

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

*May 7, 2008, noon
Charles Town Races and Slots
Charles Town, West Virginia*

Present: David Blythe, Dr. Peter Checkovich, Bill Clark, Maria Lorensen, William Lucht, Taylor Perry, Jane Peters, Shirley Tolbert, Mellissa Collins, and Margaret Ways.

Absent: Jim Rodgers

Guests: Sandra Baker, Trudie Holder, Patricia Hubbard, Carla Jones, Brittany Lynch, James McDougle, David Perkins, George Perry, Carol Plautz, Ann Price, Megan Scott, Ann Shipway, Sandy Sponaugle, Dan Steerman, Billie Unger, Buddy Wilson, and Kelly Wright

Representatives from Charles Town Races and Slots: Al Britton, Ameet Patel, Karen Raffo, Jim Boucher, Phyllis LaTart, Dee Mara, Jeffrey Goodman, Dickie Moore, Athena Howe and Elisia Davis

Speakers for the Leadership Development Program at CTRS: Chef Jess Chambers and John Mauck

Call to Order: Jane Peters, Chair, called the meeting to order at 1:01 p.m.

Approval of the April 2008 minutes: Maria Lorensen moved, Margie Ways seconded and the minutes were unanimously approved.

Charles Town Races and Slots Partnership:

Al Britton commended the partnership between Blue Ridge Community and Technical College and Charles Town Races and Slots. He explained that this partnership has exceeded his expectations with the types of training and education that can be offered to Charles Town Races and Slots' employees. He remarked that the partnership started when Charles Town Races and Slots was in need of employee training and it has since develop into providing an associate of applied science degree and a Leadership Development training program offered at their facility.

Mr. Britton explained that there has been a reduction in turn over at Charles Town races and Slots and this is partly attributed to the Leadership Development training. Mr. Britton also commended the Charles Town Races and Slots food and beverage staff for their hard work. Additionally, he announced that CTRS will soon have a hotel, which may provide more training opportunities.

Chef Jess Chambers, who is a graduate of the Leadership Development Training program, spoke of her experiences with the training. Ms. Chambers stated that when she began to implement what she learned in the Leadership Development Training program into her work, her day went much more smoothly. The Leadership Development Training allowed her to gain the ability to be proactive instead of reactive and to take a step back and evaluate the message she may be trying to get across. The ability to coach and develop employees has increased employee morale and productivity. Because of Leadership Development Training, she has the skills to take on anything that may arise.

Another graduate of the Leadership Development Training program spoke as well. Mr. John Mauck, who is employed in Human Resources with Charles Town Races and Slots, explained that he has been able to incorporate what he learned into his work in many ways. Mr. Mauck explained that participating in the Leadership Development Training was life changing for him. With college credits he had earned previously and with the college credits he received from this program, Mr. Mauck was able to complete his bachelor's degree with only two additional courses. Mr. Mauck is now three courses away from obtaining his Master's degree. Mr. Mauck thanked Blue Ridge Community and Technical College and Charles Town Races and Slots for what he has been given.

Dr. Checkovich explained that it is rewarding to hear stories such as this from students.

Signing of the Technical Studies Agreement:

The Technical Studies Degree program agreement was presented and signed. This program is designed for employers and it focuses on OJT and classroom studies. A signing ceremony took place and Al Britton and Dr. Peter Checkovich signed the agreement.

Presidents report:

President Checkovich presented a preliminary rough draft of the upcoming Board of Governor's calendar, which listed upcoming board activities for the 2008 – 2009 academic year.

Dr. Checkovich reported on the recent Vizzi Awards ceremony. Margie Ways played an important role in this and was asked to speak. Mrs. Ways explained that the quality of the entries was phenomenal and ten waivers were awarded for one three credit course at Blue Ridge Community and Technical College. The best of show award went to a Berkeley Springs High School sophomore for a black and white photo.

President Checkovich reported that keys for the Berkeley Business Park will be distributed on May 19, 2008. The first course for the Electric Distribution program will

begin on July 12 and July 14, 2008. The ribbon cutting ceremony will be June 18, 2008 and invitations will be sent to Governor Joe Manchin and Chancellor Jim Skidmore.

In the Media: President Checkovich presented the following newspaper articles:

- The Martinsburg Journal Twenty Under 40 - Sandy Sponaugle and Leslie See were commended for being selected. Dr. Checkovich explained that this is quite an honor.
- A thank you letter from Tina Combs of the Martinsburg Berkeley County Chamber of Commerce thanking Blue Ridge Community and Technical College for their participation in the Work Force Development Committee.
- An article in The Herald Mail by Matthew Umstead regarding the new Electric Distribution program with Allegheny Energy. President Checkovich commented that we are putting the Technology in Technical Center.
- An article in The Herald Mail regarding the nursing program decreases. The sixteen students have been selected for the fall program.
- An article in The Martinsburg Journal regarding the Blue Ridge Community and Technical College Career Fair. President Checkovich commended James McDougle for a job well done. There were twenty-one employers present and approximately 500 attendees/visitors.
- An article in The Martinsburg Journal regarding the new technology center.
- An article from www.newsandsentinel.com regarding the changes to come from the House Bill 3215.

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 the 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 students. Leslie See has stated that this is attainable. We offer 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.

Financial Report:

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.

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.

Executive Session:

Shirley Tolbert moved, and 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
Project Coordinator