

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

October 3, 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, Stephanie Harvey, Keisha Hicks, Teresa McCabe, Heather McIntyre, Kerri Namolik, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Jennifer Barrett-Smith, Laura Busey, Mike Byers, Robert Clark, Chris Cobian, Perfecto Cobian, Ralph DiBattista, Brett Gallagher, Jessica Leake, Rachel LeGore, Jim McConville, Megan Michael, Dr. Craig Miller, Michele Morrison, Jane Peters, Kristie Scarlata, Leslie See, Dr. Ann Shipway, Lacey Walp, and Sherry Washington.

Call to order: Keith Unger, Chair, called the October 2018 meeting to order at 12:03 p.m.

Harpers Ferry Job Corps Articulation Agreement Signing: Blue Ridge Community and Technical College and Harpers Ferry Job Corps have entered into an articulation agreement that will allow students at Job Corps who complete information technology courses and exams to transfer these courses into the Blue Ridge CTC IT programs. Harpers Ferry Job Corps representatives, Ralph DiBattista, Center Director, Robert Clark, Academic Manager, and Perfecto Cobian, IT Instructor, joined Dr. Peter Checkovich to sign the agreement.

Approval of the September 2018 Meeting Minutes: Teresa McCabe made a motion to approve the minutes from the September 2018 Board meeting; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

President's Report: President Checkovich spoke about the Blue Ribbon Commission, which met yesterday. The Commission drafted a ten-million dollar proposal, which includes a new version of the funding formula. The Governor recently announced a funding surplus for the State of West Virginia. Governor Justice has recommended that funding be reserved for PEIA and to provide an additional five-percent pay increase for teachers.

President Checkovich announced that the November 2018 Board meeting would be held at the Technology Center and the December 2018 Board meeting would be held at the Morgan County Center.

President Checkovich presented his *In the Media* report, which included information on the College's enrollment. The fall 2018 Blue Ridge CTC enrollment is over 6,000 students. President Checkovich highlighted an advertisement on the GRaCE Recovery Coach training. Senator Unger works closely with Blue Ridge CTC to offer this training. Over 22 training sessions have been held.

Workforce Development Report: Dr. Ann Shipway introduced Jane Peters, who joined Dr. Shipway to present on the new Morgan County Incubation Center at the Pines Opportunity Center. Ms. Peters provided an overview on this project, which is going well. Three rooms at The Pines have been converted to accommodate incubating businesses.

Each occupant of the space will be interviewed and must have the beginnings of a business plan and financial projections to be approved for tenancy. A committee will be performing the reviews and the selection process.

The incubation center has been named the Spring Tech Innovation Lab. Todd Cimino-Johnson, Business Program Coordinator, and Blue Ridge CTC business students assisted with naming the center. The next steps include designing the logo and creating the marketing plan.

Enrollment Management Report: Leslie See reported that the fall 2018 enrollment is 6,226 students, which is 511 over fall 2017. The College's FTE is very strong at 1,167, which is an increase of 52 over fall 2017. High school enrollment is strong at 588 students. The College's official enrollment is due to the State on October 15, 2018.

As the College's enrollment grows, additional space will be needed and this was discussed at length. President Checkovich explained that multiple new leases have been entered into at the College's Technology Center location. At the end of this year, the College will be leasing approximately 100,000 square feet of space at the Technology Center. President Checkovich also mentioned the College's ability to utilize community resources for classroom space. However, in the future, an additional building will be required. President Checkovich explained that the College would not raise tuition to fund an additional building. The current Headquarters building was purchased with bond money.

Finance Report: Kristy Scarlata presented the financial information for the fiscal year 2018. This included comparison data from fiscal year 2017. The College's financial position is strong and the College's net position increased.

Ms. Scarlata announced that the audit is due to the State on next week. The Finance office will provide additional information regarding the audit during a future meeting.

President Checkovich thanked the College's Finance office for the wonderful job they do. Jim Rodgers expressed thanks as well.

Dr. Taylor Perry made a motion to accept the Finance Report as presented, but subject to audit; Stephanie Harvey seconded, and the motion passed unanimously.

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 12:52 p.m., to discuss legal matters; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:15 p.m.

Adjournment: Jim Rodgers made a motion to adjourn the meeting at 1:16 p.m.; Teresa Noll seconded, and the motion passed unanimously.