

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*November 7, 2012, 11:30 a.m.*  
*Blue Ridge Community and Technical College*  
*13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

*In attendance:* Al Britton, Dr. Peter Checkovich, Tina Combs, Jeanne Cunningham, Becky Linton, Bill Lucht, Teresa McCabe, Jane Peters, Jim Rodgers, Richard Snyder, and Keith Unger.

*Guests:* Michael Byers, Brett Caffarelli, Sherri Janelle, Kimberly Lineberg, Megan Michael, Craig Miller, Dr. George Perry, Betty Rini, Justin Ruble, Leslie See, and Dr. Ann Shipway.

*Call to order:* Tina Combs, Chair, called the November 2012 meeting to order at 11:59 a.m.

*Approval of the September 2012 minutes:* Teresa McCabe moved; Bill Lucht seconded, and the September 2012 minutes were unanimously approved.

*President's Report:*

- President Checkovich announced that the Bruin Cafe is now open and serving delicious meals.
- President Checkovich reviewed many articles and advertisements for his *In the Media* report.
- The Executive Staff presented President Checkovich with a certificate of appreciation from the Governor's office for 25 years of employment with the State of West Virginia.

*Finance Report:*

Kimberly Lineberg reported that the audit is complete and Dennis Juran, the auditor in charge, will join the meeting in December 2012 to make a report. The result was a clean audit, with no findings.

Brett Caffarelli introduced the WVCTCS On-line program. This is a statewide initiative to offer system wide online courses. With this, in addition to the tuition charged for the course, there will be a course fee of \$135.00, which includes the text book and the support required for the course. Different ideas are being discussed regarding the fee. Additional work is needed and the project is on hold for now.

*Foundation Report:* Sherri Janelle reported on the Foundation and key points included:

- To date, the total revenue generated by the Foundation is \$94,278.87.
- The first Foundation fund raiser event will be on Friday, November 30th, from 5:30 pm - 7:30 pm, at the Headquarters building.

- Foundation plans for the future include an endowed scholarship fund, a scholarship dinner, and an alumni and founding event.
- A donor has made a donation to the Foundation to provide a Thanksgiving lunch to all faculty, staff, and students on Thursday, November 15th. The only request of the donor is that those who participate make a small donation to the student scholarship fund.

*Workforce Development:* Dr. Ann Shipway reviewed information about 37 different grants the College received from 2009 – 2012. In addition to the 37 grants already received, Dr. Shipway will be submitting applications for three additional grants to the WVCTCS office in Charleston very soon.

*IT Update:* Mike Byers spoke about the security cameras and the access control systems. The system will include 27 security cameras and access control on certain doors with a swipe card.

*HR Update:* Justin Ruble distributed and reviewed the current Human Resources Newsletter.

*Enrollment Management Report:* Leslie See reported on the fall 2012 enrollment. The total head count is 4359.

In addition, Leslie See announced that the College will be having a financial aid and human resources audit next week. Ongoing, this will be an annual audit.

The meeting was adjourned at 12:50 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary