

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

*June 7, 2006, 12:00 noon  
CTC Shepherd, Dunn Building, C01*

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

**Absent:** Laurie Johnston, Margie Ways, Bob Kutcher

**Guests:** Marcyanna Millet, Leslie See, Ann Shipway, Diana Bell, Carol Plautz, Billie Unger, Lisa Dall'Olio, Trudie Holder, Ed Magee

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

**Approval of Minutes:** Bill Lucht moved to accept the minutes. Jane Peters seconded and the May meeting minutes were approved unanimously.

**President's Report:** Dr. Checkovich thanked Carol Plautz, Leslie See and the members of the graduation committee for their efforts in coordinating the graduation.

Dr. Checkovich reviewed the following highlights for the academic year:

1. Provided students with CTC general studies coursework
2. Successfully placed 19 courses on the West Virginia statewide transfer agreement
3. Established an early alert program for students
4. Launched a peer tutoring program (120 students participated in the program)
5. Added a Dental Assisting program to the Fast Track program offerings
6. Opened a Chemistry Lab
7. Began construction of a Nursing Skills Lab
8. Health Sciences handled over \$82,000 in grants
9. Currently establishing an IT services department
10. Integrated and streamlined orientation and registration sessions
11. Developed an SGA (Student Government Association)
12. Intensive Leadership Program at Charles Town Races & Slots
13. Economic and Workforce Development obtained over \$500,000 in training grant funding
14. Collaboration on a HB 3009 grant has produced two additional faculty members
15. Partnered with Harvard Business School and designed a corporate learning portal
16. Established the Betty Pugh Memorial Scholarship
17. Enrolled 1,000 students as third party
18. Established uniform program assessment procedures

**Draft Mission Statement:** Dr. Checkovich distributed a draft mission statement for the Board to review. The mission statement will be on the next agenda for Board approval.

**Financial Report:** Trudie Holder presented the amount collected for the technology fee. She also briefly reviewed the third quarter financial management report. Trudie distributed and reviewed a study conducted by Lisa Dall'Olio regarding the growth expectations for the Eastern

Panhandle of West Virginia. There was some discussion regarding the need for expansion plans. Maria Lorensen asked if there is any available space from the Commission as they vacate space. Dr. Checkovich responded that he is discussing the space possibilities with the County.

**Board Meeting Schedule for 2006-2007:** Dr. Checkovich distributed a proposed meeting schedule for the upcoming academic year. The Board will not meet in August. The meeting dates are as follows:

July 26, 2006  
September 6, 2006  
October 4, 2006  
November 1, 2006  
December 6, 2006  
February 7, 2007  
March 7, 2007  
April 4, 2007  
May 2, 2007  
June 6, 2007

**Election of Officers for 2006-2007:** Bill Lucht chaired the nominating committee. Bill Lucht reported that there is not a vice-chair nomination at this time. The vice-chair will be elected at the next meeting. Bill recommended that Jane Peters become chair. Maria moved that nominations be closed. Jim Rodgers seconded. The vote was unanimous. Dave Blythe will become past-chair, and Jane Peters will become chair.

**Enrollment Report:** Leslie See provided the Board with an unofficial report for the Summer and Fall semesters. Summer enrollment has increased and the early Fall numbers are encouraging. There are five orientation and registration sessions scheduled from June through August.

**Workforce Development Report:** Ann Shipway distributed a copy of the graduation ceremony program for the Charles Town Races & Slots Leadership Development training project. She also shared that she, Sandy Sponaugle, and Billie Unger visited Sino Swearingen. Ann will work closely with Sino personnel and Margie Ways to develop an Aircraft Technology certificate.

**Academic Report:** Billie Unger reported on the progress of the Berkeley Springs High School Pilot Dual Enrollment Program. She is exploring the use of the high school transition grant funding to support this program.

**Executive Session:** The Board went into executive session at 1:44 p.m. and reconvened at 2 p.m. The Board voted to extend Dr. Checkovich's contract to June 30, 2009 without changes.

Dr. Checkovich agreed to accept the contract.

Bill Lucht moved that the meeting be adjourned. Maria Lorensen seconded and the meeting adjourned at 2:02 p.m.