

**Blue Ridge Community and Technical College
Board of Governors Meeting**

March 4, 2015, 11:30 am

*Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

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

Guests: Mike Byers, Jenn Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, and Dr. Ann Shipway.

Call to order: Teresa McCabe, Chair, called the March 2015 meeting to order at 12:01 p.m.

Approval of the February 2015 minutes:

Keith Unger made a motion to approve the February 2015 Board meeting minutes; Bill Stubblefield seconded, and the motion was approved unanimously.

President's Report:

President Checkovich announced that classes will begin in the fall for the First Energy Power Systems Institute (PSI) partnership. The first recruitment fair is scheduled for March 28, 2015.

President Checkovich reported that Proctor and Gamble will establish a facility in Berkeley County. The College is looking forward to connecting with Proctor and Gamble to determine their training needs. Grant funding will be available for this training.

President Checkovich reported that the College is in the process of developing a ten year Facilities Master Plan. Bastian and Harris Architects will be assisting with this and the plan will be presented during the May 2015 meeting.

President Checkovich reported that the Tech Center expansion project will be presented during the April 2015 meeting.

President Checkovich reviewed the current West Virginia House Bill and West Virginia Senate Bill information which was received from the West Virginia Higher Education Policy Commission.

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

Workforce Development Report:

Dr. Ann Shipway updated the Board on the Heroes for Hire grant. The College has hired a program coordinator for the Chemical Operator Technician program, which is part of the grant. In addition, the draft curriculum is in the process of being developed.

The College received a request from the Berkeley County Board of Education to partner with them and create an Integrated Production Technology Career Pathway program. Blue Ridge CTC has developed a proposal and budget. The proposal contains four courses and has been reviewed by the West Virginia Community and Technical College System (WVCTCS) Chancellor. This initiative will require some training for the faculty members involved and the WVCTCS will assist the College with the travel expenses. A meeting with the Berkeley County Superintendent of Schools will take place later this month to discuss this project. If the proposal is accepted, additional funding will be needed for this program.

A technical program grant proposal will be submitted this week to the WVCTCS for a Renewal Energy Certificate program. The College should know in April 2015 if the grant is approved.

Alan Zube and the Mechatronics Faculty have made application to the NASA West Virginia Space Grant Consortium for review of the following courses: Instrumentation I, Instrumentation II, Robotics I, Robotics II, Solar Thermal Energy, and Renewable Energy Technology. In addition, Alan Zube has applied to participate in a faculty fellowship this summer with NASA.

Finance Report:

Kimberly Lineberg presented the *Rule 17.1 Record Retention* draft, which establishes guidelines and timelines on keeping College records. She requested that the rule be made public for a 30 day comment period. Bill Stubblefield mentioned using off site or electronic storage. This was discussed at length and is under consideration.

Al Britton made a motion that *Rule 17.1 Record Retention* be approved for a 30 day comment period; Teresa Noll seconded, and the motion passed unanimously.

Kimberly Lineberg reviewed the schedule of proposed tuition and fee rates for the fall 2015 semester. The College is utilizing a three year planning model to plan for tuition and fee increases. Currently, the total tuition and fee charge is \$143.00 per credit hour. However, this rate must be increased to meet the financial needs of the College and a 4.9% increase will be requested at the April 2015 meeting. The 4.9% increase would include a raise in the operations fee to \$131.00 per hour, a raise in the technology fee to \$10.00 per hour, and a reduction in the current capital fee to \$9.00 per hour. Resulting in a \$150.00 total tuition and fee charge per hour. This will work well for the College as long as the State allocation is not decreased.

The tuition rates throughout the State of West Virginia were discussed and further discussion will occur during the April 2015 meeting. A chart comparing the tuition and fees of Blue Ridge CTC and other local colleges will be presented as well.

The meeting was adjourned at 12:58 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary