

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

*November 5, 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, Brittany Lynch, Jane Peters, and Jim Rodgers.

Guests: Brett Caffarelli, Cindy Fritsch, Trudie Holder, Dennis Juran, Craig Miller, Kerri Namolik, John Powell, Ann Price, Megan Scott, Leslie See, Ann Shipway, Sandy Sponaugle, Dan Steerman, Pam Stephens, Willetta Stuckey, Billie Unger, and Steve Weiss.

Call to Order: Jane Peters, Chair, called the meeting to order at 12:29 p.m.

Approval of the September 2008 minutes: Jim Rodgers moved, Maria Lorensen seconded and the minutes were unanimously approved.

Financial Report:

Dennis Juran, of Deloitte and Touche, reviewed the audit findings at length. Mr. Juran reported that the audit result is an unqualified opinion, which is the highest opinion that can be received. Dr. Checkovich questioned whether the audit contained information which indicated that Blue Ridge allocates 60% of its E &G (Education & General) budget toward instruction. Mr. Juran indicated that this was indeed so and that it was considerably above the 50% customary recommendation for instruction.

President's report:

In the Media: President Checkovich presented the following:

- A thank you letter, addressed to Dr. Checkovich, for his personal donation and support of the Mountain State Apple Harvest Festival.
- An article from the *Martinsburg Journal* explaining that enrollment is up, in both head count and FTE, at Blue Ridge Community and Technical College. In addition, there was a very positive comment posted with the online version of the article.
- Dr. Checkovich presented the framed certificate from the Readers Choice contest in the *Martinsburg Journal*. Blue Ridge Community and Technical College was selected as the Best College or University in the area.

- An article from the *Cumberland Times-News* about the articulation agreement between Blue Ridge Community and Technical College and Potomac State College of West Virginia University.
- An article from the *Herald-Mail* about Brittany Lynch being a student leader at Blue Ridge Community and Technical College.
- An advertisement from the *Martinsburg Journal* about the upcoming College Night for Adults, which was hosted at the Blue Ridge CTC Technology Center on October 16, 2008.
- An article from *Community College Week* about the partnership between Blue Ridge Community and Technical College and Allegheny Energy.
- An article from the *Martinsburg Journal* about Blue Ridge Community and Technical College considering a land purchase.
- The October 2008 Edition of the *Blue Ridge Bulletin* was presented. Dr. Checkovich authors a section of this bulletin each month.
- A write up in the November 2008 issue of the Martinsburg – Berkeley County Chamber of Commerce newsletter, *The Chamber Times*, about Blue Ridge Community and Technical College. In addition, there was a write up about the Chamber Mixer that Blue Ridge Community and Technical College hosted on October 15, 2008. President Checkovich thanked Steve Weiss and the Student Government Association for making the mixer a success.
- Information on the Outstanding Contributions Award that Leslie See received at the *Transformations and Transitions Awards Banquet*.
- The following items were presented in the October 2008 issue of the Martinsburg – Berkeley County Chamber of Commerce newsletter, *The Chamber Times*:
  - Megan Scott and Dan Steerman are participating in the 2009 Class of Leadership Berkeley.
  - Blue Ridge Community and Technical College board member, Maria Lorensen, was mentioned as she was nominated for a seat on the Martinsburg-Berkeley County Chamber of Commerce Board of Directors.
  - The October 9, 2008 Workforce Development Committee Meeting, which Ann Shipway is the co-chair.
- An advertisement for the Chamber Mixer that Blue Ridge Community and Technical College hosted on October 15, 2008.
- Information on the upcoming *Rise & Shine Breakfasts*, which are hosted by the Chamber of Commerce of Martinsburg and Berkeley County. Blue Ridge Community and Technical College is a sponsor of these breakfasts.

- An online article from the *HuntingtonNews.Net* that mentions Blue Ridge Community and Technical College.
- Two classified advertisements from the *Martinsburg Journal*. One advertisement was for a Program Coordinator for the Physical Therapist Assistant Program and the other was for an adjunct faculty position in the Business and Technology Division.
- An article from the *Martinsburg Journal* and an online article about the Summit sponsored by Berkeley County Schools to give advice to students with disabilities.
- An article from the *Martinsburg Journal* about the debate between congressional hopefuls, Shelley Moore Capito and Anne Barth. President Checkovich was the moderator for this debate.
- Information on the Skills USA chapter that will start at Blue Ridge Community and Technical College.

#### Economic and Workforce Development:

Ann Shipway reported that the WV Advance Grant written by Dan Steerman was approved for \$60,500.00 for an electricity lab. In addition, an application was made for a Technical Program Grant, which is a very competitive grant, for the Culinary Arts Program. This grant was approved for \$210,000.00. In addition to what is already offered, two additional degree pathways will be developed by Chef Steve Weiss. Mr. Weiss announced that a downtown location is being considered for the program and that recruitment for this program has started. Mr. Weiss also displayed a sugar sculpture that he constructed. He will be starting a Master Chef Series, which will be several different culinary courses.

#### Executive Session:

Bill Clark moved, and Maria Lorensen seconded that the Board of Governors move into Executive Session at 1:22 p.m.

Bill Lucht moved, and Maria Lorensen seconded that the Board of Governors come out of Executive Session at 1:39 p.m.

Dave Blythe made the motion to make an offer for the Boyd Orchard, L.L.C. property, for 30 acres at the current appraised value; Jim Rodgers seconded; unanimously approved.

Bill Clark moved, and Bill Lucht seconded that the meeting be adjourned at 1:41 p.m.; unanimously approved.

Respectfully submitted,

Megan Scott