

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 4, 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, Maria Lorensen, Teresa McCabe, Teresa Noll, Dr. Taylor Perry, Jane Peters, Jim Rodgers, Patti Sherwood, and Keith Unger.

*Guests:* Mike Byers, Stephanie Harvey, Jennifer Jordan, Megan Michael, Dr. Craig Miller, Dr. George Perry, Ronald Richter, Leslie See, Dr. Ann Shipway, and Matthew Umstead.

*Call to order:* Teresa McCabe, Chair, called the December 2013 meeting to order at 12:04 p.m.

*Approval of the November 2013 minutes:* Dr. Taylor Perry moved; Teresa Noll seconded, and the November 2013 minutes were unanimously approved.

*President's Report:*

- The *Merry and Bright* foundation fundraiser will be on Friday, December 6, 2013, from 5:30 – 7:30 pm.
- President Checkovich reviewed many articles and advertisements for his *In the Media* report.
- President Checkovich will be meeting with Governor Tomblin next week for budget discussions.

*Business and Technology Program Reports:* Ronald Richter, Program Coordinator in the Business and Technology Division, reported on the following:

- 5<sup>th</sup> Annual Promoting Education in Homeland Security and Cyber Security Workshop: This was held on October 18, 2013, and there were approximately 150 participants, including students from the local high schools. There were various guest speakers and activities regarding Homeland Security and Cyber Security. Going forward, there will be additional activities and workshops.
- Air National Guard Project: There were approximately 123 applicants, and 105 enrolled in the program. There were approximately 82 servicemen in the A+ course, and they all completed the course successfully. The retention rate is around 75%, and the students will move to the Security Plus course next.

*Tuition Cap Resolution:* A resolution was presented and signed to request flexibility for each Community and Technical College Board of Governors in establishing a policy addressing the Tuition Cap Removal. This resolution supports each Board enacting a model that best suits their community of students, as there are varying opinions statewide.

All members of the Blue Ridge Community and Technical College Board oppose the removal of the per-credit hour tuition rate cap, and would like to keep the cap in place.

Al Britton made a motion to approve the resolution, Maria Lorensen seconded; and the motion passed unanimously.

*Amendment of the Non-discrimination – Anti-harassment Rule:* Dr. Peter Checkovich presented the amended *Non-discrimination – Anti-harassment* rule draft, and requested that this be made public for a 30 day comment period. The amendment changes the rule to allow the Human Resources Director to be the lead investigator in cases, as opposed to a committee investigation. This rule is in compliance with the State rule.

*Repeal of the Productivity Rule:* The repeal of this rule is due to the amendment of WV Code 18B-7-7 in 2011, with the passage of Senate Bill 330. Effective February 19, 2103, WVCTCE Series 53, which is adopted from SB330, now guides Human Resource administration for employees of the public higher education institutions in West Virginia. Neither WV Code nor Series 53 references productivity as a percentage. The repeal will be posted for the 30 day comment period.

*Workforce Development Report:* Dr. Ann Shipway presented a letter from the VP of Logistics of Macy's. A West Virginia Advance grant was requested in November 2013 for additional training for Macy's employees. The grant was approved and training started on November 29<sup>th</sup>, 2013. The training will continue throughout the month of January 2014.

Regarding the *Bridging the Gap* grant, the College is in the process of developing a strategic plan for this grant. Patrick Crane is the grant director and he will be visiting the College tomorrow afternoon. There may be new positions created with this grant.

*Enrollment Report:* The enrollment reported to the State by Blue Ridge CTC, for the fall semester of 2013, was 5022 students. The official state enrollment numbers will be released next week. Three colleges in the West Virginia Community and Technical College System have increased enrollment, including Blue Ridge CTC, Eastern CTC, and Pierpont CTC. System wide, enrollment is down 5%.

The meeting was adjourned at 12:44 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary