

# BOARD OF GOVERNORS

## BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

### MINUTES

**FEBRUARY 7, 2020**

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A meeting of the BridgeValley Community and Technical College Board of Governors (BOG) was held on Friday, February 7, 2020, at 9:00 a.m. at the South Charleston campus in Room 006 located at 2001 Union Carbide Drive, South Charleston, West Virginia.

Board members present: Sally Cline, Barry Crist, Jane Harkins, Andrew Kennedy, Srinu Matam, Andrea Petry, Trevor Stanley, Kent Wilson, and Daniel Wright. 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.

A moment of silence was observed in remembrance of Greg Barker.

III. **Approval of Minutes**

Jane Harkins moved to approve the meeting minutes of November 15, 2019. Daniel Wright seconded the motion. Motion carried.

IV. **Administrative Items**

- a. Action Item: Revision to BOG Rule A-10

Jane Harkins moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the revision of Rule A-10, Service Animals, for distribution to constituencies and posting for a 30-day comment period and submission to the West Virginia Council at the conclusion of the period if no substantive comments are received.

Kent Wilson seconded. Motion carried.

b. Information Item: FY 2019-209 Budget Update

Cathy Aquino stated the overall revenue is at 46.9% of budget. State appropriations are at 42% 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. Enrollment has increased over the last year.

Salary and benefits are at 48.2% and are on target. Non-payroll expenses are slightly above budget at 57.4%. Total expenses are on target 50.5%

Fifty percent of operations budgets were released to departments in the first quarter. Third quarter amounts have been released.

Fund balances remain healthy at this point in the fiscal year.

There is no budget reduction anticipated for the current fiscal year.

V. **Academic Affairs**

a. Action Item: Approval of Revised Portfolio of Academic Programming Relating to Associate Degrees

Daniel Wright moved the adoption of the following resolution:

**RESOLVED**, that the BridgeValley Community and Technical College Board of Governors approves the portfolio of new, revised and discontinued programs as recommended.

Andrew Kennedy seconded. Motion carried.

VI. **Reports**

a. Marketing Update

Crystal Berry with 25<sup>th</sup> Hour Communications provided a marketing update to the Board. She discussed goals and current projects.

Chair Cline thanked Crystal for the great work that she and her marketing team provides the college.

Kent Wilson thanked Crystal for the hard work provided to the nursing department.

b. HR Information Points

Michelle Bissell provided HR Information Points to the Board. Her HR team consists of three people with over 23 years of higher education experience. Her office helps employees understand policies and changes as well as provides training to the employees.

Her office uses Neogov for tracking open positions. In 2019, 27 positions were filled. They had over 419 applications submitted. There were over 14,000 job-posting hits – 44% of referrals are from website; 17% of referrals by HigherEd Jobs; and 13% of referrals by employees.

BridgeValley has 173 full time employees and 199 part-time employees (consists of adjuncts, temps, students). Sixty-six percent of the employees are female. Most employees live in Kanawha and Fayette County. We have 16 employees who live out-of-state.

c. President's Report

President Bellinger along with others attended Greg Barkers' funeral on January 16, 2020.

She presented at the AACC Workforce Development Institute Annual Meeting in January 2020.

President Bellinger will attend a workshop next week to discuss performance based funding.

Mark Williams has informed Tech Park of the intention to renew the lease for next year. There is a bill on the floor (HB 4646) to allow Tech Park to sell the park to the City of South Charleston for \$1. The bill has been referred to the finance committee.

President Bellinger, Sally Cline, and Mark Sadd met with Bob Brown, Sarah Tucker and Matt Turner on January 10 to share the progress on the proposed move to Charleston. This meeting went very well.

Laura McCullough and Kim Knapp have begun working on the strategic plan. We have enlisted the assistance of David Carrick. The strategic plan has to be completed in 2020. We hope to have the benchmark completed by the end of the Spring semester.

Mountaineer Challenge Academy will have the first intake of students in fall 2020.

HLC continued the accreditation of BridgeValley with the next Reaffirmation of Accreditation in 2029-2030. We will be required to complete an interim report on assessment of student learning which will be due May 15, 2020.

**VII. Additional Board Action and Comments**

Daniel Wright asked if we do an annual employee of the year award. Dr. Bellinger responded that we do not, but we do employee of the month.

Chair Cline informed the Board that we received a letter from the Governor's office for the appointment JB Akers in place of Don Stewart who resigned and Mark C. Blankenship in place of Thomas Dover who resigned.

Chair Cline reminded the Board of commencement on May 16, 2020, and their participation is recommended as part of Board requirements.

**VIII. Upcoming Dates to Remember**

- a. February 10-12—ACEN Accreditation Site Visit
- b. March 7—Sonography Physics Conference – ATC
- c. March 16-21—Spring Break
- d. April 21-22—American Dental Association Accreditation Site Visit
- e. May 9-15—Final Exam Week
- f. May 16—Commencement

**IX. Next Meeting**

Friday, April 3, 2020  
9 a.m.  
Montgomery Campus

**X. Adjournment**

There being no further business, the meeting was adjourned.

*Sally Cline*, Sally Cline, Chair

*Kent Wilson*, Kent Wilson, Secretary