

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*September 2, 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, Dr. Kathy Cox, Stephanie Harvey, Teresa McCabe, Teresa Noll, Cassi Reynolds, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Mike Byers, Paul Emanuel, Cindi Hull, Kimberly Lineberg, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Leslie See, Dr. Ann Shipway, and Pam Stevens.

*Call to order:* Keith Unger, Chair, called the September 2015 meeting to order at 11:58 a.m.

*Approval of the August 2015 minutes:* Al Britton made a motion to approve the August 2015 Board meeting minutes; Stephanie Harvey seconded, and the motion was approved unanimously.

*President's Report:*

President Checkovich began his report by announcing that the property next to the College is for sale. The property owners have contacted Dr. Checkovich about purchasing the property; however, per State regulations, a purpose for the property must be identified prior to requesting the purchase. In addition, the College cannot consider the purchase at this time due to budget cuts.

President Checkovich reviewed many articles and advertisements for his *In the Media* report, including an article featuring the Governor speaking about a well trained workforce. The Governor also mentions the training that the West Virginia community and technical colleges provide, and Blue Ridge CTC is mentioned in two of the three training examples provided.

*Rule Making:*

Leslie See presented the amended Rule 12.1: *West Virginia Freedom of Information Act* during the August 2015 Board meeting and requested that the rule be made public for a 30-day comment period. To date, no comments have been received; therefore, Ms. See requested that the Board approve the rule for final adoption.

Dr. Bill Stubblefield made a motion that Rule 12.1: *West Virginia Freedom of Information Act* be approved; Teresa McCabe seconded, and the motion passed unanimously.

*Workforce Development Report:*

Dr. Ann Shipway reported that the Assurance Argument prepared for the upcoming accreditation visit is complete and will be submitted to the Higher Learning Commission today.

Dr. Shipway discussed a training opportunity with Altec, a company that is requesting a specialized degree program with an emphasis on Electric Distribution Engineering Technology for employees.

Dr. Shipway introduced Cynthia Hull, who distributed and reviewed the fall 2015 Career Advancement schedule.

Cynthia Hull introduced Paul Emanuel, the program coordinator for the new Chemical Operator Technician certificate program. Mr. Emanuel reviewed the new program with the Board and explained that the program does have an advisory board.

*Enrollment Management Report:*

Leslie See reported that the College is currently in the third week of the semester and the fall 2015 enrollment number is not finalized. The goal for fall 2015 is 2135, and the College has not met the fall goal, but is expecting to have an annual headcount of 5500 for the 2015-2016 academic year. Ms. See explained that the FTE for the fall 2015 semester is higher than the FTE for the fall 2014 semester.

Ms. See reported on the enrollment of peer institutions noting that enrollment at many has been on a steady decline.

West Virginia community and technical college enrollment goals were discussed. These goals are determined in the Statewide Master Plan and the College is currently awaiting enrollment goals for the years of 2015 – 2020. The College does not have the full flexibility to establish its enrollment goals.

*Finance Report:*

Kimberly Lineberg began the Finance report by reviewing the budgeted amount for the tuition and fee revenues. Currently, the College is at 49% of the budget. The ideal situation would be for the College to be at 51% of budget at this time. There is an additional drop for non-payment scheduled that may result in a lower amount of revenue. If this occurs, internal departmental budget cuts may be necessary. Ms. Lineberg explained that there is a small cushion amount for the College's operating budget.

Kimberly Lineberg reviewed the tentative financial statement information and balances as of June 30, 2015. There is one additional entry to make prior to finalizing the financial statements.

Dr. Bill Stubblefield made a motion to approve the financial report, which is subject to the audit; Stephanie Harvey seconded, and the motion passed unanimously.

*Announcements:*

Justin Ruble announced that the College is going live with the Statewide ERP system soon. Many State agencies have already implemented this system. All institutions of higher education, including Blue Ridge CTC, are in the phase two implementation which begins in October 2015.

Justin Ruble reported that there were two management resignations at the College this week. Both resignations are the result of other employment opportunities.

*Executive Session:*

No Executive Session was held.

The meeting was adjourned at 12:45 pm.

Respectfully Submitted,

Megan Michael, Recording Secretary