

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

April 5, 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, Dr. Kathy Cox, Stephanie Harvey, Cassie Long, Heather McIntyre, Teresa Noll, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Jennifer Barrett, Mike Byers, Brett Gallagher, Anthony Hanners, Jim McConville, Megan Michael, Dr. Craig Miller, Michele Morrison, Keith Novak, CPA, Dr. George Perry, Garrett Renner, Ron Richter, Justin Ruble, Kristie Scarlata, Leslie See, Dr. Ann Shipway and Lowell Tyson.

Call to order: Keith Unger, Chair, called the April 2017 meeting to order at 12:04 pm.

Approval of the March 2017 Meeting Minutes: Stephanie Harvey made a motion to approve the minutes from the March 2017 Board meeting; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

President's Report:

President Checkovich and Anthony Hanners, Cyber Security Program Coordinator, introduced Garrett Renner who is a Cyber Security and Computer Networking Engineering Technology student. Mr. Renner will graduate in May 2017 and has obtained employment with Raytheon.

Anthony Hanners introduced Lowell Tyson, who graduated in May 2016 with degrees in Computer Networking Engineering Technology, Cyber Security, Information Technology, and Applied Technology. Mr. Tyson is employed at the Internal Revenue Service. Mr. Tyson explained that the Blue Ridge CTC Information Technology degrees are highly valued at his place of employment.

Ron Richter, Information Technology Faculty, spoke about a student who will be graduating in December 2017 and has obtained employment with Cisco. The student sent Mr. Richter an email message that was very complimentary of the Computer Networking Engineering Technology program. This message was shared with the Board.

President Checkovich reviewed many articles and advertisements for his *In the Media* report.

Workforce Report:

Dr. Ann Shipway reported on the new West Virginia Advance Grants the College received for the Procter & Gamble (P&G) project. The grant funds will be used to support the P&G training program.

Dr. Shipway also spoke about the College's relationship with other businesses in the advanced manufacturing industry, including but not limited to, Macy's and Kraft Foods.

Dr. Bill Stubblefield asked about Blue Ridge CTC becoming a company-wide training center for P&G in the future.

Dr. Shipway explained that there has been discussion about this, and the College is interested in expanding the partnership in this manner.

Dr. Shipway reported that two capital renovation projects are underway at the Technology Center. The first project will create additional Mechatronics office space. With this, the current Mechatronics faculty office will be converted into two separate offices. The second project will involve adjustments to the Student Success Center. This area will be converted into a Blue Ridge CTC and P&G training center.

Enrollment Management Report:

Leslie See began the Enrollment Management report by explaining that the State is moving to an annualized enrollment system, creating some differences from previous reporting methods.

Ms. See reported strong enrollment for the spring 2017 semester of which enrollment and FTE both exceeded the spring 2016 enrollment numbers.

Finance Report:

The budget is not in place at the State level; therefore, Dr. Craig Miller will not present the tuition and fee increase information today. He will present a full Finance report after the State budget plan is released. Dr. Checkovich explained and reviewed multiple budget scenarios that the legislators are considering.

President Checkovich publicly thanked the local legislators and explained that the group is wonderful to work with.

Program Reviews:

During the March 2017 Board meeting, Dr. George Perry presented the following program reviews:

1. Liberal Arts - AA
2. Business - AAS
3. Criminal Justice - AAS and Certificate.
4. Paramedic – AAS and Certificate
5. Computer Application Specialist – AAS
6. CNET – AAS
7. CCNA – Certificate
8. Baking and Pastry – AAS and Certificate
9. Food Service Retail Management – AAS and Certificate.

These programs are doing well and the recommendation is to continue the programs.

Jim Rodgers made a motion that the program reviews listed above be approved and forwarded to the West Virginia Community and Technical College System for review; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

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 at 12:59 pm for discussing legal matters; Jim Rodgers seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:10 pm. No action was taken.

Adjournment:

Heather McIntyre made a motion to adjourn the meeting at 1:11 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary