



BOARD OF GOVERNORS

AGENDA

March 5, 2021

MEMBERS

Mark Blankenship

Sally Cline

Barry Crist

Jane Harkins

Pamela Hyde-Wines

Andrew Kennedy

Srini Matam

Andrea Petry

Kent Wilson

Daniel Wright

Eunice M. Bellinger
President

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

Public Livestream Link:

<https://vimeo.com/476316730/55805882c8>

March 5, 2021, 9:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - Minutes of November 6, 2020..... 1
- IV. Administrative Items**
 - a. Information Item: FY 2020-21 Budget Update—Cathy Aquino..... 5
- V. Academic Affairs**
 - a. Academic Catalog and Academic Program Consolidation Update—Dr. Peter Soccia
 - b. Introduction to Meta-Majors – Pathfinder Pathways—Dr. Calisa Pierce
 - c. Institutional Learning Outcomes Updates—Dr. Calisa Pierce
 - d. Academic Affairs Strategic Initiatives for Economic Development in West Virginia—Dr. Peter Soccia
 - e. Assessment and HLC Report Status—Suzette Breeden and Dr. Christina Johnson
- VI. Reports**
 - a. Enrollment Update—Dr. Todd Jones
 - b. Marketing/Website Report—Crystal Berry
 - c. College Stress Test—Dr. Laura McCullough
 - d. President’s Report—Dr. Eunice Bellinger

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

- a. West Virginia Regional Technology Park – Building 2000

VIII. Additional Board Action and Comments

IX. Upcoming Dates to Remember

- a. April 29 — Last Day of Classes
- b. May 8-14 — Final Exam Week
- c. May 15 — Commencement

X. Next Meeting

Friday, May 7, 2021

9 a.m.

Via Video Conference

XI. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

NOVEMBER 6, 2020

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, November 6, 2020, at 9:00 a.m. via video conference.

Board members present: Mark Blankenship, Sally Cline, Barry Crist, Jane Harkins, Pamela Hyde-Wines, Andrew Kennedy, Srini Matam, Andrea Petry, Kent Wilson and Daniel Wright. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I. **Call to Order**

Vice Chair Wright 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**

Jane Harkins moved to approve the meeting minutes of September 11, 2020. Daniel Wright seconded the motion. Motion carried.

IV. **Academic Affairs**

a. Action Item: Approval of Audit Report for FY 2020

Kent Wilson moved the adoption of the following 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, 2020.

Daniel Wright seconded. Motion carried.

Cathy Aquino thanked Kristin Moody and her team for their excellent work.

b. Information Item: FY 2020-2021 Budget Update

Cathy Aquino provided the first quarter budget update. She noted that overall revenue is at 30.4%. Tuition and Fees are on target. Enrollment is slightly less than last year.

She noted that salary and benefits are right on target. Total expenses are on target at 25.7%. Fifty percent of the operating budget has been released to departments. 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.

Cathy provided an update on the CARES Act funds. BridgeValley has been awarded \$1,445,025 by the US Department of Education. Half of the funds, \$722,513, must be distributed directly to students as grants. The Financial Aid Staff determined which students qualified according to federal financial aid guidelines. As of September 30, 2020, students have received \$531,900. The second half of the funds may be used by the institution for COVID related expenses occurring after March 13, 2020. Federal guidelines are being evaluated to ensure that all expenses charged to the fund will be allowable. As of September 30, 2020, expenditures totaled \$216,214.25. Categories of expenses were online training, distance learning, cleaning and safety, and other (working from home).

V. Reports

a. SGA Update

Pamela Hyde-Wines, President of SGA, provided a Student Government Association update. She stated that SGA's main goal is service, students and clubs. She introduced the SGA team. She discussed events that SGA held during the fall semester and announced upcoming events.

Sally Cline, Kent Wilson and Eunice Bellinger thanked Pamela and SGA for their commitment to the students.

b. President's Report

President Bellinger stated that BridgeValley hosted the CCA conference on November 4 & 5. This was the first time CCA has held their conference virtually. There were over 210 registered for the conference. Most sessions had 80 or more participants.

BridgeValley is continuing Covid testing. The college has had 22 reported cases with five of those cases being faculty or staff.

The movie series finished with the showing of Lion King. We hope to continue the movie series in the spring.

Work is being completed on the second mural at the GRID with WV State Extension Services.

Senators Manchin and Capito were in Montgomery last week for the cutting of the ribbon for the new Amtrak station.

We are beginning to prepare for the virtual graduation next spring.

Paving of the parking lot and installation of safety light is taking place on the Montgomery campus. A tree was removed from behind Davis Hall.

The Strategic Plan will go out to stakeholders after Thanksgiving. President Bellinger would like approval from her Cabinet and the Board of Governors once it is in the final form. Once approved, it will be posted on the website.

VI. Additional Board Action and Comments

Sally Cline provided an update on the BridgeValley Foundation. Alicia Syner and Joe April have prepared the Case of Support and the packets will be mailed out in the next two weeks. The Steering Committee has been established. The Steering Chairs will be Andrew Kennedy, Jack Skeens and Jo Harris. Dr. Kennedy stated that the Steering Committee will hold its first meeting next Thursday. The Chairs have established initiatives and feel good about the direction. What will make it successful is the support of the Board of Governors. Donation forms will be included in the packets and will need returned by Thanksgiving. Sally stated that the dollar amount donated is not important - it is the 100% participation from the board.

VII. Upcoming Dates to Remember

- a. November 12 — Last Day of Classes
- b. November 14-20 — Final Exam Week
- c. November 21-January 24 — Winter Recess
- d. November 26-29 — Thanksgiving Recess (Campus Closed)
- e. January 18 — Martin Luther King Day Recess (Campus Closed)
- f. January 25 — First Day of Classes
- g. April 29 — Last Day of Classes
- h. May 8-14 — Final Exam Week
- i. May 15 — Commencement (will be virtual)

VIII. Next Meeting

Friday, March 5, 2021
9 a.m.
Via Microsoft Teams

IX. 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 MARCH 5, 2021**

ITEM: Fiscal Year 2020-21 Update for BridgeValley
Community and Technical College

RECOMMENDED RESOLUTION: Information Only

STAFF MEMBER: Cathy Aquino

BACKGROUND:

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

Some important items are as follows:

- Overall revenue is at 49.1% of budget:
 - State appropriations are at 48.2% 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 49.6%, Auxiliary at 56.4%, and Capital at 55.3%. Fall Enrollment was slightly less than last year.
- Expenses:
 - Salary and benefits are at 53.2% and are on target. There was one additional payroll in this quarter.
 - Non-payroll expenses are at 46.0% and are slightly below target.
 - Total expenses are on target at 51.5%.
 - Operational budgets were released at 50% 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:

- 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.

➤ CARES Act

- BridgeValley was awarded \$1,445,025 by the US Department of Education.
- Half of the funds, \$722,513, 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 \$722,513.
- The second half of the funds may be used by the institution for COVID related expenses occurring after March 13, 2020. Federal guidelines are being evaluated to ensure that all expenses charged to the fund will be allowable. As of December 31, 2020, expenditures totaled \$345,396.79. Categories of expenses were online training, distance learning, cleaning and safety, and other (working from home).
- Quarterly reports are available for review on the COVID-19 page on the BridgeValley website.
- In January, BridgeValley received the second round of awards. The student portion totals \$722,513 and the institutional portion totals \$1,936,719. Disbursements to students are in process.

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
Fiscal Year 2021 Budget Compared with Actual Ending December 31 2020

General Revenue & Tuition and Fees Budget	FY 2021 Budget		FY 2021 YTD Actual	
	Annual Amount	%	Amount	% to Budget
Total Projected Funds Available:				
General Appropriations	\$ 8,098,811	55.0%	\$3,901,501	48.2%
E&G Tuition and Fees	5,620,000	38.1%	2,790,239	49.6%
Auxiliary Tuition and Fees	250,000	1.7%	140,877	56.4%
Capital Tuition and Fees	735,000	5.0%	406,204	55.3%
Other Operating Revenue	30,000	0.2%	0	0.0%
Total Available Funds	\$ 14,733,811	100.0%	\$7,238,821	49.1%
Expenses:				
Payroll				
Salaries	\$ 9,144,561	62.1%	\$4,872,970	53.3%
Benefits	2,210,368	15.0%	1,163,492	52.6%
Total Salaries and Benefits	\$ 11,354,929	77.1%	\$ 6,036,462	53.2%
Non-Payroll - Current Year				
Institutional Support	\$285,843	8.5%	\$137,242	48.0%
Budget Reduction			\$0	
Academic Affairs	531,997	15.7%	\$136,794	25.7%
Student Affairs	135,395	4.0%	\$66,967	49.5%
Financial Affairs & General College				
Obligations	401,337	11.9%	\$229,440	57.2%
Payment of Capital Debt & Leases	1,225,010	36.3%	\$614,973	50.2%
Community Service	4,600	0.1%	(\$3,953)	-85.9%
Capital Projects	10,000	0.3%	\$21,680	0.0%
Safety & Facilities	784,700	23.2%	\$350,556	44.7%
Total Non-Payroll Expenses	\$3,378,882	22.9%	\$1,553,699	46.0%
Total Expenses	\$ 14,733,811	100.0%	\$ 7,590,161	51.5%
Increase / Decrease in Net Assets	\$ 0		(\$351,340)	
Beginning Fund Balances	\$ 2,854,413		\$ 2,854,413	
Ending Fund Balances	\$2,854,413		\$ 2,503,073	