

Blue Ridge Community and Technical College
Board of Governors Meeting
February 1, 2017, 11:30 am
Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Dr. Peter Checkovich, Brad Close, Dr. Kathy Cox, Stephanie Harvey, Cassie Long, Teresa McCabe, Heather McIntyre, Teresa Noll, Dr. Bill Stubblefield, and Keith Unger.

Guests: Jennifer Barrett, Mike Byers, Jim McConville, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristie Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the February 2017 meeting to order 11:59 am.

Approval of the December 2016 Meeting Minutes: Teresa McCabe made a motion to approve the minutes from the December 2016 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report:

President Checkovich began his report with a discussion about the fiscal year 2018 budget for the State of West Virginia, noting that there is a 500 million dollar deficit.

There was discussion about the College's fiscal year 2018 budget as well. If the College receives a budget cut that is in excess of three percent, a reduction in personnel may be necessary. In addition, a tuition increase will be necessary and different scenarios will be presented during the March Board meeting.

President Checkovich reported on a meeting he attended with representatives from Morgan County and Procter & Gamble (P&G) to discuss the Pines Opportunity Center. The Center is currently under construction and is not in use by the College.

President Checkovich reported on a presentation he made during a meeting of the local Delegation. The presentation went well and P&G representatives and Blue Ridge CTC students joined President Checkovich. The meeting was very positive.

Dr. Stubblefield asked about collaboration between Blue Ridge CTC and Shepherd University. President Checkovich explained that the College collaborates with Shepherd University via many articulation agreements.

President Checkovich provided his *In the Media* report, which included an article on the 700 jobs that P&G will be bringing to the area. To date, 30 P&G employees have completed the training program at Blue Ridge CTC and are now working.

President Checkovich announced that the College received an agricultural grant to grow strawberries this spring. This is a community based grant and the community is welcome to participate in the project.

Workforce Report:

Dr. Ann Shipway reported on multiple grants the College has been awarded. The College was awarded a West Virginia Advance grant that will assist the Nursing program. In addition, a STEM mini-grant was awarded for a Raspberry Pi summer program; a grant was awarded to educate educators on CyberSecurity; and a grant was awarded for the College's new drone program.

Two Technical Program Development (TPD) grants were submitted to the West Virginia Community and Technical College System in December 2016. The School of Professional Studies and University Transfer (PSUT) submitted a grant for a new degree program in human services. This grant was approved internally, but was not approved by the Council. The PSUT division will still move forward with this project, but on a smaller scale. The School of Workforce and Engineering Technologies submitted a grant application for a degree program that will focus on heavy equipment. The Council approved this grant and the new degree program will begin soon.

Dr. Shipway reported that the College is completing the Bridging the Gap grant program, which will end in March 2017. Funds remain in the travel line of the grant and the College has requested to use these funds to perform an economic impact study. If this is approved, the College will partner with EMSI to complete the study, which will explain the positive economic impact that Blue Ridge CTC graduates have on the service area of the College.

A second group of Procter & Gamble (P&G) employees will begin training this month. In addition, P&G will be hosting an information session for women in manufacturing on February 16, 2017.

Enrollment Report:

Leslie See reported strong enrollment and FTE for the spring semester. Headcount is slightly down; however, additional degree seeking students will be enrolling in the Technical Studies program. Ms. See reported that final enrollment numbers would be comparable to the spring 2016 enrollment.

Ms. See reported that the College is enrolling high school students for the Berkeley County Schools Jump Start program. In addition, the Morgan County Scholars program will continue. Ms. See is working with the Morgan County Board of Education to offer the courses as dual credit.

Ms. See reported that she has been working with Jefferson County Schools to launch an after school program for high school students in that county. If the program is approved, English, history, and math courses will be offered.

Rulemaking:

The College's travel policy was recently updated. Dr. Craig Miller presented the travel policy and highlighted the updates. During the discussion, Brad Close mentioned that employees should be referred to IRS Circular 15-B regarding taxable fringe benefits. This language will be added to the policy.

Dr. Bill Stubblefield made a motion for the Travel Policy to be posted for a 30-day comment period, with the addition of the IRS Circular 15-B taxation information; Brad Close seconded, and the motion passed unanimously.

Finance Report:

Dr. Craig Miller reported that the audit will be finalized in February and presented to the Board in March. The fiscal year 2018 budget will be presented in March as well.

Kristy Scarlata presented changes to the June 2016 financial statements, as required by GASB 68, which relate to the teacher's retirement system. Due to these changes, the College's income increased.

Kristy Scarlata reviewed the financial statements as of December 31, 2016 and provided comparison data from December 31, 2015.

Brad Close made a motion to approve the financial report as presented; Stephanie Harvey seconded, and the motion passed unanimously.

Adjournment: Brad Close made a motion to adjourn the meeting at 1:16 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary