



BOARD OF GOVERNORS

SPECIAL MEETING AGENDA

May 9, 2019

MEMBERS

Gregory Barker
Sally Cline
Barry Crist
Jane Harkins
Andrew Kennedy

Srini Matam
Shellie Oden
Trevor Stanley
Kent Wilson
Daniel Wright

Eunice M. Bellinger
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

Montgomery Campus, UKV Building Conference Room

326 Third Avenue, Montgomery, WV 25136

May 9, 2019, 9 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - Minutes of March 29, 2019 1
- IV. Administrative Items**
 - a. Action Item: Approval of FY 2019-2020 Budget, Cathy Aquino..... 4
 - b. Action Item: Approval of Across the Board Pay Increases for FY 2019-2020, Cathy Aquino..... 7
 - c. Information Item: FY 2018-2019 Budget Update, Cathy Aquino 8
- V. Possible Executive Session Under the Authority of WV Code §6-9A- for the Following:**
 - a. President’s Three-Year Evaluation
 - b. President’s Contract
- VI. Additional Board Action and Comments**
- VII. Dates to Remember**
 - a. May 10—Commencement Rehearsal & Awards Ceremony, Charleston Civic Center
 - b. May 11—Commencement, Charleston Civic Center
 - c. May 14—End-of-Year Picnic
 - d. June 12-13—Board of Governors Workshop, Stonewall Resort

VIII. Next Meeting

Friday, June 7, 2019
9 a.m.
Montgomery Campus

IX. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

MARCH 29, 2019

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, March 29, 2019, at 9:00 a.m. at the South Charleston campus located at 2001 Union Carbide Drive, South Charleston, WV.

Board members present: Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Srini Matam, Shellie Oden, Kent Wilson, and Daniel Wright. Board members absent: Greg Barker and Trevor Stanley. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I. Call to Order

Chair Cline called the meeting to order at 9:02 a.m.

II. Roll Call

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

III. Approval of Minutes

Kent Wilson moved to approve the meeting minutes of March 8, 2019. Jane Harkins seconded the motion. Motion carried.

IV. Board Report

a. Presidential Evaluation Committee Update

Chair Cline announced that the committee held its first meeting on March 18. Agenda items included reviewing President Bellinger's goals from 2016 to present and identifying the evaluation timeline. A public forum is scheduled from 5-6 p.m. on April 4. Attendees may participate in South Charleston or Montgomery. The next committee meeting will be held on April 5.

V. President's Report

President Bellinger stated that she would be attending the Higher Learning Commission Conference in Chicago, IL, the first week of April. Pete Soscia, Christie Linger-Hunt, and Carol Perry will also attend in preparation for the upcoming Higher Learning Commission site visit.

Additionally, President Bellinger indicated that professional development opportunities for the Board would be included in future meetings. The College is a member of the Association of Community College Trustees (ACCT), a large non-profit educational organization of governing boards. ACCT is hosting a workshop for newly appointed trustees in August. Alicia will e-mail additional information to the full board.

VI. Administrative Items

- a. Action Item: Approval of Fiscal Year 2019-2020 Tuition and Fees

Jane Harkins moved the adoption of the following resolution:

RESOLVED, that the BridgeValley Community and Technical College Board of Governors approves a \$44 (1%) annual increase for resident tuition and a \$104 (1%) 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.

Kent Wilson seconded. Motion carried.

VII. Academic Affairs

- a. Action Item: Program Reviews

Jane Harkins 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 A.A.S. in Management and the C.A.S. in Entrepreneurship.

Daniel Wright seconded. Motion carried.

- b. Information Item: Post-Audit Reports

Dr. Pete Soscia presented post-audit reports for A.A.S.—Computer Science Technology, Management Information Systems, A.A.S.—Computer Science Technology, Software Developer, A.A.S.—Computer Science, Web Design, and

A.A.S.—Advanced Manufacturing Technology and noted that they will be submitted to the WV Council for Community and Technical College Education.

VIII. Additional Board Action and Comments

N/A

IX. Dates to Remember

- a. April 4—Public Forum for Presidential Evaluation
- b. April 11—Spring Open House
- c. April 25—BridgeValley Night at the WV Power Park
- d. May 11—Commencement, Charleston Civic Center
- e. May 14—End-of-Year Picnic

X. Next Meeting

Friday, June 7, 2019
9 a.m.
Montgomery Campus

**A special meeting will be called in May to approve the president’s three-year evaluation and contract.

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 MAY 9, 2019**

ITEM: **Fiscal Year 2019-20 Budget**

RECOMMENDED RESOLUTION: **RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the operating budget for fiscal year 2019-20.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

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 its 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 reflect the 9.3% increase of \$678,163. This amount includes an adjustment of \$400,000 allocated by the Legislature.
- Tuition and Fees revenue is conservatively projected with revenue projections reflecting the approved 1% increase and flat enrollment. Auxiliary fees reflect an increase for the special fee for wellness activities.
- Payroll is conservatively budgeted. Payroll expenses have increased due to the across-the-board raise and faculty promotions.

- Non-payroll expenses reflect slight reductions in departmental budgets and may be reallocated after review over the summer.
- Fund balances on the report reflect a slight increase over last year. The current estimate is \$2,200,000. Comparing where the College was (first column of the report) as of April 30, 2019, the Board will note that there are significant unpaid items due to timing of when these items are paid during the year. The largest amounts are as follows:
 - \$1,700,000 - May and June Payroll
 - \$159,218 - Tech Park (May & June)
 - \$30,215 - WVSU 4th Quarter Payment

West Virginia Council for Community and Technical College Education
Cash Operating Budget Analysis
Fiscal Year 2020
BridgeValley CTC

	FY 2019 YTD Actual	FY 2019 Budget	FY 2020 Budget
TOTAL REVENUES:			
Tuition and Fees	\$6,254,766	\$6,756,000	\$6,345,000
Sales and Services of Educational Activities	0	0	0
Auxiliary Enterprises	381,561	350,000	385,000
Service Agreement Revenues	0	0	0
Other Operating Revenues	12,500	25,000	30,000
State Appropriations	7,420,648	7,420,648	8,098,811
Investment income	0	0	0
Gifts	0	0	0
Other Nonoperating revenues	0	0	0
TOTAL REVENUES	\$14,069,475	\$14,551,648	\$14,858,811
TOTAL EXPENSES:			
Salaries and Wages	\$7,182,006	\$8,683,500	\$9,032,111
Benefits	1,776,296	2,090,600	2,176,900
Utilities	183,470	235,000	235,000
Supplies and Other Services	3,018,180	3,454,662	3,331,094
Scholarships and Fellowships - E&G Funded	0	0	0
Assessments by the Council for operations (HERA)	85,833	85,833	83,706
Other Operating Expenses	0	0	0
Cost of Services provided to other institutions	0	0	0
Waivers in Support of Other Institutions - Cash	0	0	0
TOTAL OPERATING EXPENSES	\$12,245,785	\$14,549,595	\$14,858,811
Increase / Decrease in Net Assets	\$1,823,690	\$2,053	\$0
Beginning Fund Balances (E&G Tuition and Auxiliary)	2,197,896	2,197,896	2,200,000
Ending Fund Balances (E&G Tuition and Auxiliary Fees)	4,021,586	2,199,949	2,200,000
Projected Ending Fund Balances as a % of Total Operating Expenses		15.12%	14.81%

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF MAY 9, 2019**

ITEM: **Across the Board Pay Increases for
FY 2019-20&\$**

RECOMMENDED RESOLUTION: **RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the following pay increases for fiscal year 2019-20 as an exception to the BOG Salary Policy B13 to allow an across the board pay increase of \$2,000 for any permanent employee hired before January 1, 2019.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

The Budget Bill (HB2020) provided for a 5% salary enhancement for all state employees. The State calculates the amount per employee by using the average of State Appropriated salaries. The amount of \$2,370 was determined by the State to be 5% of the average salary. BridgeValley received \$278,163 to fund employees paid from the State Appropriation. Special Revenue paid employees must be funded from institutional or grant funds. In order to keep tuition and fees increases at a minimum, BridgeValley budgeted pay raises only at \$2,000 per employee. The pay increase will be effective with the employee's FY 2019-20 start date.

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF MAY 9, 2019**

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 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 78.8% of budget:
 - State appropriations are at 67% 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 percentages are Education and General at 90.4%, Auxiliary at 109.0%, and Capital at 89.8%. Enrollment is down as compared to last year.

- Expenses:
 - Salary and benefits are at 75.1% and are on target.
 - Non-payroll expenses are slightly over target at 78.5%.
 - Total expenses are on target at 76.0%. There were no large unpaid items at the end of the quarter.
 - At this time, all budget amounts have been released to departments. A year-end spending deadline has been set.

➤ Fund Balances:

- The fund balances are remaining stable. There were no budget reductions this year.

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
Fiscal Year 2019 Budget Compared with Actual Ending March 31, 2019
YTD Expenses as of 3.31.19

General Revenue & Tuition and Fees Budget	FY 2019 Revised Budget		FY 2019 YTD Actual	
	Annual Amount	%	Amount	% to Budget
Total Projected Funds Available:				
General Appropriations	\$ 7,420,648	51.0%	\$4,971,835	67.0%
E&G Tuition and Fees	5,956,000	40.9%	5,386,172	90.4%
Auxiliary Tuition and Fees	350,000	2.4%	381,561	109.0%
Capital Tuition and Fees	800,000	5.5%	718,213	89.8%
Other Operating Revenue	25,000	0.2%	12,500	0.1%
Total Available Funds	\$ 14,551,648	100.0%	\$11,470,281	78.8%
Expenses:				
Payroll				
Salaries	\$ 8,683,500	59.7%	\$6,487,964	74.7%
Benefits	2,090,600	14.4%	1,603,190	76.7%
<i>Total Salaries and Benefits</i>	<i>\$ 10,774,100</i>	<i>74.0%</i>	<i>\$ 8,091,154</i>	<i>75.1%</i>
Non-Payroll - Current Year				
Institutional Support	\$309,658	8.2%	\$175,047	56.5%
Budget Reduction	\$0		\$0	
Academic Affairs	567,133	15.0%	\$393,996	69.5%
Student Affairs	265,582	7.0%	\$219,150	82.5%
Financial Affairs & General College				
Obligations	443,262	11.7%	\$328,454	74.1%
Payment of Capital Debt & Leases	1,209,402	32.0%	\$909,854	75.2%
Community Service	5,000	0.1%	\$1,050	21.0%
Capital Projects	57,458	1.5%	\$64,843	112.9%
Safety & Facilities	918,000	24.3%	\$872,636	95.1%
<i>Total Non-Payroll Expenses</i>	<i>\$3,775,495</i>	<i>25.9%</i>	<i>\$2,965,030</i>	<i>78.5%</i>
Total Expenses	\$ 14,549,595	100.0%	\$ 11,056,184	76.0%
Increase / Decrease in Net Assets	\$ 2,053		\$414,097	
Beginning Fund Balances	\$ 2,197,896		\$ 2,197,896	
Ending Fund Balances	\$2,199,949		\$ 2,611,993	