



## **BOARD OF GOVERNORS**

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### **AGENDA**

**May 8, 2020, 9 a.m.**

### **MEMBERS**

J.B. Akers

Mark Blankenship

Sally Cline

Barry Crist

Jane Harkins

Andrew Kennedy

Srini Matam

Andrea Petry

Trevor Stanley

Kent Wilson

Daniel Wright

Eunice M. Bellinger  
President



# BOARD OF GOVERNORS

BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

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## Public Livestream Link:

<https://vimeo.com/407618184/f890608d57>

May 8, 2020

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
  - Minutes of April 8, 2020 ..... 1
- IV. Administrative Items
  - a. Information Item: FY 2019-2020 Budget Update — Cathy Aquino ..... 3
  - b. Information Item: Holiday Calendar for 2020-2021— Eunice Bellinger..... 6
- V. Reports
  - a. President’s Report
    - 1. Presentation on Medical Marijuana in West Virginia—Ruth Jacobs
  - b. Annual Faculty Report—Kent Wilson
  - c. Annual Staff Report—Bonnie Edwards
  - d. Annual Student Report—Trevor Stanley
  - e. Marketing Report—Crystal Berry
- VI. Additional Board Action and Comments
- VII. Dates to Remember
  - a. May 16 – Virtual Commencement Ceremony

**VIII. Next Meeting**

Friday, June 26

9 a.m.

Location TBA

**IX. Adjournment**

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

APRIL 8, 2020

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Wednesday, April 8, 2020, at 9:00 a.m. via video conference.

Board members present: JB Akers, Mark Blankenship, Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Andrea Petry, Trevor Stanley, Kent Wilson and Daniel Wright. Board members absent: Srini Matam. Also in attendance were President Bellinger and BridgeValley faculty and staff.

I. **Call to Order**

Chair Cline 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 February 7, 2020. Daniel Wright seconded the motion. Motion carried.

Jane Harkins moved to approve the meeting minutes of March 26, 2020. Kent Wilson seconded the motion. Motion carried.

IV. **Reports**

a. **President's Report**

President Bellinger congratulated Laura McCullough, Vice President of Community and Corporate Education, on receiving her doctorate.

Online instruction is going very well. It is still a work in progress.

Dr. Soscia met with Provosts from other colleges around the state this week. It was decided that summer instruction would be held online.

V. **Possible Executive Session Under the Authority of WV Code §6-9A-4**

Jane Harkins moved to enter executive session under the authority of WV Code §6-9A-4 to discuss the consideration of the Campus Development Plan (master plan) and the President's Compensation. Kent Wilson seconded. Motion carried.

Following Executive Session, the Board reconvened in open session, and the following action was taken:

Jane Harkins moved to accept the master plan as presented. Daniel Wright seconded the motion. Motion carried.

Kent Wilson moved to increase President Bellinger's base salary by five percent (5%) effective July 1, 2020. Jane Harkins seconded the motion. Motion carried.

Please note that while Dr. Bellinger is very appreciative, she declines the raise.

Jane Harkins withdraw the motion for the salary increase for President Bellinger.

VI. **Additional Board Action and Comments**

Daniel Wright asked if the college had a flag and an alma mater. President Bellinger stated that we do not, but she will contact marketing to get a flag designed and talk with faculty and students to create an alma mater.

VII. **Next Meeting**

Friday, May 8, 2020  
9 a.m.  
Location TBD

VIII. **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 8, 2020**

**ITEM:** Fiscal Year 2019-20 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 80.3% 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 are on target with Education and General at 96%, Auxiliary at 98.9%, and Capital at 98.9%. Enrollment has increased over last year.
- Expenses:
  - Salary and benefits are at 74.7% and are on target.
  - Non-payroll expenses are slightly above budget at 84.7%. Certain items must be paid in the first two quarters for the entire year.
  - Total expenses are on target at 77.1%.
  - 100% of Operational budgets have been released to departments.

➤ Fund Balances:

- Fund balances remain healthy at this point in the fiscal year.
- There is no budget reduction anticipated for the current fiscal year.

➤ 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. The funds are available and the first round of awards will be made as soon as possible.
- 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.



**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE**  
**Fiscal Year 2020 Budget Compared with Actual Ending March 31, 2020**

General Revenue & Tuition and Fees Budget	FY 2020 Budget		FY 2020 YTD Actual	
	Annual Amount	%	Amount	% to Budget
<b>Total Projected Funds Available:</b>				
General Appropriations	\$ 8,098,811	54.5%	\$5,426,204	67.0%
E&G Tuition and Fees	5,620,000	37.8%	5,393,708	96.0%
Auxiliary Tuition and Fees	385,000	2.6%	380,676	98.9%
Capital Tuition and Fees	725,000	4.9%	717,047	98.9%
Other Operating Revenue	30,000	0.2%	15,000	50.0%
<b>Total Available Funds</b>	<b>\$ 14,858,811</b>	<b>100.0%</b>	<b>\$11,932,635</b>	<b>80.3%</b>
<b>Expenses:</b>				
<b>Payroll</b>				
Salaries	\$ 9,032,111	60.8%	\$6,766,572	74.9%
Benefits	2,176,900	14.7%	1,604,703	73.7%
<i>Total Salaries and Benefits</i>	<i>\$ 11,209,011</i>	<i>75.4%</i>	<i>\$ 8,371,275</i>	<i>74.7%</i>
<b>Non-Payroll - Current Year</b>				
Institutional Support	\$301,797	8.3%	\$251,307	83.3%
Budget Reduction	\$0		\$0	
Academic Affairs	576,130	15.8%	\$423,437	73.5%
Student Affairs	294,954	8.1%	\$247,510	83.9%
Financial Affairs & General College				
Obligations	401,194	11.0%	\$328,612	81.9%
Payment of Capital Debt & Leases	1,122,901	30.8%	\$851,332	75.8%
Community Service	5,000	0.1%	\$4,342	86.8%
Capital Projects	0	0.0%	\$52,049	0.0%
Safety & Facilities	947,824	26.0%	\$931,707	98.3%
<i>Total Non-Payroll Expenses</i>	<i>\$3,649,800</i>	<i>24.6%</i>	<i>\$3,090,296</i>	<i>84.7%</i>
<b>Total Expenses</b>	<b>\$ 14,858,811</b>	<b>100.0%</b>	<b>\$ 11,461,571</b>	<b>77.1%</b>
<b>Increase / Decrease in Net Assets</b>	<b>\$ (0)</b>		<b>\$471,064</b>	
<b>Beginning Fund Balances</b>	<b>\$ 2,368,626</b>		<b>\$ 2,368,626</b>	
<b>Ending Fund Balances</b>	<b>\$2,368,626</b>		<b>\$ 2,839,690</b>	

**BOARD OF GOVERNORS  
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
MEETING OF MAY 8, 2020**

**ITEM:** **Holiday Calendar**

**RECOMMENDED RESOLUTION:** Information Only

**STAFF MEMBER:** Eunice Bellinger

**BACKGROUND:**

Per WV Code §18B-26 and BOG Policy B-4, the president shall determine six floating holidays which will be observed by employees in addition to the six holidays specified by statute.

The Board of Governors is provided the Holiday Calendar for July 2020 through June 2021 for information.

# BridgeValley Community & Technical College

## Employee Holiday Schedule\*

### Beginning July 1, 2020

**Independence Day** – Friday July 3, 2020

**Labor Day** – Monday, September 7, 2020

**General Election Day** – Tuesday November 3, 2020

**Thanksgiving Holiday** – Thursday, November 26, 2020

**Thanksgiving Holiday** – Friday, November 27, 2020

**Winter Holiday** – Thursday, December 24, 2020 (in lieu of Columbus Day, October 12, 2020)

**Winter Holiday** – Friday, December 25, 2020 (Christmas)

**Winter Holiday** – Monday, December 28, 2020 (in lieu of WV Day, June 20, 2021)

**Winter Holiday** – Tuesday, December 29, 2020 (in lieu of President's Day, February 17, 2021)

**Winter Holiday** – Wednesday, December 30, 2020 (in lieu of Veterans Day, November 11, 2020)

**Winter Holiday** – Thursday, December 31, 2020 (in lieu of ½ day Christmas Eve; ½ day New Year's Eve)

**New Year's Day Holiday** – Friday, January 1, 2021 (New Year's Day)

**Martin Luther King Day** – Monday, January 18, 2021

**Memorial Day** – Monday, May 31, 2021

**Note:** The Holiday Calendar is subject to change at any time. Legislation may ensue, or additional days may be granted by the Governor and added at a later date; and the President has the option of reallocating holidays within a fiscal year to better meet student and service needs. Holiday pay is based on 7.5 hour day.

*\*Applies to all full-time regular/benefits-eligible classified, non-classified and faculty/FEAP employees with 12-month contracts.*