

Blue Ridge Community and Technical College
Board of Governors Meeting
March 3, 2010 noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405

In attendance: David Blythe, Dr. Peter Checkovich, Tina Combs, Carla Jones, Maria Lorensen, Bill Lucht, Teresa McCabe, Dr. Taylor Perry, Jane Peters, Richard Snyder and Keith Unger.

Guests: Sandra Baker, Kenneth Barton, Tynika Eubanks, Cynthia Fritsch, Dr. Trudie Holder, Lindsay Jenkins, Patricia Lineberg, Kimberly Lineberg, Chrystal McDonald, Craig Miller, Marcyanna Millet, Ellen Moore, Teresa Noll, Dr. George Perry, Ann Price, Megan Scott, Leslie See, Dr. Ann Shipway, Daniel Steerman, Pam Stevens, Dr. Billie Unger, and Margie Ways.

Call to order: Maria Lorensen, Chair, called the March 2010 meeting to order at 12:05 p.m.

Maria Lorensen introduced Keith Unger who is a new Board Member.

Approval of the December 2009 minutes: Jane Peters moved, and Tina Combs seconded and the December 2009 minutes were unanimously approved.

Presidents Report:

President Checkovich introduced special guest, Lindsay Jenkins. Ms. Jenkins is a Medical Assistant graduate and recently passed her National Registered Medical Assistant Certification. President Checkovich presented a certificate to her.

Blue Ridge CTC received official notification from the Higher Learning Commission that it is accredited for ten years.

A letter has been drafted to the Higher Learning Commission regarding the joint programs with James Rumsey Technical Institute. A copy was distributed to each Board Member and President Checkovich requested feedback. President Checkovich, Dr. Taylor Perry, Dr. Ann Shipway, and Leslie See recently met with Principal Vicki Jenkins to explain the situation. A copy of the letter discussed will be sent to Mrs. Jenkins.

President Checkovich discussed the mandatory Board Member training and explained that there will be a training session on Diversity in Charleston on April 8, 2010. If there is interest, travel expenses will be covered by Blue Ridge CTC.

President Checkovich reviewed many articles and advertisements during the *In the Media* report.

There was discussion regarding Senate Bill 480, which deals with personnel. Dr. Trudie Holder will make a presentation on this at the April 2010 meeting.

Regarding tuition and fee increases, the caps will be removed and any increase up to three percent can be approved by the Board.

Economic and Workforce Development:

Dr. Ann Shipway reported the following:

- The new Culinary Lab is complete and has a retail area in the front. There are 24 students enrolled; classes are in session and are going well.
- The UWA Local 102 has given Blue Ridge CTC a \$2,500.00 scholarship and we will formally recognize this at the April 2010 meeting.
- The Table Games referendum passed on December 5, 2009 and Blue Ridge CTC began working on the Gaming Careers Institute (GCI) immediately. Blue Ridge CTC has hired one full-time faculty member and eleven part-time faculty members. A grant was received from the Chancellor to fund the payroll. The training facility is located at Charles Town Races and Slots. Upon completion of the training, students must be certified by the West Virginia Lottery Commission.

President's Leadership Institute:

Eight customized training opportunities will be offered to the Classified Staff members per year. The completion of six will result in a certificate and each participant will receive a toolkit. Teresa Noll thanked President Checkovich, Dr. Ann Shipway, the Executive Staff, and Pat Hubbard for all of their dedication to this program.

Enrollment Management:

Leslie See reported that enrollment has exceeded the goal of 1500 degree seeking students for spring and the total FTE for spring is 1467.

Finance:

Ann Price reviewed the schedule of proposed fee additions and changes. The net effect will be a \$220.00 increase.

Bill Lucht moved, and Tina Combs seconded that the changes in fees be submitted to the state for consideration. Motion passed unanimously.

Ann Price reviewed the financial statements for December 2009.

Executive Session: Jane Peters moved, and Tina Combs seconded that, pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board move into executive session, for the purpose of discussing real estate, at 1:14 p.m. Motion passed unanimously.

Exit Executive Session: Tina Combs moved, Dave Blythe seconded and the Board moved out of executive session at 1:45 p.m. Motion passed unanimously.

Adjournment: Taylor Perry moved and Jane Peters seconded that the meeting be adjourned at 1:46 p.m. Motion passed unanimously.

Respectfully Submitted,
Megan Scott