

Blue Ridge Community and Technical College
Board of Governors Meeting
April 3rd, 2013, 11:30 a.m.
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Dr. Peter Checkovich, Becky Linton, Bill Lucht, Maria Lorensen, Teresa McCabe, Dr. Taylor Perry, Jane Peters, Jim Rodgers, Richard Snyder, and Keith Unger.

Guests: Dr. Scott Bellamy, Mike Byers, Brett Caffarelli, Eric Fargo, Dr. Jerry Forrester, Stephanie Harvey, Jennifer Jordan, Kimberly Lineberg, Apryl McDonough, Al McGilvary, Megan Michael, Dr. Craig Miller, Justin Ruble, Alecha Sanbower, Dr. Ann Shipway, Matthew Unstead, Jenni Vincent, Dr. Letha Zook, and Dr. Welch joined the meeting via phone.

Call to order: Teresa McCabe, Chair, called the April 2013 meeting to order at 12:01 p.m.

Signing Ceremony with the University of Charleston: Representatives from the University of Charleston joined Dr. Peter Checkovich to sign an articulation agreement between the University of Charleston and Blue Ridge CTC. This will enable graduates of Blue Ridge CTC to continue their education at the University of Charleston, and the credits earned at Blue Ridge CTC will be accepted by the University of Charleston.

Approval of the February 2013 minutes: Bill Lucht moved; Dr. Taylor Perry seconded, and the February 2013 minutes were unanimously approved.

President's Report:

- President Peter Checkovich reviewed many articles and advertisements for his *In the Media* report.
- President Peter Checkovich presented a slide show about West Virginia Higher Education Day, which was on March 21st, 2013, in Charleston, West Virginia. Several Blue Ridge CTC employees and students attended.
- President Checkovich reported that the legislative session is underway, and provided updates on the following bills:
 - Senate Bill 508, which is not continuing.
 - Senate Bill 438, which is on track for approval.
 - Senate Bill 664, which could affect higher education grant programs.

Human Resources Report:

The West Virginia Community and Technical College System recently passed a resolution for all West Virginia Community and Technical Colleges to become tobacco-free prior to 2014.

Justin Ruble presented the Blue Ridge CTC Tobacco-Free Campus plan, and requested that the plan be Board approved and made public for a 30 day comment period.

Bill Lucht moved, Jane Peters seconded, and the motion passed unanimously to proceed with the notice and 30 day comment period for the tobacco-free campus plan.

There have been several groups and organizations that have requested to use the Blue Ridge CTC headquarters building for events. Justin Ruble will be presenting a facilities use agreement for this type of activity at the next Board meeting.

Workforce Development Report: Dr. Ann Shipway reported that the College has recently received four grants, including a Technical Programs grant for the Mechatronics program.

Dr. Shipway reported on the success of the EDET program. Last week customized training was completed for FEMA employees. There will be an additional training session that begins next week for 14 additional employees.

In addition, Shentel Communications will be visiting the College this month to discuss training.

The following HLC projects are in progress:

- A substantive change application has been submitted for the Morgan County Center.
- The evaluative visit for the new headquarters building change of address has been completed, and the report from the visiting evaluators is expected on April 11th.
- There is a team going to the HLC Conference in Chicago this month.
- The annual institutional update is underway, and is due on April 19th. This will be submitted to the HLC prior to April 12th.

Program Reviews:

Dr. Peter Checkovich presented program reviews for the following programs:

- Paralegal Studies
- Nursing
- Board of Governors
- Technical Studies

Jim Rodgers made a motion that the program reviews be approved and forwarded to the West Virginia Community and Technical College System, Becky Linton seconded; and the motion passed unanimously.

Finance Report:

Kimberly Lineberg reviewed the fee schedules with the Board. The current fees will not change. There will be a few changes to the program fees in the following areas:

- Nursing Fees
- Special Exam Fees
- CAD and Mechatronics Fees

Bill Lucht made a motion to accept the fee changes as presented, Jim Rodgers seconded; and the motion passed unanimously.

Ms. Lineberg reviewed the tuition and fee schedule with the Board and proposed that the College adjust the breakdown of the capital and operating fees by reallocating two percent of total tuition and fees from the capital fee to the operating fee, with an effective date of July 1st, 2013. There will be no change or increase in tuition and fees for Blue Ridge CTC students.

Bill Lucht made a motion to decrease the capital fee by two percent, and increase the operating fee by two percent, Jane Peters seconded; and the motion passed unanimously.

Executive Session: Maria Lorensen moved; Jane Peters seconded, and the Board moved into Executive Session at 12:47 pm.

The Board exited Executive Session at 1:17 pm.

Becky Linton made a motion that the Board approve the Presidential contract for five years, Maria Lorensen seconded; and the motion passed unanimously with Bill Lucht and Richard Snyder abstaining.

The meeting was adjourned at 1:19 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary