection of fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of Bridgemont Community and Technical College. The institutional Board of Governors has final approval authority for naming a facility or area within the college.

**BRIDGEMONT COMMUNITY & TECHNICAL COLLEGE
FOUNDATION, INC.**

OPERATING POLICY

Effective Date	Subject	Number	Page
July 1, 2013	NAMING POLICY	OP-4-13	
Supersedes/Supplements:	N/A		
Reference:	WV Code § 18B-2A-4; Bridgemont BOG Rule A-1		

POLICY STATEMENT

The mission of the Bridgemont Community and Technical College Foundation (the Foundation) is to support the education and training mission of the College. The following guidelines are established to assure an appropriate reflection of fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of Bridgemont Community and Technical College. The institutional Board of Governors has final approval authority for naming a facility or area within the college.

GENERAL GUIDELINES

The following guidelines are used to assist Foundation Directors, Board of Governors, and college personnel in appropriate fund-raising and recognition efforts.

1. A building or organizational unit may be named for an individual or organization based upon the following conditions and considerations:
 - a. No facility or organizational unit shall be named for an individual who is currently serving on the BOG or who is currently employed or has been employed by the College during the immediately preceding three academic years.
 - b. An individual or organization for whom a facility or organizational unit is to be named must meet one or more of the following criteria:
 - i. Former board members who have rendered distinguished service or made an outstanding contribution to the success and reputation of the College.
 - ii. A citizen or organization who/which has made a substantial monetary or personal service contribution to the College as outlined below:
 1. Levels of monetary contribution are as follows:
 - a. \$2,000,000—New Building
 - b. \$1,000,000—Existing Unnamed Building
 - c. \$500,000—Academic Division
 - d. \$500,000—Center or Institute
 - e. \$250,000—Specialized Laboratory or Facility
 - f. \$250,000—Endowed Professorship
 - g. \$150,000—Academic Department

- h. \$100,000—General Classroom
 - i. \$100,000—Endowed Full Tuition and Fees Scholarship
 - j. \$25,000—Other Endowed Fund
 - iii. Exemplary level of personal service to the college upon approval by the institutional Board of Governors as outlined in 1a above.
- 2. A formal written request for the naming of any facility or organization unit of the College shall be submitted to the President. The written request shall be accompanied by a brief biography of the individual or organization for whom/which the request is being made along with specific justification for the request.
- 3. If criteria above are met, the President shall forward to the Board of Governors for final approval, which has final approval authority for naming.
- 4. When a building is razed of an organizational unit is eliminated, any existing name will no longer be used.
- 5. The Board of Governors may remove a name given when the majority of members, through its vote, deem that the individual or organization for whom/which the facility or organizational unit is named brings reproach upon the institution.

Approved by: Board of Directors **Date:** 3/13/2013

**BOARD OF GOVERNORS
CONSOLIDATED MULTICAMPUS COMMUNITY AND TECHNICAL COLLEGE
MEETING OF SEPTEMBER 6, 2013**

ITEM: **UPDATE ON STATE RECOGNITION OF
BRIDGEVALLEY**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Pat Hunt

BACKGROUND:

With the passage of Senate Bill 438, the West Virginia state auditor's office and budget office had discussions with staff at both Bridgmont and Kanawha Valley Community and Technical Colleges as to when the consolidated institution, now known as BridgeValley, should be recognized at the State for financial reporting. Given that the consolidation process requires the Higher Learning Commission's approval; this process was delayed one fiscal year.

The fiscal year 2014-15 budget process has begun requiring preliminary budget submissions by September 3rd. The Higher Learning Commission should approve the consolidation no later than at their February 2014 meeting, well in advance of the start of fiscal year 2014-15. Given this timing, discussions took place in August with various officials from the auditor's office, budget office, and the new State financial system (OASIS) to get BridgeValley set up. We received this recognition on August 20th and plans are underway to first budget with the new organization known as BridgeValley and begin processing payroll and other financial transaction for fiscal year 2014-15, effective July 1, 2014.

**BOARD OF GOVERNORS
CONSOLIDATED MULTICAMPUS COMMUNITY AND TECHNICAL COLLEGE
MEETING OF SEPTEMBER 6, 2013**

ITEM: **ADVANCED TECHNOLOGY CENTER NAME**

RECOMMENDED RESOLUTION: *Resolved*, that the Board of Governors, in its statutory advisory capacity to the West Virginia Council for the Advanced Technology Center, recommends the name of the Center to be

_____.

STAFF MEMBER: Dr. Jo Harris, President

BACKGROUND:

Senate Bill 438 included a provision that the consolidated, multi-campus institution to be formed from Bridgemont and Kanawha Valley be named the Advisory Committee for the Advanced Technology Center (ATC) being constructed at the West Virginia Regional Technology Park.

Two ATCs were funded by the legislature—one to serve the Advantage Valley region and another North Central region of West Virginia. These Centers are to be the focal point of cutting-edge technology; regional business and industries, public schools, and other community and technical colleges will be invited into the facilities for training, exploratory activities/competitions, etc.

As the building at the Park is nearing completion, the architects need the official name for signage. At the Council meeting on Wednesday, August 21, Chancellor Skidmore brought forward South Central Advanced Technology Center as the name for this facility, which promotes the regional aspect and is parallel with North Central for the Fairmont site. Advantage Valley ATC (which was commonly used in the past when describing the facility) was thought to be too confusing when used in conjunction with BridgeValley.

In this BOG advisory role, however, input is requested; if the name selection by this Board differs from South Central, the Council will hold a meeting to consider an additional option. In addition to Advantage Valley ATC and South Central ATC, The Advanced Technology Center at BridgeValley has been mentioned. Other options can be considered by the Board.

The resolution of the Board will be forwarded to the Council for consideration.