

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

MAY 7, 2021

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, May 7, 2021, at 9:00 a.m. via video conference.

Board members present: Megan Bailey, Mark Blankenship, Barry Crist, Ashley Deem, Pamela Hyde-Wines, Andrew Kennedy, Larry Pack, Jr., Andrea Petry, and Kent Wilson. Board members absent: Srinu Matam. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I. Call to Order

Chair Deem called the meeting to order at 9 a.m.

II. Roll Call

Roll was taken by Amy Moore noting that a quorum was present.

III. Approval of Minutes

Vice Chair Mark Blankenship moved to approve the meeting minutes of March 5, 2021. Larry Pack, Jr., seconded the motion. Motion carried.

Vice Chair Mark Blankenship moved to approve the meeting minutes of April 16, 2021. Secretary Wilson seconded the motion. Barry Holstein moved to amend the minutes to include Dr. Soscia's resignation with the following sentence, "Secretary Wilson informed the Board that Vice President Peter Soscia announced his resignation". Vice Chair Mark Blankenship seconded the motion. Motion carried.

IV. Budget Presentations

a. Information Item: FY 2020-21 Budget Update

Cathy Aquino provided the FY 2020-21 budget update. She noted that overall revenue is at 78.9% of the budget. Tuition and fees revenues are on target with Education and General at 93.1%, Auxiliary at 97.3%, and Capital at 97.9%. Salary and benefits are at 75.9% and are on target. Non-payroll expenses are slightly

below target at 71.5%. Total expenses are on target at 74.9%. One hundred percent of the operating budgets have been released to departments.

Fund balances remain healthy at this point, the primary reason is the majority of the tuition and fees revenue for the academic year has been collected.

BridgeValley has been awarded \$1.4 million from the CARES Act. Half of those funds must be distributed directly to students as grants. The Financial Aid Staff determined which students qualified according to federal financial aid guidelines. As of December 31, 2020, students have received the entire amount.

The second half of the funds are to be used by the institution for COVID related expenses occurring after March 13, 2020. As of March 31, 2021, expenditures totaled \$722,512. Categories of expenses were online training, distance learning, cleanin\$722,513 and the institutional portion totals \$1,936,719. Student disbursements of \$722,513 have been made as of March 31, 2021. Institutional portion expenditures totaled \$487,288.41 of the second award as of March 31, 2021.

Barry Holstein asked for the website link for the CARES spending breakdown. Cathy Aquino stated that the information is in the COVID section of the website.

Barry Holstein asked if the expenditure for labor is in line with other colleges. Cathy Aquino stated that she would email the information to the Board.

b. Action Item: FY 2021-22 Budget

Cathy Aquino provided the FY 2021-22 budget for approval by the Board. One of the duties of the Board of Governors prescribed in West Virginia Code §18B-2A-4 is to either assume or delegate to the President control of the business affairs. While the Board of Governors (Board) for BridgeValley Community and Technical College approved this delegation to the President; approval of the operating budget is requested. The WV Council for Community and Technical College Education will approve all community and technical college proposed budgets at their June meeting.

This year's budget, similar to previous fiscal years' budgets, reflects funding from tuition and fees (education and general, auxiliary, and capital fees) as well as state appropriations. As in past years, this budget does not include any grant revenue or expenses as these fluctuate widely depending upon how many grants the College receives in a given year. This complete financial information is instead presented in the audited financials that the Board reviews and approves later in the fiscal year.

What follows is a conservative budget based upon the following assumptions:

State appropriations were reduced by 1.5% for FY2022. The amount equaled \$121,482. The State Budget bill provided the same amount as surplus FY2021 funds. This amount appears on a separate line.

Tuition and Fees revenue is conservatively projected with revenue projections reflecting flat enrollment. The Capital fees increased slightly. Auxiliary fees reflect an increase due to the student engagement/activity fee reinstatement. See Chart Revenue Projections.

Payroll is budgeted based on full-time and part-time salary costs and related fringe benefits. Salary expenses changed slightly. There were several faculty promotions and increased annual increment, which were offset in reductions caused by faculty retirements. Fringe benefits decreased due to a premium shift between PEIA and OPEB-Paygo costs.

Non-payroll expenses include fixed costs, academic departments and administrative departments. As in prior years, the first allocation of Operational budgets will be released to departments at 50%.

Fund balances on the report remain flat. The estimated ending balance is \$2,800,000. She presented a chart showing actual expenses as of April 30, 2021, the FY2021 Budget and the proposed FY2022 Budget.

Barry Holstein asked about the debts to WVU and WV State. Cathy Aquino stated that the debt to WV State will be paid this year. We have until 2024 to pay the WVU debt.

Vice Chair Blankenship questioned why the utility costs were so high vs comparable institutions. Cathy Aquino anticipated that costs for last year would be lower, but because of the age of systems, they continued to run. She increased the budget for utilities for next year because of rate increases that will take place.

Vice Chair Mark Blankenship moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the operating budget for the fiscal year 2021-22.

Barry Holstein seconded. Motion carried.

- c. Action Item: Approval of FY 2022 tuition and Fees

Cathy Aquino presented to the Board of Governors the FY 2021-22 tuition and fees report.

Any changes approved by the Board will be taken to the Council for reporting purposes only at the tuition and fees approval meeting.

No basic increase in tuition and fees is being requested. There is a decrease of \$20 in the special fee for Student Engagement/Activating Fee. There are some changes in program fees. Most of the fees will be covered by the new WV Invest Legislation. There are some deposits and entrance fees that will not be covered.

Barry Holstein asked for an estimate on how the tuition and fees actually come out of the student's pocket. Cathy Aquino stated that she did not have the information at hand, but could provide the information.

Vice Chair Blankenship moved the adoption of the following resolutions:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves a zero increase for the FY 2021-2022 year.

FURTHER RESOLVED, that the BridgeValley Community and Technical College Board of Governors approve the special fees and program fees as recommended.

Larry Pack, Jr. seconded. Motion carried.

V. Academic Affairs

a. Action Item: Program Reviews

Dr. Christina Johnson presented to the Board for action a list of programs up for five-year review pursuant to WVCTCS Series 10 and 11, BOG Policy C-1 and BridgeValley Operating Policy C-OP-13-20.

Barry Holstein requested to review/discuss the ABET visit results relative to Civil Engineering Technology at a future Board meeting. Dr. Johnson stated that she would provide the information prior to the meeting on June 25, 2021 and if she cannot pull the information together before the meeting, she will inform the Board.

Barry Holstein moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the continuation of the following programs at the current level of activity without specific action and referral to the WVCTCS for review and additional action: Civil Engineering Technology (AS), Dental Hygiene (AS), Diagnostic Medical Sonography (AAS), Health Sciences (AAS), Medical Laboratory Technology (AAS), Nursing (AAS), Respiratory Therapy (AS), Technical Studies (AAS & CAS), Veterinary Technology (AAS), and Early Childhood Education (AAS).

Larry Pack, Jr. seconded. Motion carried.

b. Action Item: Post-Audit Reports

Dr. Christina Johnson presented to the Board for action a list of new Associate (AA/AS/AAS) and Certificate of Science degree programs that must undergo a post-audit review within three-years after the date of implementation, pursuant to WVCTCS Series 11 and 37, BOG Policy C-5 and BridgeValley Operating Policy C-OP-12-19.

Vice Chair Blankenship moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves the continuation of the following programs at the current level of activity without specific action and referral to the WVCTCS for review and additional action: Mechatronics (AAS) and Instrumentation, Measurement, and Control Technology (AAS).

Larry Pack, Jr. seconded. Motion carried.

VI. **Reports**

a. Annual Faculty Report

Secretary Wilson provided an annual report on behalf of faculty. The report included program changes/additions, faculty outreach activities, and personnel changes for each academic division. Secretary Wilson explained shared governance – faculty senate.

b. Annual Staff Report

Diann Simmons, Interim Chair of Classified Staff Council, provided an annual report on behalf of staff. The report highlighted staff achievements, staff promotions and provided an overview of community service efforts for 2020-2021.

Misi Lair, Director of Veteran and Military Affairs, provided a report on veteran activities during the Fall 2020/Spring 2021.

c. Annual Student Report

Pamela Hyde-Wines provided an annual report on behalf of the Student Government Association. The report highlighted new student clubs, student achievements and activities held during the 2020-2021 academic year.

Caroline Hudson (nursing student) and Dale Sponaugle (advance manufacturing technology) spoke about their experiences at BridgeValley. Their experiences were very positive.

d. President's Report

President Bellinger reported that the Spring 2021 enrollment is up 25% from this time last year. Fall ended slightly above the year before. No decline in enrollment reported yet since the pandemic.

President Bellinger provided COVID and vaccination updates:

- Since October 2020, we have conducted Covid19 testing on campus to approximately 140 students and employees and no positive cases to date.
- We surveyed all employees and all students (no matter the major) for voluntary interest in the vaccine. We have facilitated 245 people for vaccines so far—that number includes both employee and student volunteers.

President Bellinger provided information on current events:

- Meeting with AARP to discuss dental services in Montgomery, as referred by Mark Blankenship, and arranged by Marketing
- JumpStart Savings Program implementation- students to opt in to a pre-tax savings account to support post graduate jobs, certifications, and equipment/tools.
- CARES/Perkins funding to support students, teaching, and learning, such things like ventilation system upgrades, wifi installation on our school bus, Plexiglas stationing, are all being worked on.
- Commencement will be held on May 15. You can watch the ceremony by navigating to our website homepage bridgevalley.edu and clicking the embedded YouTube link, which will be available Saturday morning, May 15.
- Graduate Parade will be held Saturday, May 8 on the South Charleston campus. Graduates will be given a yard sign, a diploma cover, and a tassel, along with decorations for their cars for the parade this Saturday.
- Graduate count is at 405 (including certificates and degrees), up from last spring, which ended at 390, of course 2020-2021 academic year numbers will not be final until summer 2021 graduates have been certified.

President Bellinger highlighted some projects for which she has implemented at BridgeValley. Those projects include:

- Neurodiversity
- Veterans Reorientation
- COIL

- K-9 Program
- Digital Badges

President Bellinger stated to the Board that if a discussion is held in relation to Building 2000 within the WV Tech Park, that they please consider her past comments and concerns made regarding the safety and health of students and staff in conjunction with publicly published EPA and DEP reports.

VII. **Miscellaneous Items**

a. Presidential Evaluation Committee

Chair Deem informed the Board that the presidential evaluation would take place in 2022. She wants a process in place where everyone has the opportunity to provide feedback. Chair Deem charged Vice Chair Blankenship to look into options and provide feedback at the next regular meeting.

b. Dual Credit and AEP Grant Execution Updates

Kristi Ellenberg, Dean of General Education, Liberal Arts and Sciences, provided an update on dual credit programming and the execution of the AEP grant initiative. The current dual credit initiatives are AEP Credits Count, Early College High School and Herbert Hoover High School.

Dr. Bellinger commented that when she came into the presidency, the previous President told her that they would not provide dual enrollment because there is no support from state funding and it is very expensive for a school to find qualified instructors to meet HLC requirements. She also stated that it is very hard to compete with the four year colleges.

c. Culinary Program Update

Kelly Grose, Dean of Business, Legal, Creative Entrepreneurship, and Technical Occupations provided an update on the Culinary Arts program. Material development began in 2020 and was approved in November 2020 by ASC. First class will start in Fall 2021 in Montgomery.

d. Facilities Tour Update

Barry Holstein thanked everyone for a great facilities tour and encourages all members to take an opportunity to look at the campus.

Vice Chair Blankenship stated that it was a great experience to familiarize himself with the campus.

e. Action Item: Reconsideration of Master Plan

Vice Chair Blankenship moved that the Board rescind the Master Plan and ask the WVCTCS to attend the next regular meeting to discuss the Master Plan.

Megan Callaghan Bailey seconded. Chair Deem requested a roll call vote on the motion. Results of the roll call vote are as follows:

Yay..... Megan Callaghan Bailey
Yay..... Vice Chair Mark Blankenship
Yay..... Barry Crist
Yay..... Chair Ashley Deem
Yay..... Barry Holstein
Yay..... Andrew Kennedy
Yay..... Larry Pack, Jr.
Yay..... Andrea Petry
Yay..... Kent Wilson
Nay Pamela Hyde-Wines

Chair Deem will reach out to the WVCTCS and inform them that the Master Plan has been rescinded and she will invite them to the next regular meeting.

Vice Chair Blankenship stated that he would share the DEP reports regarding the health and safety of the South Charleston campus with the board members. Also, DEP representatives will be invited to discuss the reports at the next meeting or at a special meeting.

Chair Deem requested that President Bellinger distribute the reports referenced in her report to the Board.

f. Information Item: Holiday Calendar for 2021-2022

The Holiday Calendar for 2021-2022 was presented to the Board.

VIII. **Executive Session Pursuant to W.Va. Code 6-9A-4 to Discuss Personnel Matters & Purchase, Sale, or Lease of Property**

Barry Holstein moved to enter executive session under the authority of WV Code §6-9A-4 to discuss personnel matters and purchase, sale or lease of property. Vice Chair Blankenship seconded. Motion carried.

Secretary Wilson moved to call the meeting back to order following Executive Session. Barry Holstein seconded. Motion carried.

IX. **Additional Board Action and Comments**

Chair Deem announced that Larry Pack, Jr., volunteered to serve on the Rules Committee along with Barry Holstein.

X. Upcoming Dates to Remember

- a. May 8-14 — Final Exam Week
- b. May 15 — Commencement
- c. June 10 — WVCTCS BOG Training via ZOOM
- d. July 30 – BOG Retreat

XI. Next Meeting

Friday, June 25, 2021
9 a.m.
South Charleston Campus

XII. Adjournment

There being no further business, the meeting was adjourned.

_____, Ashley N. Deem, Chair

_____, Kent Wilson, Secretary