

Blue Ridge Community and Technical College
Board of Governors Meeting
September 5, 2012, 11:30 a.m.
Blue Ridge CTC Technology Center
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Al Britton, Dr. Peter Checkovich, Tina Combs, Jeanne Cunningham, Maria Lorensen, Bill Lucht, Teresa McCabe, Jane Peters, Richard Snyder, and Keith Unger.

Guests: Karen Baker-Mineo, Chuck Basa, Norwood Bentley, Laura Busey, Mike Byers, Lara Cramer, Anthony Early, Dustin Force, Tyray Georke, Michelle Horst, Cynthia Hull, Jennifer Jordan, Kimberly Lineberg, Blaine McVicker, Dr. George Perry, Megan Michael, John Reisenweber, Betty Rini, Justin Ruble, Leslie See, Dr. Ann Shipway, Pam Stevens, Steven Weiss, and Alan Zube.

Call to order: Tina Combs, Chair, called the September 2012 meeting to order at 12:03 p.m.

Approval of the June 2012 minutes: Bill Lucht moved; Maria Lorensen seconded, and the June 2012 minutes were unanimously approved.

Officer Nominations: Al Britton made motion that Tina Combs be elected chair of the Board and Teresa McCabe be elected vice-chair, Maria seconded, and the motion passed unanimously.

Student Recognition:

Chef Steve Weiss recognized current Culinary Arts student Dustin Force, who was awarded \$3,500.00 in scholarship funds from the West Virginia Hospitality and Tourism Association and the National Restaurant Association.

Anthony Early recognized the following students who completed in and placed in the Skills USA competition:

- Karen Baker - 9th Place, Technical Computer Applications
- Kerry "Tyray" Georke – 15th Place, Culinary Arts

President's Report:

- Route 45/Storm Water: Blaine McVicker joined the meeting and explained the College's plans to manage the storm water drainage.
- President Checkovich reviewed the approval letter received from the HLC for the change in location.
- President Checkovich reviewed many articles and advertisements for his *In the Media* report.

- Justin Ruble presented a tobacco free campus plan. If the plan is approved comments will be welcome and smoking cessation programs will be offered. This was discussed at length and it was decided that further research is needed. The issue will be tabled for now.
- President Checkovich presented the following Blue Ridge CTC Administrative Procedures:
 - Pets in the Workplace: with the exception of service animals, pets will not be allowed at any time.
 - Minors in the Workplace: in an emergency situation, and if an employee receives prior approval, he or she may bring his or her child to work, but the child must be accompanied by a parent at all times.
- President Checkovich discussed background checks and drug-screening at Blue Ridge CTC. Background checks are routinely performed on full-time employees at the start of employment or when an employee moves into a new position. Drug screenings will be performed when there is reasonable suspicion and post-accident.

Finance Report:

Kimberly Lineberg, CFO, presented the financial information for fiscal year 2013. Kimberly also discussed the possible 7.5% budget cut and the effects it would have on Blue Ridge CTC. There will be many financial concerns if the budget cut is approved.

Workforce Development Report:

Dr. Ann Shipway spoke about the new Mechatronics program. After a yearlong study of the local labor market, the program was developed, and it is currently offered as an AAS degree and as a certificate program. There are thirteen students currently enrolled in this program. Due to the program's success, Blue Ridge CTC was asked to present on the Mechatronics program at the upcoming statewide Workforce Development meeting.

Alan Zube is working closely with many employers, including, but not limited to, Ecolab, Essroc, and Quad Graphics. In addition, Mr. Zube will be offering a manufacturing process class at Berkeley Springs High School.

Enrollment Report:

Leslie See reported on summer 2012 and fall 2012 enrollment. Due to new federal regulations regarding financial aid, headcount is slightly lower than expected. However, the FTE goal has increased since last fall.

Executive Session: Teresa McCabe moved, Maria Lorensen seconded, and the Board moved into Executive Session at 1:18 pm.

Adjournment: The Board agreed to exit Executive Session and no motions were made.

The meeting was adjourned at 1:35 p.m.

Respectfully Submitted,
Megan Michael, Recording Secretary