

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*August 7<sup>th</sup>, 2013, 11:30 a.m.*  
*Blue Ridge Community and Technical College*  
*13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

*In attendance:* Al Britton, Dr. Peter Checkovich, Dawn Lewis, Becky Linton, Teresa McCabe, Teresa Noll, Jim Rodgers, Patti Sherwood, and Keith Unger.

*Guests:* Mike Byers, Stephanie Harvey, Jennifer Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Leslie See, and Dr. Ann Shipway,

*Call to order:* Teresa McCabe, Chair, called the August 2013 meeting to order at 11:57 a.m.

*Approval of the June 2013 minutes:* Becky Linton moved; Al Britton seconded, and the June 2013 minutes were unanimously approved.

*President's Report:*

- President Peter Checkovich began his report with the introduction of the following new Board members:
  - Dawn Lewis – Student Representative
  - Teresa Noll – Classified Staff Representative
  - Patricia Sherwood – Faculty Representative
- President Checkovich reviewed many articles and advertisements for his *In the Media* report, including an article about the project with the Air National Guard. This will be a partnership between Blue Ridge CTC, the Air National Guard, and the University of Charleston, to offer training in the Cyber-security field.
- President Checkovich reported that, in addition to the 7.5% budget cut for FY2014, the FY2015 budget planning includes a 7.5% budget cut as well. If the budget cut for FY 2015 is approved, the College must request an increase in tuition and fees. More information will be available at the October 2013 meeting.
- President Checkovich reported that the Higher Learning Commission (HLC) has approved the College's new headquarters building, and the College's accreditation is reaffirmed. The next HLC accreditation reaffirmation visit will be in 2015-2016.
- A substantive change application has been submitted to the Higher Learning Commission for the College's online learning courses and programs. This is necessary if a student can complete over 50% of a program online. Blue Ridge CTC currently has eleven programs that 50% or more can be completed on line. There will be an HLC visit in the future for this change.

*Facilities Use Rule:*

Justin Ruble presented the Blue Ridge CTC Use of Facilities rule, which has had the required 30-day comment period. There were not any comments received regarding the rule and no changes were made.

Jim Rodgers moved that the Use of Facilities Rule be approved; Becky Linton seconded, and the motion passed unanimously.

*Finance Report:*

Kimberly Lineberg requested permission to present the Capitalization Rule at a later date. Permission was granted.

*Workforce Development Report:*

*Facilities:*

Dr. Ann Shipway reported on recent activities regarding Facilities. The landscaping has been completed, and the security system has been completed as well. Blaine McVicker, who served as the clerk of the works, has obtained other employment and is no longer with the College. The College recently hired housekeeping staff, and all cleaning will be done by the members of the housekeeping team.

*Workforce Development:*

- Workforce Development has been very busy this summer working with business and industry.
- The new Career Advancement fall schedule has been printed.
- Dr. Ann Shipway and Dr. Craig Miller reported on the Cyber-security training partnership between Blue Ridge CTC, the Air National Guard, and the University of Charleston. Several service members at the Air National Guard will be losing their jobs, due to a change in planes, and the aforementioned partnership was formed to offer training to meet the needs of these service members. To date, Blue Ridge CTC has received 118 applications and a WV Advance Grant will be submitted to the Chancellor's office to assist the students with the cost of the training. The grants will follow the students, as opposed to the program, and this will allow flexibility in training options.

*Enrollment Management Report:*

Leslie See distributed the 2012 Report Card, which contains the official enrollment management numbers throughout the State.

Leslie See presented the Tuition Waiver Rule, as a change has been made to remove the 5% cap. Also, the State mandates that there are different populations that the College consider when awarding waivers.

Keith Unger made a motion to approve the Tuition Waiver Rule for the 30 day comment period; Jim Rodgers seconded, and the motion passed unanimously.

Leslie See reviewed the fall 2013 enrollment data. Degree seeking enrollment and FTE has increased from fall 2012, and the number is still growing. There are several orientations this week and next week. Ms. See will have more precise numbers at the October 2013 meeting.

*Announcements:*

Teresa McCabe announced that the current audit is underway and the report will be presented at a later meeting. There is a new firm handling the audit this year.

The next Board meeting will be on October 2<sup>nd</sup>, 2013.

The meeting was adjourned at 12:46 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary