

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

*April 6, 2016, 11:30 am*

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

*In attendance:* Dr. Peter Checkovich, Dr. Kathy Cox, Stephanie Harvey, Teresa McCabe, Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry (joined via phone), Cassie Reynolds, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger. A quorum is present.

*Guests:* Eric Arsenault, Mike Byers, Anthony Hanners, Jennifer Jordan, Cassandra Long, Megan Michael, Dottie Lewis, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristy Scarlata, Leslie See, Dr. Ann Shipway, Conner Snook, and Alan Zube.

*Call to order:* Keith Unger, Chair, called the April 2016 meeting to order at 12:01 pm.

*Approval of the March 2016 minutes:* Stephanie Harvey made a motion to approve the March 2016 Board meeting minutes; Dr. Kathy Cox seconded, and the motion was approved unanimously.

*President's Report:*

Dr. Peter Checkovich began his report with the recognition of three Blue Ridge CTC students: Eric Arsenault (Mechatronics Program), Cassandra Long (Information Technology Program), and Conner Snook (Mechatronics Program). These students will be participating in NASA Internships during the summer of 2016. During the internships, the students will participate in scientific and engineering research and development activities. The NASA internships will also provide business and administrative process activities. Blue Ridge CTC is the only Community and Technical College in West Virginia to have students participating in the NASA internships.

The College also has a NASA space flight team that will be launching a rocket later this summer. This rocket will go outside of the Earth's atmosphere to collect data.

Dr. Checkovich announced that a team of Blue Ridge CTC Mechatronics students placed third in the national *Fluke Connect Student Contest*. The students entered a project that focused on electronic measuring equipment.

Dr. Checkovich reviewed many articles and advertisements for his *In the Media Report*.

Dr. Checkovich spoke about the State budget and the shortfall amount that is unaccounted for. The budget situation for the College remains unknown at this time. If additional budget cuts occur, the College may need to ask for an increase to the tuition and fee amount approved last month. In addition, positions may be lost.

Dr. Checkovich spoke about the debates held at the College yesterday for the positions of County Commissioner and Prosecuting Attorney. There were over 75 people in attendance.

*Program Reviews:*

During the March 2016 Board meeting, Dr. George Perry announced that the Medical Assisting program, the Electric Distribution Engineering Technology program, and the Business Technology certificate program are due for program reviews. These programs are doing well and will be continued. Dr. Checkovich explained that the program reviews are ready to be forwarded to the West Virginia Community and Technical College System for approval.

Jim Rodgers made a motion that the program reviews for the Medical Assisting program, the Electric Distribution Engineering Technology program, and the Business Technology certificate program be approved and forwarded to the West Virginia Community and Technical College System; Teresa McCabe seconded, and the motion passed unanimously.

*Workforce Development Report:*

Dr. Ann Shipway began her report with the announcement that the College Foundation has received a donation from the Brickstreet Foundation, in the amount of \$500,000.00, to establish a student scholarship account. This money will be invested in accordance with the Foundation guidelines and the interest revenue will be used for student scholarships.

Dr. Shipway reported that the College has received sustainability funds from the West Virginia Community and Technical College System for the Physical Therapist Assistant program and the Mechatronics program. These funds will be used for faculty salaries.

The College was awarded a West Virginia Advance Grant in the amount of \$5,650.00 to assist with the Chamber's Women's Leadership Conference.

The College was awarded \$5,000.00 from the Eastern Panhandle Conservation District for the Agribusiness certificate program. This money can be matched through the House Bill 3009 grant program and will be used to purchase a high-tunnel garden system.

Alan Zube reported on the FLUKE competition mentioned during the President's report, in which a team of Blue Ridge CTC Mechatronics students placed third in the nation. As a result, the Mechatronics program will receive tools and access to the Fluke Connects Assets Software.

The College received a grant in the amount of \$250,000.00 for the P&G project; an additional \$250,000.00 will be received July 1<sup>st</sup>, 2016. The P&G project is going very well. Dr. Shipway provided an overview of the programs that will provide skill enhancement for those interested in a career at P&G, which are the Mechatronics and Applied Laboratory Technician programs. Both are open enrollment.

The first cohort of P&G employees will be training 40 hours per week for ten to twelve weeks. Blue Ridge CTC will provide this training, and P&G will fund this as it is exclusive to P&G.

*Rule Making:*

Leslie See presented Rule 25.2: *Transferability of Credits and Grades*, which is a new rule, and requested that it be made public for a 30 day comment period. Per recent legislation, this policy must be transparent and easily accessible to all students. In addition, courses completed at institutions that are accredited by an agency that is recognized by the US DOE can be considered for transfer credit.

Teresa McCabe made a motion that Rule 25.2: *Transferability of Credits and Grades* be approved for a 30 day comment period; 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, Jim Rodgers, made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 1:11 pm; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:23 pm.

Motion Made:

Dr. Taylor Perry made a motion to extend President Checkovich's contract through June 30, 2021, at the current base pay rate, with a continuance of the vehicle allowance, and to maintain the deferred compensation of \$8,000.00, which will be payable upon the completion of one year of service on June 30, 2017; Stephanie Harvey seconded, and the motion passed unanimously.

The meeting was adjourned at 1:27 pm.

Respectfully Submitted,

Megan Michael,

Recording Secretary