

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

*April 4, 2007, 12:00 Noon  
Berkeley County Commission Chambers*

**Present:** David Blythe, Bill Clark, Maria Lorensen, Bill Lucht, Jane Peters, Jim Rodgers, Aaron Smith, Shirley Tolbert, Margie Ways

**Absent:** Peter Checkovich, Taylor Perry

**Guests:** Mary Jo Clemens, Trudie Holder, Mike Lewis, Marcyanna Millet, George Perry, Carol Plautz (sitting in for Dr. Checkovich), Lan Reel, Leslie See, Ann Shipway, Libby Sturm, Marcella Townsend, Billie Ann Unger

**Call to Order:** Jane Peters, Chair, called the meeting to order at 12:35 p.m.

**Approval of Minutes:** Jim Rodgers moved, Maria Lorensen seconded, and the March 2007 meeting minutes were unanimously approved.

**President's Report:** In the absence of Dr. Peter Checkovich, Dr. Carol Plautz presented "in the media". She commented that the Eastern Panhandle Training Weekend at BRCTC was a success and drew people from as far south as Logan Co. per George Perry. Several articles about funding for the college were noted. Senator Unger visited the campus and attended a Faculty meeting, noting the growth of the college. The article about the organization of a SHRM (Society for Human Resource Management) Chapter was highlighted – 72 representatives from local businesses attended the meeting at BRCTC – and a slate of officers will be announced sometime this week.

Dr. Plautz presented a new Work Chart showing the plan for two separate schools – School of Career Studies and School of Transitional Studies at BRCTC. The Board is asked to review and endorse this change at the May 2007 Board meeting. Commencement will be held on May 24, 2007 at Musselman H.S. at 7 pm. Tickets will be available at the May meeting for any Board member who wishes to attend.

**Workforce Development:** Anne Shipway, Dean of Economic and Workforce Development, commented favorably on the formation of the SHRM Chapter at BRCTC. She distributed a handout detailing how to measure success of the Workforce Development program at BRCTC. There are 4 main points on page 1, the most important being the ROI (Return on Investment) for the employer. The college received a grant of \$15K to develop a ROI model to use for all CTCs. Charles Town Races and Slots is BRCTC's pilot business for the ROI model. Anne showed the Board the training manual that was designed – over 120 pages – however; it is quick and

easy to use. There will be a ½ day training workshop for BRCTC faculty, staff and customers on this program.

**Enrollment Report:** Leslie See, Director of Enrollment, introduced Libby Sturm, Financial Aid Administrator, who spoke about Student Financial Aid. She reported that the federal government has increased the PELL limits for freshman and sophomore students to \$4,300. Financial Aid available includes two Federal Grants – PELL and SEOG, three WV State grants – WV Grant, HEAPS and Promise Scholarship, Work-Study, and Federal Loans. We have more requests than we have money available, but we are on the right track. We also have the Perkins Loan program for students in Vocational and Technical programs. Libby stated that our Work/Study program is an important factor in financial aid. Under this program our students work at non-profit agencies in the community, such as The Boys and Girls Club and others. The Board asked the question about the average amount debt a student might incur at BRCTC. Libby replied that she did not have a current figure, but the average at a four-year institution like Shepherd Univ. was approximately \$14,000.

**Academic Report:** Dr. Carol Plautz distributed handouts that reviewed four programs – Automotive Technology, HVAC (Heating, Ventilation, Air Conditioning), Culinary Arts, and Electromechanical Technology. She asked that the Board review these for discussion and possible approval at the May Board of Governors meeting.

Margie Ways reported on an article, “Eight Strategic Questions for Community Colleges”. It was published by the National Council for Continuing Education and Training (NCCET) and SunGard SCT Higher Education. SunGard is a global leader in software and processing solutions for higher education consultants to community colleges. She noted that currently BRCTC is a “teaching paradigm” where lecture is the primary method of teaching delivery and learning is the student’s responsibility. College offerings are compartmentalized and departments are independent. We need to change to a “learning paradigm” that reflects real-life learning. Where curriculum is designed for student’s needs and departments become cross-disciplinary cooperatives. We need to train faculty and staff to understand this new technology in order to design new learning environments. She stated that we need to concentrate on workforce development programs under the Workforce Investment Act. Adult training and re-training is important in today’s world and can be difficult to implement in current community colleges, even though our average student age is 30+. It is important that we give equal value to all our courses and programs, stressing learning first with values and vision. Margie spoke about the new model formed at Anne Arundel Community College in Maryland whose enrollment grew over 20% while other MD colleges were growing at a rate of 1%. The college was realigned into four schools with an emphasis from teaching to

learning. They placed equal importance on transfer, occupational, and continuing education programs and workforce development initiatives. David Blythe asked about the differences in the rates of learning for individual students and that this should be incorporated into new learning designs. Margie agreed that this should be looked at among other things, including the idea that the college should guarantee “employability” for students not employment.

Dr. Billie Unger, Dean of Academic Instruction, introduced Marcella Townsend of the Math Department, who has been researching developmental math programs. She distributed a handout titled “Developmental Mathematics Program Revision”. BRCTC currently has a student failure/withdrawal rate of 23.5% in our developmental math program. Marcella has been looking at different college programs nationwide and found one at the University of Wisconsin that decreased their failure and withdrawal rate by 61%. It allows students to learn at their own rate with assistance from teachers using a “lab and lecture” design called Math TLC. This utilizes a lab program called MyMathLab. BRCTC program would partner with Prentice Hall in providing learning materials that would incorporate MyMathLab material at no extra cost. The course would also cost less for students as the credits would drop from 4 to 3, replacing MathXP. The math classroom and lab would always be opened and staffed by instructors and “peer” tutors. This would be a shift into a “learning” paradigm and will benefit both high school developmental students and adult workforce development students. It also provides a smoother transition to regular credit math classes for students. Billie Unger and Marcella will travel to the University of Wisconsin this summer to review this math program.

Dr. Plautz will be inviting the City and Jefferson Hospital Board to the next meeting to take a tour of the Nursing Facility and to thank them for all their help. Also invited is Capt. Brining from the Crimesolvers who raised money for our Criminal Justice Program.

**Financial Report:** Ann Shipway stated that the Financial Transitional Task Force has finished their task of fully staffing the Financial Office. The Comptroller starts on April 23 and the Accounts Receivable on April 19.

Lan Reel, Chief Financial Officer, reviewed the new Fee Plan Schedule for 2007-2008. Bill Lucht made a motion to approve the new Plan it was seconded by Jim Rodgers and passed unanimously. She stated our expenses are still “within budget” even with our growth and new employees. She told the Board that she will be getting information together for pay increases for the college. These figures need to be approved and to the state by May 1, 2007 for increases to take effect in July 2007. Otherwise, any increases will take effect until November 2007. Possibly the Board might need to call a special meeting to take care of this.

**Human Resources:** Trudie Holder reported that a new Comptroller and an Accounts Receivable/Administrative Assistant have been hired; the student affairs person has been hired and will be on board April 9. She introduced Mary Jo Clemens, the new Project Coordinator in the Workforce Development Division. While all the paperwork is being processed, each will begin as Manpower Temporary personnel until the approval is officially received.

Bill Lucht moved, David Blythe seconded that the Board go into Executive Session at 1:50 p.m.

Bill Lucht moved, Maria Lorensen seconded to end the Executive Session at 2:10 p.m.

The Board meeting continued with the formation of an Investigative Committee for land sites for a new location for the expansion of BRCTC. The committee consists of Jane Peters as committee chair, Dr. Pete Checkovich, Jim Rodgers, Bill Lucht, Anne Shipway and Lisa Dall'Olio.

**Adjournment:** Jim Rodgers moved, Bill Lucht seconded, and the meeting adjourned at 2:15 p.m.

Respectfully submitted,

Mary Jo Clemens  
Recording Secretary,

Marcyanna Millet  
Co-Recorder