

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

*June 6, 2018, 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, Stephanie Harvey, Keisha Hicks, Teresa McCabe, Heather McIntyre, Kerri Namolik, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Laura Busey, Mike Byers, Brett Gallagher, Jim McConville, Megan Michael, Dr. Craig Miller, Kristie Scarlata, Leslie See and Dr. Ann Shipway.

*Call to order:* Keith Unger, Chair, called the June 2018 meeting to order at 12:02 p.m.

*Election of Board Officers:*

Teresa Noll nominated Keith Unger to serve as Chair of the Board and Stephanie Harvey to serve as Vice-Chair of the Board for the 2018 – 2019 academic year. No other nominations were received.

Kerri Namolik made a motion to close the nominations; Heather McIntyre seconded, and the motion passed unanimously.

Teresa Noll made a motion that Keith Unger serve as Chair of the Board and Stephanie Harvey serve as Vice-Chair of the Board during the 2018-2019 academic year; Dr. Taylor Perry seconded, and the motion passed unanimously.

*Approval of the May 2018 Meeting Minutes:* Brad Close made a motion to approve the minutes from the May 2018 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*President's Report:* President Checkovich reported on the West Virginia College Funding Formula meeting he attended earlier this week. There is discussion about basing the new formula on access, success, and workforce development. Access, or enrollment, would be calculated using a three year rolling average.

President Checkovich provided his *In the Media* report, which included articles and advertisements related to the College. President Checkovich highlighted an article about a Blue Ridge CTC scholarship created by Dr. Bondy Shay Gibson, Superintendent of Jefferson County Schools. Dr. Gibson recently devoted her \$2,500.00 salary increase to create a Blue Ridge CTC scholarship for a service personnel employee of Jefferson County Schools. Dr. Gibson's generosity was commended.

*Workforce Report:* Dr. Ann Shipway presented on the School of Workforce and Engineering Technologies summer activities, which include summer boot camps for children and IT Cisco boot camps for adults.

Dr. Ann Shipway presented and reviewed the Blue Ridge CTC Capabilities Statement, which lists the training courses and topics that have been provided to business and industry.

Dr. Ann Shipway reported on the summer facilities projects. The Facilities team is working to finish the Cyber Security expansion in Morgan County. The team is also working on new labs at the Technology Center, including plastics, fabrication, CNC machinery, and welding.

*Enrollment Report:* Leslie See began her presentation by recognizing President Checkovich for thirty years of employment in education with the State of West Virginia.

Leslie See reported on the summer 2018 enrollment, which is currently 38 students over the summer 2017 enrollment. The summer 2018 FTE has increased 26%. In addition, approximately 117 new students are attending orientation today for the fall 2018 semester.

*2018 - 2019 Academic Year Meeting Dates:*

The Board adopted the following meeting schedule for the 2018 - 2019 academic year:

- August 1, 2018
- September 12, 2018
- October 3, 2018
- November 7, 2018
- December 5, 2018
- February 6, 2019
- March 6, 2019
- April 3, 2019
- May 8, 2019
- June 5, 2019

Teresa McCabe made a motion to approve the 2018-2019 meeting dates listed above; Brad Close seconded, and the motion passed unanimously.

*Executive Session:* Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Brad Close made a motion that the Board move into Executive Session at 12:37 p.m. to discuss legal matters; Dr. Taylor Perry seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 12:58 p.m. No action was taken.

*Adjournment:* Dr. Taylor Perry made a motion to adjourn the meeting at 12:59 p.m.; Brad Close seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary