

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*September 3, 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, Becky Linton, Maria Lorensen, Teresa McCabe, Teresa Noll, Jane Peters, Cassi Reynolds, Patti Sherwood, and Keith Unger.

*Guests:* Mike Byers, 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 September 2014 meeting to order at 12:06 p.m.

*Approval of the August 2014 minutes:* Al Britton moved; Maria Lorensen seconded, and the August 2014 minutes were unanimously approved.

*President's Report:*

- President Checkovich introduced Cassi Reynolds, the new student representative serving on the Board of Governors.
- President Checkovich reported that after discussion and debate, it was decided that the *Merry and Bright* event will remain alcohol free and will be held on campus at the Headquarters building. To compromise, there will be a second Foundation fundraising event in the spring that will be held off campus.
- President Checkovich reviewed many articles and advertisements for his *In the Media* report.
- President Checkovich displayed the plaque that was presented to him for Blue Ridge CTC being named a *Great College to Work For* by The Chronicle of Higher Education. In addition, Blue Ridge CTC has been voted the "best college or university" for The Journal's reader's choice contest.

*Workforce Development Report:* Dr. Shipway reviewed a letter from DC Corp, which is a new data center in Martinsburg. This company spoke with Blue Ridge CTC about providing training and a grant was written and submitted on their behalf. The grant was awarded and training will begin soon.

Dr. Shipway reported that Blue Ridge CTC is a member of the *Center for Energy Work Force Development*, and recently received the projected retirement and attrition rate for the electrical lineman profession. The retirement rate is 334 for West Virginia by the year of 2022. The data also explains that there will be 527 new jobs prior to 2022.

A meeting recently took place with First Energy regarding Blue Ridge CTC becoming a Power System Institute for First Energy. First Energy has requested that this program be a stand-alone program, open to students referred by First Energy only. A proposal has been written and submitted, and Dr. Shipway reviewed a copy of this with the Board.

*Enrollment Report:* Leslie See reported that the fall 2014 enrollment will be approximately 5171 students. She mentioned that degree seeking headcount is slightly down, but full time equivalency (FTE) has increased, and students are taking more courses

*Finance Report:* The Finance office is preparing for the FY 2014 audit, which will begin next week. Mrs. Lineberg plans to make a full report on the audit during the November 2014 meeting.

*Rulemaking:*

The *Information Security Rule* draft was presented during the August 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made.

The *West Virginia Freedom of Information Act* rule draft was presented during the August 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made. 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.

The *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Rule* was presented during the August 2014 Board meeting, and the rule was made public for a 30 day comment period. The 30 day comment period is still in process; however, to date, there have not been any comments received regarding the rule and no changes have been made.

Becky Linton made a motion that the *Information Security Rule, West Virginia Freedom of Information Act Rule, Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Rule*, be approved, pending no comments are received prior to the completion of the 30 day comment period; Jane Peters seconded, and the motion passed unanimously.

*Announcements:* Due to a conflict in schedule, the October 2014 Board meeting will be held on Thursday, October 2<sup>nd</sup>, 2014, as opposed to Wednesday, October 1<sup>st</sup>, 2014.

*Executive Session:* Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Al Britton made a motion that the Board move into executive session for the purpose of discussing personnel matters, 12:38 at p.m.; Keith Unger seconded, and the motion passed unanimously. The Board agreed to exit the Executive Session at 1:26 p.m.

The meeting was adjourned at 1:27 pm.

Respectfully Submitted,  
Megan Michael, Recording Secretary