



BOARD OF GOVERNORS

AGENDA

August 2, 2016

MEMBERS

Gregory Barker

Christopher Boggess

Mark Dempsey

Tom Dover

Jane Harkins

David Lewia

Karen Price

Don Stewart

Jan Vineyard

Judy Whipkey

Michelle Wicks

Eunice M. Bellinger
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

South Charleston Campus – Room 006

2001 Union Carbide Drive, South Charleston, WV 25303

August 2, 2016, 11 a.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - Minutes of June 16, 2016 1
- IV. Oath of Office—Christopher Boggess
- V. Administrative Items
 - a. Action Item: Approval of FY 2017 Budget..... 4
 - b. Action Item: Approval of Required Salary Increases 7
- VI. Additional Board Action and Comments
- VII. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

JUNE 16, 2016

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Thursday, June 16, 2016, at 4:00 p.m. at the Wingate by Wyndham in South Charleston, WV.

Board members present: Donna Atkinson, Mark Dempsey, Tom Dover, Jane Harkins, Rachel Harper, David Lewia, Karen Price, Don Stewart, Jan Vineyard, Judy Whipkey, and Michelle Wicks. Board members absent: Greg Barker. Also in attendance were President Jo Harris, faculty and staff from BridgeValley.

I. Call to Order

Chair Lewia called the meeting to order at 4 p.m.

II. Roll Call

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

III. Approval of Minutes

Jan Vineyard moved to approve the meeting minutes of April 22, 2016. Judy Whipkey seconded the motion. Motion carried.

Jan Vineyard moved to approve the meeting minutes of May 23, 2016. Karen Price seconded the motion. Motion carried.

IV. Board Report

a. Action Item: Approval of Emeritus Status for Dr. Jo Harris

David Lewia moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors approves awarding the title of President Emeritus to Dr. Jo Harris effective July 7, 2016, for her 41 years of dedicated service, 12 of which she served as President, and for her leadership during a period of great change. Under her

guidance, BridgeValley has emerged a stronger, more vibrant college with a foundation that will enable future success.

Tom Dover seconded the motion. Motion carried.

b. Election of Officers

Donna Atkinson moved to accept the current slate of officers for AY 2016-2017: Jan Vineyard, Chair; Jane Harkins, Vice Chair; and Don Stewart, Secretary. Karen Price seconded the motion. Motion carried.

Alicia Syner confirmed with the West Virginia Community and Technical College System that all Board members with upcoming term expiration dates of June 30, 2016, are eligible for reappointment.

c. Resolution for Donna Atkinson

Chair Lewia and President Harris presented Donna Atkinson with the attached resolution and thanked her for her service to the college.

V. President's Report

President Harris reported on highlights since the last meeting, including the launch of the BridgeValley Foundation website, the completion of the presidential search, the well-attended commencement ceremony, and end-of-year activities. She also thanked those Board members who served on the Presidential Search Committee.

VI. Administrative Items

a. Information Item: Tuition and Fee Waiver Report

President Harris presented a chart reflecting tuition and fee waivers awarded at BridgeValley during the 2015-2016 academic year.

b. Information Item: Faculty Emeritus Awards

President Harris announced the awarding of Faculty Emeritus status effective June 30, 2016, to Earl Waytowich, Professor of Civil Engineering Technology, who is retiring after 14 years of service, and Connie Morris Fox, Professor of Business and Dean of Extended Education, who is retiring after 35 years of service.

VII. Academic Affairs

a. Action Item: Program Suspension

Jan Vineyard moved the adoption of the following resolution:

Resolved, that the BridgeValley Community and Technical College Board of Governors affirms the recommendation of the Department and Academic Standards Committee to suspend the Blasting Management A.A.S. (online degree program) and Industrial Piping and Design Technology A.A.S.

Karen Price seconded the motion. Motion carried.

VIII. Additional Board Action and Comments

President Harris and the Board thanked Rachel Harper, SGA President, for her service and wished her success in her future endeavors.

IX. Adjournment

There being no further business, the meeting was adjourned.

_____, Jan Vineyard, Chair

_____, Don Stewart, Secretary

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF AUGUST 2, 2016**

ITEM: **Fiscal Year 2016-17 Budget**

RECOMMENDED RESOLUTION: *Resolved*, That the BridgeValley Community and Technical College Board of Governors approves the operating budget for fiscal year 2016-17.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

One of the duties of the Board of Governors prescribed in West Virginia Code **§18B-2A-4** is to either assume or delegate to the President control of the business affairs. While the Board of Governors (Board) for BridgeValley Community and Technical College (College) approved this delegation to the President; approval of the operating budget is requested. The WV Council for Community and Technical College Education approved the College's proposed budget at their July 27th meeting.

This year's budget, similar to previous fiscal years' budgets, reflects funding from tuition and fees (education and general, auxiliary, and capital fees) as well as state appropriations. As in past years, this budget does not include any grant revenue or expenses as these fluctuate widely depending upon how many grants the College receives in a given year. This complete financial information is instead presented in the audited financials that the Board reviews and approves later in the fiscal year.

What follows is a conservative budget based upon the following assumptions:

- State appropriations reflect the 1.21% increase of \$89,810 to offset PEIA increases.
- Tuition and Fees revenue is conservatively projected with revenue projections reflecting the approved 7% increase and flat enrollment.
- Other Operating Revenue is the indirect funds available through the Bridging the Gap grant.
- Payroll is conservatively budgeted and each vacant position will be carefully considered until the College knows how fall enrollment is. The faculty equity

program will be reviewed in the fall after enrollment numbers are known and revenue projections for the State of West Virginia are available.

- Non-payroll expenses reflect slight reductions in departmental budgets and may be reallocated after review over the summer. The largest expenses, Tech Park leases and other fixed capital debt and expenses are based upon the assumption of no change over fiscal year 2015-16. However, Board members and College staff are actively negotiating these contracts and/or leases to ensure these amounts do not increase or may be reduced.

- Fund balances on the report reflect a decrease over last year. The current estimate is \$1,614,000 after the FY2016 Tech Park outstanding payment is deducted. Comparing where the College was (first column of the report) as of April 30, 2016, the Board will note that there were significant unpaid items due to either lease negotiations with Tech Park or timing of when some of these items are paid during the year. The largest amounts are as follows:
 - \$2,092,785 - May and June payroll
 - \$950,100 - Tech Park
 - \$152,638 - Telephone May annual lease / purchase payment
 - \$63,724 - WVU Tech service agreement and WVSU 4th quarter payment

**West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2017**

BridgeValley Community and Technical College

	FY 2016 YTD Actual	FY 2016 Budget	FY 2017 Budget
TOTAL REVENUES:			
Tuition and Fees	\$5,422,015	\$6,191,636	\$6,306,000
Sales and Services of Educational Activities		0	0
Auxiliary Enterprises	243,951	258,364	251,000
Service Agreement Revenues		0	0
Other Operating Revenues	0	195,000	50,000
State Appropriations	7,411,115	7,411,115	7,500,925
Investment income	8,891	5,000	5,000
Gifts		0	0
Other Nonoperating revenues	0	0	
TOTAL REVENUES	\$13,085,972	\$14,061,115	\$14,112,925
TOTAL EXPENSES:			
Salaries and Wages	\$6,730,167	\$8,185,681	\$8,076,000
Benefits	1,654,914	1,906,600	2,041,600
Utilities	226,882	223,087	200,000
Supplies and Other Services	2,456,495	3,784,426	3,711,414
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	82,586	82,586	82,586
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$11,151,044	\$14,182,380	\$14,111,600
Increase / Decrease in Net Assets	\$1,934,928	(\$121,265)	\$1,325
Beginning Fund Balances (E&G Tuition and Auxiliary)	1,776,237	1,776,237	1,614,000
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	3,711,165	1,654,972	1,615,325
Projected Ending Fund Balances as a % of Total Operating Expenses			11.45%

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF AUGUST 2, 2016**

ITEM: **Approval of Required Salary Increases**

RECOMMENDED RESOLUTION: *Resolved*, that the BridgeValley Community and Technical College Board of Governors approves Classified Staff step increases as mandated in statute, totaling \$39,144.17 without benefits; Faculty promotions mandated at 10%, totaling \$3,833.60 without benefits; and Faculty salary enhancements mandated at 7.5%, totaling \$10,113.60 without benefits.

STAFF MEMBER: Jan Vineyard, Chair, Board of Governors

BACKGROUND: