

**Community and Technical College of Shepherd  
Board of Governors Meeting**

*May 3, 2006, 12:00 noon  
CTC Shepherd, Dunn Building, Commission Chambers*

**Present:** Dave Blythe, Peter Checkovich, Bill Clark, Bob Kutcher, Maria Lorensen, Bill Lucht, Taylor Perry, Jane Peters, Jim Rodgers, John Sherwood, Shirley Tolbert, Margie Ways

**Absent:** Laurie Johnston

**Guests:** Lisa Dall'Olio, Trudie Holder, Marcyanna Millet, Rebecca Moore, Alan Perdue, Carol Plautz, Leslie See, Ann Shipway, Peggy Talley, Billie Unger, Kelly Wright

Dave Blythe called the meeting to order at 12:28 p.m.

**Approval of Minutes:** Jane Peters moved to accept the minutes. Shirley Tolbert seconded and the April meeting minutes were approved unanimously.

**President's Report:** Dr. Checkovich reported that CTC Shepherd received an excellent rating on the institutional Compact. CTC Shepherd was the only WV Community and Technical College to receive an excellent rating. Dr. Checkovich explained the evaluation process and CTC Shepherd's performance ratings. The Compact was distributed to other West Virginia Community and Technical Colleges as a model. CTC Shepherd is not requesting an increase in tuition and fees for the next fiscal year. This will bring the college closer to 60% of Shepherd University's tuition which is a Compact goal. An official letter from the Chancellor regarding the institutional name change was distributed to the Board members.

John Sherwood suggested that Dr. Checkovich send a letter thanking the staff and faculty for a job well done. Taylor Perry moved and Margie Ways seconded that Dr. Checkovich send a letter of commendation to the faculty and staff for their Compact goal performance. The board vote was unanimous.

The strategic planning committee held a retreat to review the Compact strategies for academic year 2006-2007. The staff discussed the migration plan during the retreat.

The nursing pinning ceremony is scheduled to take place on May 12, 2006, 7 p.m., at the Shenandoah Ballroom downtown. Commencement is scheduled on May 19, 2006. Dr. Checkovich distributed tickets to each of the Board members. Board members and other staff/faculty should arrive at 5:45 p.m. Between 72 and 75 graduates will participate in the ceremony.

Dr. Checkovich will have a proposed schedule and format for board meetings next year. Dave Blythe commented that we should continue to pursue all of the institutional Compact goals. He thanked Dr. Checkovich for the institution's positive performance.

**Financial Report:** Trudie Holder reported. She distributed a report to the Board regarding the technology fee. All students pay the technology fee as part of their tuition. This number is a good indicator of actual versus projected financial performance. There are seven new positions built into the fiscal year 2007 budget. These positions are funded by the migration of services and funding pull back from Shepherd University. There are some employees who have received upgrades and promotions. CTC Shepherd will not request an increase in tuition and fees for 2007. Maria Lorensen asked how the college planned to establish seven new positions without increasing tuition. Trudie explained that these positions are funded from moving administrative functions from Shepherd University to CTC Shepherd. Bill Clark moved that CTC Shepherd not increase tuition and fees for 2007. Jim Rodgers seconded and the vote was unanimous. Jane Peters abstained from voting.

**Workforce Development:** Ann Shipway reported that she and Dr. Checkovich were meeting with local employers on May 4, 2006 to discuss continuing math and microbiology training for water/wastewater employees. Training initiatives at Polo Ralph Lauren and Charles Town Races & Slots continue to be successful. On April 12, 2006, Ann participated in targeted industries needs assessment training sponsored by the Chancellor. The WV CTC Workforce Development meeting will be held at CTC Shepherd on June 5, 2006.

**Enrollment Report:** Leslie See reported that summer enrollment is on target. She reported that the year to date admit number is 141. The increase is a positive indicator. Leslie presented a draft proposal of a reporting timeline. Bill Lucht commented that he heard that there was a gap between female and male students. Dr. Checkovich commented that the number of females enrolling in college continues to increase. Leslie See will present the actual number of female and male students at the next meeting. Bill Clark asked that enrollment management present a breakdown of student enrollment in programs and compare CTC Shepherd numbers with those of surrounding community colleges. Dave Blythe asked Leslie to determine the potential enrollment in CTC Shepherd's service area.

**Academic Report:** Billie Unger shared a report that outlines the redesign of the general studies program. She reviewed the history of the program and the process used to redesign the program. The redesign allows for a more distributive program by providing course choices within the degree in addition to allowing 13 credits of free electives. The goal is to provide courses of interest to students. Dr. Checkovich commented that the proposal include any cost implications before faculty council votes on the degree revision.

**Possible Executive Session:** Dave Blythe commented that the staff is doing an excellent job. He asked that the Board consider a retreat in August. Maria Lorensen suggested that Dave choose three dates for a retreat and send the choices to the Board members.

**Announcements:** Bill Lucht commented that he is working with students who have special needs (depression, etc.) and do not have insurance. Bill may be working with the Secretary of Health to pilot a project that provides counseling to these students. Bill Lucht and Anna Mary took 16 students to Washington. Senator Byrd spoke to the students. Bill suggested that CTC Shepherd send an invitation to Senator Byrd to visit the community college.

Margie Ways gave each Board member a bookmark that outlines the new criteria for accreditation through the Higher Learning Commission/North Central Association. She explained that the new criteria will be integrated into the college's strategic plan. The next NCA visit will occur between 2009 and 2010 with the opportunity for a ten year renewal. Dr. Checkovich explained that accreditation is important for eligibility of financial aid and the transfer of coursework.

Bill Lucht moved that the meeting be adjourned. Shirley Tolbert seconded and the meeting adjourned at 1:29 p.m.