

Blue Ridge Community and Technical College Board of Governors Meeting

*September 2, 2009, noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Present: Dave Blythe, Dr. Peter Checkovich, Maria Lorensen, Bill Lucht, Carla Jones, Teresa McCabe, Dr. Taylor Perry, Jim Rodgers, and Richard Snyder.

Guests: Sandra Baker, Ronald Cook, Cindy Fritsch, Dr. Trudie Holder, Pat Hubbard, Erienne Greene, Jennifer Jensen, Wade Johnson, Jillian Kessner, Crystal McDonald, Craig Miller, Ellen Moore, Teresa Noll, Ann Price, Megan Scott, Leslie See, Dr. Ann Shipway, Dan Steerman, Dr. Billie Unger, Margie Ways, and Steve Weiss.

Call to Order: Maria Lorensen, Chair, called the September 2009 meeting to order at 12:23 p.m.

Approval of the July 2009 minutes: Bill Lucht moved, and Teresa McCabe seconded and the July 2009 minutes were unanimously approved.

President's Report:

In the Media:

- President Checkovich reviewed the articles and marketing material for the in the media report.

Accreditation:

- President Checkovich spoke about the upcoming accreditation visit activities.
 - The accreditation visiting team consists of the following individuals:
 - Dr. Linda G. Johnson, Team Chair – AQIP Liaison/HLC/Assessment Coordinator, Southeast Technical Institute – Sioux Falls, SD
 - Dr. George Banziger – Dean, Allied Health, Science, Math and Technology, Lewis and Clark Community College – Godfrey, IL
 - Dr. Donald M. Pearl – Academic Vice President , Sauk Valley Community College – Dixon, IL
 - Dr. Vicky R. Smith – President, Neosho County Community College – Chanute, KS
- A copy of the Blue Ridge CTC Self-study Document was presented to each Board Member. Dr. Checkovich reviewed each of the chapters with the Board, including the five criteria.
- The draft agenda for the accreditation team visit was reviewed.

Enrollment Report:

Leslie See reported that there has been a 103% growth over the last five years. There are 1377 degree seeking students, this number will continue to grow as not all students have been added. Leslie See mentioned high enrollment in the following programs: EDET, CISCO, Culinary Arts, and Medical Assisting. President Checkovich mentioned that these programs were all started with grant funds.

This is the first semester for the College in the High School Program. Math 154 and English 101 are being offered to Hedgesville High School students. Also, the College 101 Program has started in the high schools.

Leslie See thanked everyone for helping with the refund check process.

Workforce Development:

The enrollment goal for the fall is 1150, however only 248 have been included on the enrollment report presented to Board Members. There are many more to process and include. The goal will be met.

The following customized training activities have taken place:

- Jefferson County Board of Education: Chef Steve instructed a food handler's course for 80 employees. He certified 20 people through ServSafe.
- West Virginia Department of Education: Chef Steve was invited to be a guest presenter at a meeting.
- Culinary Arts Master Chef Series: The series is coming along well. Chef Steve was recently contacted by employees from a local bank who are participating in a book club. They would like to participate in a Master Chef class during one of the meetings.
- FEMA: High voltage overhead training is being offered to 60 employees, the high voltage underground training will be conducted in the spring.
- EDET Program: This program is growing and doing well
- Jefferson County Board of Education: Customer service training was offered.
- Jefferson County Employees: Harassment training was offered.
- Charles Town Races and Slots: Leadership Development Training is taking place.
- SHRM: The SHRM learning system course will begin on September 11, 2009

Dr. Shipway announced that Beth Thomas and Chef Steve Weiss will be participating in Leadership Berkeley this year.

Executive Session:

Taylor Perry moved, and Jim Rodgers 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 1:06 p.m. Motion passed unanimously.

Jim Rodgers moved, and Bill Lucht seconded and the board moved out of executive session at 1:22 p.m. Motion passed unanimously.

Bill Lucht moved, and Teresa McCabe seconded that the meeting be adjourned at 1:23 p.m. Motion passed unanimously.

Respectfully submitted,

Megan Scott