

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

*May 6, 2008, noon
Blue Ridge CTC Technology Center
5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

Present: Dr. Peter Checkovich, Dave Blythe, Al Britton, Tina Combs, Maria Lorensen, Bill Lucht, Brittany Lynch, Teresa McCabe, Dr. Taylor Perry, Jim Rodgers, and Margie Ways.

Guests: Sandra Baker, Kenneth Barton, Jr., Ronald Cook, Dr. Trudie Holder, Carla Jones, Kimberly Lineberg, James McDougle, Craig Miller, Ellen Moore, Kerri Namolik, Dr. George Perry, Ann Price, Kevin Remsburg, Megan Scott, Dr. Ann Shipway, Sandra Sponaule, Dan Steerman, Pam Stevens, Beth Thomas, Matthew Umstead, Dr. Billie Unger, and Steve Weiss.

Call to Order: Maria Lorensen, Co-chair, called the April 2009 meeting to order at 12:28 p.m.

Approval of the April 2009 minutes: Teresa McCabe moved, and Margie Ways seconded and the April 2009 minutes were unanimously approved.

Graduation Update:

The graduation ceremony will be Friday, May 22, 2009 at 7:00 p.m. at Musselman High School. Each Board member was given an invitation.

President's Report:

President Checkovich presented a plaque to Kevin Remsburg as he was one of fifty finalists for the Coca-Cola National Foundation Scholars. Mr. Remsburg is also on the PTK USA All American Team. He was commended by President Checkovich and the Blue Ridge CTC Board.

Ms. Ellen Moore was introduced as she will be serving as the Blue Ridge CTC representative for the Advisory Council for Classified Employees. Ms. Moore stated that there was no report, other than commenting that there is disappointment regarding the personnel study not going through.

The state Compact was presented to the Board. It was noted that Blue Ridge CTC holds a rating of excellent.

President Checkovich spoke about the upcoming presentation with Rick Grandanetti on May 12, 2009 at the Clarion Hotel in Shepherdstown.

In the Media Report:

President Checkovich presented the following:

- An article from *USA Today* congratulating the 2009 Coca-Cola All-State Academic Teams. Blue Ridge CTC student, Kevin Remsburg, is a Silver Scholar.
- An article from *The Journal* about the recent visit of the United States Secretary of Education, Arne Duncan.
- An article from *The Herald-Mail* about the recent visit of the United States Secretary of Education, Arne Duncan.
- The 2009 Design an Ad campaign from *The Journal*, in which Blue Ridge CTC participated.
- A photograph from *The Journal* of the Blue Ridge CTC Spring Jam.
- An advertisement from *The Journal* for the Homeland and Cyber Security Program.
- An article from *The Journal* about Jane Peters and The Jefferson County Development Authority.
- An article from the *Loudoun Times* about Nursing Program graduate, Todd Rockwell.
- An advertisement from *The Journal* for the Electric Distribution Engineering Technology Program open house, which was held on April 11, 2009.
- An advertisement and an article from *The Journal* about the Career Fair hosted by Blue Ridge CTC on April 23, 2009. Twenty-four employers and 500 participants attended.
- Advertisements and articles from *The Journal* and *The State Journal* about the WV Book Faire, which was hosted by Blue Ridge CTC on April 17, 2009 and April 18, 2009.
- An article from *The Herald Mail* about the Master Chef courses that Chef Steve Weiss is teaching.
- Articles about the Tourism Symposium from the *B2B Outlook*, *The Journal*, and *The Spirit of Jefferson*.
- An article from *The Journal* about the ceremony held for the Vizzi Award winners.
- An article from *The Journal* about the planned expansion at the Blue Ridge CTC Technology Center.
- An article from *The Herald-Mail* about Blue Ridge CTC student, Darrell Cox, an Iraqi war veteran who is now a police officer.
- An article from *The Journal* about Blue Ridge CTC expanding its facilities.
- An article from *The Journal* about the play, *Many Mansions*, which was written and produced by Jim Ralston, a professor at Blue Ridge CTC.

- An article from *The Journal* about the local chapter of the American Culinary Federation, of which Chef Steve Weiss is a member.
- An article in the *B2B Outlook* and *The Journal* about the three recently accredited off-site locations, Charles Town Races and Slots, Quad Graphics, and the Blue Ridge CTC Technology Center.
- An article from *The Journal* about the new Blue Ridge CTC vehicle.

Tuition Waiver Policy:

The Tuition Waiver Policy was presented in March 2009 for the Board to review and for a 30-day comment period.

Jim Rodgers moved and David Blythe seconded that the Tuition Waiver Policy be accepted. Motion passed unanimously.

Travel Policy:

The Travel Policy was presented in March 2009 for the Board to review and for a 30-day comment period.

Teresa McCabe moved and Tina Combs seconded that the Tuition Waiver Policy be accepted. Motion passed unanimously.

Finance Report:

Ann Price introduced Kimberly Lineberg, the new accountant in Finance that will specialize in grants.

Ann Price presented draft financial statements for the month of April 2009. At the time of the meeting, all April expenses are not accounted for, so the numbers on the financial statements may change.

Regarding the approved 3.5% cost of living increase for employees, Dr. Checkovich explained that some of the justifications are as follow:

- An increase of 500 in FTE.
- The student headcount has grown by 64%.
- The school is located in a high cost area with high mobility.

Ann Price reported that, per the state office, Blue Ridge CTC must prepare for a 5% budget cut. In addition, there will be no new positions.

Program Reviews:

Information on the Paralegal Program, the Board of Governors Program and the Technical Studies Program was presented last month. Information on the Nursing Program and the Safety Technology Program was presented today. The recommendation for all programs is to continue.

Bill Lucht moved and David Blythe seconded and the program reviews were approved. Motion passed unanimously.

Executive Session:

Taylor Perry moved and Teresa McCabe seconded that, pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board move into executive session, for the purpose of discussing personnel issues and real estate, at 1:12 p.m. Motion passed unanimously.

Bill Lucht moved and Teresa McCabe seconded and the board moved out of executive session at 1:42 p.m. Motion passed unanimously.

Teresa McCabe moved, and Tina Combs seconded that the meeting be adjourned at 1:43 p.m. Motion passed unanimously.

Respectfully submitted,

Megan Scott