

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

*November 1, 2006, 12:00 noon
Berkeley County Commission Chambers*

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

Absent: Dave Blythe, Margie Ways

Guests: Diana Bell, Trudie Holder, Melissa Jefferies, Marcyanna Millet, Carol Plautz, Wesley Reid, Karen Raffo, Ann Shipway, Mark Stern, Billie Unger, Anna Mary Walsh, Kelly Wright

Call to order: Jane Peters called the meeting to order at 12:30 p.m.

Approval of Minutes: Jim Rodgers moved to accept the minutes. Bill Clark seconded, and the September meeting minutes were approved unanimously.

President's Report: Media coverage – President Checkovich distributed a handout profiling the media coverage this month about his raise, enrollment, and advertisements in the College & Career addition of The Journal.

Dr. Checkovich distributed a letter from the Higher Learning Commission about accreditation, mentioning that the college is constantly working on this matter. He also gave the Board the official Enrollment Management Report in the absence of Leslie Lee.

Dr. Checkovich introduced Wes Reid, the newest candidate for the Board. Dr. Checkovich mentioned that we are doing everything we can to get his approval from Charleston in a timely manner.

Anna Mary Walsh presented folders to the Board about the Classified Employees Council with copies of the past several months' minutes.

Workforce Development: Ann Shipway introduced Karen Raffo, Vice President of Human Resources and Melissa Jefferies, Supervisor of Staff Development from Charles Town Races and Slots. Ann shared information regarding the various collaborative projects being worked on. The Return on Investment Project (ROI) is an extensive tool for measuring for constant improvement.

Karen reported on the visit from Chancellor Skidmore and said he was very impressed with the Epic Kitchen and the Culinary Arts Initiative. She talked about the Pro Start program with area high schools. Ann said she spoke with Vicki Jenkins from James Rumsey, and we have a very collaborative relationship with their programs.

Academic Report: Dr. Billie Unger mentioned two conferences she attended: a statewide meeting in Berkeley Springs of the WVAAC (West Virginia Academic Affairs Advisory Committee) 2 and 4 years CAOs (chief academic officers) followed by a separate meeting of only the 2 years CTCs officers; and the joint WVCCA/WVADE (WV Community College

Association/WV Association of Developmental Education) in Parkersburg, WV. She distributed a profile for four new courses to the Board members.

Bill Lucht mentioned the upcoming Book Fair, saying that Faith, the two-legged dog, would be visiting on Saturday. Faith will be in the area doing some therapy visits.

Financial Report: Trudie Holder gave a summary of the technology fee and operations fee and said not much has changed from September to October, and that we are in very good shape.

Taylor Perry moved and Jim Rodgers seconded the motion that the Board go into executive session at 1:00 pm. Maria Lorensen moved, and Bill Lucht seconded the motion to come out of the Executive Session at 1:25 pm.

Adjournment: Shirley Tolbert moved, Jim Rodgers seconded that the meeting be adjourned at 1:30 pm.

Respectfully submitted,

Marcyanna Millet
Recording Secretary