

**Blue Ridge Community and Technical College
Board of Governors Meeting**

May 6, 2015, 11:30 am

*Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

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

Guests: Mike Byers, Chris Campbell, Don Dellinger, Christie Heaton, Pat Hubbard, Sherri Janelle, Jenn Jordan, Kimberly Lineberg, Megan Michael, David Michaels, Dr. Craig Miller, Dr. George Perry, Gary Rothstein, Justin Ruble, Leslie See, Dr. Ann Shipway, Pam Stevens, and Alan Zube.

Call to order: Teresa McCabe, Chair, called the May 2015 meeting to order at 12:01 p.m.

Approval of the April 2015 minutes: Bill Stubblefield made a motion to approve the April 2015 Board meeting minutes; Teresa Noll seconded, and the motion was approved unanimously.

Career Pathways Signing Ceremony:

Dr. Peter Checkovich introduced Don Dellinger and Christie Heaton, who are with the Berkeley County Board of Education and joined the meeting for the presentation of the Career Pathways partnership. This partnership is between Blue Ridge CTC and Berkeley County Schools to create an Integrated Manufacturing program to be offered to high school junior and seniors. The students who participate will attend courses at Blue Ridge CTC and earn college credits. This will be a hands-on training program and the agreement will be signed at a future meeting.

Facilities Master Plan:

Chris Campbell, of Bastian and Harris Architects, joined the meeting to present the College's ten-year Facilities Master Plan to the Board. Series 12 requires the College to have a Master Plan before being eligible for any additional bond funds and the College has been working with Bastian and Harris to develop this plan, which includes all existing facilities. Mr. Campbell mentioned that since the College's original accreditation, enrollment has grown 221%, and additional growth is expected over the next ten years. During this time, there will be a need for an additional two/three story academic building. If funding becomes available, this building will be constructed on the East side of the existing Headquarters building. The building plan includes six dividable classrooms, a testing center, three dividable corporate training classrooms, and additional parking. The plan also includes a climate controlled maintenance and storage building.

Future buildings, which are on the very outer perimeter of the ten-year plan timeline, would include a two story Advanced Manufacturing building, placed on the West side of the Headquarters building with additional parking; and a single story Electric Distribution and Engineering Technology building placed in the South corner of the property site. This building would have additional parking as well.

Chris Campbell reviewed the phasing and implementation strategy and also reviewed the anticipated costs with the Board.

President's Report:

President Checkovich announced that due to a recent reorganization, there has been discussion about renaming the School of Business and Information Technology to the School of Professional Studies and University Transfer. The new name will encompass all areas of the Business and Information Technology division, including business, information technology, humanities, eLearning, articulation agreement arrangements, and university transfer programs.

Human Resources Report:

Justin Ruble reported that the College is requesting state mandated salary increases for the classified staff, faculty promotion, and employees paid with Federal TAACCCT grants (Bridging the Gap and Heroes for Hire). The total for the three categories of increases will be approximately \$100,000.00.

Al Britton made a motion that the Board approve the State mandated salary increases for the three groups listed above effective July 1, 2015; Bill Stubblefield seconded, and the motion passed unanimously.

Finance Report:

Kimberly Lineberg presented and reviewed the FY 2015 third quarter financial statements.

Announcements:

Sherrri Janelle spoke about the upcoming Bluegrass and BBQ event that the Foundation will host on Friday, May 15th at the Purple Iris in Martinsburg. To date, 128 tickets have been sold.

Megan Michael reminded the group that the graduation ceremony is on Thursday, May 28th at 7:00 pm, at Martinsburg High School.

A nominating committee was formed to nominate the Board officers for the 2015-2016 academic year. Teresa McCabe, Becky Linton, and Bill Stubblefield will serve on this committee.

Dr. Kathy Cox will be the Faculty representative and Teresa Noll will be the classified staff representative for the 2015-2016 academic year.

The meeting was adjourned at 1:05 pm.

Respectfully Submitted,

Megan Michael, Recording Secretary