



## **BOARD OF GOVERNORS**

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### **AGENDA**

**January 18, 2019**

### **MEMBERS**

Gregory Barker

Sally Cline

Barry Crist

Natosha Gillespie

Jane Harkins

Andrew Kennedy

Srini Matam

Shellie Oden

Kent Wilson

Daniel Wright

Eunice M. Bellinger  
President

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

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### Montgomery Campus, The GRID

807 2<sup>nd</sup> Avenue, Montgomery, WV 25136

**January 18, 2019, 9 a.m.**

### AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Oath of Office**
  - a. Andrew Kennedy
  - b. Srinu Matam
- IV. **Approval of Minutes**
  - Minutes of November 9, 2018 ..... 1
- V. **Administrative Items**
  - a. Information Item: FY 2018-19 Budget Update ..... 4
- VI. **Reports**
  - a. Vice President of Academic Affairs
  - b. President's Report
- VII. **Additional Board Action and Comments**
- VIII. **Dates to Remember**
  - a. January 21—Martin Luther King, Jr. Holiday, Campus Closed
  - b. March 11—Spring Holiday, Campus Closed

- c. March 11-March 16—Spring Break
- d. April 25—BridgeValley Night at WV Power Park
- e. May 11—Commencement

**IX. Next Meeting**

Friday, March 8, 2019  
9 a.m.  
South Charleston Campus

**X. Adjournment**

**XI. Tour of The GRID**

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

NOVEMBER 9, 2018

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, November 9, 2018, at 9:00 a.m. at the South Charleston campus located at 2001 Union Carbide Drive, South Charleston, WV.

Board members present: Greg Barker, Barry Crist, Jane Harkins, Shellie Oden, Kent Wilson, and Daniel Wright. Board members absent: Sally Cline and Natosha Gillespie. Also in attendance were Kristin Moody and Chris DeWeese from Suttle and Stalnaker, President Bellinger and BridgeValley faculty and staff.

#### I. Call to Order

Vice Chair Barker called the meeting to order at 9:00 a.m.

#### II. Roll Call

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

#### III. Approval of Minutes

Jane Harkins moved to approve the meeting minutes of September 4, 2018. Kent Wilson seconded the motion. Motion carried.

#### IV. Administrative Items

- a. Action Item: Approval of Audit Report for FY 2018

Jane Harkins moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the audit of the BridgeValley Community and Technical College Financial Statements for the Fiscal Year ending June 30, 2018.

Kent Wilson seconded. Motion carried.

Cathy Aquino thanked Kristin and her team for their excellent work.

b. Information Item: FY 2018-19 Budget Update

Cathy Aquino stated that BridgeValley is on target with revenue and expenses. Fifty percent of the operating budget has been released to departments, and budget managers continue to spend conservatively.

**V. Academic Affairs**

a. Information Item: Textbook Affordability Report

Pete Soscia presented the Textbook Affordability report for the Board's review and stated it was submitted to the Council on time.

**VI. Reports**

a. Vice President of Student Services and College Advancement

John Berry provided an update on the future of the BridgeValley Advancement Team.

Brian Bolyard shared new marketing materials for the BridgeValley Foundation, including mailers and an updated website.

b. President's Report

At the request of President Bellinger, Jason Stark shared the new BridgeValley recruitment video and promotional pieces highlighting the Small Communities: BIG Solutions Conference and the GRID Grand Opening.

President Bellinger thanked John Berry for his service to the college; he will become the next president of Central Ohio Technical College in January 2019. Roy Simmons will serve as the Interim Vice President of Student Affairs.

Laura McCullough provided an update on activities at the GRID, including the opening of the Art Gallery and upcoming workshops. The GRID is accepting new members. Barry Crist shared his enthusiasm for the GRID and said it's an exciting addition to the Montgomery area.

i. Action Item: Approval of Presidential Goals for 2018-2019

President Bellinger presented her goals for 2018-2019.

Kent Wilson moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the Presidential Goals for 2018-2019 as presented.

Barry Crist seconded. Motion carried.

**VII. Additional Board Action and Comments**

President Bellinger wished everyone Happy Holidays.

Barry Crist suggested that BridgeValley explore opportunities with Skills USA.

**VIII. Dates to Remember**

- a. November 14—Fall Career Fair
- b. November 21-23—Thanksgiving Break (Campus Closed)
- c. December 6—Last Day of Classes
- d. December 7—Montgomery Christmas Parade
- e. December 8-14—Final Exam Week
- f. December 24-January 1—Winter Break (Campus Closed)

**IX. Next Meeting**

Friday, January 18, 2019

9 a.m.

Montgomery Campus

**X. Adjournment**

There being no further business, the meeting was adjourned.

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

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

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF JANUARY 18, 2019**

**ITEM:** Fiscal Year 2018-19 Update for BridgeValley  
Community and Technical College

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Cathy Aquino

**BACKGROUND:**

With the completion of the first six months of the fiscal year, what follows is the budget update comparing year-to-date actual spending for two quarters of this fiscal year to budget.

Some important items are as follows:

- Overall revenue is at 45.3% of budget:
  - State appropriations are at 42% of budget due to the allocation formula that the State utilizes where less allocation is in the first three quarters of the year and the remaining percentage occurs in the last quarter of the fiscal year.
  - Tuition and fees revenues are on target with Education and General at 47.5%, Auxiliary at 60.5%, and Capital at 53.3%. Enrollment is down as compared to last year.
- Expenses:
  - Salary and benefits are at 49.2% and are on target.
  - Non-payroll expenses are on target at 49.6%. Even though expenses are below the 50% mark, necessary capital repairs have caused the individual maintenance budgets to exceed the released amount. Also, several student-related contracts were paid for the entire year.
  - Total expenses are on target at 49.3%. There were no large unpaid items at the end of the quarter.

- Only 50% of Operational budgets were released in the first quarter to departments. The third quarter amounts have been released. This conservative approach is utilized by the institution to handle any necessary budget reductions throughout the fiscal year.

➤ Fund Balances:

- The fund balances are remaining stable. According to the State, there are no anticipated budget reductions planned for this year.

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE**  
**Fiscal Year 2019 Budget Compared with Actual Ending December 31, 2018**

| General Revenue & Tuition and Fees Budget | YTD Expenses as of 12.31.18             |               | FY 2019 YTD Actual  |              |
|-------------------------------------------|-----------------------------------------|---------------|---------------------|--------------|
|                                           | FY 2019 Revised Budget<br>Annual Amount | %             | Amount              | % to Budget  |
| <b>Total Projected Funds Available:</b>   |                                         |               |                     |              |
| General Appropriations                    | \$ 7,420,648                            | 51.0%         | \$3,116,673         | 42.0%        |
| E&G Tuition and Fees                      | 5,956,000                               | 40.9%         | 2,826,186           | 47.5%        |
| Auxiliary Tuition and Fees                | 350,000                                 | 2.4%          | 211,796             | 60.5%        |
| Capital Tuition and Fees                  | 800,000                                 | 5.5%          | 426,381             | 53.3%        |
| Other Operating Revenue                   | 25,000                                  | 0.2%          | 12,500              | 0.2%         |
| <b>Total Available Funds</b>              | <b>\$ 14,551,648</b>                    | <b>100.0%</b> | <b>\$6,593,536</b>  | <b>45.3%</b> |
| <b>Expenses:</b>                          |                                         |               |                     |              |
| <b>Payroll</b>                            |                                         |               |                     |              |
| Salaries                                  | \$ 8,683,500                            | 59.7%         | \$4,236,448         | 48.8%        |
| Benefits                                  | 2,090,600                               | 14.4%         | 1,060,193           | 50.7%        |
| <b>Total Salaries and Benefits</b>        | <b>\$ 10,774,100</b>                    | <b>74.0%</b>  | <b>\$ 5,296,641</b> | <b>49.2%</b> |
| <b>Non-Payroll - Current Year</b>         |                                         |               |                     |              |
| Institutional Support                     | \$309,658                               | 8.2%          | \$97,911            | 31.6%        |
| Budget Reduction                          | \$0                                     |               | \$0                 |              |
| Academic Affairs                          | 567,133                                 | 15.0%         | \$182,351           | 32.2%        |
| Student Affairs                           | 265,582                                 | 7.0%          | \$151,120           | 56.9%        |
| Financial Affairs & General College       |                                         |               |                     |              |
| Obligations                               | 443,262                                 | 11.7%         | \$231,486           | 52.2%        |
| Payment of Capital Debt & Leases          | 1,209,402                               | 32.0%         | \$600,857           | 49.7%        |
| Community Service                         | 5,000                                   | 0.1%          | \$846               | 16.9%        |
| Capital Projects                          | 57,458                                  | 1.5%          | \$53,834            | 93.7%        |
| Safety & Facilities                       | 918,000                                 | 24.3%         | \$552,913           | 60.2%        |
| <b>Total Non-Payroll Expenses</b>         | <b>\$3,775,495</b>                      | <b>25.9%</b>  | <b>\$1,871,318</b>  | <b>49.6%</b> |
| <b>Total Expenses</b>                     | <b>\$ 14,549,595</b>                    | <b>100.0%</b> | <b>\$ 7,167,959</b> | <b>49.3%</b> |
| <b>Increase / Decrease in Net Assets</b>  | <b>\$ 2,053</b>                         |               | <b>(\$574,423)</b>  |              |
| <b>Beginning Fund Balances</b>            | <b>\$ 2,197,896</b>                     |               | <b>\$ 2,197,896</b> |              |
| <b>Ending Fund Balances</b>               | <b>\$2,199,949</b>                      |               | <b>\$ 1,623,473</b> |              |