

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

October 7, 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, Dr. Kathy Cox, Stephanie Harvey, Teresa McCabe, Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Cassi Reynolds, Dr. Bill Stubblefield, and Keith Unger.

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

Call to order: Keith Unger, Chair, called the October 2015 meeting to order at 12:00 p.m.

Mr. Unger welcomed Dr. Taylor Perry, who was recently reappointed to the Board of Governors.

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

Request: Dr. Bill Stubblefield, who volunteers for Horses with Hearts, explained that this organization is in need of assistance with the installation of permanent lighting. Dr. Stubblefield asked if the Blue Ridge CTC Electric Distribution Engineering Technology (EDET) students could assist with mounting the poles for the lights. Dr. Peter Checkovich and Dr. Ann Shipway approved this request and the EDET students will complete this as a class project. Dr. Stubblefield publicly thanked Dr. Checkovich and Dr. Shipway for the College's contribution to Horses with Hearts.

President's Report:

President Checkovich began his report by announcing that the College is receiving an additional four percent budget cut. This amount is more than what the College expected, as it was instructed to prepare for a three percent budget cut. Dr. Checkovich is concerned that the current budget situation will remain for the foreseeable future. There is a plan to obtain additional support from tuition and fees.

Due to the budget cut, there is concern about the small operation the College has in Morgan County. However, President Checkovich hopes to continue the operation.

President Checkovich reviewed many articles and advertisements for his *In the Media* report, including articles on State funding and articles about Procter and Gamble (P&G). Procter and Gamble recently announced that the College will receive a \$30,000 donation to assist with the cost of training P&G employees.

President Checkovich announced that the College will be developing a Blue Ridge Rocket team that will go to Langley Air Force base to launch a rocket. This is a new part of the Mechatronics program.

President Checkovich spoke about the upcoming Higher Learning Commission (HLC) accreditation visit, which will be October 12 – 14, 2015. A team of five peer reviewers will visit the College for its re-authorization of accreditation.

Dr. Shipway reviewed the visit agenda with the Board and explained that the Assurance Argument is being read and reviewed by the five members of the evaluating team in preparation for the visit. In addition, the HLC surveyed Blue Ridge CTC students as part of the re-authorization of accreditation. The survey was administered in April 2015 and the responses were very good.

After the visit, the team is not permitted to go into detail regarding the results. The College should have the report back in two to three weeks. However, the results are not official until they are voted on by the Institutional Actions Committee of the Higher Learning Commission.

Annual Security Report:

Justin Ruble presented the Annual Security Report for the College, as required by the Cleary Act. The report contains three years' worth of statistics related to certain types of crime on College property or adjacent properties. Local law enforcement agencies provide the information pertaining to the properties adjacent to the College. The information is used in the Cleary survey which is due on October 14, 2015. Each Board member in attendance must confirm that he or she received the report and knows where to report any crimes that may take place at the College.

Dr. Bill Stubblefield mentioned that the topic of firearms is not covered in the Security Report. Mr. Ruble explained that the College has rules and policies in place that pertain to firearms. Leslie See explained that information on firearms is also included in the College's emergency action plan.

Dr. Stubblefield recommended the College having a memorandum of understanding in place with the Sheriff's department, as opposed to having a verbal agreement. Leslie See explained that a memorandum of understand would work well; however, it is not required because the College does not have its own police department.

Dr. Stubblefield discussed the phone number listed in the report as it is the phone number for the Sheriff's administrative office. Dr. Stubblefield recommended listing 911, as opposed to the Sheriff's administrative number.

Series 51/Textbook Affordability Report:

Dr. Craig Miller presented the annual Series 51 report. Dr. Miller reviewed the due dates and requirements related to the report, of which the College has met. Blue Ridge CTC faculty continue to consider textbook costs when deciding on textbooks for classes. Many alternative resources are being considered as well to ensure that students have access to affordable textbooks.

Workforce Development Report:

Dr. Ann Shipway explained that the School of Workforce and Engineering Technologies has been very busy providing corporate training.

The Mechatronics faculty members are currently training Macy's employees on basic electricity and programmable logic controls (PLC). At the completion of this training, the Macy's employees will move onto advanced electricity and PLC. In addition, the Mechatronics program has received a request for a paid internship at Royal Remanufacturing.

Procter and Gamble will be bringing a team to the area in November 2015 to discuss training curriculum and design.

Dr. Shipway reported that the Berkeley County Board of Education and Blue Ridge CTC recently entered into an agreement to offer a career pathway in Integrated Production Technology for high school students. There was concern regarding the recent education budget cuts; however, Dr. Shipway has spoken with Berkeley County Board of Education representative Donnie Dellinger who confirmed that the agreement will be implemented as signed.

Dr. Shipway explained that given the State's budget cut, all operational areas of the College are being carefully reviewed. The lease for the Pines Opportunity Center in Morgan County is \$59,000.00 per year and there is one remaining year on the lease. Enrollment is not sufficient to cover the cost of the lease at the center. For fiscal year 2017, the rent will increase to \$60,000.00. Dr. Shipway will contact the Morgan County Commission to discuss options.

A comprehensive market study has been completed to determine rental rates and available properties in Morgan County. Also, there has been discussion about which programs would work best for the area, as a program specifically for Morgan County may increase enrollment.

Enrollment Management Report:

Leslie See focused on degree seeking enrollment for this report, as third party credits are in the process of being entered. A full report is due to the West Virginia Community and Technical College System on October 15, 2015.

The fall 2015 degree seeking enrollment is 1,962 students, which is less than the goal and very close to the 2012 degree seeking enrollment.

The College saw a large increase in degree seeking enrollment in 2013; therefore, the Enrollment Management team will be reviewing marketing campaigns and area trends to determine what contributed to the 2013 enrollment increase.

Ms. See explained that the Enrollment Management team is working on new marketing campaigns and the enrollment goals for the spring 2016 semester. Ms. See mentioned that the top five programs for enrollment are Health Care Professions (the gateway program for the Nursing, EMS, and Physical Therapy Assisting programs), Liberal Arts (the program for transfer students), Medical Assisting, Criminal Justice, and Cybersecurity, respectively. She also reviewed information pertaining to student demographics.

Finance Report:

Kimberly Lineberg began the Finance report by reviewing the financial statement information as of June 30, 2015. She also provided a comparative review using the June 30, 2014 financial statements.

For the current fiscal year, the College must proceed with ten percent budget cuts on select internal budgets. This is due to a decrease in enrollment and pertains to tuition and fee revenues only. This amount is separate from the State allocation, which will receive a four percent budget cut. Plans for managing this cut are in progress.

Teresa McCabe made a motion to approve the financial report; Stephanie Harvey seconded, and the motion passed unanimously.

Executive Session:

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Dr. Taylor Perry made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 1:17 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors exited the Executive Session at 1:43 pm. No action was taken.

Adjournment:

Heather McIntyre made a motion that the October 2015 Board meeting be adjourned at 1:45 pm; Teresa Noll seconded and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary