



BOARD OF GOVERNORS

AGENDA

November 6, 2020

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/465039788/ee205ededf>

November 6, 2020, 9:00 am

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
 - Minutes of September 11, 2020 1
- IV. Administrative Items**
 - a. Action Item: Approval of Audit Report for FY 2020.....4
 - b. Information Item: FY 2020-21 Budget Update—Cathy Aquino.....6
- V. Reports**
 - a. SGA Update—Pamela Hyde-Wines
 - b. President’s Report—Dr. Eunice Bellinger
- VI. Additional Board Action and Comments**
- 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

VIII. Next Meeting

Friday, March 5, 2021

9 a.m.

Via Video Conference

IX. Adjournment

BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

MINUTES

SEPTEMBER 11, 2020

A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, September 11, 2020, at 9:00 a.m. via video conference.

Board members present: Mark Blankenship, Barry Crist, Jane Harkins, Pamela Hyde-Wines, Andrew Kennedy, Andrea Petry, Kent Wilson and Daniel Wright. Board members absent: Sally Cline and Srini Matam. 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

Kent Wilson moved to approve the meeting minutes of August 7, 2020. Jane Harkins seconded the motion. Motion carried.

IV. Academic Affairs

a. Entrepreneurship Programs

Dr. Peter Soscia and Dean Kelly Grose presented an update on the Entrepreneurship programs. Dr. Soscia discussed the program goals and how they relate to the program(s). He stated the whole point is for someone to conceptualize a product or service and market that project or service efficiently. The first year of the program is designed to provide all the subject skills to get the student ready to operate a business.

Dean Grose stated that BridgeValley received an ARC grant in the amount of \$25,000 for curriculum develop and to hire a program recruiter. A recruiter has already been hired.

Programs to be offered in Spring 2021 are: Rental Property Management; Custom Furniture Business; Music Industry Entrepreneurship; K9 Training & Kennel

Management; and Culinary Arts & Restaurant Management. Of these programs, the K9 Training & Kennel Management program is the only one operational at this time. There are 15 students in the program. This program is attracting students outside of the state as well. All programs will be unique to BridgeValley because entrepreneurship is being embedded into the programs.

Mark Blankenship suggested that students be taught the administrative side of running a business.

Dean Grose informed the Board that they do have an Advisory Board, which is a combination of service and product providers and asked if they have recommendations for members to the Board send them to Amy Moore.

V. Reports

a. CCA Conference Update

Crystal Berry with 25th Hour Communications stated that BridgeValley will host the CCA Fall Conference on November 4 and 5, which will be fully virtual. This conference is suitable for college presidents, executive staff and leadership. The conference will have nine presentations over the two-day conference.

b. Marketing Update

Crystal Berry with 25th Hour Communications provided an update on marketing efforts for BridgeValley. She discussed the marketing and communications goals. The campaign for Meet the Majors kicked off to promote the majors. It also was a good lead into our working adult campaign. Current advertising will include high school football ads, various newspapers, flyers in water bills, tv ads and local radio. Will do a push for spring enrollment.

c. President's Report

Dr. Bellinger reported, in previous meetings, that we would be slightly up or flat in enrollment. She reports today that we are up by 2.5% in enrollment.

We have had seven students and four employees test positive for COVID. Dr. Bellinger asked Kent Wilson to speak regarding the nursing students. Kent Wilson stated that we have four nursing students and one clinical manager who tested positive for COVID. However, the COVID was not acquired through the clinicals. He also informed the Board that Thomas Hospital said that if Kanawha County goes to "red", they would halt all student clinicals.

Dr. Bellinger stated that we are still pursuing the idea to present the Master Plan.

We are proceeding with the Capital Campaign.

Commencement will be held on May 15 and will be virtual.

VI. Additional Board Action and Comments

VII. Upcoming Dates to Remember

- a. November 3 — Election Day (Campus Closed)
- b. November 4 & 5 — CCA Conference
- c. November 12 — Last Day of Classes
- d. November 14-20 — Final Exam Week
- e. November 21-January 24 — Winter Recess
- f. November 26-29 — Thanksgiving Recess (Campus Closed)
- g. January 18 — Martin Luther King Day Recess (Campus Closed)
- h. January 25 — First Day of Classes
- i. April 29 — Last Day of Classes
- j. May 8-14 — Final Exam Week
- k. May 15 — Commencement (will be virtual)

VIII. Next Meeting

Friday, November 6, 2020
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
NOVEMBER 6, 2020**

ITEM: **Approval of the Audit Report for
BridgeValley Community and Technical
College**

RECOMMENDED RESOLUTION: *Resolved*, That the BridgeValley Community & 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.

STAFF MEMBER: Cathy Aquino

BACKGROUND:

The audited financial statements for BridgeValley are presented under the Governmental Accounting Standards Board (GASB) format which places emphasis on the overall economic resources of the College. This format includes the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. The Management's Discussion and Analysis beginning on page six, is a narrative section designed to provide an objective and readable analysis of financial activities based upon facts, decisions, and known conditions. Electronic copies of this audit along with the auditor's report to the Board will be distributed separately from this agenda. An important point to note is BridgeValley received an unqualified opinion for this audit and had no material weaknesses.

While the Management's Discussion and Analysis beginning on page 5 provides a detailed analysis of the audit, some important items to discuss are noted below:

- Net position decreased approximately 2.34% or \$789,322. This decrease was primarily attributable to a decrease in capital assets. Unrestricted Net Assets increased nearly 91% or \$895,086.

- Operating revenues increased by 2% or \$212,520 primarily related to increases in Tuition and fees and Federal and State grant revenue.
- Operating expenses increased by nearly 6% or \$1,280,765 primarily related to increases in the salaries, scholarships and supplies categories.
- Due to the increase in operating expenses, the Operating Loss increased by approximately 8.3% or \$1,068,245.

For FY2020, the BridgeValley Community and Technical College Foundation, Inc.'s audited financial statements were presented as a component unit of the college. The Foundation's audit was conducted by Ellis & Ellis, PLLC.

Suttle and Stalnaker, PLLC conducted the financial audit for BridgeValley as well as some of the other colleges and universities through a state-wide contract. Representatives from Suttle and Stalnaker will be at the meeting to make a brief presentation regarding the audit and answer any questions.

**BOARD OF GOVERNORS
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
MEETING OF NOVEMBER 6, 2020**

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 three months of the fiscal year, what follows is the budget update comparing year to date actual spending for one quarter of this fiscal year to budget.

Some important items are as follows:

- Overall revenue is at 30.4% of budget:
 - State appropriations are at 20% 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 42.6%, Auxiliary at 48.7%, and Capital at 47.50%. Enrollment is slightly less than last year.
- Expenses:
 - Salary and benefits are at 25.8% and are on target.
 - Non-payroll expenses are at 25.7% and are on target. Certain items must be paid in the first quarter for the entire year.
 - Total expenses are on target at 25.7%.
 - Only 50% of Operational budgets were released 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 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).

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
Fiscal Year 2021 Budget Compared with Actual Ending September 30, 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%	\$1,619,763	20.0%
E&G Tuition and Fees	5,620,000	38.1%	2,392,872	42.6%
Auxiliary Tuition and Fees	250,000	1.7%	121,643	48.7%
Capital Tuition and Fees	735,000	5.0%	349,181	47.5%
Other Operating Revenue	30,000	0.2%	0	0.0%
Total Available Funds	\$ 14,733,811	100.0%	\$4,483,459	30.4%
Expenses:				
Payroll				
Salaries	\$ 9,144,561	62.1%	\$2,348,468	25.7%
Benefits	2,210,368	15.0%	575,488	26.0%
<i>Total Salaries and Benefits</i>	<i>\$ 11,354,929</i>	<i>77.1%</i>	<i>\$ 2,923,956</i>	<i>25.8%</i>
Non-Payroll - Current Year				
Institutional Support	\$285,843	8.5%	\$81,922	28.7%
Budget Savings			\$0	
Academic Affairs	531,997	15.7%	\$87,032	16.4%
Student Affairs	135,395	4.0%	\$48,142	35.6%
Financial Affairs & General College				
Obligations	401,337	11.9%	\$148,282	36.9%
Payment of Capital Debt & Leases	1,225,010	36.3%	\$305,852	25.0%
Community Service	4,600	0.1%	\$0	0.0%
Capital Projects	10,000	0.3%	\$679	0.0%
Safety & Facilities	784,700	23.2%	\$197,409	25.2%
<i>Total Non-Payroll Expenses</i>	<i>\$3,378,882</i>	<i>22.9%</i>	<i>\$869,318</i>	<i>25.7%</i>
Total Expenses	\$ 14,733,811	100.0%	\$ 3,793,274	25.7%
Increase / Decrease in Net Assets	\$ 0		\$690,185	
Beginning Fund Balances	\$ 2,854,413		\$ 2,854,413	
Ending Fund Balances	\$2,854,413		\$ 3,544,598	