

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

*August 6, 2008, noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Present: David Blythe, Dr. Peter Checkovich, Maria Lorensen, William Lucht, Jim Rodgers, Jane Peters, Brittany Lynch, and Margaret Ways.

Absent: Taylor Perry and Bill Clark.

Guests: Sandra Baker, Chris Hunterman, Jennifer Jenson, James McDougale, Craig Miller, Kerri Namolik, George Perry, Ann Price, Ann Shipway, Megan Scott, Beth Ann Thomas, Shirley Tolbert, Billie Unger, Steve Weiss, and Kelly Wright.

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

Approval of the July 2008 minutes: Jim Rodgers moved, Dave Blythe seconded and the minutes were unanimously approved.

Presidents report:

President Checkovich presented Shirley Tolbert with an award to thank her for her years of dedicated service to the Blue Ridge Community and Technical College.

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

- Multiple articles regarding the opening of the Blue Ridge Community and Technical College Technology Center that included the following:
 - An advertisement for the Electronic Distribution Technology program.
 - An article from the Martinsburg Journal about the ribbon cutting ceremony.
 - An article from the Quad-State Business Journal about the ribbon cutting ceremony.
 - A column authored by Governor Joe Manchin in the Jackson Herald about the Electronic Distribution Technology program.
 - A column authored by Governor Joe Manchin posted on HuntingtonNews.net about the Electronic Distribution Technology Program.
 - A story posted on the web site for the radio station WEPM regarding the Electric Distribution Technology Program.
 - A story posted on the web site for the radio station WEPM regarding the Blue Ridge Community and Technical College Technology Center.

- A story posted on the web site for the NBC 25 television station regarding the ribbon cutting ceremony at the Blue Ridge Community and Technical College Technology Center.
- An article about the Blue Ridge Community and Technical College Technology Center in the Herald Mail.
- An article in a publication produced by Choice Hotels about the Workforce Development Leadership training received by the employees of the Clarion Hotel.
- An advertisement for the College and Career Fair at the Martinsburg Mall.
- An article about the College and Career Fair.
- Classified advertisements for employment at Blue Ridge Community and Technical College.
- An advertisement for the Homeland and Cyber Security training to be hosted by the Business and Technology Division.
- An advertisement for the Office Professional Skills program that was included in the Martinsburg-Berkeley County Chamber of Commerce monthly newsletter.
- An advertisement about Blue Ridge Community and Technical College.
- An article in The State Journal about different career choices in West Virginia. The EDET program was mentioned.
- An article out of the We Save magazine featuring a photograph of Blue Ridge Community and Technical Students graduates.
- Two articles from the Shepherdstown Observer that mentioned Blue Ridge Community and Technical College.
- An advertisement from the Martinsburg Journal.
- An article about Miss Berkeley County Youth Fair Brandy Orsini who attended Blue Ridge Community and Technical College.
- Two articles from The Costco Connection about the importance of Workforce Development training and lifelong learning.

Financial Report:

Ann Price reported that she is closing out for year end and that the audit process is moving forward. The draft financial statements and trial balance are due to the state by the August 15, 2008. The appropriation budget process is beginning and we will be submitting our request for the year of 2010. Everything is on track and the Finance Office is prepared for the upcoming audit.

Enrollment Management:

Leslie See reported on the enrollment numbers for the Fall 2008 semester. Ms. See reported that our enrollment goal is attainable. At this point we will have a headcount growth of 40% over four years. Leslie See explained that we have several upcoming open houses and that James McDougle is currently working on a retention plan.

Workforce Development:

Dean Ann Shipway reported that last year, the focus of the Economic and Workforce Development Division was the Electric Distribution Technology program. Currently the focus is on the Academy of Culinary Arts. Dean Shipway introduced Chef Steven Weiss who is the new program coordinator.

Mr. Weiss explained his goals and reviewed a timeline he authored and distributed to all attendees. He stated that the goal is to begin the program by the summer of 2009 with a Hospitality Degree and a Baking Degree. Mr. Weiss is also working on continuing education courses to launch in the fall of 2008.

Executive Session:

Jim Rodgers moved, Maria Lorensen seconded that the Board of Governors move into Executive Session at 1:20 p.m.

Bill Lucht moved, Jim Rodgers seconded that Dr. Checkovich follow-up on the site location at 2:20 p.m.; motion passed unanimously.

Maria Lorensen moved, Bill Lucht seconded that the meeting be adjourned at 2:25 p.m.; unanimously approved.

Respectfully submitted,

Megan Scott
Recording Secretary