

Blue Ridge Community and Technical College
Board of Governors Meeting
October 2, 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, Maria Lorensen, Teresa McCabe, Teresa Noll, Dr. Taylor Perry, Jane Peters, and Patti Sherwood.

Guests: Mike Byers, Brett Caffarelli, Stephanie Harvey, Sherri Janelle, Jennifer Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Leslie See, Dr. Ann Shipway, and Pamela Stevens.

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

Approval of the August 2013 minutes: Becky Linton moved; Maria Lorensen seconded, and the August 2013 minutes were unanimously approved.

President's Report:

- President Checkovich reviewed many articles and advertisements for his *In the Media* report.
- President Checkovich reported that the Headquarters building has been awarded the *Excellence in Construction* award for the best construction of an educational institution, in the \$10-25 million dollar price range, by the ABC Cumberland Valley Chapter. The building may also be nominated for the national conference, which will take place later this year.
- President Checkovich reported that the community colleges in the State of West Virginia have received a Federal TAACCCT grant in the amount of \$25 million dollars. Blue Ridge CTC will receive \$2.67 million dollars of this. Dr. Ann Shipway will cover this during the Workforce Development report.
- President Checkovich reported that, in addition to the 7.5% budget cut for fiscal year 2014, the College may face an additional 7.5% budget cut for fiscal year 2015.

Distance Delivery:

Brett Caffarelli, E-Learning Specialist, joined the meeting to present on distance delivery and e-learning, as there will be a Higher Learning Commission (HLC) visit on November 4 – 5, 2013 for this. Ms. Caffarelli reviewed the history, mission, and vision of distance delivery and e-learning. She also provided information on the structure and the advisory committee.

The intent of distant delivery at Blue Ridge CTC is for students to be able to complete some of their courses on-line, and also to work on continuous improvement. The College does not intend to offer entire programs online at this time.

Series 51 Report:

Dr. Craig Miller provided an overview of State and Federal mandates regarding textbook affordability. Dr. Miller reviewed the dates and deadlines established to help reduce costs for textbooks. In addition, Barnes and Nobel plans to increase the purchase of used books and rental books.

Dr. Miller reviewed the results of the recent student surveys regarding the bookstore.

Finance Report:

Kimberly Lineberg presented comparison financial statements for years ending 2011, 2012, and 2013. The auditors are currently at the College and the audit report will be presented during the November 2013 or December 2013 Board meeting.

Workforce Development Report:

Dr. Ann Shipway reported on the Federal TAACCCT grant that the State of West Virginia was recently awarded. Blue Ridge CTC will receive \$2.67 million dollars. This grant comes with a pre-set budget, and must focus on Mechatronics, Information Technology, and Energy programs and training. The main focus of this grant is to create and offer training programs in these areas, and also to train individuals who are unemployed.

In addition to the Federal TAACCCT grant, the College received a \$12,000.00 grant from the Chancellor's office to be used for similar programs.

Sherri Janelle reviewed the Blue Ridge CTC Board of Governors policy number three, *Naming or Renaming of Buildings or Organizational Units*. The Foundation will begin a naming opportunity campaign soon, and this will address different rooms in the Headquarters building. Sherri Janelle distributed and reviewed a draft copy of the brochure for this. Mrs. Janelle also explained that all donations given for naming purposes will be brought in front of the Blue Ridge CTC Board of Governors.

The Foundation will be hosting its first event in Berkeley Springs on November 8, 2013. This will be a tailgate event at the Berkeley Springs High School. In addition, the 2013 Merry and Bright event will be on Friday, December 6, 2013, at the Headquarters building. Tickets and sponsorship opportunities are available now.

Enrollment Management Report:

Leslie See presented the Blue Ridge CTC *Awarding of Tuition and Fee Waivers* rule, which has had the required 30-day comment period. There were not any comments received regarding the rule and no changes were made.

Jane Peters moved that the *Awarding of Tuition and Fee Waivers* rule be approved; Becky Linton seconded, and the motion passed unanimously.

Leslie See reported that Blue Ridge CTC is now one of the three largest Colleges in the State of West Virginia. The College currently has over 5000 students and enrollment has increased 234% during the past ten years.

Executive Session:

Al Britton moved, and Dawn Lewis seconded that, pursuant to Section 4 of Article 9A of Chapter 6 of the WV Code, the Board move into executive session, for the purpose of discussing personnel matters, at 1:03 p.m. Motion passed unanimously.

Announcements:

The meeting was adjourned at 1:19 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary