

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

*June 4, 2008, noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Present:

David Blythe, Dr. Peter Checkovich, Bill Clark, Maria Lorensen, William Lucht, Jim Rodgers, Jane Peters, Shirley Tolbert, Mellissa Collins, and Margaret Ways.

Absent:

Taylor Perry

Guests:

Trudie Holder, Carla Jones, R. Craig Miller, James McDougle, Ann Price, Leslie See, Megan Scott, Ann Shipway, Sandy Sponaugle, Dan Steerman, Billie Unger, Buddy Wilson, and Kelly Wright

Call to Order:

Jane Peters, Chair, called the meeting to order at 12:38 p.m.

Approval of the May 2008 minutes:

Maria Lorensen moved, Margie Ways seconded and the minutes were unanimously approved.

Presidents report:

President Checkovich reported on a recent trip to Biz Tech in Jefferson County and a trip to meet with individuals in Morgan County regarding possible course locations. There will be follow up meetings regarding both of these items.

Dr. Checkovich presented a program from the Blue Ridge Community and Technical College Student Award Ceremony for the Spring 2008 semester. This event was held on Wednesday, May 14, 2008. Many outstanding students were recognized, including the Outstanding Student of the Semester award which Dr. Checkovich presented.

In the Media:

President Checkovich presented the following newspaper articles:

- An article published in the Martinsburg Journal about the call for a Blue Ridge Community and Technical College presence in downtown Martinsburg.

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

June 4, 2008, noon

*Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

- An article in the Martinsburg Journal about the recent Blue Ridge Community and Technical College graduation ceremony. Jane Peters commended everyone involved in the graduation. It was agreed upon that David Selby was an excellent keynote speaker.
- An article in the Herald Mail about David Selby.
- An article in the Martinsburg Journal about David Selby coming to the Blue Ridge Community and Technical College graduation.
- An article in the Martinsburg Journal about two Blue Ridge Community and Technical College students who were finalists in the College Business Plan Contest.
- An advertisement published in the Martinsburg Journal.
- An article in the Martinsburg Journal about Leslie See, who was nominated for the 2008 Martinsburg Journal 20 under 40.
- A classified advertisement to recruit for the following employment opportunities at Blue Ridge Community and Technical College:
 - Medical Assisting/Externship Coordinator
 - Electric Distribution Engineering Technology Instructors
 - Various adjunct faculty positions
- A classified employment advertisement for a Lab Supervisor/Instructor Assistant.
- Four hand drawn advertisements authored by local elementary, middle, and high school students for the Design an Ad Campaign in the Martinsburg Journal.

Election of Officers:

Jim Rodgers nominated Jane Peters to be re-elected for the position of Board Chair, Margie Ways seconded; unanimously approved.

Margie Ways nominated Maria Lorensen to be re-elected for the position of Co-chair, Bill Lucht seconded; unanimously approved.

Enrollment Report:

Leslie See reported that the summer II session will start in July 2008. The fall 2008 enrollment goal of Blue Ridge Community and Technical College is 2400. We are on target for this goal and the early admissions report is very strong. The Enrollment Management office will be accessing individuals in Morgan County and in Jefferson County.

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

*June 4, 2008, noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Leslie See also presented a document titled, *Lost in Transition: Building a Better Path from School to College and Careers*. The focus of this is connecting to and working with high schools. The ultimate goal is high school graduates that are certified to go into the workforce. Leslie See exclaimed that this will be an exciting adventure.

Financial Report:

Ann Price presented information on a projected out of state tuition decrease. The state has recommended that this be the action taken as opposed to the previously presented Metro Fee schedule. Out of state tuition for neighboring states will be discounted and is calculated using a specific formula provided by the state. Using this formula, the out of state tuition cost per credit hour will be \$230 per credit hour or \$2,760 per semester.

Ann Price explained that there will be a decrease in the amount collected from current out of state students; however, the difference could be made up with fourteen new students. Leslie See has stated that this is attainable and is in support of this. Blue Ridge Community and Technical College offers many programs of interest and this must be more achievable for out of state students.

Bill Clark moved, Bill Lucht seconded that the out of state tuition rate be approved; motion passed unanimously.

Ann Price distributed and explained the following financial statements: Statement of Net Assets, as of April 30, 2008; Statement of Revenues, Expenses, and Changes in Net Assets, as of April 30, 2008; and accompanying charts for further description. Ann Price reported that the budget for the next fiscal year has been submitted to the state. Additionally, the finance office will be starting to train for year end. To date, there is not an audit date scheduled. However, the management team will be the same team from last year. Ann Price feels confident entering into the audit.

Commencement Update:

Blue Ridge Community and Technical College will have the third commencement ceremony on Friday, May, 23, 2008 at 7:00 p.m. at Musselman High School in Inwood, West Virginia. The keynote speaker will be Dr. David Selby, who is a much esteemed individual from West Virginia. Senator Walt Helmick, who has been a wonderful friend to the college, will be honored. Carol Plautz extended an invitation to all board members, and Jane Peters encouraged all to attend.

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

June 4, 2008, noon

*Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Executive Session:

Shirley Tolbert moved, Margie Ways seconded that the Board of Governors move into Executive Session at 1:57 p.m.

Margie Ways moved, David Blythe seconded that the Board conclude Executive Session at 2:50 p.m.; motion passed unanimously.

Bill Lucht moved, Maria Lorensen seconded that the meeting be adjourned at 2:55 p.m.; unanimously approved.

Respectfully submitted,

Megan Scott
Recording Secretary