

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

*April 1, 2008, noon  
Blue Ridge CTC Technology Center  
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

*Present:* Dr. Peter Checkovich, Dave Blythe, Dr. Taylor Perry, Tina Combs, Maria Lorensen, Bill Lucht, Jane Peters, Al Britton, Teresa McCabe, Margie Ways, and Brittany Lynch.

*Guests:* Sandra Baker, Brett Caffarelli, Ronald Cook, Dr. Trudie Holder, Jillian Kessner, Craig Miller, Ann Price, Megan Scott, Ann Shipway, Sandra Sponaugle, Dr. Billie Unger and Steve Weiss.

*Call to Order:* Jane Peters, Chair, called the April 2009 meeting to order at 12:31 p.m.

Approval of the March 2009 minutes: Al Britton moved, and Maria Lorensen seconded and the March 2009 minutes were unanimously approved.

*Culinary Arts Program Partnership Agreement:*

The agreement between Blue Ridge Community and Technical College and Charles Town Races and Slots was presented and signed by Dr. Peter Checkovich and Al Britton. The agreement is for two new program tracks for the Culinary Arts Program.

*Program Reviews:*

Five programs are up for review to the State of West Virginia. Information was distributed on the Paralegal Program, the Board of Governors Program and the Technical Studies Program. This will be voted on during the May 2009 meeting. The information for the Nursing Program and the Safety Program will be distributed for review at the May 2009 meeting.

*Finance Report:*

Ann Price reviewed details for the requested expansion at the Technology Center. This expansion is necessary to house new programs and general use classrooms.

The cost will be approximately \$260,000.00 to \$270,000.00 and the current cost per square foot will be \$38.00. As long as the debts of Blue Ridge Community and Technical College can be satisfied, capital fees could be used for the expansion.

Ann Price requested that the board approved Blue Ridge Community and Technical College to use the capital fee funds, not to exceed \$270,000.00, for the expansion.

Al Britton requested that an ROI study be completed for this. Tina Combs asked if there were any other upcoming projects that this money would be required for. Ann Price explained that there were no other projects to her knowledge.

Jim Rodgers moved and Tina Combs seconded that the Blue Ridge Community and Technical College use the capital fee funds, not to exceed \$270,000.00, for the expansion of the Technology Center. Motion passed unanimously.

Ann Price explained that we must write a master facility plan to submit to the state. This report will identify future needs.

Ms. Price presented information about a 5% budget reduction that may be forthcoming for fiscal year 2010 and the effects it would have.

The HEPC is discouraging across the board salary increases. President Checkovich explained that the employees of Blue Ridge Community and Technical College deserve a salary increase. Ann Price feels comfortable with the decision to offer a salary increase.

Ann Price also discussed a tuition and fee increase, which must be submitted to the Higher Education Policy Commission prior to April 24, 2009. Ms. Price presented a \$.50 increase and a \$1.00 increase.

Teresa McCabe moved and Taylor Perry seconded that a \$.50 increase per credit hour be implemented. Motion passed unanimously.

Jane Peters requested that Ms. Price keep the board informed about budget issues.

*Executive Session:*

Teresa McCabe moved and Al Britton 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 personnel issues and real estate, at 1:09 p.m. Motion passed unanimously.

David Blythe moved and Taylor Perry seconded and the board moved out of executive session at 1:58 p.m. Motion passed unanimously.

*Miscellaneous Announcements:*

Bill Lucht spoke about the upcoming Book Faire on April 17, 2009 and April 18, 2009. There are several speakers and events planned.

Dr. Checkovich explained that the play, *Many Mansions*, was excellent. It was also mentioned that the *Tourism Symposium* event and the *How to Survive in This Economy* presentation were excellent.

The Nursing Program enrollment will be 24 students for fall and 24 students for spring. In addition, the Nursing Department will be going to a program where all classes will be taught every semester.

President Checkovich explained that Kevin Remsburg, a current Blue Ridge CTC student, has been designated for the Phi Theta Kappa All-American scholarship.

President Checkovich has requested an additional amount in the state allocation.

Dave Blythe moved and Maria Lorensen seconded that the March 2009 meeting be adjourned at 2:08 p.m. Motion passed unanimously.

Respectfully submitted,

Megan Scott