

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

*July 26, 2006, 12:00 noon
Dunn Building, C03*

Present: Dave Blythe, Peter Checkovich, Bill Clark, Maria Lorensen, Bill Lucht, Taylor Perry, Jane Peters, Shirley Tolbert, Margie Ways

Absent: Jim Rodgers

Guests: Marcyanna Millet, Leslie See, George Perry, Carol Plautz, Alan Perdue, Trudie Holder, Kelly Wright

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

Approval of Minutes: Bill Lucht moved to accept the minutes. Marie Lorensen seconded and the May meeting minutes were approved unanimously.

President's Report:

A. Media coverage – Dr. Checkovich showed the full page ad that was in the Journal on July 1, announcing the new name change and each board member had copies of the latest articles that were in the local newspapers. He mentioned that the highway signage is in the works – the old sign will be removed from exit 16 and the new sign will be at Exit 13 with additional smaller signs on the main roads leading to Raleigh Street.

B. Workforce Development – in the absence of Ann Shipway who is on vacation, Dr. Checkovich mentioned the ongoing relationships with the following companies:

Charles Town Races & Slots is progressing satisfactorily;

with Polo Ralph Lauren another 40K HB3009 grant is being written;

Essroc is going to do WorkKeys testing and is undergoing a major renovation and will be the most modern cement plant in the world, competing with overseas companies. Another 3009 grant will be written for about \$100K;

Sino Swearingen has experienced a 5 fold increase in size and another 75K grant bill will be written. These grants must be matched with company funds.

C. New Staff – Dr. Checkovich reported on the following changes and additions: Angie Wolford has been reassigned as Acting Registrar; Libby Sturm who retired from Shepherd University is working part-time to get our Financial Aid department going; Lauren Eggleton will be the new Admission Counselor; Kerri Stovich is the new Student Affairs Counselor (she will be hourly at first); the new network administrator will be Michael Byers and Duane Markunas will be an additional Help Desk personnel. Dave Blythe asked about numbers and Trudie mentioned that we have about 40 full time personnel and hundreds of part-time adjunct faculty.

D. Dr. C. told the board to look for their invitations to the second Annual Faculty/Staff dinner.

Board Policy Approval – Alan Perdue explained several of the policy revisions and changes and mentioned that Policy #19 was not ready quite yet, it will replace Policy #5 and should be ready for the September or October meeting, with 4 new policies are being distributed for the required time frame for comments cycle. Policy #1 has significant changes; Policy #12 (use of

alcohol) the permission goes with the President of the institution; most of the other policies are 'cut and dried'. Dave Blythe inquired about the sexual harassment policy. Alan mentioned that the panel format seems to be the norm at most colleges and has worked exceedingly well for the past 8 years at Shepherd University. Margie Ways motioned that the policies be accepted, Dave Blythe seconded and the motion passed unanimously.

Mission Statement: Dr. Checkovich thanked George Perry for his efforts and stated that it was much clearer and succinct. Bill Lucht moved, Taylor Perry seconded and the motion to accept the mission statement passed unanimously.

Enrollment Report: Leslie See explained that the upper part of her report was as of July 20 only as there was a glitch in IT system, the bottom portion of Fall projections were 20% greater than Fall of last year. The admissions letters are coming in very well. After the Enrollment increases, the next issue to be faced will be retention. The three biggest areas for enrollment are business, general studies and nursing. Bill Lucht inquired about what is done with the students who test and don't make the nursing program. Leslie answered that they are put in the General Studies program. Admissions is working on the mechanics of high school students with dual enrollment. Dr. Checkovich thanked Leslie and her staff for their excellent work.

Financial Report: Trudie Holder reported that we ended the year greater than the projected amount for the technology fee. We are already ahead as of July 20 as to where we were at the end of August last year. She explained about the MOU for services with Shepherd University and gave a breakdown of which services would be ending by what time frame. Dr. Checkovich mentioned about the Library services, we are looking into an on-line service as well as collaboration with the Martinsburg Library.

Information Technology Transition: Kelly Wright distributed a long list of projects complete, projects in the works and possible future projects. Banner licensing will be a big one. We need to purchase our own license at a cost of about \$30K. There was much discussion about charging a fee for the Web-CT courses, the percentages of how much is on-line, in person classroom participation, whether it was up to the individual teachers. Carol Plautz mentioned that this was not a new fee, but usage of an existing fee. Kelly Wright is asking the board for permission to charge this fee for one course that she is developing called Beginning Computer Skills. Margie ways made that motion. Bill Lucht seconded, and the motion passed unanimously. Jane Peters thanked Kelly for all the hard work in getting all the projects done so well in such a short period of time. Dr. Checkovich added his thanks to Carol, Trudie and Kelly and Leslie and mentioned that we all owe them a debt of gratitude.

Margie Ways made two announcements about the upcoming Career Fair on August 30, and that she, Vicki Jenkins, and Peggy Talley wrote the nomination for the National Tech Prep Exemplary Worksite Award for Quad Graphics. We were one of the three winners in the nation. This will be presented the first of November in Dallas, TX at the National Tech Prep Conference. This is a huge recognition for Blue Ridge.

Bill Lucht asked about a study on what type of students are applying to the CTC to help break the cycle of poverty. Social Service agencies are turning away many high school students who have experienced abuse or poverty. Leslie See mentioned that the new Student Affairs counselor will be able to dig deeper into this situation once she gets established.

Dr. Checkovich thanked Carol Plautz for all her hard work in getting these projects done including writing grants and dealing with the construction plans.

Marie Lorensen asked about the vacancies on the Board and Dr. Checkovich mentioned that two nominations were on the table.

Adjournment: Margie Ways moved, Dave Blythe seconded that the meeting be adjourned at 1:50 pm. A tour of the new A+ and Nursing labs followed.

Respectfully submitted,

Marcyanna Millet
Recording Secretary