

Blue Ridge Community and Technical College
Board of Governors Meeting
December 3, 2014, 12:00 p.m.
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Al Britton, Dr. Peter Checkovich, Stephanie Harvey, Becky Linton, Teresa McCabe, Heather McIntyre, Cassi Reynolds, Patti Sherwood, and Bill Stubblefield.

Guests: Mike Byers, Tiffany Hine, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Jenn Jordan, Dr. George Perry, Leslie See, and Dr. Ann Shipway.

Call to order: Teresa McCabe, Chair, called the December 2014 meeting to order at 12:19 p.m.

Approval of the November 2014 minutes: Becky Linton made a motion to approve the November 2014 Board meeting minutes; Stephanie Harvey seconded, and the motion was approved unanimously.

President's Report:

President Checkovich reported that the College has received the prestigious honor of being named the *2014 Best Large Business of the Year* by the Martinsburg-Berkeley County Chamber of Commerce.

President Checkovich reported that Community College Weekly has identified Blue Ridge CTC as one of the top three fastest growing colleges in the United States. The official publication will be released on Monday, December 8, 2014.

President Checkovich reported that the Board will have an orientation session on Wednesday, January 7th, 2015 at the Headquarters building.

President Checkovich spoke about the upcoming 2014 *Merry and Bright* event, and mentioned that sponsorship funds have exceeded the 2013 level.

Jennifer Jordan provided the *In the Media* report and reviewed many articles and advertisements pertaining to Blue Ridge CTC.

Non-classified Ratio Exception Proposal: Kimberly Lineberg presented the Non-classified Ratio Exception proposal. The current ratio is limited to 20% non-classified versus classified; however, the West Virginia Code does allow this percentage to be increased to 25% with Blue Ridge CTC Board approval and West Virginia Community and Technical College Council approval. Raising the ratio to 25% at Blue Ridge CTC would allow for three additional non-classified positions.

Bill Stubblefield made a motion to approve the non-classified percentage increase to 25%, as set forth in the West Virginia State Code; Becky Linton seconded, and the motion passed unanimously.

Workforce Development Report:

Dr. Ann Shipway reviewed Series 12 with the Board, noting that this series focuses on efficient use of space, facilities maintenance plans, and appropriate costs for maintaining facilities. Series 12 also mandates that all colleges have a campus development plan that is approved by the Board. The plan includes the plan itself, the master plan/Compact, which is the College's strategic plan, and the campus development plan objectives.

Dr. Shipway also reviewed the facility requests from all higher education institutions across the State of West Virginia. Blue Ridge CTC has requested funding for a STEM building to be placed on the Headquarters property.

Dr. Shipway spoke about additional space that the College is considering at the Tech Center. This space will house multiple new programs.

Finance Report:

Kimberly Lineberg reported that the College must obtain an education bond for online learning for students residing in the State of Maryland. This bond is a requirement of the Maryland Higher Education Commission and will permit students from the State of Maryland to enroll in 100% online programs at Blue Ridge CTC. The Board decided further discussion is needed and did not take action on this.

Information on the State Authorization Reciprocity Agreement (SARA) was presented to the Board. If the College becomes a member of SARA, it will not have to apply to other states that are enrolled in SARA when students residing in the specific state enroll in Blue Ridge CTC programs that are 100% online. There will be an annual fee for this in the amount of \$2,000.00 payable to SARA. In addition, there will be a onetime \$500.00 fee payable to the West Virginia Higher Education Policy Commission.

Kimberly Lineberg presented and reviewed the financial statements as of September 30, 2014.

Enrollment Report: Leslie See provided an overview of the Enrollment Management division to the Board. She also reviewed enrollment trends, beginning with enrollment of 1716 in 2005 and ending with enrollment of 5528 in 2014. Leslie reviewed the 2015 enrollment goals.

Executive Session: An Executive Session was not held.

The meeting was adjourned at 1:43 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary