

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

*May 2, 2007, 12:00 Noon
Berkeley County Commission Chambers*

Present: David Blythe, Peter Checkovich, Bill Lucht, Taylor Perry, Jane Peters, Jim Rodgers, Aaron Smith, Shirley Tolbert, Margie Ways

Absent: Bill Clark, Maria Lorensen

Guests: Sandra Baker, Mark Baldwin, Mary Jo Clemens, Frankie Corsi, Lisa Dall'Olio, Julianne Frye, Trudie Holder, James McDougle, George Karos, Mike Lewis, Craig Miller, Marcyanna Millet, Mike Muren, George Perry, Carol Plautz, Ann Price, Lan Reel, Ann Shipway, Sandy Sponaugle, Billie Ann Unger, Lori Zaleski

Call to Order: Jane Peters, Chair, called the meeting to order at 12:37 p.m.

Approval of Minutes: Margie Ways moved, Aaron Smith seconded, and the April 2007 regular meeting minutes were unanimously approved. Jim Rodgers moved, Margie Way seconded, and the Emergency Meeting Minutes of April 25, 2007 were unanimously approved.

President's Report: Dr. Checkovich reviewed the media attachments. He noted that the quote at the end of the article about the college transition class for high schoolers says it all – “A two-year degree is perfect for many of our students...This is a golden opportunity for many students, and it would be a shame if they don't take advantage of it.” Dr. Checkovich thanked Mike Lewis of the Journal for his favorable reporting.

Dr. Carol Plautz introduced two special guests, Teresa McCabe of WVU Hospitals East Foundation Board and Susan Snowden of the City Hospital Foundation. They were thanked for their foundation's contributions to Blue Ridge CTC Nursing program and were given a plaque. Our Nursing program encompasses approximately 200 students, with 30-40 graduating this year. It was noted that City Hospital has employed 17 nurses from our program.

Human Resources: Trudie Holder introduced new employees: Ann Price, Comptroller; James McDougle, Student Affairs counselor.

Enrollment: The College has a very good summer school enrollment of 367 registrations. Our budget is computed using only Fall and Spring registration numbers only, so summer enrollment is very beneficial.

Workforce Development: Ann Shipway gave an overview of current programs. WorkKeys testing has been completed for 160 Essroc employees. They now have requested training and testing for employees at the supervisory and management levels. Charles Town Races & Slots is requesting training of employees and managers for their Table Games Operations. They may hire approximately 108 new managers and 400 employees to run these operations. We are looking at purchasing curriculum from Atlantic Cape C.C. for the training. Sandy Sponaugle and Leslie See are developing a recruitment, marketing, and training program for Allegheny Energy. We are looking for possible sites for this training. BRCTC received an invitation to apply for the Benedum Foundation Grant to expand Middle College services. This program provides services to help adults transition into post-secondary programs.

Academic Report: Billie Unger provided a handout and reported on her study to establish an improved faculty evaluation form to encourage faculty to apply for merit. It is a marriage of both the merit application and annual evaluation. It includes the tally sheet (pg. 10 & 11 of the report) and a faculty goal-setting plan (pg. 12). The faculty member then receives a letter that combines all evaluations and goals, tying everything together for them. 78% of our courses are taught by adjunct faculty and of our total faculty, 81% of them are adjunct. This type of assessment is encouraged for our coming accreditation.

Board members are invited to attend our Faculty Appreciation Day on Thursday, May 17, 2007. All staff and faculty are invited.

Carol Plautz invited all Board members to attend BRCTC's graduation ceremonies on Thurs. May 24, 2007 at 7pm. She provided tickets for those interested. Carol also presented a new Work Chart showing the plan for two separate schools – School of Career Studies and School of Transitional Studies at BRCTC. Bill Lucht moved to accept the new school plan, Dave Blythe seconded and it was approved. Carol reported that there is a need for a full-time math position that will teach across both schools. The position would teach regular math classes, customized training in Workforce Development, and math related courses in the sciences division.

Financial Report: Lan Reel reported the revenue for FY2006 was \$3.1 million and has increased to \$4.7 million for FY2007; 58% of our total revenue is from tuition and fees. The state appropriations are not in the report she distributed, but we are in good shape financially. Our operating costs have decreased partly due to Oracle and other courses being taught at James Rumsey at a lower cost than having to hire specialized instructors. The admission fee will be reduced in 2008 from \$35 to \$25. Margie Ways moved to accept the changes in fees, Jim Rodgers seconded, motion passed.

Two BRCTC students were introduced, Sandra Baker and Julianne Frye, of the Phi Theta Kappa Honor Society, who will be going to Charleston, WV as

our representatives on the All USA Academic Team. They had to write essays, have an excellent GPA, and do extra written work to apply for selection. They are 2 of 1,500 representatives selected from out of 6-7 million community college students across the U.S.

Shirley Tolbert moved; David Blythe seconded that the Board go into Executive Session at 1:28 p.m.

Aaron Smith moved, Shirley Tolbert seconded to end the Executive Session at 2:25 p.m.

Adjournment: Aaron Smith moved, Shirley Tolbert seconded, and the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Mary Jo Clemens
Recording Secretary,

Marcyanna Millet
Co-Recorder