BOARD OF GOVERNORS

AGENDA

May 9, 2014

MEMBERS

Donna Atkinson  Karen Price
Gregory Barker  Debra Radar
Crystal Craze   Roy Simmons
Mark Dempsey    Jeannettia Spencer
Tom Dover       Jan Vineyard
Jane Harkins    Earl Waytowich
David Lewia     Judith Whipkey
Robert Manley

Beverly Jo Harris
President
I. Call to Order

II. Roll Call

III. Approval of Minutes

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V. President’s Report

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IX. Additional Board Action and Comments

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a. Commencement, May 9, 2014, 6 p.m., Charleston Civic Center
b. Strategic Planning Retreat, May 14, 2014, Advanced Technology Center

XI. Adjournment
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

MINUTES

March 28, 2014

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, March 28, 2014, at 1:00 p.m. at the Advanced Technology Center, Room 136.

Board members present: Donna Atkinson, Crystal Craze, Mark Dempsey, Tom Dover, Jane Harkins, Karen Price, Debra Rader, Roy Simmons, Jan Vineyard, Earl Waytowich, and Judy Whipkey. Members absent: Greg Barker, David Lewia, Robert Manley, and Jeannettia Spencer. Also in attendance were: President Jo Harris and faculty and staff from BridgeValley.

I. Call to Order

Chair Mark Dempsey called the meeting to order at 1 p.m.

II. Roll Call

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

III. Approval of Minutes

Karen Price moved adoption of the meeting minutes of January 24, 2014. The motion was seconded by Earl Waytowich and passed unanimously.

IV. Board Report

A. Finance and Administration Committee Update

The Finance and Administration Committee convened on March 14 to discuss tuition and fees for FY 2014-2015.

B. Next Meeting Date

Chair Dempsey asked Alicia Syner to poll Board members to determine the next meeting date and time.

V. President’s Report

Dr. Harris presented the Board with a written report. In addition to the written report, she noted enrollment at both campuses, confirmed the founding date of BridgeValley as March 20, 2014, and gave an update on recent and upcoming College activities.

VI. Administrative Items

A. Information Item: Higher Learning Commission Action

At its February 27, 2014, quarterly meeting, the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools voted to approve the
request for Change of Control, consolidating Bridgemont and Kanawha Valley Community and Technical Colleges. The notification indicated that "the merger must become effective within no more than thirty days from the date of the Board's approval."

HLC was notified that the effective date of the consolidation would be March 20, 2014.

B. Information Item: 2014-2015 Board Membership

Dr. Harris noted that Robert Manley’s term ends on June 30, 2014. The remaining nine Board members will continue to serve until their terms expire. Constituent members will be elected in April by their respective councils.

C. Action Item: Approval of Fiscal Year 2014-15 Tuition and Fees

Jane Harkins moved adoption of the following resolution:

Resolved, That the BridgeValley Board of Governors approves a $178 (6%) increase for resident tuition and a $425 (5%) increase for non-resident tuition for the 2014-2015 academic year.

Jan Vineyard seconded the motion. Motion passed with one objection.

Jan Vineyard moved adoption of the following resolution:

Further Resolved, That the BridgeValley Board of Governors approves the special fees as recommended by the Finance and Administration Committee.

Roy Simmons seconded the motion. Motion passed.

Further Resolved, That the BridgeValley Board of Governors approves the program fees as recommended by the Finance and Administration Committee. Program fees recommendation resulted in a failed vote. After further discussion, Chair Dempsey moved to adopt the resolution. Jane Harkins seconded the motion. Motion carried.

Based on discussion regarding special and program fees, Chair Dempsey requested that the full Board conduct a thorough review of special and program fees within the next year.

VII. Academic Affairs

A. Action Item: Approval of 2014-2015 Institutional Compact Report

Jan Vineyard moved adoption of the following resolution:

Resolved, That the BridgeValley Board of Governors approves the BridgeValley 2014-2015 Institutional Compact report.

Karen Price seconded the motion. Motion carried.
VIII. Additional Board Action and Comments

Tom Dover moved adoption of the following resolution:

Resolved. That the BridgeValley Board of Governors approves the following pay increases for fiscal year 2014-15 as a one-time exemption to the BOG salary policy B13 to allow an across the board pay increase of $504 for any employee hired before January 1, 2014. Further the board approves the classified step increase as required by WV code and faculty promotions.

Jane Harkins seconded the motion. Motion carried.

IX. Announcements

- HLC Annual Conference, April 10-14, 2014, Chicago, IL
- Awards Convocation, April 17, 2014, 1 p.m., Montgomery Campus
- Student Leadership Banquet, April 25, 2014, 5:30 p.m., South Charleston Campus
- Commencement, May 9, 2014, 6 p.m., Charleston Civic Center

X. Next Meeting

TBD

XI. Adjourn

There being no further business, the meeting was adjourned.

_________________________________________ Mark Dempsey, Chair

_________________________________________ Jan Vineyard, Secretary
BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF MAY 9, 2014

ITEM: 2013-2014 Tech Park Service Agreement

RECOMMENDED RESOLUTION: Resolved, That the BridgeValley Community & Technical College Board of Governors approve for payment the 2013-2014 Service Agreement with the West Virginia Regional Technology at the rate of $5 per square foot for Main and Annex Buildings from July 1, 2013 – June 30, 2014 and the Advanced Technology Center from January 1, 2014 – July 30, 2014.

STAFF MEMBER: Jo Harris

BACKGROUND:

Throughout the year, negotiations have been under way to arrive at consensus for a fair and equitable service rate agreement between the West Virginia Regional Technology Park and the South Charleston campus. The original proposals for the three buildings ranged from slightly over $9 per square foot for the Main Building to $4.96 per square foot for the newly constructed Advanced Technology Center.

Agreement was reached on May 1 to apply the flat rate of $5 per square foot for all buildings for this year. Further data review and analysis will occur to determine future long-term rates.

The Service Agreement is being prepared by Tech Park officials and will be distributed prior to the meeting.
BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF MAY 9, 2014

ITEM: Higher Learning Commission Visit

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

The final process in the Change of Control application (consolidation of the two colleges) is a follow-up site-visit within six months of approval of the consolidation. The Higher Learning Commission has scheduled the follow-up visit for Monday, September 29, 2014, through Tuesday, September 30, 2014. During the follow-up visit, the team will request a meeting with multiple constituencies, including members of the Board of Governors. More information will be provided once the team has been identified and a draft agenda developed.
ITEM: Fiscal Year 2013-14 Update for BridgeValley Community and Technical College

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Dr. Pat Hunt

BACKGROUND:

At the June 4, 2013 meeting of the Kanawha Valley Community and Technical College Board of Governors and at the June 17, 2013 Bridgemont Board of Governors meeting, each Board approved the respective college’s fiscal year 2013-14 budget. Now that the Higher Learning Commission approved the consolidation of both colleges, what follows is a consolidated budget update for BridgeValley. At the Board’s June meeting staff will present for approval a consolidated BridgeValley fiscal year 2014-15 consolidated budget.

Now that the third quarter has ended, what follows is the budget update comparing year to date actual spending for the first nine months of this fiscal year to budget.

Some important items are as follows:

- Actual revenue at 86.4% of budget overall is above target of 75%:
  - State appropriations are at 71.5% of budget for the third quarter and are reflective of the State’s Budget Office’s year-to-date allocation. Both colleges will receive the remaining 33% in the fourth quarter. The difference between the 71.5% and 67% is due to the Advance Technology Center portion of state appropriations, $500,000. This amount was not included in the Board approved operating budget; however College expenses reflect the spending of these funds for salary and other expenses thus the year to date revenue and expenses reflect this. Note this update does not reflect the mid-year reduction which was effective January in the amount of $77,986 for both colleges.
• Education and General (E&G) tuition and fees is well above target at 107.7%. Auxiliary is slightly below target at 69.1% and Capital is slightly above target at 96.1%. It should be noted that most of the tuition revenue is received in the third quarter for spring semester so using a target of 75% does not necessarily reflect the way student collections are actually received. Also, some of Bridgemont’s tuition revenue is contractual and web only revenue which does have auxiliary and capital fees built in.

➢ Expenses (3rd quarter target of 75%):

• Salary and benefits are slightly below budget at 66.9%

• Non-payroll expenses are well below budget at 60.1%. Currently two large expenses remain unpaid, the annual lease purchase agreement of $176,095 and the Tech Park agreement. Staff reconciled the equipment inventory related to the lease purchase agreement and based upon this reconciliation the revised amount to be paid in May is $152,738. The College continues negotiation with the Tech Park regarding the facility use agreements and resolution is anticipated soon.

• As reported at the last Board meeting, the College received an energy rebate related to the Montgomery campus, Davis Hall energy efficiency improvements in the amount of $34,594 which is why capital improvements reflect a negative expense. Staff continues to request the remaining rebate related to the HVAC portion.

➢ Fund Balances:

• Fund balances continue to be improving and above budget. Part of the increase is related to the unpaid expenses. The remaining increase is related to the slight increase in enrollment and fiscal conservatism.

The update will be distributed to the Board separately.
BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF MAY 9, 2014

ITEM: BridgeValley Program Information

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

The attached document details the list of degrees with new major codes for BridgeValley beginning Fall of 2014. Also included are the faculty serving as Deans, Department Chairs, and Program Coordinators/ Lead Instructors.
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ITEM: BridgeValley Scholarships

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Kristin L. Mallory

BACKGROUND:

BridgeValley has developed a comprehensive student scholarship application that has been distributed to high schools and career technical centers in the service region. The application is attached.
West Virginia Resident Freshman Scholarships

Scholarship applicants must satisfy BridgeValley's requirements for admission

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<th>Academic Scholarships</th>
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<tr>
<td>Level</td>
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<td>President's</td>
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<td>BOG</td>
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First Generation Scholarship

West Virginia residents will receive a one-time $1,000 scholarship for their freshman year at BridgeValley Community and Technical College if they have parents who have not graduated from a college or university, have a minimum overall high school GPA of 2.75 and minimum ACT score of 18 (or SAT equivalent of 870), and do not qualify for the President's or BOG Scholarships.

BridgeValley Scholarships

(Applicants must submit a BridgeValley Scholarship Application which is available on the college website
and in the admissions office of each campus)

College Transition Scholarship

Three students currently enrolled in BridgeValley's college transition class will be selected to receive a one-time $1000 scholarship for their freshman year at BridgeValley. Applicants must have a minimum overall high school GPA of 3.25 and not qualify for the President's, BOG, or First Generation Scholarships.

High School/Career & Technical Center Scholarship

One West Virginia resident high school senior from each public high school and one student from each career & technical center in Clay, Fayette, Kanawha, Nicholas, Putnam and Raleigh counties will be selected to receive a one-time $800 scholarship for their freshman year at BridgeValley. Applicants must have a minimum overall high school GPA of 2.50 and not qualify for the President's, BOG, First Generation, or College Transition Scholarships.

* Scholarship amount will be prorated based on hours enrolled at BridgeValley

Academic Scholarships’ Renewal Standards

** Complete 24 credit hours per academic year and 3.0 GPA for courses taken at BridgeValley
*** Complete 24 credit hours per academic year and 2.75 GPA for courses taken at BridgeValley

BridgeValley Community and Technical College is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, gender, age, color, religion, disability, national or ethnic origin.
Use this application to apply for the following freshman scholarships:

- **High School Scholarship** - One WV resident high school senior from each public high school and one student from each career & technical center in Clay, Fayette, Kanawha, Nicholas, Putman, and Raleigh Counties will receive a one-time $800 scholarship for their freshman year.

- **Career & Technical Center Scholarship** - One WV resident student from each career & technical center in Clay, Fayette, Kanawha, Nicholas, Putman, and Raleigh Counties will receive a one-time $800 scholarship for their freshman year.

- **College Transition** - Three students currently enrolled in BridgeValley's college transition class will receive a one-time $1000 scholarship for their freshman year.

Scholarship for which you are applying: ________________________________

Name: ________________________________ Date of Birth: __________________

Permanent Address: _________________________________________________

<table>
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<tr>
<th>P.O Box/Number/Route</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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</table>

Telephone Number: ________________________________ Cell Phone Number: __________________

High School/Career & Technical Center Name: ________________________________

Graduation Date: ________________________________

Intended College Major: ________________________________

List all Extracurricular Activities:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

List any Awards and Honors Received:

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

(See reverse side)
List any Community Service in which you have participated: ________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Briefly describe below why you feel you are deserving of this scholarship: ____________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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(If you need additional space, please attach separate sheet)

Please return completed form to one of our Admissions Offices:

**Montgomery Campus**
619 2nd Avenue
Montgomery, WV 25136
304-734-6600
Davis Hall Room 103

**South Charleston Campus**
2001 Union Carbide Drive
South Charleston, WV 25303
304-205-6700
Main Hall Room 012

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Use this application to apply for the following scholarships:

- **Academic Division Scholarship** - One student in each academic division will be selected by the division to receive this scholarship. Students must have at least a 3.5 institutional GPA.

- **Academic Excellence Scholarship** - One student will be selected who has demonstrated engagement in campus activities and community service to receive this scholarship. Students must have completed one academic year at our institution and have at least a 3.5 institutional GPA. Service hours will need to be verified.

- **Commitment to Campus and Community Scholarship** - Up to five students will be selected who have demonstrated significant engagement in civic/community/volunteer service (minimum of 40 hours per semester) to receive this scholarship. Students must have completed one academic year at our institution and have at least a 3.0 institutional GPA. Service hours will need to be verified.

Scholarship for which you are applying: __________________________

Name: __________________________ Date of Birth: __________

Permanent Address: __________________________

P.O Box/Number/Route City State ZIP

Telephone Number: __________________________ Cell Phone Number: __________________________

College Major: __________________________

(Recipients must be degree seeking)

List any Awards and Honors received while enrolled at our institution: __________________________

______________________________

______________________________

List all campus activities in which you have participated: __________________________

______________________________

______________________________

(See reverse side)
List any Civic, Community, or Volunteer Service in which you have participated (will need to provide proof of hours for Academic Excellence and Commitment to Campus and Community Scholarship):

_________________________________________________________________________

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Please describe below why you feel you are deserving of the scholarship:

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