



**BOARD OF GOVERNORS**  
**BridgeValley Community and Technical College**  
**Meeting Minutes**

*June 23, 2023*

A meeting of the BridgeValley Community and Technical College Board of Governors was held on Friday, June 23, 2023, at 1:00 p.m. in Building 2000, Room 137/138.

**Board members present:** Mark Blankenship, Luke Carney, Barry Crist, Barry Holstein, Larry Pack Jr., Dr. Andrew Kennedy, Meghan Moses, Megan Bailey, & Rhonda White.

**I. Call to Order**

Chair Blankenship called the meeting to order at 1:06 p.m.

**II. Roll Call**

Role was taken by Ms. Richards noting that a quorum was present.

**III. Thank you & welcome** – Mr. Blankenship expressed gratitude of thanks to outgoing BOG members Rhonda White, Andrea Petry, and Katrina Howell. Acknowledging and extending a welcome to incoming members who will start July 1, 2023 to include Mr. Ronald Rogillio, Faculty Rep, TBD, Staff Rep and Christopher Grady, Student Rep. Oath of Office will be administered and duly recorded on August 4, 2023.

**IV. Approval of Minutes**

**Mr. Holstein** moved to approve the meeting minutes of April 7, 2023.  
**Ms. Moses** seconded.  
**Motion carried**

**V. Reports and action items publicly**

**President’s Report:** Dr. Sacks began by explaining to the newer members that her college updates address the three parts of the strategic plan, starting with student success.

BridgeValley announced partnership with WVU Medicine where WVU Medicine is going to pay 10 students to stay enrolled in the nursing program. Initially it is a \$1.2M dollar commitment over 5 years with the intent of a bigger future commitment. WVU will pay students \$5,000.00 each semester that they are in the nursing program and then another \$5,000.00 as a signing graduation bonus with the intent of having the student(s) working at WVU Medicine. This is something that we would like to replicate across other program areas.

**Institutional Success and Sustainability.**

Strong legislative support this last year. BV is asking the state for \$3M dollars in Capital improvements. Our Board of Governors needs to discuss and approve this process to move forward in applying for the Capital projects. Future grant development includes:

- Department of Education Title III project for more advisers on campus and more faculty support.
- ARC to do more outreach in manufacturing in an effort to obtain more students within our manufacturing pipeline.
- Stackable credentials in the business areas

- Increasing the MLT (Medical Laboratory Technician) enrollment.
  - EV Technology including with automotive dealers in the area
  - ARC grant for infrastructure training.
  - Working in collaboration with Blue Ridge Community and Technical College and WVU for a US DOE manufacturing outreach center.
- Awarded Grants:**
- **Nursing Expansion** –\$1.1M nursing expansion project.
  - **Learn and Earn Projects** – Career services \$764k for work with local companies

**Cyber-Attack Update:**

On April 4, 2023, BridgeValley discovered that some of its systems had been affected with ransomware. Files were encrypted and a ransom note was found. BridgeValley took the affected systems offline. The variant was Akira. BridgeValley began working to restore its environment while preserving forensic evidence.

BridgeValley engaged BakerHostetler to provide legal counsel related to the incident. BakerHostetler engaged LMG to conduct a forensic investigation to assist BakerHostetler with providing legal advice to BridgeValley. LMG was also engaged for threat actor communications. Alvaka was engaged to assist with remediation.

Network connectivity has been restored on all campuses. Alvaka completed their engagement. The team has a prominent level of confidence in containment. LMG continues to monitor CrowdStrike, and so far, there have been no alerts related to the incident.

The forensic investigation was unable to identify the initial date of compromise and the entry vector due to the actions of the threat actor (TA). It is believed that the TA was in the BV system for a month before initiating the attack.

On May 10, 2023, the TA posted data to their leak site. BridgeValley does not intend to pay for a decryption key or continue communications with the TA.

**Budget/Fees Incurred:**

Vendor	Service	Budget
LMG	Incident Response	\$22,800 - \$28,000
Alvaka	Remediation	\$45,000 to \$250,000, plus expenses
BakerHostetler	Legal	\$40,000.00 (est.) (\$22,000 to date)
<b>Total</b>		<b>\$107,800-\$318,000</b>

We received BRIM approval to move forward with IDX as the mailing, call center, and credit monitoring services vendor. We will work with BRIM to finalize execution of the SOW and obtain signature on forms requested by the State, including the WV-48, Purchasing Affidavit, and WV-96. Once complete and engagement is finalized, we will move forward with notification.

Baker continued to assist BridgeValley with incident communications and responses to inquiries from the ED.

**Action Item: Employee Merit Pay, Katrina Whitt**

Ms. Whitt reported that this is our second year using the performance-based merit increase system. This year we had \$265,000 to award in increases. Each employee's merit was based on a calculation using their performance, to get a comp ratio where they were assigned in each of their pay ranges. The average increase for staff was 3.4%. The average increase for faculty was 4.1%. We have a total of 91 staff members and out of those 91, 71 received a merit increase. Seven of the 91 are red circled. Thirteen were not eligible cause they did not have at least six months'

service. Eleven of seventy-one were prorated, based on their months of service because they did not have one year of service. We had a total of 69 faculty members and 65 of those received a merit increase. Of the four who did not receive an increase, none were eligible, three are on phased retirement and one was not eligible due to length of service.

Mr. Holstein stated that the board appreciates the effort by Ms. Aquino and Katrina to continue to improve the salary conditions and situation at BridgeValley and the effort to make us more competitive.

Mr. Blankenship thanked Katrina for the information and welcomed Dr. Sacks back to the platform to discuss the WIN Academy.

**WIN Academy Update**, Casey K. Sacks, Ph.D., Tina Spaulding, and Cathy Aquino

Ms. Spaulding reported enrollment updates for the WIN Academy, we currently have five seniors and 13 juniors enrolled for fall. Ms. Aquino reported revenue will be received from the WV Department of Education on a per student basis. The amount is estimated based on 21 students. The enrollment number will be verified on October 1, 2023 and the revenue allocation will be adjusted as needed in December of 2023.

Mr. Holstein asked about Title I funds. If we do apply, do we apply independently or to the feds? Dr. Sacks answered we apply to the WV State Department of Education.

**Budget Update**, Cathy Aquino

Ms. Aquino asked the BOG to refer to the March 31st budget update in their packet.

Ms. Moses raised the question; how much debt does the college want to have? Ms. Aquino explained HLC credit ratings. What we do not have is a lot of cash. If we had more, more cash on hand that would be best. Ms. Moses asked what is the institutional goal for your cash on hand? Ms. Aquino said approximately three months.

Dr. Kennedy asked how has cash on hand increased significantly? Ms. Aquino responded that our CARES dollars allowed us to collect lost revenue from the year that we were off in COVID.

**Action Item-** Ms. Aquino reviewed the action item, budget approval.

The finance committee reviewed this budget before it had to be submitted to the council in May. You see that we received an increase in state appropriations and Katrina had already told you that we had used those dollars for our merit increases. We also then had an increase in revenue because we are anticipating charging for over 12 credit hours (12 to 18), students are charged for the courses they are taking.

Mr. Blankenship asked, any questions for Ms. Aquino? Is there a motion to pass or approve the Bridge Valley budget for fiscal year 2023-24 as presented?

**Ms. Moses** made a motion to approve the budget.

**Mr. Holstein** seconded.

**Motion carried**

Mr. Blankenship confirms the budget is passed.

**Action Item:** Service animals' policy, Todd Jones, Ed.D

Dr. Jones referred the BOG members to pages 14 & 15 of their packets BOG-A10 policy. The previous policy took everything in the ADA law and put it down in policy. We referred to the dogs and miniature horses just as service

animals. So, if the ADA decides they want to approve iguanas, it is still covered in this policy. We will not have to make any additional adjustments to that. So, the recommendation is that you move to accept this policy change. Mr. Blankenship asked if there were any questions for Dr. Jones. Mr. Holstein stated that this was his favorite policy to fix. Mr. Blankenship asked for a motion to adopt the policy.

**Mr. Holstein** made a motion to approve and accept the policy A10

**Ms. Carney** seconded.

**Motion carried**

**Action Item:** by, Christina Johnson, Ed.D

Dr. Johnson presented the annual program review as an action item for consideration. The purpose of the institutional program review process is to ensure that our academic programs are evaluated through a self-study process at least once every five years.

This year we had seven programs that underwent review. We are asking you to take consideration of the program review committee's recommendations and endorse to move forward to the council?

Mr. Blankenship asked if there were any questions for Dr. Johnson. Mr. Holstein asked if part of the criteria for making this recommendation, is the fiscal solvency of the program a consideration? Dr. Johnson said that is something moving forward that the programs will be able to do a better job at is at presenting their actual costs within the areas. Mr. Holstein stated the sensitivity of the BOG to the budgeting process. I think it would be important for us to know and understand the whole situation. I want to make sure we are not spending \$250,000 in a program that is netting, you know, a student or two, what that cost ratio is for us. Mr. Blankenship asked if there were any further questions for Dr. Johnson. Hearing no questions is there a motion to accept the program review action.

**Mr. Holstein** made a motion to accept the program review.

**Ms. Moses** seconded.

**Motion carried**

Proposed changes in the college division structure board policy. Casey K. Sacks, Ph.D.

BOG policy B3 says that if we want to make changes to the college division structure that should include Board action. In March we started looking at data to look at how are our goals best aligned with the strategic plan around the issues of enrollment, retention, completion, and fundraising. One of the things we found in looking at our data is that our academic deans had different jobs, and different outcomes in their divisions. To try and improve our organizational efficiency and to give our deans some more similar work experiences, started with Cabinet and Leadership Council and faculty Senate and the Dean's group to examine our college data asking each group, what kinds of changes should we make so that there is more equity across our divisions. The first thing that we looked at is the first spreadsheet that you have that is called Current Division Data, BOG packet page 27. The current divisions were business, general education, health, technology, and workforce. Then what you see there is how many programs each of those deans were responsible for overseeing. This is between 3 programs to 20 programs. And then based on the number of programs they have; how many students have enrolled in those divisions? The range is somewhere between 81 and 744, so that you can start seeing how that is different. The target enrollment is what we had set for each program about how big should this program be moving forward.

Mr. Holstein stated he appreciates the collaboration described. Mr. Holstein asked how the faculty senate handled the change. Ms. White said this was presented to faculty and it was well received. Ms. White said faculty were asked for input, for people to submit ideas, and some people did.

Mr. Blankenship said if there are not further questions for President Sacks, is there a motion to adopt the recommended resolution to change the division structures in the college as presented?

**Mr. Holstein** made a motion to accept the proposed division structure, as presented.

**Ms. Moses** seconded

**Motion Carried**

**Action Item:** Authorization to apply for the State institution of higher education deferred maintenance grant, presented by Jason Stark.

Mr. Stark presented a resolution on page 29 and 30 of the BOG packets. It lays out that list of projects from our master plan. We might receive up to 3 million to resolve some of these things.

Mr. Blankenship asked if there was a question for Mr. Stark? Ms. Moses asked, is that \$1.3 million for the stair tower? Mr. Stark confirmed that BRIM came to the campus and said it is a safety issue. It is an old mid-century modern staircase that has a lot of open stairs and rails. We have done some temporary fixes with temporary fencing along those rails to make it safe. Mr. Blankenship asked are there were any other questions for Mr. Stark? Hearing none. Is there a motion to adopt the resolution authorizing BridgeValley to apply for the deferred maintenance grant?

**Mr. Holstein** made a motion to adopt the resolution and authorized Dr. Sacks and team to present it to the governor's office.

**Mr. Crist** seconded

**Motion Carried**

**Mr. Holstein** made a motion to enter executive session at 1:51:38

**Ms. Moses** seconded

**Motion carried.**

**Mr. Holstein** made a motion to exit executive session at 2:52:26

**Mr. Carney** seconded

**Motion carried.**

**Action Item: Real estate** – Mr. Blankenship *recused* himself from the discussion regarding the sale of real estate as it pertained to Ratliff Hall; he was not present in executive session for the discussion and left the room for the board vote after executive session. Mr. Holstein. requested a motion to accept the offer to allow the president to negotiate the sale the property know as Ratliff Hall.

**Ms. Moses** made the motion

**Mr. Carney** seconded

**Motion Carried**

Mr. Blankenship re-entered the room. Per Mr. Holstein, *please note for the minutes* that we had an abstention of Mr. Mark Blankenship, excusing himself from the vote that related to Ratliff Hall.

**Action Item: Fayette Pike to accept offer** – Mr. Blankenship asked for a motion to accept the offer of 161 Fayette Pike, known as the president's house.

**Mr. Holstein** made a motion

**Mr. Carney** seconded

**Action Item: Tech Park Lease** – Mr. Blankenship asked if there was a motion to address the Tech Park Lease?

**Mr. Holstein** made a motion for to authorize the board chair and president to negotiate and complete the Tech Park Lease agreement.

**Mr. Carney** seconded

**Motion Carried**

**Action Item: Election of the Board Officers** –

**Mr. Blankenship** made a motion for Megan Callaghan Bailey to serve as our board secretary  
**Mr. Holstein** seconded  
**Motion Carried** – Congratulations Megan Callaghan Bailey

**Mr. Blankenship** made a motion for Mr. Holstein to serve as vice chair for the upcoming year.  
**Mr. Crist** seconded  
**Motion Carried** – Congratulations Barry Holstein

**Mr. Holstein** made a motion for Mr. Blankenship to serve as board chair for the upcoming year. Further stating that Mark has been a steady hand and consistent through some times of change and being on board another year will provide the same consistency.

**Ms. Moses** seconded  
**Motion Carried** – Congratulations Mark Blankenship

**VII. Board comments and discussion**

**BOG Policy Committee upcoming priorities, Mr. Holstein**

Mr. Holstein wanted to recognize and express appreciation of Dr. Sacks and her staff for working collaboratively in regard to policy.

Mr. Holstein stated that there are a few priorities coming up. Mr. Holstein presented to the board that Ms. White expressed interest in being engaged with the weapons policy on campus in an effort to be in alignment with the new state laws relating to weapons. Mr. Holstein extended an invitation to Ms. White to remain part of participation even though she is no longer a BOG member. Mr. Holstein stated that the priority is going to have to be focused on the IT atmosphere with proper BOG action as needed. In addition, discuss policy from the board perspective and what role the board plays in policy setting verses the operating side. Also, what do we need to do as a board to support Dr. Sacks and the ongoing situation? If anyone is interested, Mr. Holstein extended an invitation to contact him directly to serve on the policy committee.

**VII. Upcoming meetings**

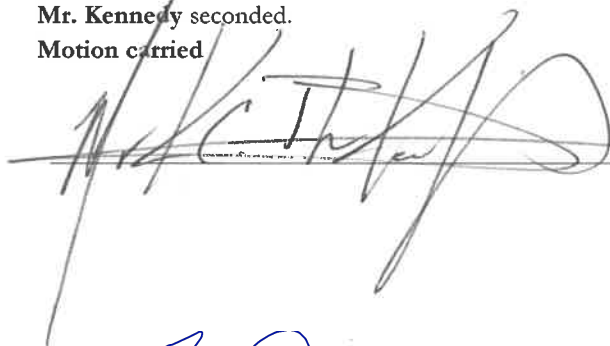
- Friday, August 4, 2023, 1 p.m., ATC
- Friday, October 6, 2023, 1 p.m., ATC
- Friday, December 1, 2023, 1 p.m., ATC

**IX. Dates to remember –**

- Monday, August 21, 2023.....First Day of Fall-Semester
- Wednesday, October 11 & 12, 2023.....BOG Training Summit *held at the Embassy Suites, Charleston*
- Friday, December 8, 2023.....Last Day of fall Classes

**VI. Adjournment**

**Mr. Blankenship** made a motion to adjourn at 3:07 p.m.  
**Mr. Kennedy** seconded.  
**Motion carried**



Mark Blankenship, Chair



Megan Callaghan Bailey, Secretary