

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

*September 6, 2006, 12:00 noon
Berkeley County Commission Chambers*

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

Guests: Diana Bell, Tina Combs, Lisa Dall'Olio, Trudie Holder, Ed Magee, Marcyanna Millet, Michael Myers, Carol Plautz, Lan Reel, Leslie See, Ann Shipway, Kevin "Kip" Thomas, Kelly Wright

Call to order: Jane Peters called the meeting to order at 12:25 p.m.

Approval of Minutes: Margie Ways moved to accept the minutes. Dave Blythe seconded, and the July meeting minutes were approved unanimously.

President's Report:

- A. Media coverage – President Checkovich distributed a handout profiling the media coverage this month, including the Career Fair that was held in conjunction with the Berkeley County Chamber of Commerce. Dr. Checkovich also praised Dr. Carol Plautz for her efforts in the ribbon cutting ceremony for the new Nursing and EMS skills lab.
- B. Chancellor Skidmore visited and went to the graduation ceremony at Charles Town Races & Slots for the Leadership Development Training program.
- C. Dr. Checkovich distributed a System Legislative Package outlining Peer Equity funding and other WV budget issues.
- D. Dr. Checkovich introduced new staff including Lan Reel, Comptroller; Michael Byers, Network Administrator; and Kip Thomas, faculty.

Workforce Development: Ann Shipway introduced Tina Combs, President of the Berkeley County Chamber of Commerce, who reported on the Career Fair. Tina indicated that the career fair was very successful with 37 businesses registered. Approximately 200 people attended the career fair. The survey feedback from vendors was very positive. A wide range of vendors from entry level to higher positions was available. The Chamber of Commerce office received many calls regarding directions to Blue Ridge CTC. They are considering expanding the fair next year if BRCTC would be agreeable. Dr. Checkovich approved that the fair be held at the college. Ann Shipway thanked all the faculty and staff who helped in various ways. She mentioned that the focus now will be increasing 3rd party registrations. She has visited over 20 different companies and has received over 600 registration forms.

Academic Report: Dr. Billie Unger introduced Kevin "Kip" Thomas who presented a report on the next step for on-line courses – podcasting. Students can use MP3 players or Ipods to download class sessions. Mr. Thomas reported that podcasting has the potential to reduce attrition and enhance courses. Some of the equipment necessary for the college to deliver podcasting is already in place. By Spring of 2007, the Sociology 203 course could potentially serve 50 students.

Mr. Thomas fielded several questions from the Board and indicated that the media involved is reusable and can be placed on CDs. Jane Peters said she was very excited about this proposal. She mentioned that the Faculty and Staff Orientation Dinner was very nice and encouraged everyone on the Board to attend next year.

Enrollment Report: Leslie See explained that the fall numbers were “fantastic.” The unofficial numbers at this point indicated that the number of degree-seeking students is up by 26%. Although she expects some fluctuation over the next several weeks, our headcount and FTE projections indicate that we are well above last fall’s totals. She invited anyone who was interested to be part of the group for the Annual Day of Caring and mentioned that her staff will be in and out that day. Jane Peters thanked Leslie for her thorough report.

Financial Report: Trudie Holder reported that the increase in enrollment numbers means an increase in the tuition and fees collected. She presented 3 different percentage scenarios for pay raises for faculty and staff for the Board to consider. Dr. Holder explained that the institution has policies in place for distribution of salary increases for faculty, classified staff and nonclassified staff. Dr. Holder and Dr. Checkovich explained the Mercer scale to the Board. Dr. Holder also explained that a number of students are on a 60 percent/40 percent payment plan. Final payments from those students should be received by October 3, 2006. Trudie thanked Ed Magee for his efforts.

The Board went into executive session at 1:15 pm with a general recall at 1:55 pm.

Margie Ways moved that Al Britton be recommended to the legislature for membership on the Board. Dave Blythe seconded, and the vote was unanimously approved.

Marie Lorensen moved that Wesley Reed be recommended to the legislature for membership on the Board. Taylor Perry seconded, and the vote was unanimously approved.

Adjournment: Marie Lorensen moved, Margie Ways seconded that the meeting be adjourned at 2:05 pm.

Respectfully submitted,

Marcyanna Millet
Recording Secretary