

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*March 4, 2014, 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, Maria Lorensen, Teresa McCabe, Teresa Noll, Dr. Taylor Perry, Jane Peters, Jim Rodgers, Patti Sherwood, and Keith Unger.

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

*Call to order:* Teresa McCabe, Chair, called the March 4, 2014 meeting to order at 12:04 p.m.

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

*President's Report:*

- President Checkovich explained that the budget cut for fiscal year 2015 will be 3.75%.
- President Checkovich and Teresa McCabe, Board Chair, requested to add an April 2014 meeting to the current schedule.
  - Keith Unger made a motion to add a Board meeting to the schedule for Wednesday, April 2, 2014; Jim Rodgers seconded, and the motion passed unanimously.
- President Checkovich presented and reviewed a memorandum of understanding (MOU) between Blue Ridge Community and Technical College and West Virginia Networks (WV Net). Per this MOU, WV Net would create an intelligence warehouse, including reporting tools and predefined reports. There is no initial cost, and this will provide a valuable service to the College.
  - Becky Linton made a motion for the Board to accept and sign the MOU; Maria Lorensen seconded, and the motion passed unanimously.

*Amendment of the Non-discrimination – Anti-harassment Rule:* The amendment of the *Non-discrimination – Anti-harassment Rule* draft was presented during the December 2013 Board meeting, and the rule was made public for a 30 day comment period. There were not any comments received regarding the rule and no changes were made.

Dr. Taylor Perry moved that the amendment of the *Non-discrimination – Anti-harassment Rule* be approved; Becky Linton seconded, and the motion passed unanimously.

*Repeal of the Productivity Rule:* The repeal of the *Productivity Rule* was presented during the December 2013 Board meeting, and it was made public for a 30 day comment period. There were not any comments received regarding the rule and no changes were made.

Jim Rodgers moved that the repeal of the *Productivity Rule* be approved; Becky Linton seconded, and the motion passed unanimously.

*Finance Report:*

Pamela Stevens, Comptroller, presented the *Debt Collection-Student Accounts Receivable Rule*. This is a new rule pertaining to the collection of outstanding student accounts receivable. The rule was reviewed at length and will be posted on the website for the 30-day comment period.

Kimberly Lineberg reviewed and compared the Blue Ridge CTC financial statements as of December 31, 2013 and December 31, 2012. Mrs. Lineberg also reviewed the financial ratios for the College. The College is in a strong financial position.

Kimberly Lineberg reviewed the fiscal year 2015 budget and the budget planning steps. The College is preparing for an additional 3.75% budget cut, and this was reviewed at length.

Kimberly Lineberg proposed a 9%, or \$10.00, increase to the operating fee per credit hour, and a 50%, or \$3.00, increase to the technology fee per credit hour. This represents a 10%, or \$13.00, increase to tuition and fees per credit hour overall. Mrs. Lineberg explained that the College has increased tuition a total of 6% since 2006, and that Blue Ridge CTC was the only community and technical college in the State of West Virginia that did not increase tuition and fees in 2014.

Becky Linton made a motion for a tuition and fee increase of 10%, or \$13.00 per credit hour; Keith Unger seconded, and the motion passed unanimously.

*Workforce Development Report:*

Dr. Ann Shipway spoke about the State of West Virginia State Compact. This is used for Blue Ridge CTC's strategic plan, and it will be presented during the next meeting.

Dr. Ann Shipway reported that the College has conducted a business and industry survey in collaboration with all three Chambers of Commerce, and the results will be ready for distribution soon. The survey results provide an excellent resource for planning.

Dr. Ann Shipway reported that the Bridging the Gap grant project is going very well. The US Department of Labor recently approved equipment purchase requests for the installation of a high tech classroom at the Tech Center. Also, two of the new positions have been filled and other positions are being reviewed. Along with the new positions created through the grant, the College is also using a mix and match program; and this allows current employees to perform grant position duties.

*Enrollment Report:*

Leslie See reported that the enrollment number for spring 2014 was 4146, and this represents a 3% increase. When planning for enrollment goals for next year, the College will consider an annual goal.

Leslie See presented the amended *Drug-Free Workplace and Drugs and Alcohol on Campus Rule*. The purpose of this policy is to assure compliance with the *Drug-Free Schools and Communities Act of 1989*. The rule was reviewed at length and will be posted for the 30-day comment period.

Maria Lorensen made a motion for the rule to be published for the 30-day comment period; Teresa Noll seconded, and the motion passed unanimously.

Leslie See presented the amended *Students Rights and Responsibilities Rule* and the updates to the student handbook. Both were reviewed and discussed, and will be posted for the 30-day comment period.

Dr. Taylor Perry made a motion for the *Student Rights and Responsibilities Rule* and the student handbook be published for the 30-day comment period; Keith Unger seconded, and the motion passed unanimously.

Leslie See presented the amended *Graduation Requirement – Grade Point Average for Associates Degrees*. The rule was reviewed at length and will be posted for the 30-day comment period.

Jim Rodgers made a motion for the rule to be published for the 30-day comment period; Becky Linton seconded, and the motion passed unanimously.

The meeting was adjourned at 1:43 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary