

Blue Ridge Community and Technical College
Board of Governors Meeting
April 1, 2015, 11:30 am
Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Dr. Peter Checkovich, Stephanie Harvey, Teresa McCabe, Heather McIntyre, Teresa Noll, Cassi Reynolds, Patti Sherwood, Bill Stubblefield, and Keith Unger.

Guests: Mike Byers, Jenn Jordan, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Dr. Ann Shipway and Pam Stevens.

Call to order: Teresa McCabe, Chair, called the April 2015 meeting to order at 12:02 p.m.

Approval of the March 2015 minutes: Bill Stubblefield made a motion to approve the March 2015 Board meeting minutes; Stephanie Harvey seconded, and the motion was approved unanimously.

President's Report:

President Checkovich reported that for FY 16, there is a \$33,000.00 net decrease to the College's state allocation. President Checkovich mentioned that the local legislators were very helpful during the session and he thanked them for their assistance with the budget.

President Checkovich reported on the recent North Central Association Higher Learning Commission annual conference on accreditation that many employees attended. This was an excellent conference. The College's upcoming accreditation visit is in October 2015.

Jennifer Jordan provided the April 2015 *In the Media* report and reviewed many articles and advertisements pertaining to Blue Ridge Community and Technical College.

Workforce Development Report:

Dr. Ann Shipway reported that the application to the WV NASA Space Consortium has been approved. Alan Zube and David Teets will be participating in the Systems Engineering Certification course in May of 2015.

Dr. Shipway reported that the first Power System Institute (PSI) information day was held on March 28th, 2015. The event was very successful and over 100 guests were in attendance.

On April 8, 2015, there will be a Sector Strategy Meeting at the Technology Center from 8:30 am – 11:00 am. This meeting will be hosted by Blue Ridge CTC and SHRM and there will be many workforce development groups in attendance. During the first part of the meeting, each group will be given time to provide an overview of the services they offer.

The College is currently preparing for its Higher Learning Commission reaffirmation of accreditation visit. A steering committee is in the process of writing an Assurance Argument for this visit, which will be in October 2015.

In preparation for this visit, there is a Higher Learning Commission (HLC) student survey for all full-time, degree seeking students. The survey will be sent to Blue Ridge CTC students on April 6th, 2015 via e-mail. The survey is administered by the HLC and the data from the survey will go directly to the HLC. The College will receive the survey data in September 2015, approximately one month prior to the visit in October 2015.

Each year, the College sends a data snap shot, titled the *Institutional Update*, to the Higher Learning Commission (HLC). This report has been completed and it will be submitted to the HLC tomorrow.

An accreditation information and training session will be held for the Board in June 2015.

The College will be working on a comprehensive diversity plan. In addition, a meeting will be scheduled with the Board to review the mission statement.

Stephanie Harvey spoke about the Advanced Care Technician program, which is a partnership between Blue Ridge CTC and Berkeley Medical Center. To date, approximately 30 people have been trained. The program has been very successful and it has gained state-wide recognition

Program and Post Audit Reviews:

Dr. George Perry presented program reviews for the following programs:

- Associate of Applied Science in Information Technology
- CISCO Certified Network Associate Certificate
- Associate of Applied Science in Occupational Development

Bill Stubblefiled made a motion that the program reviews be approved for continuation of the three programs and forwarded to the West Virginia Community and Technical College System for approval; Stephanie Harvey seconded, and the motion passed unanimously.

Finance Report:

Rule 17.1 *Record Retention*, which establishes guidelines and timelines for keeping College records, was presented during the March 2015 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 and no changes have been made. The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Keith Unger made a motion that Rule 17.1 *Record Retention* be approved, subject to the provision above; Teresa Noll seconded, and the motion passed unanimously.

Kimberly Lineberg presented information on the College's current tuition and fees and the FY 16 budget. During the presentation, Ms. Lineberg compared the tuition and fees at Blue Ridge CTC to the tuition and fees at other State and regional institutions. After discussion, it was determined that a 7.7% increase in tuition and fees will be necessary to sustain the College.

This 7.7% increase is comprised of a 10% increase to the operating fee, which will be increased to \$132.00 per credit hour; an 11% increase to the Technology fee, which will be increased to \$10.00 per credit hour; and a 14% decrease to the Capital fee, which will be reduced to \$12.00 per credit hour. The total cost per credit hour will be \$154.00, which is an \$11.00 per credit hour increase overall.

Bill Stubblefield made a motion for an overall 7.7% tuition and fee increase; Stephanie Harvey seconded, and the motion passed unanimously.

Executive Session:

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Heather McIntyre made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 12:58 p.m.; Keith Unger seconded, and the motion passed unanimously.

The Board agreed to exit the Executive Session at 1:25 p.m.

Motion Made:

Stephanie Harvey made a motion to extend President Checkovich's contract through June 30, 2020, at the current base pay rate, with a continuance of the vehicle allowance, and an increase in the deferred compensation to \$8,000.00, which will be payable with the completion of one year of service on June 30, 2016; Heather McIntyre seconded, and the motion passed unanimously.

The meeting was adjourned at 1:27 pm.

Respectfully Submitted,
Megan Michael, Recording Secretary