

Blue Ridge Community and Technical College
Board of Governors Meeting
June 5th, 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, Jane Peters, Jim Rodgers, Richard Snyder, and Keith Unger.

Guests: Stephanie Harvey, Jennifer Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Teresa Noll, Dr. George Perry, Justin Ruble, Leslie See, Dr. Ann Shipway, and Pamela Stevens.

Call to order: Teresa McCabe, Chair, called the June 2013 meeting to order at 12:02 p.m.

Approval of the April 2013 and May 2013 minutes: Jim Rodgers moved; Becky Linton seconded, and the April 2013 and May 2013 minutes were unanimously approved.

Election of Officers: Bill Lucht made a motion that Teresa McCabe serve as Chair, and Becky Linton serve as Vice-chair of the Blue Ridge CTC Board of Governors; Jane Peters seconded, and the motion was unanimously approved.

Human Resources Report:

Facilities Use Rule:

There have been several groups and organizations that have requested to use the Blue Ridge CTC facilities for events. Justin Ruble presented a draft copy of the proposed Use of Facilities rule. Kimberly Lineberg reviewed the corresponding fees to be charged for facilities use. Mr. Ruble requested that the draft rule be approved by the Board, and be made public for a 30 day comment period.

Bill Lucht moved to proceed with the approval and the 30 day comment period for the Use of Facilities rule; Becky Linton seconded, and the motion passed unanimously.

Tobacco-Free Campus Rule:

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 rule, which has had the required 30-day comment period. Nine comments were received, with half being positive, and half being negative. No changes were made to the policy.

Bill Lucht moved that the Tobacco-Free Campus Rule be approved; Jane Peters seconded, and the motion passed with Jim Rodgers opposed.

President's Report:

- President Peter Checkovich acknowledged and thanked Bill Lucht and Richard Snyder for their service on the Blue Ridge CTC Board. Both will be rotating off the Board effective July 1st, 2013.
- President Checkovich reviewed the 2013 – 2014 Meeting Schedule:
 - The proposed meeting dates for 2013 – 2014 are:
 - August 7, 2013
 - September 4, 2013
 - November 6, 2013
 - December 4, 2013
 - February 5, 2014
 - March 5, 2014
 - May 7, 2014
 - June 4, 2014
 - Maria Lorensen made a motion that the 2013 – 2014 meeting dates be approved; Becky Linton seconded, and the motion passed unanimously.
- President Checkovich reviewed many articles and advertisements for his *In the Media* report.

Finance Report: Kimberly Lineberg reviewed the financial statements as of March 31, 2013, the new GASB requirements for fiscal year 2015, and the budget for fiscal year 2014.

Bill Lucht made a motion that the Board approve the budget as presented for fiscal year 2014; Jim Rodgers seconded, and the motion passed unanimously.

Mrs. Lineberg also reported that the College is considering the addition of a storage facility on site. In addition, cleaning will now be done in-house, and the new janitorial staff will begin on July 1, 2013.

Workforce Development Report: Dr. Ann Shipway reported that Blue Ridge Community and Technical College recently met with the Air National Guard to discuss training options. There was discussion about a partnership between Blue Ridge CTC and the University of Charleston to offer training in Cyber-security to certain employees at the Air National Guard. The training should begin during the fall of 2013.

Blue Ridge CTC would like to host an open house for Air National Guard employees in the near future. In addition, the College will be participating in the Air National Guard Family Day on Sunday, June 9th, 2013.

Chancellor Skidmore recently hosted a West Virginia Regional Manufacturer's Association (WVMA) meeting at the Blue Ridge CTC Tech Center. The main focus of the meeting was the needs of local employers.

The WVMA will be hosting a Governor's Academy for eighth graders, and Blue Ridge CTC has expressed interest in participating.

Enrollment Report: Leslie See reported on the recent commencement ceremony, which was held in the Martinsburg High School auditorium on May 23rd, 2013.

There were 799 graduates this year, which is a completion increase of 41% over last year.

In addition, Ms. See reviewed the summer enrollment data, and the 2012 - 2013 Tuition Waiver Report.

Ms. See announced that there will be an open house on June 13th, 2013 at all three campuses.

Executive Session: Jim Rodgers moved; Jane Peters seconded, and the Board moved into Executive Session at 1:16 pm.

The Board exited Executive Session at 1:28 pm.

The meeting was adjourned at 1:29 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary