



BOARD OF GOVERNORS

AGENDA

November 10, 2017

MEMBERS

Gregory Barker

Sally Cline

Barry Crist

Tom Dover

Julia Fournier

Jane Harkins

Victor Grigoraci

Shellie Oden

Don Stewart

Kent Wilson

Daniel Wright

Eunice M. Bellinger
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

South Charleston Campus (Building 2000) – Room 006

2001 Union Carbide Drive, South Charleston, WV 25303

November 10, 2017, 9 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - Minutes of September 8, 2017 1
 - Minutes of October 25, 2017 (*Special Meeting*) 4
- IV. Administrative Items**
 - a. Action Item: Approval of the FY 2017 Audit Report 6
 - b. Information Item: Fiscal Year 2017-18 Budget Update 8
- V. Academic Affairs**
 - a. Information Item: Textbook Affordability Report 11
- VI. Reports**
 - a. Community Education Report—Laura McCullough, Vice President
 - b. Enrollment Management & Student Services Report—John Berry, Vice President
 - c. President’s Report
- VII. Possible Executive Session Under the Authority of WV Code §6-9A-4 to Discuss the Purchase, Sale, or Lease of Property**
 - a. West Virginia Regional Technology Park Service Agreements

VIII. Additional Board Action and Comments

IX. Announcements/Upcoming Events

- a. November 14—STEM Scholars Scholarship Reception
- b. November 22-24—Campus Closed for Thanksgiving Recess
- c. December 4—AEP Grant Announcement
- d. December 15—Nursing Pinning Ceremony
- e. December 25-January 1—Campus Closed for Holiday Recess

X. Next Meeting

Friday, January 19, 2018

9 a.m.

Montgomery Campus

XI. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

SEPTEMBER 8, 2017

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, September 8, 2017, at 9:00 a.m. at BridgeValley's Montgomery campus in the Publishing Innovation Center Conference Room.

Board members present: Greg Barker, Sally Cline, Barry Crist, Mark Dempsey, Tom Dover, Julia Fournier, Victor Grigoraci, Jane Harkins, Shellie Oden, Don Stewart, Kent Wilson, and Daniel Wright. Also in attendance were President Eunice Bellinger, Attorney Marc Williams, and faculty and staff from BridgeValley.

I. Call to Order

Chair Harkins called the meeting to order at 9:00 a.m. She introduced Dr. Peter Soccia, vice president of academic affairs for BridgeValley, and Marc Williams, attorney with Nelson Mullins.

II. Roll Call

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

III. Approval of Minutes

Victor Grigoraci moved to approve the meeting minutes of August 2, 2017. Daniel Wright seconded the motion. Motion carried.

Mark Dempsey moved to approve the meeting minutes of August 25, 2017. Don Stewart seconded the motion. Motion carried.

IV. Board Report

a. Committee Appointments

Mark Dempsey, Tom Dover, and Jane Harkins volunteered to serve on the Rules Committee; and, Sally Cline, Victor Grigoraci, and Don Stewart volunteered to serve on the Finance Committee.

Additional details regarding expectations of each committee will be emailed.

V. President's Report

President Bellinger presented her goals for the 2017-2018 academic year.

Sally Cline moved to approve the presidential goals as presented. Julia Fournier seconded, and the motion carried.

VI. Administrative Items

a. Information Item: Fiscal Year End 2016-17 Budget Update

Cathy Aquino provided a budget update for the end of fiscal year 2016-17. She noted that the actual revenue was on target with budget; salary and benefits were on target; and fund balances were relatively healthy.

VII. Academic Affairs

a. Information Item: Faculty Promotions

Pete Soscia announced the following faculty promotions effective August 2017:

- Sara Stinnett, Assistant Professor, General and Transfer Education
- Betty Craze, Assistant Professor, Health
- Laura Grimm, Assistant Professor, Health
- Debbie Pickett, Assistant Professor, Health
- Jason Spencer, Assistant Professor, Technology
- Judy Whipkey, Professor, Business and Legal Studies
- Heather Riser, Professor, General and Transfer Education
- Melissa Thompson, Professor, Technology

VIII. Possible Executive Session Under the Authority of WV Code §6-9A-4

Kent Wilson called for a motion to enter Executive Session in accordance with WV Code §6-9A-4 to discuss the purchase, sale or lease of property, specifically the West Virginia Regional Technology Park service agreements and the BridgeValley and WVU lease agreement. Shellie Oden seconded the motion. Motion carried.

Following Executive Session, the Board reconvened in open session, and the following action was taken:

▪ West Virginia Regional Technology Park Service Agreements

Jane Harkins moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors authorizes legal counsel to enter negotiations with the representatives of the West Virginia Regional Technology Park Corporation to resolve the arrearage and threat of eviction and to develop a future agreement for the best interest of BridgeValley.

Mark Dempsey seconded, and the motion passed unanimously.

▪ **BridgeValley and WVU Lease Agreement**

Jane Harkins moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors, upon review of the proposed lease agreement with the WVU Board of Governors on behalf of WVU for three buildings in Montgomery, moves to approve the entry of the lease.

Mark Dempsey seconded, and the motion passed unanimously.

IX. Additional Board Action and Comments

None.

X. Next Meeting

The next meeting date of November 18 must be rescheduled. A new date will be determined by polling the Board.

XI. Adjournment

There being no further business, the meeting was adjourned.

_____, Jane Harkins, Chair

_____, Sally Cline, Secretary

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

OCTOBER 25, 2017

A special telephone meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Wednesday, October 25, 2017, at 8:30 a.m.

Board members present: Greg Barker, Sally Cline, Barry Crist, Mark Dempsey, Tom Dover, Victor Grigoraci, Jane Harkins, Shellie Oden, Don Stewart, Kent Wilson, and Daniel Wright. Board members absent: Julia Fournier. Also in attendance were President Eunice Bellinger, Attorney Marc Williams, and staff from BridgeValley.

I. Call to Order

Chair Harkins called the meeting to order at 8:30 a.m.

II. Roll Call

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

III. Possible Executive Session Under the Authority of WV Code §6-9A-4 to Discuss the Purchase, Sale, or Lease of Property

Mark Dempsey called for a motion to enter Executive Session in accordance with WV Code §6-9A-4 to discuss the purchase, sale, or lease of property, specifically the West Virginia Regional Technology Park service agreements. Kent Wilson seconded, and the motion carried.

Following Executive Session, the Board reconvened in open session, and the following action was taken:

Mark Dempsey moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical Board of Governors authorizes and approves the terms of the agreement worked out with the West Virginia Regional Technology Park as presented.

Tom Dover seconded, and the motion passed unanimously.

IV. Additional Board Action and Comments

None.

V. Next Meeting

Friday, November 10, 2017
9 a.m.
South Charleston Campus

VI. Adjournment

There being no further business, the meeting was adjourned.

_____, Jane Harkins, Chair

_____, Sally Cline, Secretary

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
NOVEMBER 10, 2017**

ITEM: **Approval of the Audit Report for
BridgeValley Community and Technical
College**

RECOMMENDED 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, 2017.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

The audited financial statements for BridgeValley are presented under the Governmental Accounting Standards Board (GASB) format which places emphasis on the overall economic resources of the College. This format includes the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. The Management's Discussion and Analysis beginning on page 5, is a narrative section designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and known conditions. Electronic copies of this audit along with the auditor's report to the Board will be distributed separately from this agenda and paper copies will be distributed at the Board meeting. An important point to note is BridgeValley received an unqualified opinion for this audit and had no material weaknesses.

While the Management's Discussion and Analysis beginning on page 5 provides a detailed analysis of the audit, some important items to discuss are noted below:

- Net position decreased approximately 3.2% or \$1.09 million. This decrease was primarily attributable to a decrease in capital assets. On a positive note, Unrestricted Net Assets increased nearly 21.3% or \$694,000.
- Operating revenues decreased by nearly 5.4% or over \$650,000 primarily related to decreases in Federal grant revenue.

- Operating expenses decreased by nearly 6.1% or over \$1.5 million primarily related to decreases in the salaries, scholarships and supplies categories, specifically due to the ending of the Bridging the Gap program activities and cost containment measures related to the budget reduction.
- Due to the significant decrease in operating expenses, the Operating Loss decreased by approximately 6.8% or \$919,000.

For FY 2017, the BridgeValley Community and Technical College Foundation, Inc.'s audited financial statements were presented for the first time as a component unit of the College. The Foundation's audit was conducted by Ellis & Ellis, PLLC.

Suttle and Stalnaker, PLLC conducted the financial audit for BridgeValley as well as some of the other colleges and universities through a state-wide contract. Representatives from Suttle and Stalnaker will be at the meeting to make a brief presentation regarding the audit and answer any questions.

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF NOVEMBER 10, 2017**

ITEM: Fiscal Year 2017-18 Update for BridgeValley
Community and Technical College

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Cathy Aquino

BACKGROUND:

With the completion of the first three months of the fiscal year, what follows is the budget update comparing year-to-date actual spending for one quarter of this fiscal year to budget.

Some important items are as follows:

- Overall revenue is at 30.8% of budget:
 - State appropriations are at 20% 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 42.2%, Auxiliary at 41.6%, and Capital at 40.8%. Enrollment is down slightly as compared to last year.
- Expenses:
 - Salary and benefits are at 25.7% and is on target.
 - Non-payroll expenses are below budget at 14.7%. However, some large expenses currently are unpaid due to Tech Park negotiations. With the payment of these expenses, non-payroll expenses would be under target at 22.3%.
 - Total expenses are under target at 22.8% without unpaid items and 24.8% with unpaid items included.

- Only 50% of Operational budgets were released in the first quarter to departments. This conservative approach is necessary until the State releases information concerning possible budget reductions.

➤ Fund Balances:

- While fund balances remain healthy at this point in the fiscal year, the primary reason is the fall tuition and fees revenue is collected mainly in the first quarter.
- The beginning fund balance reflects the deduction of the prior years' facility use agreement obligations for presentation purposes.

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
Fiscal Year 2018 Budget Compared with Actual Ending September 30, 2017
YTD Expenses as of 9.30.17

General Revenue & Tuition and Fees Budget	FY 2018 Revised Budget		FY 2018 YTD Actual	
	Annual Amount	%	Amount	% to Budget
Total Projected Funds Available:				
General Appropriations	\$ 7,158,055	50.7%	\$1,431,611	20.0%
E&G Tuition and Fees	5,886,000	41.7%	2,483,791	42.2%
Auxiliary Tuition and Fees	260,000	1.8%	108,228	41.6%
Capital Tuition and Fees	820,000	5.8%	334,200	40.8%
Other Operating Revenue	5,000	0.0%	0	0.0%
Total Available Funds	\$ 14,129,055	100.0%	\$ 4,357,830	30.8%
Expenses:				
Payroll				
Salaries	\$ 8,282,000	58.6%	\$2,122,468	25.6%
Benefits	2,054,225	14.5%	535,763	26.1%
<i>Total Salaries and Benefits</i>	<i>\$ 10,336,225</i>	<i>73.2%</i>	<i>\$ 2,658,231</i>	<i>25.7%</i>
Non-Payroll - Current Year				
Institutional Support	\$309,816	8.2%	\$65,296	21.1%
Budget Reduction	\$0		\$0	
Academic Affairs	630,988	16.6%	\$97,814	15.5%
Student Affairs	112,599	3.0%	\$17,556	15.6%
Financial Affairs & General College				
Obligations	430,644	11.4%	\$134,458	31.2%
Payment of Capital Debt & Leases	1,226,568	32.4%	\$39,129	3.2%
Capital Projects	88,858	2.3%	\$338	0.4%
Safety & Facilities	991,527	26.2%	\$201,701	20.3%
<i>Total Non-Payroll Expenses</i>	<i>\$3,791,000</i>	<i>26.8%</i>	<i>\$556,292</i>	<i>14.7%</i>
Total Expenses	\$ 14,127,225	100.0%	\$ 3,214,523	22.8%
Increase / Decrease in Net Assets	\$ 1,830		\$ 1,143,308	
Beginning Fund Balances	\$ 2,043,862		\$ 2,043,862	
Ending Fund Balances	\$2,045,692		\$ 3,187,169	

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF NOVEMBER 10, 2017**

ITEM: **Textbook Affordability Report**

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Pete Soscia

BACKGROUND:

BOG Policy C-6 and WVCCTCE Series 51, Bookstores and Textbooks, requires annual reporting of deadlines established for faculty to be assigned to courses; the deadline for textbooks and course materials to be selected; the percentages of those deadlines met and the dates of the listing of assigned textbooks and course materials were posted. The attached report reflects the data from the electronic bookstore and was submitted to the central office by the November 1 deadline.



Bruce L. Berry, M.D.
Chair

Paul L. Hill, Ph.D.
Chancellor

West Virginia Higher Education Policy Commission
West Virginia Community and Technical College System

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Clarence "Butch" Pennington
Chair

Sarah Armstrong Tucker, Ph.D.
Chancellor

HEPC and CCTCE Series 51, Procedural Rule Bookstores and Textbooks Institutional Annual Report Due November 1, 2017

Institution: BridgeValley Community & Technical College

Reporting Date: 10/25/17

Deadline Date for Faculty to be Assigned to Courses	Percentage of Deadline Met	Deadline Date for Textbooks and Course Material Selection	Percentage of Deadline Met	Date the Assigned Textbooks and Course Materials were Posted
Summer 2016 April 11, 2016	87.18%	5/1/16*	95%*	5/1/16*
Fall 2016 April 11, 2016	91.10%	5/20/16	92%	7/18/16
Spring 2017 October 10, 2016	92.27%	10/27/16	96%	11/8/16

Textbook Affordability Supporting efforts (Please use this space to provide anecdotal information about how your institution is helping to reduce textbook costs for students.):

**BridgeValley changed bookstore vendors in Fall 2016 from Follett to MBS Direct to reduce costs and better serve students. As such data from Follett for Summer of 2016 is not available and the data indicated with an asterisk is estimated.*

Our Textbook Affordability Committee meets each semester to review the affordability, service, and reliability of textbooks and the bookstore. Serving on the committee include faculty, staff, and students from both campuses, various departments and divisions. MBS Direct has served the college for a year and while we have experienced lower costs and increased service to the students in this reporting year, we continue to monitor for low prices and quality service to the students to ensure both.

Institutional Official
Signature:

Printed Name:

Peter P. Soscia

Date:

10/30/17