

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

June 3, 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, Dr. Bill Stubblefield, and Keith Unger.

Guests: Mike Byers, Kathy Cox, Jenn Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Gary Rothstein, Justin Ruble, Leslie See, Dr. Ann Shipway, and Pam Stevens.

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

Approval of the May 2015 minutes: Stephanie Harvey made a motion to approve the May 2015 Board meeting minutes; Dr. Bill Stubblefield seconded, and the motion was approved unanimously.

Election of Officers:

At the May 2015 Board meeting, a committee was formed to recommend the 2015 – 2016 officers of the Board. The committee recommends nominating Keith Unger for Chair of the Board and Stephanie Harvey for Vice-Chair of the Board.

Dr. Bill Stubblefield made a motion that Keith Unger serve as Chair, and Stephanie Harvey serve as Vice-Chair of the Blue Ridge CTC Board of Governors; Al Britton seconded, and the motion passed unanimously.

President's Report:

Dr. Checkovich spoke about the recent graduation ceremony, which went very well. Approximately 190 students walked and over 900 guests were in attendance.

Dr. Checkovich spoke about the recent Bluegrass and BBQ Foundation fundraiser event. Over 160 guests attended and the event was very successful.

Dr. Checkovich thanked retiring Board member Patti Sherwood who served as the faculty representative on the Board from 2013 – 2015. Beginning with the August 2015 Board meeting, Dr. Kathy Cox, Associate Dean of Humanities, will serve as the faculty representative on the Board.

School of Business and Technology Rename:

A recent reorganization and a corresponding rename for the School of Business and Technology were discussed during the May 2015 Board meeting. With the Board's approval, the School of Business and Technology will be renamed to the School of Professional Studies and University Transfer.

Keith Unger made a motion to rename the School of Business and Information Technology to the School of Professional Studies and University Transfer; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Approval of the 2015-2016 Meeting Schedule: The following 2015-2016 Board meeting schedule was presented to the Board for review:

- August 5, 2015
- September 2, 2015
- October 7, 2015
- November 4, 2015
- December 2, 2015
- February 3, 2016
- March 2, 2016
- April 6, 2016
- May 4, 2016
- June 1, 2016

Stephanie Harvey made a motion to approve the 2015-2016 Board meeting schedule as presented; Al Britton seconded, and the motion passed unanimously.

Workforce Development Report:

Dr. Ann Shipway reported that a fourth Technical Program grant application has been submitted to the West Virginia Community and Technical College System (WVCTCS) for an Agribusiness Certificate program. This application has been approved by the WVCTCS grant committee and it will be presented to the WVCTCS Council for approval later this month. The Agribusiness certificate program is one of five new certificate programs that will begin during the spring 2016 semester as a result of grant opportunities. The other four programs are:

1. Instrumentation Process Control certificate
2. Robotics certificate
3. Renewable Energy certificate
4. Chemical Operator Technician certificate.

A new Chemical Technician Lab will be constructed at the Tech Center and it should be complete in September 2015. An Instrumentation and Robotics lab will be constructed as well.

The College is required to submit new certificate programs to the Higher Learning Commission (HLC) for review and approval. All of the five certificate programs mentioned above will be submitted to the HLC.

Dr. Checkovich thanked Dr. Shipway and her team, as they have generated millions of dollars in grant funding for academic programs over the years.

Finance Report:

Kimberly Lineberg presented and reviewed the FY 2016 budget.

Dr. Bill Stubblefield made a motion that the Board approve the FY 2016 budget as presented; Keith Unger seconded, and the motion passed unanimously.

Enrollment Report:

Leslie See reported that the fall 2015 degree seeking enrollment goal is 2300. Applications for admission have increased by 110 students and there is an aggressive continuing student marketing campaign underway. In addition, four open-houses will be held during the summer.

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 12:47 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

The Board agreed to exit the Executive Session at 1:10 p.m.

The meeting was adjourned at 1:11 p.m.

Respectfully Submitted,
Megan Michael, Recording Secretary