



## **BOARD OF GOVERNORS**

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### **AGENDA**

**May 5, 2017**

### **MEMBERS**

Gregory Barker

Chris Boggess

Sally Cline

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

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### Montgomery Campus - PIC Conference Room

326 Third Avenue, Montgomery, WV 25136

**May 5, 2017, 9 a.m.**

### AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Minutes**
  - Minutes of March 17, 2017 ..... 1
- IV. **Administrative Items**
  - a. Information Item: FY 2016-17 Budget Update ..... 5
  - b. President's Report
  - c. Montgomery Campus Development Plan—Adam Krason
- V. **Possible Executive Session—Personnel and Purchase, Sale or Lease of Property**
- VI. **Additional Board Action and Comments**
- VII. **Announcements/Upcoming Events**
  - a. May 5—South Charleston PTK Induction Ceremony
  - b. May 9—Sonography Pinning Ceremony
  - c. May 11—Dental Hygiene Pinning Ceremony
  - d. May 11—Medical Laboratory Technology Pinning Ceremony
  - e. May 12—Commencement
  - f. May 13—Nursing Pinning Ceremony
  - g. May 16—State of the Institution Address
- VIII. **Next Meeting**

Friday, June 9, 2017  
9 a.m.  
South Charleston Campus
- IX. **Adjournment**
- X. **Tour of WVU Tech Buildings**

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

**MARCH 17, 2017**

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, March 17, 2017, at 9:00 a.m. at BridgeValley's South Charleston campus in Room 006.

Board members present: Greg Barker, Christopher Boggess, Sally Cline, Mark Dempsey, Tom Dover, Jane Harkins, David Lewia, Don Stewart, Jan Vineyard, Judy Whipkey, and Michelle Wicks. Board members absent: Karen Price. Also in attendance were President Eunice Bellinger, faculty and staff from BridgeValley.

#### **I. Call to Order**

Secretary Stewart 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**

David Lewia moved to approve the meeting minutes of January 20, 2017, and February 1, 2017. Judy Whipkey seconded the motion. Motion carried.

#### **IV. Reports**

##### **a. President's Report**

President Bellinger presented her plan for the Montgomery campus. Highlights from the plan included makerspaces for local artisans; an Appalachian Museum of Industry; workforce and community education programs; and partnerships with the YMCA, the City of Montgomery, and KVC Health Systems.

President Bellinger also announced that BridgeValley student, Tara Turley, was the recipient of this year's American Council on Education Student of the Year award.

## V. Administrative Items

- a. Action Item: Approval of FY 2017-18 Tuition and Fees

Jane Harkins moved to approve adoption of the following resolution:

**Resolved**, that the BridgeValley Community and Technical College Board of Governors approves a \$206 (5%) annual increase for resident tuition and a \$491 (5%) annual increase for non-resident tuition.

**Further resolved**, that the BridgeValley Community and Technical College Board of Governors approves the special fees and program fees as recommended.

David Lewia seconded the motion. Motion carried.

- b. Information Item: 2017-2018 Holiday Calendar

Per WV Code §18B-26 and BOG Policy B-4, the president shall determine six floating holidays which will be observed by employees in addition to the six holidays specified by statute. The attached calendar was presented to the Board as information.

- c. Information Item: VPAA Search

With the resignation of the current provost, a search has been initiated to replace the role of the Chief Academic Officer. The new Vice President of Academic Affairs will report directly to the President and assume office after June 30, 2017.

## VI. Academic Affairs

- a. Action Item: Program Reviews

David Lewia moved to approve adoption of the following resolution:

**Resolved**, that the BridgeValley Community and Technical College Board of Governors approves the program review reports for the A.S. in Civil Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology; the A.A.S. in Paralegal Studies and the C.A.S. and A.A.S. in Technical Studies.

Don Stewart seconded the motion. Motion carried.

- b. Information Item: Post-Audit Reports

Kristin Mallory presented the post-audit reports for the A.A.S. in Emergency Medical Services and the A.A.S. in Medical Laboratory Technician. She noted that the Emergency Medical Services program is currently on hold for admitting new

students as the College evaluates the viability of the program. Both reports will be sent to Council for review.

**VII. Possible Executive Session—Purchase, Sale or Lease of Property**

David Lewia called for a motion to enter Executive Session in accordance with §6-9A-4 to discuss the purchase, sale or lease of property. Jane Harkins seconded the motion. Motion carried.

Following Executive Session, the Board reconvened in open session.

**VIII. Additional Board Action and Comments**

None.

**IX. Announcements/Upcoming Events**

- a. March 20 & 21—Founder’s Day Potluck Luncheons for Students
- b. March 22—Cookies and Conversation with President Bellinger
- c. March 31—Family Fun Night, Montgomery
- d. April 1—Oral Cancer Foundation 5K, South Charleston
- e. April 6—Open House, South Charleston
- f. April 11—Open House, Montgomery

**X. Next Meeting**

Alicia Syner will send a Doodle poll to establish the next meeting date.

**XI. Adjournment**

There being no further business, the meeting was adjourned.

\_\_\_\_\_, Jan Vineyard, Chair

\_\_\_\_\_, Don Stewart, Secretary

# BridgeValley Community & Technical College

## Employee Holiday Schedule\*

### Beginning July 1, 2017

**Independence Day** – Tuesday, July 4, 2017

**Labor Day** – Monday, September 4, 2017

**Thanksgiving Holiday** – Wednesday, November 22, 2017 (in lieu of Veterans Day – November 11, 2017)

**Thanksgiving Holiday** – Thursday, November 23, 2017

**Thanksgiving Holiday** – Friday, November 24, 2017

**Winter Holiday** – Monday, December 25, 2017 (Christmas)

**Winter Holiday** – Tuesday, December 26, 2017 (in lieu of WV Day, June 20, 2017)

**Winter Holiday** – Wednesday, December 27, 2017 (in lieu of President's Day, February 19, 2018)

**Winter Holiday** – Thursday, December 28, 2017 (in lieu of Columbus Day, October 9, 2017)

**Winter Holiday** – Friday, December 29, 2017 (in lieu of Primary Election Day, May 8, 2018)

**New Year's Day Holiday** – Monday, January 1, 2018 (New Year's Day)

**Martin Luther King Day** – Monday, January 15, 2018

**Memorial Day** – Monday, May 28, 2018

**Note:** The Holiday calendar is subject to change at any time. Legislation may ensue, or additional days may be granted by the Governor and added at a later date; and the President has the option of reallocating holidays within a fiscal year to better meet student and service needs.

*\*Applies to all full-time regular/benefits-eligible classified, non-classified and faculty/FEAP employees with 12-month contracts.*

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF MAY 5, 2017**

**ITEM:** Fiscal Year 2016-17 Update for BridgeValley Community and Technical College

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Cathy Aquino

**BACKGROUND:**

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

Some important items are as follows:

- Overall revenue is at 79.6% of budget:
  - State appropriations are at 66.3% 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. The budget reduction in the amount of \$150,019 has been deducted in this quarter.
  - Tuition and fees revenues are on target with Education and General at 93.7%, Auxiliary at 102.7%, and Capital at 102.7%. Enrollment is stable for the year. It should be noted that at this point in the fiscal year, most of the tuition revenue has been collected.
- Expenses:
  - Salary and benefits are at 74.8% and is on target.
  - Non-payroll expenses are below budget at 49.4%. However, some large expenses currently are unpaid due to lease negotiations. With the payment of these expenses, non-payroll expenses would be under target at 71.0%.
  - Total expenses are under target at 67.6% without unpaid items and 73.7% with unpaid items included.

- Only 75% of Operational budgets have been released to departments. This conservative approach was necessary due to the anticipated budget reductions.

➤ Fund Balances:

- While fund balances remain healthy at this point in the fiscal year, part of the reason for these higher fund balances is due to the non-payment of the large expenses discussed above.
- The beginning fund balance reflects the deduction of the prior year's lease obligation for presentation purposes.

➤ Budget Reduction:

- BridgeValley's 2% budget reduction totals \$150,019. The third quarter State Appropriation was reduced by this amount. The revised amount is \$7,350,906.
- The reduction strategy is to utilize position vacancies and limit non-payroll expenses. Estimates from each category are listed below:

Payroll	(\$100,000)
Benefits	(\$ 10,019)
Non-Payroll	(\$ 40,000)
Total	(\$150,019)



**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE**  
**Fiscal Year 2017 Budget Compared with Actual Ending March 31, 2017**  
**YTD Expenses as of 3.31.17**

<u>General Revenue &amp; Tuition and Fees Budget</u>	<u>FY 2017 Revised Budget</u>		<u>FY 2017 YTD Actual</u>	
	<u>Annual Amount</u>	<u>%</u>	<u>Amount</u>	<u>% to Budget</u>
<b>Total Projected Funds Available:</b>				
General Appropriations	\$ 7,350,906	52.6%	\$4,875,601	66.3%
E&G Tuition and Fees	5,527,000	39.6%	5,177,689	93.7%
Auxiliary Tuition and Fees	251,000	1.8%	257,899	102.7%
Capital Tuition and Fees	779,000	5.6%	800,076	102.7%
Other Operating Revenue	55,000	0.4%	0	0.0%
<b>Total Available Funds</b>	<b>\$ 13,962,906</b>	<b>100.0%</b>	<b>\$ 11,111,265</b>	<b>79.6%</b>
<b>Expenses:</b>				
<b>Payroll</b>				
Salaries	\$ 7,971,000	57.1%	\$5,923,207	74.3%
Benefits	2,009,431	14.4%	1,542,515	76.8%
<i>Total Salaries and Benefits</i>	<i>\$ 9,980,431</i>	<i>71.5%</i>	<i>\$ 7,465,722</i>	<i>74.8%</i>
<b>Non-Payroll - Current Year</b>				
Institutional Support	\$320,026	8.0%	\$201,715	63.0%
Budget Reduction	(\$40,000)			
Academic Affairs	536,340	13.5%	\$409,767	76.4%
Student Affairs	103,000	2.6%	\$45,537	44.2%
Financial Affairs & General College				
Obligations	449,887	11.3%	\$317,588	70.6%
Payment of Capital Debt & Leases	1,706,830	42.9%	\$311,673	18.3%
Capital Projects	36,894	0.9%	\$15,177	41.1%
Safety & Facilities	867,945	21.8%	\$664,524	76.6%
<i>Total Non-Payroll Expenses</i>	<i>\$3,980,922</i>	<i>28.5%</i>	<i>\$1,965,982</i>	<i>49.4%</i>
<b>Total Expenses</b>	<b>\$ 13,961,353</b>	<b>100.0%</b>	<b>\$ 9,431,704</b>	<b>67.6%</b>
<b>Increase / Decrease in Net Assets</b>	<b>\$ 1,553</b>		<b>\$ 1,679,561</b>	
<b>Beginning Fund Balances</b>	<b>\$ 1,615,190</b>		<b>\$1,615,190</b>	
<b>Ending Fund Balances</b>	<b>\$1,616,743</b>		<b>\$ 3,294,751</b>	