

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

*February 7, 2007, 12:00 noon
Berkeley County Commission Chambers*

Present: Dave Blythe, Peter Checkovich, Maria Lorensen, Bill Lucht, Taylor Perry, Jim Rodgers, Jane Peters, Aaron Smith, Shirley Tolbert,

Absent: Bill Clark, Margie Ways

Guests: Trudie Holder, Mike Lewis, Marcyanna Millet, Carol Plautz, Leslie See, Ann Shipway, Kelly Wright

Call to order: Jane Peters called the meeting to order at 12:45 p.m.

Approval of Minutes: Marie Lorensen noted two corrections to the minutes: Paragraph 8, last line to read stories in place of advertisements, and Page 2, Paragraph 9 to read Maria instead of Marie. Dave Blythe moved, Maria Lorensen seconded, and the December meeting minutes were unanimously approved as amended.

President's Report: Media coverage – President Checkovich distributed copies of the “student ad campaign” stating the students’ testimonials are very powerful. He personally thanked Aaron Smith, our student rep to the Board for agreeing to use his picture. Dr. Checkovich also pointed out the Fast Track ads for the medical certificate programs. Of the HEAPS (Higher Education Adult Program) funding of 25% that is set aside – 3 years ago we used zero dollars, 2 years ago we used \$11K, one year ago the amount climbed to \$57K and most likely will be even more this year. Dr. Checkovich thanked Dr. Carol Plautz for her role in these programs.

B. – the legislation is in progress and Dr. Checkovich spent a full week in Charleston and had several visits with the Chancellor. There is a committee of 17 people looking into rolling the 2 year CTCs back into 4 year institutions as Fairmont has already done.

Dr. Checkovich is looking into a reorganization of Blue Ridge’s structure by combining EMS, Workforce Development and the Business Departments which comprises 80 to 85% of the degree programs into the new name of School of Occupational Studies and a second division called the School of Transfer Studies for those who will be transferring into 4 year colleges. The first draft of this proposal should be ready for the March meeting. If the Board approves the change, then it will go to Charleston for approval.

Workforce Development: Ann Shipway distributed 2 handouts: a) Blue Ridge CTC is organizing a SHRM (Society for Human Resource Management) chapter in the Eastern Panhandle and we are well on our way to the 23 members needed. b) Allegheny Energy project: this company is seeking to re-create their company and retiring workforce. We were referred to them by Chancellor Skidmore. Sixteen representatives met with BR CTC in January and unbeknownst, it was an actual interview. They drafted their idea of a college degree which impressed everyone. They are interested in a one year certificate and also a two year technical degree. David Bell, Margie Ways, Kelly Wright, Dr. Checkovich, Carol Plautz, were involved.

Two weeks later the news was received that BRCTC was their school of choice. A second meeting is being held on Monday, February 12, 2007.

Dr. Checkovich posed the question, "Why us?" The average age of Allegheny's employees is 54 and probably will be retiring at 55. They can promise 12 to 15 jobs every year with salaries in the \$40 to 60K range. These are high tec, high pay positions. Allegheny Power liked our willingness to adapt, and our timelines. Most of the other colleges interviewed proposed a year to year and a half to put together the program, we can do it in 30 days. Dr. Checkovich mused that the reps almost "fell out of their seats!" Using their expertise and our faculty to cooperate, this is a "win-win" situation. Why contract out when BRCTC has the right delivery process. Chancellor Skidmore has helped by funding several million dollar in the WV budget for Workforce Development and Training.

Jim Rodgers questioned about a business park or special area as needed, specifically mentioning the ABC Group. Ann replied that she was there on the previous Monday to talk with them. She has a proposal in draft form.

Enrollment Report: Leslie See distributed a report outlining the goals for Spring. Current headcount is 1753. While not official as yet, the numbers are 100 over the FTE from last Spring. The official numbers should be ready for the March meeting. The goal for Fall is 2150. Dr. Checkovich thanked Leslie for a "job well done" for the sidebar on the report that shows exactly who is who.

Academic Report: Dr. Carol Plautz reported that all classes are full. More Friday and Saturday classes are being offered. She spoke about the wonderful recognition and joint 2005 graduation. The Academic Recognition Committee has formulated their goals and purposes to recognize student body. The January 31 student award ceremony for those on the Dean's list and the Phi Theta Kapa honor students was excellent. Board member Shirley Tolbert attended and reported how "neat it was to talk with colleagues from Jefferson County" and how much she enjoyed it and she also enjoyed working on the portfolios. Plans for the 2006 graduation are under way; it will be held on Thursday evening, May 24 at Musselman High School and the nurses pinning ceremony will be the following day, Friday, May 25 at The Clarion Hotel and Conference Center. It was mentioned that only about half of our graduates actually walked. Dr. Checkovich mentioned that the graduation was absolutely wonderful.

Financial Report: Ann Shipway reported that a committee called the Financial Trans.... Task Force has been formed and is comprised of Carol Plautz, Trudie Holder, Ann Shipway, Lan Reel and Craig Miller. The first official report to the Executive Staff was made on Friday, February 2. The committee is looking into the structure of the financial office and getting it fully staffed. The Accounts Payable position has been staffed by Tina Johnson, who is working through Manpower Temps for now; the PIQ (position information questionnaire) has been written and the advertisement for the Accounts Receivable position and 2 candidates have been received for the Comptroller position.

Jim Rodgers moved and Dave Blythe seconded the motion that the Board go into Executive Session at 1:35 pm. Marie Lorensen moved and Jim Rodgers seconded the motion to come out of the Executive Session at 2:05 pm.

Adjournment: Bill Lucht moved, Dave Blythe seconded, the meeting adjourned at 2:10 pm.

Respectfully submitted,

Marcyanna Millet
Recording Secretary