

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*May 7, 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, Maria Lorensen, Teresa McCabe, Teresa Noll, Jim Rodgers, Patti Sherwood, and Keith Unger.

*Guests:* Jennifer Jordan, Chrystal McDonald, Megan Michael, Dr. Craig Miller, Ashley Mitchell, Dr. George Perry, Justin Ruble, Michelle Sheely, Dr. Ann Shipway, and Anthony Warthen.

*Call to order:* Teresa McCabe, Chair, called the May 2014 meeting to order at 12:08 p.m.

*Approval of the April 2014 minutes:* Keith Unger moved; Teresa Noll seconded, and the April 2014 minutes were unanimously approved.

*President's Report:*

- President Checkovich welcomed current student Anthony Warthen to the Board meeting. Mr. Warthen will be graduating in May 2014 with a Board of Governors A.A.S. degree.
- Teresa McCabe introduced Ashley Mitchell, a current college student who is job shadowing her at the hospital.
- President Checkovich announced that the Physical Therapy Assistant A.A.S. program was recently accredited for ten years; and he congratulated Dr. Chrystal McDonald and Michelle Sheely on this accomplishment.
- President Checkovich reviewed many articles and advertisements during his *In the Media* report.

*Workforce Development Report:*

- Dr. Ann Shipway reported that Chancellor Skidmore is hosting a Best Practices training later this month, and the focus will be on workforce development and block scheduling. A team from Blue Ridge CTC will be attending.
- Dr. Ann Shipway reported on the Bridging the Gap grant project and the new positions associated with the grant.
- Dr. Ann Shipway reported that Alan Zube and David Teets have been actively working to obtain their Siemen's training certifications. They obtained the level one training certification last summer, and they will travel to Berlin, Germany this summer to obtain the level two training certification. After this is obtained, Blue Ridge CTC will be the first community and technical college in the State permitted to offer and deliver Siemen's training.
- Dr. Checkovich reported that faculty qualifications are being reviewed by the Higher Learning Commission. Faculty are eligible to teach transfer courses if they have academic credentials; and they are eligible to teach occupational courses if they have tested experience.

- Dr. Checkovich reported on the West Virginia Community and Technical College System meetings that were held at Blue Ridge CTC in late April. The meetings went well and many compliments were received.

*Finance Report:*

Dr. Peter Checkovich reported that part-time employees who were hired prior to January 1, 2014, as well as full-time employees, will receive a two percent pay increase. Part-time employees hired after January 1, 2014 will receive a one percent pay increase.

The employee pay increases for the Bridging the Gap grant project are built into the grant. These employees will receive a three percent pay increase if they were hired prior to January 1, 2014.

*Program Reviews:*

Dr. George Perry presented program reviews for the following programs:

- Homeland Security
- Organizational Leadership

Jim Rodgers made a motion that the program reviews be approved and forwarded to the West Virginia Community and Technical College System; Al Britton seconded, and the motion passed unanimously.

*Rule Making:*

The amended *Assessment, Payment, and Refund of Fees* rule draft was presented during the April 2014 Board meeting, and the rule was made public for a 30 day comment period. No comments were received during the 30 day comment period, which expired on May 1, 2014, and no changes have been made.

Al Britton made a motion that the *Assessment, Payment, and Refund of Fees* rule be approved; Maria Lorensen seconded, and the motion passed unanimously.

Justin Ruble presented the *Powers and Duties of the Board and President* rule draft, and requested that the rule be made public for a 30 day comment period. The primary purpose of this rule is to set forth the powers of the Board and the President.

Maria Lorensen made a motion that the *Powers and Duties of the Board and President* rule be approved for a 30 day comment period; Keith Unger seconded, and the motion passed unanimously.

*Executive Session:*

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Maria Lorensen made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 12:49 p.m.; Teresa Noll seconded, and the motion passed unanimously. The Board agreed to exit the Executive Session at 1:02 p.m.

Al Britton made a motion to approve a one-time, deferred compensation discretionary institution contribution for FY 2015 in the amount of \$7,500.00, for the President; Keith Unger seconded, and the motion passed unanimously, with Patti Sherwood and Teresa Noll abstaining.

The meeting was adjourned at 1:04 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary