



## **BOARD OF GOVERNORS**

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### **AGENDA**

**November 9, 2018**

### **MEMBERS**

Gregory Barker

Sally Cline

Barry Crist

Natosha Gillespie

Jane Harkins

Shellie Oden

Kent Wilson

Daniel Wright

Eunice M. Bellinger  
President

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

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**South Charleston Campus, Building 2000 – Room 006**

2001 Union Carbide Drive, South Charleston, WV 25303

**November 9, 2018, 9 a.m.**

### AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
  - Minutes of September 4, 2018 ..... 1
- IV. Administrative Items**
  - a. Action Item: Approval of Audit Report for FY 2018 ..... 4
  - b. Information Item: FY 2018-19 Budget Update ..... 6
- V. Academic Affairs**
  - a. Information Item: Textbook Affordability Report ..... 9
- VI. Reports**
  - a. Vice President of Student Services and College Advancement
  - b. President’s Report
    - i. Action Item: Approval of Presidential Goals for 2018-2019..... 12
- VII. Additional Board Action and Comments**
- 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**

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

SEPTEMBER 4, 2018

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Tuesday, September 4, 2018, at 1:00 p.m. at the Montgomery campus UKV Building located at 326 Third Avenue, Montgomery, West Virginia.

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

#### I. Call to Order

Chair Cline called the meeting to order at 1:00 p.m.

#### II. Roll Call

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

#### III. Approval of Minutes

Danny Wright moved to approve the meeting minutes of June 8, 2018. Shellie Oden seconded the motion. Motion carried.

#### IV. Administrative Items

##### a. Information Item: FY 2017-18 Budget Update

Cathy Aquino reported that revenue and expenses were on target. BridgeValley ended the year with an increase in net assets. She also noted that the audit is currently underway and drafts are due to the State by September 15.

#### V. Academic Affairs

##### a. Information Item: Post-Audit Reviews

Dr. Socia presented post-audit reports for AAS—Construction Management, CAS—Criminal Justice, AAS—Diagnostic Medical Sonography, AAS—Healthcare

Management, and CAS—Medical Coding and noted that they will be submitted to the WV Council for Community and Technical College Education.

b. Action Item: Approval of Program Reviews

Kent Wilson moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the program review reports for the AAS/CAS in Accounting and the AAS in Board of Governors.

Greg Barker seconded. Motion carried.

## VI. Reports

a. President's Report

President Bellinger gave an update on enrollment, noting that we've seen an increase in first-time freshman and continuing students. She announced BridgeValley's partnership with Kanawha County Schools to offer a college-prep program for students in grades 9-12. She also shared news regarding partnerships with COIL, Adventures on the Gorge and the Glen Ferris Inn.

She stated that the GRID Advisory committee met last week, and the grand opening is planned for October 12.

She also announced that KVC/Riverbend plans to bring in a small cohort next summer.

Given the recent press covering the Blue Ribbon Commission, she provided an update on the WV Higher Education Policy Commission noting that she thinks there will be a change in structure. The Commission will not be considering community colleges.

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

a. BridgeValley and WVU Lease Agreement

Jane Harkins moved to enter Executive Session under the authority of WV Code §6-9A-4 to discuss the purchase, sale, or lease of property, specifically the BridgeValley and WVU lease agreement. Shellie Oden seconded. Motion carried.

Following Executive Session, the Board reconvened in open session.

Kent Wilson moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors authorizes President Bellinger to acquire ownership of the three buildings in Montgomery currently under lease from WVU.

Jane Harkins seconded. Motion carried.

**VIII. Additional Board Action and Comments**

The tour of the GRID was postponed due to weather.

**IX. Dates to Remember**

- a. October 5—Manufacturing Day, ATC
- b. October 12—The GRID Grand Opening, Montgomery
- c. October 15—Dental Hygiene Open House, Montgomery
- d. October 18—Annual Capital City Pumpkin Drop, WV Power Park

**X. Next Meeting**

Friday, November 9, 2018  
9 a.m.  
South Charleston Campus

**XI. 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 NOVEMBER 9, 2018**

**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, 2018.

**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 six, 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 available 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 6 provides a detailed analysis of the audit, some important items to discuss are noted below:

- Net position decreased approximately 3% or \$990,000. This decrease was primarily attributable to a decrease in capital assets. On a positive note, Unrestricted Net Assets increased nearly 33.9% or \$870,000.

- Operating revenues decreased by 11% or over \$1.29 million primarily related to decreases in Federal grant revenue.
- Operating expenses decreased by nearly 8% or over \$1.85 million primarily related to decreases in the salaries, scholarships and supplies categories.
- Due to the significant decrease in operating expenses, the Operating Loss decreased by approximately 4.4% or \$559,000.

For FY2018, the BridgeValley Community and Technical College Foundation, Inc.'s audited financial statements were presented 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 9, 2018**

**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 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 29.9% 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 39.7%, Auxiliary at 49.4%, and Capital at 40.8%. Enrollment is down as compared to last year.
- Expenses:
  - Salary and benefits are at 25.9% and are on target.
  - Non-payroll expenses are below budget at 22.8%. Due to timing of payments, there was one unpaid item for this quarter. When added to the expenses, the non-payroll expenses would be on target at 24.9%.
  - Total expenses are on target at 25.1% without unpaid items and 25.7% with unpaid items included.

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

➤ 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.

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE**  
**Fiscal Year 2019 Budget Compared with Actual Ending September 30, 2018**

**YTD Expenses as of 9.30.18**

General Revenue & Tuition and Fees Budget	FY 2019 Revised Budget		FY 2019 YTD Actual	
	Annual Amount	%	Amount	% to Budget
<b>Total Projected Funds Available:</b>				
General Appropriations	\$ 7,420,648	51.0%	\$1,484,130	20.0%
E&G Tuition and Fees	5,956,000	40.9%	2,366,369	39.7%
Auxiliary Tuition and Fees	350,000	2.4%	172,921	49.4%
Capital Tuition and Fees	800,000	5.5%	326,381	40.8%
Other Operating Revenue	25,000	0.2%	0	0.0%
<b>Total Available Funds</b>	<b>\$ 14,551,648</b>	<b>100.0%</b>	<b>\$4,349,800</b>	<b>29.9%</b>
<b>Expenses:</b>				
<b>Payroll</b>				
Salaries	\$ 8,683,500	59.7%	\$2,233,677	25.7%
Benefits	2,090,600	14.4%	560,983	26.8%
<b>Total Salaries and Benefits</b>	<b>\$ 10,774,100</b>	<b>74.0%</b>	<b>\$ 2,794,659</b>	<b>25.9%</b>
<b>Non-Payroll - Current Year</b>				
Institutional Support	\$309,658	8.2%	\$16,466	5.3%
Budget Reduction	\$0		\$0	
Academic Affairs	567,133	15.0%	\$43,745	7.7%
Student Affairs	265,582	7.0%	\$50,535	19.0%
Financial Affairs & General College				
Obligations	443,262	11.7%	\$138,424	31.2%
Payment of Capital Debt & Leases	1,209,402	32.0%	\$222,388	18.4%
Community Service	5,000			
Capital Projects	57,458	1.5%	\$47,802	83.2%
Safety & Facilities	918,000	24.3%	\$339,664	37.0%
<b>Total Non-Payroll Expenses</b>	<b>\$3,775,495</b>	<b>25.9%</b>	<b>\$859,024</b>	<b>22.8%</b>
<b>Total Expenses</b>	<b>\$ 14,549,595</b>	<b>100.0%</b>	<b>\$ 3,653,684</b>	<b>25.1%</b>
<b>Increase / Decrease in Net Assets</b>	<b>\$ 2,053</b>		<b>\$696,117</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>\$ 2,894,013</b>	

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF NOVEMBER 9, 2018**

**ITEM:** Textbook Affordability Report

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Pete Soccia

**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.



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

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**HEPC and CCTCE Series 51, Procedural Rule  
Bookstores and Textbooks**

**Institutional Annual Report  
Due November 1, 2018**

Institution: BridgeValley CTC

Reporting Date: October 31, 2018

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 2017 – 4/3/2017	95%	Summer 2017 - 3/17/2017	90%	3/17/2017
Fall 2017 - 4/3/2017	75%	Fall 2017 – 4/11/2017	74.6%	4/11/2017
Spring 2018 – 11/6/2017	93%	Spring 2018 – 11/10/2017	81.5%	11/10/2017

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

*The BridgeValley Textbook Affordability Committee meets each semester to review affordability of textbook offerings. The committee also considers the service and reliability of the contracted online bookstore. The make-up of the committee includes faculty, staff, and students from various departments, divisions, and campuses across the college. The charge of the committee is to monitor for low prices and quality service to the students and to ensure both.*

Institutional Official  
Signature:



Printed Name:

Peter P. Soscia



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Sarah Armstrong Tucker, Ph.D.  
*Chancellor*

Date:

11/2/18

Return form by November 1, 2018 to:  
[Cindy.anderson@wvhepc.edu](mailto:Cindy.anderson@wvhepc.edu)

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF NOVEMBER 9, 2018**

**ITEM:** **Presidential Goals**

**RECOMMENDED RESOLUTION:** **RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the attached AY 2018-2019 Presidential Goals.

**STAFF MEMBER:** Eunice Bellinger

**BACKGROUND:**

Annually, the Board of Governors reviews with the President goal performance and establishment of goals for the upcoming year. Goals for AY 2018-2019 are attached for Board review, as well as an update on 2017-2018 goals; these are synchronized with the Strategic Plan.



**Presidential Goals 2018 - 2019**  
**Eunice Bellinger**

Goal	In Collaboration with:	Relates to BVCTC Strategic Goal*	Status
1. Settle Tech Park Dispute	BOG, Marc Williams (attorney)	Two and Three	Completed
2. Infrastructure/Operations for Montgomery	Jason Stark, John Berry, Pete Soscia, Cathy Aquino, Jeff Wyco, Norm Mortensen, Laura McCullough, Mayor Greg Ingram (City of Montgomery)	Two and Three	Next steps: Expand facilities overhaul to include Pathfinder Hall (office spaces, Dem2Brothers, bookstore development, Veterans Affairs, and recreation spaces); Outfit spaces for Marshall University and Kanawha County Schools; New roof on building using discretionary funds in EDA/ARC grant.
3. Develop Comprehensive Analysis of Cost	Cathy Aquino, Pete Soscia	Two	Apply cost analysis to academic programs to identify programs to cut.
4. Develop Maker Space and Hacker Space <ul style="list-style-type: none"> <li>✓ Brewing Operations</li> <li>✓ Business Development</li> </ul>	Pete Soscia, Jeff Wyco, Laura McCullough, Norm Mortensen	One and Three	Brewing Operations: In progress, including machinery acquired and faculty identified.  Business Development: Business faculty are working towards academic placements in the GRID.
5. Continue/Expand Articulation Agreements with Marshall University and WVU Tech	Pete Soscia	One and Two	Completed (RBA with Marshall, RN to BSN with Marshall, Accounting, Economics, Energy Mgmt., Entrepreneurship, Finance, Health Care Mgmt., International Business, Mgmt., Mgmt. Info Systems, Marketing with Marshall).
6. Prepare for Higher Learning Commission Site Visit in 2020	Pete Soscia, Carol Perry	One and Two	Attended HLC Conference in April 2018. Working committees and steering committees set. First drafts from working committees completed.  Continue process with site visit in October 2019.
7. Conduct Comprehensive Outreach	Michelle Bissell	One, Two, and Three	Moved Marketing to 25 <sup>th</sup> Hour Communications with Michelle Bissell as college liaison.
8. Finalize MOU's with YMCA, City of Montgomery, and KVC <ul style="list-style-type: none"> <li>✓ Culinary</li> <li>✓ Hospitality</li> </ul>	Laura McCullough, Mayor Greg Ingram (City of Montgomery), Tommy Bailey (KVC), Monty Warner (YMCA)	One, Two, and Three	Have not pursued this approach as each partner is not positioned to be a useful partner at this time. Working with Adventures on the Gorge to have interns beginning in Spring 2019 in diesel, hospitality, and culinary.
9. Develop IT Infrastructure	Jason Stark	Two and Three	In progress. Purchased new camera system and added additional cameras; integrated door lock system to match cameras; moved Faculty to Office 365.



10.	Continue/Expand International/Online Course Offerings	Sherri Ritter, Pete Soscia, Jeanne Smith, John Berry	One	Visit by Jon Rubin and contract for COIL development. Dr. Ritter is the liaison and developer for BridgeValley. International trip initiated for trips to Ireland and Amsterdam 2019.
11.	Revamp Dual Credit Offerings	John Berry, Pete Soscia	One	Form a coalition between BridgeValley and high schools that increase student participation, accelerates credit accumulation, and eventual successful completion of an Associate's degree by Kanawha County School students.
12.	Complete Financial Structure for Elk City Relocation, including ending lease of Building 704 in Tech Park	Pete Soscia, Jason Stark, Cathy Aquino	One, Two, and Three	
13.	Work, in conjunction with WVU, to find opportunities for the Montgomery campus	Rob Alsop	Two and Three	
14.	Program development for the GRID with added artists in residence, buildout of forge area, continued development of rental space and more community opportunities	Laura McCullough, Jason Stark	Two and Three	
15.	Work with WVCTCS on new funding model and integrate it into BridgeValley operations	Cathy Aquino, Pete Soscia, Roy Simmons	Two	
16.	Initiate a search to fill the position of VP Student Services to be filled Spring 2020	Cathy Aquino	One and Two	
17.	Launch 2018-2019 development activities with the BridgeValley Foundation		Two	

**Indicates goals added for 2018-2019**

**\*BridgeValley CTC Strategic Goals**

Goal One: Student Success (Teaching and Learning)

Goal Two: Institutional Success

Goal Three: Community and Industry Success