

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

June 7, 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, Teresa McCabe, Heather McIntyre, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Jennifer Barrett, Mike Byers, Keisha Hicks, Jim McConville, Megan Michael, Dr. Craig Miller, Justin Ruble, Kristie Scarlata, and Dr. Ann Shipway.

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

Mr. Unger began the meeting by thanking retiring Board members Cassie Long, 2016-2017 Student Representative, and Dr. Kathy Cox, 2016-2017 Faculty Representative. He also welcomed Keisha Hicks, who will serve as the Student Representative to the Board for the 2017-2018 academic year.

Approval of the May 2017 Meeting Minutes: Brad Close made a motion to approve the minutes from the May 2017 Board meeting; Teresa McCabe seconded, and the motion passed. Dr. Bill Stubblefield abstained from the vote.

Election of Board Officers: Teresa McCabe presented the nominating committee report and recommended that Keith Unger serve as Chair of the Board and Stephanie Harvey serve as Vice-Chair of the Board for the 2017 – 2018 academic year. No other nominations were received.

Teresa McCabe made a motion to appoint Keith Unger as Chair and Stephanie Harvey as Vice-Chair of the Blue Ridge CTC Board of Governors. Brad Close moved to close the nominations. Dr. Taylor Perry seconded, and the motion passed unanimously.

President's Report: President Checkovich provided the *In the Media* report, which included articles and advertisements related to the College.

Workforce Report: Dr. Ann Shipway began her report with the announcement that the College is working on a new Associate degree program in Drone Technology. Dr. Shipway also highlighted a partnership the College is establishing with Jefferson County Schools. This partnership will provide a pathway for service personnel to enroll in the Board of Governor's program and receive college credit through prior learning assessment.

Dr. Shipway presented on the Carl D. Perkins act, which is funded with Federal dollars. A Perkins Statewide Leadership grant program is available through the West Virginia Community and Technical College System's Perkins allotment. The College was recently approved for three Perkins Statewide Leadership grants, including a grant for a faculty member to upgrade his skills in CompTIA/Cybersecurity; a grant to assist faculty members with online course delivery; and a grant to fund a stipend to an employee to help recruit underrepresented students in STEM fields. A fourth request will be submitted to fund Robotics training.

Rulemaking:

Justin Ruble provided the rulemaking report. Due to State Code changes resulting from House Bill 2542 and the implementation of a new market-based salary structure, salary administration and job classification program, Rule 42.1: Staff Work Shifts, Rule 44.1: Staff Development, Rule 45.1: Classified Employees, and Rule 46.1: Salary must be repealed. Mr. Ruble reported that repealing these rules would allow the College to move forward with creating two new rules that will satisfy the guidelines provided by House Bill 2542.

Jim Rodgers made a motion to repeal Board Rule 42.1: Staff Work Shifts, Board Rule 44.1: Staff Development, Board Rule 45.1: Classified Employees, and Board Rule 46.1: Salary; Stephanie Harvey seconded, and the motion passed with one opposition.

Finance Report: Dr. Miller announced that the State budget has not been finalized; however, he anticipates a two percent budget cut for Blue Ridge CTC. Dr. Miller reviewed the College's state appropriation, expenses, faculty promotions, and cost of living increases for employees.

Dr. Miller provided an overview of the Capital Reserve account, including the funding benchmark for the account. The benchmark will be met within two years. Dr. Miller provided Capital Reserve account comparison data for the other West Virginia community and technical colleges as well.

Dr. Miller presented the plan for a tuition and fee increase based on a two percent budget cut. He began with an overview of current tuition and fees. Dr. Miller then proposed an operations fee increase to \$148.00 per credit hour, a capital fee decrease to \$9.00 per credit hour, and no change to the technology fee of \$11.00 per credit hour. With this proposal, the total cost per credit hour would be \$168.00.

The Board discussed voting on this increase now versus waiting until the State budget is finalized. The recommendation is to move forward with the tuition and fee increase. There is concern about delaying this action because Blue Ridge CTC employees have not had a cost of living adjustment in three years, despite annual positive outcomes.

Dr. Miller presented the recommended 3% cost of living increase for Blue Ridge CTC employees hired prior to January 1, 2017, and the recommended 1.5% cost of living increase for employees hired after January 1, 2017. Included with this presentation was the request to proceed with faculty promotions.

Brad Close made a motion to approve the Blue Ridge CTC budget, the tuition and fee increase, the 3% cost of living increase for employees hired prior to January 1, 2017, the 1.5% cost of living increase for employees hired after January 1, 2017, and the eligible faculty promotions. Mr. Close cited excellent management practices in keeping student costs flat in his motion. Jim Rodgers seconded the motion, and the motion passed unanimously.

Changes to the fiscal year 2018 State appropriation may require the Board to revisit and revise the motion approved above.

2017-2018 Academic Year Meeting Dates:

The Board adopted the following meeting scheduled for the 2017-2018 academic year:

- August 2, 2017
- September 13, 2017
- October 4, 2017
- November 1, 2017
- December 13, 2017
- February 14, 2018
- March 14, 2018
- April 4, 2018
- May 2, 2018
- June 6, 2018

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Teresa McCabe made a motion that the Board move into Executive Session at 1:02 pm to discuss personnel matters, contracts, and legal matters; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:40 pm.

Motion:

Dr. Taylor Perry made a motion to approve the President's contract with a three percent cost of living increase, which is equal to the three percent cost of living increase for employees hired prior to January 1, 2017, and all other factors remaining the same; Dr. Kathy Cox seconded, and the motion passed unanimously.

Adjournment: Jim Rodgers made a motion to adjourn the meeting at 1:41 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary