

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*February 4, 2015, 11:30 am*  
*Blue Ridge Community and Technical College Technology Center*  
*5550 Winchester Avenue, Martinsburg, West Virginia, 25405*

*In attendance:* Al Britton, Dr. Peter Checkovich, Stephanie Harvey, Becky Linton, Teresa McCabe, Heather McIntyre, Teresa Noll, Cassi Reynolds, Patti Sherwood, Bill Stubblefield, Keith Unger, and Chuck Basa joined via phone.

*Guests:* Mike Byers, Jenn Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Keith Novak, Dr. George Perry, Justin Ruble, Dr. Ann Shipway, Pam Stevens, and Chef Steve Weiss.

*Call to order:*

Teresa McCabe, Chair, called the February 2015 meeting to order at 12:04 p.m.

*Audit Report:*

Keith Novak, CPA, of Clifton, Allen, and Larson, joined the meeting to present the FY14 audit report for Blue Ridge CTC. An unqualified opinion was issued.

The depreciation of buildings line item was discussed, as this line item makes it appear that Blue Ridge CTC has less funds. The depreciation expense is included to document the actual cost to operate the College.

*Approval of the December 2014 minutes:*

Bill Stubblefield made a motion to approve the December 2014 Board meeting minutes; Stephanie Harvey seconded, and the motion was approved unanimously.

*President's Report:*

President Checkovich reported on the West Virginia Community and Technical College System (WVCTCS) meetings he recently attended. During the meetings, Blue Ridge CTC was approved to move the to the 25% level of non-classified positions versus classified positions. In addition, it was announced that Chancellor Skidmore will be resigning effective June 30, 2015. President Checkovich will be on the selection committee for the new chancellor.

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

*Workforce Development Report:*

Dr. Ann Shipway announced that the Blue Ridge CTC Culinary Arts Academy will be offering a Junior Chef Camp during the summer for ages ten and up. A Robotics Junior Camp will also be offered.

Blue Ridge CTC and First Energy are planning to partner to create a Power Systems Institute (PSI) and the agreement for the First Energy PSI will be signed on Thursday, February 12, 2015 at 10:00 am. The PSI degree will be an AAS in Electric Utility Technology. With this program, 12 credit hours will be awarded for courses taught by First Energy, which is less than 25% of the degree program. This program is for future First Energy employees only. The program is a tuition reimbursement program with First Energy, after all other financial aid is applied. First Energy will be involved in screening the students, in partnership with Blue Ridge CTC. Blue Ridge CTC will control the enrollment.

The College will continue the Associate of Applied Science Electric Distribution Engineering Technology degree program as well. This program is a comprehensive program with many career choices. It is also more flexible with scheduling.

Dr. Shipway spoke about two Technical Program grants that were recently approved: one for a Certificate in Robotics and one for a Certificate in Instrumentation Process Control. The Instrumentation Process Control lab will be placed at the Tech Center.

Dr. Shipway spoke about the *Med Chefs* partnership with the WVU-H School of Medicine. With this partnership, medical students are trained on nutrition and healthy meal preparation. She introduced Chef Steve Weiss who reviewed the program in detail, stating that the goal of the program is to help physicians counsel patients on healthy eating, and to try to combat ailments with eating habits.

#### *Finance Report:*

Kimberly Lineberg presented and reviewed the Statement of Revenues, Expenses and Changes in Net Position and the Statement of Net Position as of December 31, 2014. The financial ratios were also reviewed.

Kimberly Lineberg presented a budget amendment that would allow prior year fees and current year fees to be utilized.

#### *Enrollment Report:*

Dr. Craig Miller reported on the preliminary spring 2015 enrollment of the College, reporting that all level one goals have been met. Dr. Miller also reviewed head count, credit hour, and credit FTE.

#### *Senate Bill 330 Overview:*

Justin Ruble provided an overview on Senate Bill 330, which is legislation related to human resources that was created to form a uniform employment system across the State of West Virginia.

Senate Bill 330 created a position of Vice-chancellor for Human Resources at the State level, it addressed personnel reporting, it allowed institutions to pay classified staff employees above the existing scale, and it defined the classification and compensation system.

*Executive Session:*

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Heather McIntyre made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 1:41 pm; Becky Linton seconded, and the motion passed unanimously. The Board agreed to exit the Executive Session at 1:48 pm. No motions or decisions were made the Executive Session.

The meeting was adjourned at 1:49 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary