

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*August 6, 2014, 11:30 a.m.*  
*Blue Ridge Community and Technical College*  
*13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

*In attendance:* Dr. Peter Checkovich, Al Britton, Maria Lorensen, Teresa McCabe, Teresa Noll, Dr. George Perry, Jane Peters, Jim Rodgers, Patti Sherwood, Keith Unger, and Becky Linton.

*Guests:* Mike Byers, Sherri Janelle, Jennifer Jordan, Brandon Ledbetter, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Carol Rothstein, Justin Ruble, Leslie See, and Dr. Ann Shipway.

*Call to order:* Teresa McCabe, Chair, called the August 2014 meeting to order at 12:01 p.m.

*Approval of the June 2014 minutes:* Maria Lorensen moved; Becky Linton seconded, and the June 2014 minutes were unanimously approved.

*President's Report:*

- President Checkovich congratulated Brandon Ledbetter for obtaining his PHR certification.
- President Checkovich announced that Blue Ridge CTC has been named a “*Great College to Work For.*” This will be presented in detail later in the meeting.
- President Checkovich presented many articles and advertisements for his *In the Media* report.

*Alcohol Consumption on Campus:* Dr. Checkovich explained that this topic was discussed recently during a Foundation Board Meeting. There are restrictions on alcohol at the College, and the Foundation Board has requested an exception to the restrictions for the annual *Merry & Bright* Foundation fundraiser. Specifically, the request is for beer and wine to be served during a two hour period at the event. If approved, drinks will be limited to two per person. In addition, special insurance will be purchased for this event, which will be held on Friday, December 5, 2014.

Leslie See spoke about Title 9 and provided some statistics related to this, stating that 90% of cases investigated under Title 9 involve alcohol. Meaning that if an incident occurs, and a Blue Ridge CTC student is involved, the College could be held liable. Sherri Janelle mentioned that Blue Ridge CTC students do not attend the event, but may be present to assist.

Becky Linton mentioned that in many cases, a licensed server is mandatory. This will be looked into and reviewed with the insurance company.

If alcohol is permitted at the event, Al Britton recommended the use of wrist bands that can be hole-punched, as opposed to tickets. Also, the Board must consider the fact that guests may have consumed alcoholic beverages prior to the event.

Jane Peters made a motion to allow President Checkovich to make a presidential exception to allow beer and wine to be served at the *Merry and Bright* event, for two hours, on December 5, 2014; Maria Lorensen seconded, and the motion passed unanimously.

*Workforce Development Report:* Carol Rothstein presented on the Morgan County Center, noting that enrollment for the 2013 - 2014 academic year is 188, which is an increase from the enrollment during 2012 – 2013 academic year.

*Enrollment Report:* Leslie See reported that the current headcount for degree seeking students for the fall 2014 semester is 1919, and the goal is 2240. The College is at 85% of the goal and there are three additional orientation sessions for the fall semester. In addition, FTE is higher this semester and revenue goals are on target.

The enrollment data for non-degree seeking students and high school students is currently being entered.

The College in the High School program is growing and tuition is \$25.00 per credit hour.

*Post Audit Reviews:* Dr. George Perry presented a post-audit review for the Applied Technology A.A.S. program for the Board to review.

#### *Rulemaking:*

Mike Byers presented the *Information Security Rule* draft, and requested that the rule be made public for a 30 day comment period. This rule applies to all parties that have access to College information and to systems that store, access, and/or process the information.

Al Britton made a motion that the *Information Security Rule* be approved for a 30 day comment period; Maria Lorensen seconded, and the motion passed unanimously.

Leslie See presented the *West Virginia Freedom of Information Act Rule* draft, and requested that the rule be made public for a 30 day comment period. This rule pertains to requests made for public records, as pursuant to chapter 29B of the West Virginia Code. Also, this rule sets structure, allows the College to charge \$25.00 per hour per request, and gives the President the authority to deny a request.

Becky Linton made a motion that the *West Virginia Freedom of Information Act Rule* be approved for a 30 day comment period; Maria Lorensen seconded, and the motion passed unanimously.

Justin Ruble presented the *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Rule*, and requested that the rule be made public for a 30 day comment period. This rule includes Title 9 information.

Maria Lorensen made a motion that the *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Rule* be approved for a 30 day comment period; Al Britton seconded, and the motion passed unanimously.

*“Great Colleges to Work For”*: Blue Ridge CTC was recently recognized as a *“Great College to Work For”* by the Chronicle of Higher Education. Blue Ridge CTC was the only Community and Technical College in the State of West Virginia to be recognized, and was recognized in two areas “work/life balance” and “supervisor to employee relationships”.

Teresa McCabe mentioned that the Board is in the process of gathering information for President Checkovich’s evaluation. Part of this is hosting two community forums. One was held in Morgan County last week, and an additional forum will be held on Thursday, August 7, 2014, at the Headquarters building.

An Executive Session was not held.

The meeting was adjourned at 1:07 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary