

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

*May 4, 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, Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Cassi Reynolds, and Keith Unger. A quorum is present.

*Guests:* Mike Byers, Jennifer Jordan, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristy Scarlata, Leslie See, and Dr. Ann Shipway.

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

*Approval of the April 2016 minutes:* Teresa Noll made a motion to approve the April 2016 Board meeting minutes; Dr. Taylor Perry seconded, and the motion was approved unanimously.

*President's Report:* President Checkovich discussed the College's funding and budget and explained that no further information has been received about the hypothetical 6.5% budget cut mentioned previously.

President Checkovich reviewed many articles and advertisements for his *In the Media Report*. There was an article in the report pertaining to the College's budget and this was discussed at length. President Checkovich explained that the State has not passed a budget, but higher education budget cuts ranging from 0% to 18% have been mentioned. If additional budget cuts occur, the request may be presented to the Board to apply all tuition and fee collections to the operations fee, as opposed to dividing the tuition and fee collections into an operations fee, a technology fee, and a capital fee. An additional tuition and fee increase may be necessary as well.

President Checkovich spoke about the recent HLC Conference on Accreditation. Both he and Dr. Ann Shipway were invited to present on the College's assurance argument at the conference. The presentation went very well.

President Checkovich announced that Al Britton has been promoted within his organization and will be relocating. Due to this, Mr. Britton will be resigning from the Board.

*Workforce Report:* Dr. Ann Shipway presented a letter from Chem-Pak, Inc., that was received as a result of two students participating in observation internships at the company. This observation allowed the students to obtain Mechatronics related work experience. The letter is very complementary of the students, the College, and the Mechatronics program.

Dr. Shipway spoke about the Raspberry Pi, which is a very small computer with its own operating system and language. The College's Information Technology faculty will be hosting a Raspberry Pi summer camp for children in fourth through sixth grades in Morgan County. This will be funded partially through the NASA WV Space Consortium.

Dr. Shipway spoke about the Morgan County Scholars program, which is a program for high school students in Morgan County. The graduating seniors who participated in this program requested to wear special identifying cords during their graduation ceremony. These students will be wearing blue and maroon cords to represent their participation in the Morgan County Scholars program.

Dr. Shipway spoke about a class project the Renewable Energy class did to identify areas where the College could conserve energy. The first energy saving action will be to transition all existing light bulbs to LED bulbs. Dr. Bill Stubblefield recommended contacting other colleges to determine energy conserving actions taken there. The students did review the actions of two institutions during the project.

Dr. Shipway reported on the Procter & Gamble (P&G) project, which is going very well. Two additional Mechatronics faculty members have been hired and the College has received the second portion of the WV Advance grant for this project. P&G visited the College last week to perform testing and interviews and they will be visiting next week as well.

*Rule Making:* Leslie See presented Rule 25.2: *Transferability of Credits and Grades* during the April 2016 Board meeting and requested that the rule be made public for a 30 day comment period. There were no comments received during the 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 recognized by the United States Department of Education can be considered for transfer credit.

Dr. Bill Stubblefield made a motion that Rule 25.2: *Transferability of Credits and Grades* be approved and that the Board Chair be authorized to sign the rule; Stephanie Harvey seconded, and the motion passed unanimously.

*Enrollment Report:* Leslie See reported that the current summer enrollment is at 83% of where it was last year for the summer 2015 term. Summer 2016 enrollment is progressing well.

Ms. See announced that the graduation ceremony will be Tuesday, May 31<sup>st</sup> at Martinsburg High School. There will be two student speakers during the ceremony.

*Finance Report:* Kristy Scarlata presented and reviewed the financial statements for the quarter ending March 31, 2016. The financial statements and the ratios were discussed at length.

Heather McIntyre made a motion to approve the March 31, 2016 financial statements as presented; Stephanie Harvey seconded, and the motion passed unanimously.

*Executive Session:* No executive session was held.

*Adjournment:* Stephanie Harvey made a motion to adjourn the meeting at 1:15 pm; Teresa Noll seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary