

Blue Ridge Community and Technical College
Board of Governors Meeting
April 2, 2014, 11:30 a.m.
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Dr. Peter Checkovich, Al Britton, Dawn Lewis, Becky Linton, Maria Lorensen, Teresa McCabe, Teresa Noll, Dr. Taylor Perry, Jane Peters, Jim Rodgers, Patti Sherwood, and Keith Unger.

Guests: Mike Byers, Jennifer Jordan, Kimberly Lineberg, Megan Michael, Dr. George Perry, Justin Ruble, Dr. Ann Shipway, and Pamela Stevens.

Call to order: Teresa McCabe, Chair, called the April 2, 2014 meeting to order at 12:01 p.m.

Approval of the March 2014 minutes: Jim Rodgers moved; Becky Linton seconded, and the March 2014 minutes were unanimously approved.

President's Report:

- President Checkovich reported that the Institutional Actions Council (IAC) of the Higher Learning Commission (HLC) has approved all programs for distance delivery/online education.
- President Checkovich reported on the Complete College America Board training held in Charleston last week. He also reviewed the Complete College America plan for Blue Ridge CTC.
- President Checkovich announced that there are 11 employees attending the HLC conference this year. The College's next accreditation visit will be in fall of 2015 or the spring of 2016.
- President Checkovich announced that the College had a visitor from the Siemen's Corporation of Germany this week. Blue Ridge CTC is a registered Siemen's training center, as Alan Zube and David Teets are certified trainers.
- President Checkovich announced that the West Virginia Community and Technical College System President's meeting and Council meeting will be held at Blue Ridge CTC later this month.
- President Checkovich reported that the Blue Ridge CTC play, the Book Faire, and the chocolate festival will all take place this month.
- President Checkovich reported that Blue Ridge CTC will be hosting a career fair on April 10, 2014. There will be over 40 employers attending.
- President Checkovich reviewed many articles and advertisements during his *In the Media* report.

Compact/Strategic Plan Report:

Dr. Ann Shipway presented and reviewed the Compact, which is the College's strategic plan.

During her presentation, Dr. Shipway explained how the budgeting process and the Compact/Strategic Plan work together. The Compact is currently in the planning stage and will be completed later this month.

Finance Report:

Kimberly Lineberg presented and reviewed the proposed 2015 budget, noting that funds have been set aside by the Governor for employee pay increases. As a result of this, a salary increase of two percent was proposed for faculty and staff. Classified staff will receive the greater of the two percent increase or the step increase. Employees hired after January 1st, 2014 will receive a one percent salary increase.

Becky Linton made a motion that the salary increase for employees be approved as presented by Kimberly Lineberg; Dr. Taylor Perry seconded, and the motion passed unanimously, with Teresa Noll and Patti Sherwood abstaining.

Keith Unger made a motion that the FY 2015 budget be approved as presented by Kimberly Lineberg; Jane Peters seconded, and the motion passed unanimously.

The *Debt Collection – Student Accounts Receivable Rule* draft was presented during the March 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made. The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Jim Rodgers made a motion that the *Debt Collection – Student Accounts Receivable Rule* be approved, subject to the provision above; Keith Unger seconded, and the motion passed unanimously.

Kimberly Lineberg presented the amended *Assessment, Payment, and Refund of Fees Rule*. This amendment is necessary to reflect changes implemented by the Higher Education Policy Commission. It extends the refund period and removes a provision that was specific to first time student refunds. In addition, the statement that students are charged for taking courses at a location other than the headquarters building has been removed. This amended rule will be made public for a 30 day comment period.

Jane Peters made a motion that the amended *Assessment, Payment, and Refund of Fees Rule* be posted for the 30-day comment period; Becky seconded, and the motion passed unanimously.

Rule Making:

The amended *Drug-Free Workplace and Drugs and Alcohol on Campus Rule* draft was presented during the March 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made.

The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Al Britton made a motion that the amendment of the *Drug-Free Workplace and Drugs and Alcohol on Campus Rule* be approved, subject to the provision above; Becky Linton seconded, and the motion passed unanimously.

The amended *Students Rights and Responsibilities Rule* draft and updates to the student handbook were presented during the March 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made. The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Jim Rodgers made a motion that the amendment of the *Students Rights and Responsibilities Rule* and the update to the student handbook be approved, subject to the provision above; Keith Unger seconded, and the motion passed unanimously.

The amended *Graduation Requirement – Grade Point Average for Associates Degrees* draft was presented during the March 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made. The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Al Britton made a motion that the amendment of the *Graduation Requirement – Grade Point Average for Associates Degrees* be approved, subject to the provision above; Becky Linton seconded, and the motion passed unanimously.

Executive Session:

Pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board moved into executive session for the purpose of discussing personnel matters, at 12:50 p.m. Motion passed unanimously. The Board agreed to exit the Executive Session at 1:03 p.m.

Al Britton made a motion to renew President Checkovich's contract for an additional year, and to increase Presidential compensation by two percent; Jim Rodgers seconded, and the motion passed unanimously, with Patti Sherwood and Teresa Noll abstaining.

The meeting was adjourned at 1:06 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary