

**Blue Ridge Community and Technical College
Board of Governors Meeting**

*October 4, 2006, 12:00 Noon
Berkeley County Commission Chambers*

Present: Dave Blythe, Peter Checkovich, Bill Clark, Maria Lorensen, Bill Lucht, Jane Peters, Jim Rodgers, Aaron Smith, Margie Ways.

Guests: Al Britton, Dave Bell, Diana Bell, Trudie Holder, Mary Keesecker, Diedre Morrison, Lavonne Paden, Carol Plautz, Ann Shipway, Billie Unger, and Kelly Wright.

Call to Order: Chairperson, Jane Peters, called the meeting to order at 12:30 p.m.

Approval of Minutes: Dave Blythe moved to accept the minutes of the September 6, 2006 meeting. Maria Lorensen seconded, and the minutes were approved unanimously.

President Checkovich asked that a few moments of silence be observed for the untimely passing of Beth Walsh, daughter of Anna Mary Walsh, a staff member.

At 12:35 p.m., Jane Peters announced that Senator Unger had time constraints and asked for a motion to go into executive session to discuss a matter concerning the Senator. Maria Lorensen made the motion to go into executive session, Margie Ways seconded, and the motion passed. Trudie Holder and Lisa Dall'Olio were asked to remain for the discussion. There was no action taken after this executive session, which ended at 1:20 p.m.

President's Report: President Checkovich spoke about media coverage this month, including the Small Business Development Center's 20th anniversary; an advertisement in *Compass Magazine* about the CTC, and an article regarding enrollment. He reported that enrollment is as high as it has ever been. FTE head count is 1940 students this year; last year's FTE was 1711. There is a 45 percent increase in the number of degree-seeking students. Ethnicity count is 84.6 percent Caucasian and 40 percent minority.

Academic Report: Dr. Billie Unger introduced Deidre Morrison, Writing Center Coordinator and English as a Second Language instructor. Ms. Morrison distributed a brochure entitled *Writing Center Wrap Ups: Transitions*, and a list of *Services for Writers and Non-native Speakers of English*. She expressed her hopes for implementing a residential writers group.

Workforce Development: Ann Shipway reported on grants that have been received: A \$10,000 academic grant from Chancellor Skidmore; another \$10,000 grant from the Chancellor for a Berkeley County Schools program and the Board of Governors Program. She announced that a \$5,000 grant has been submitted to the Ecolab Foundation to increase services offered to students. The focus will be on students with learning disabilities. Another \$150,000 grant request has been submitted for a leadership development training program at the Charles Town Races and Slots. Ms. Shipway also announced that grant requests have been made to Essroc; Charles Town Races and Slots – Culinary Arts; Polo – Ralph Lauren; Allegheny Energy – for a program to train substation workers and line workers. At this point, she introduced Dave Bell, who is working on the Essroc project to do profiling and train 140 employees with computer skills. She explained that this training will help them attain better-

paying jobs. It may take as long as 12 months for training. Margie Ways has become a certified Work Keys profiler.

Dr. Checkovich introduced Al Britton, General Manager of Charles Town Races and Slots as a possible new member of the Board of Governors.

Financial Report: Financial Director, Dr. Trudie Holder reported on a \$124,000 increase in the collection of operations fees this year and an increase in the collection of technology fees of 54 percent. She said there is more than enough to cover the raises for employees and recommended a four percent increase to the board. Bill Clark moved that a four percent across-the-board increase be approved and effective November 1, 2006. Jim Rodgers seconded, and the motion passed. Bill Lucht, classified employee member, and Margie Ways, faculty representative, both abstained.

Dr. Holder explained the classified staff and Mercer scale. Board member Maria Lorensen asked for an explanation about why some employees would not receive the raise. Trudie explained that the raise for classified employees will be based on pay grade and years of service. If they are already being paid at the pay grade under the Mercer scale, they will not be eligible for a pay raise. If they are not at the pay grade where they should be, they will receive the maximum four percent increase.

At 1:50 p.m., Jane Peters called for a second executive session to discuss matters of personnel and additional matters of contract. It was moved by Dave Blythe that the board go into executive session. Margie Ways seconded, and the motion passed.

The executive session ended at 2:20 p.m., at which time a motion was made by Jim Rodgers to increase President Checkovich's salary by four percent, effective January 1, 2007. Margie Ways seconded, and the motion passed. Bill Lucht abstained from the vote.

Adjournment: Dave Blythe moved for adjournment, seconded by Margie Ways, and the meeting ended at 2:25 p.m.

Respectfully submitted,
Mary Keesecker
Recording Secretary