

Blue Ridge Community and Technical College
Board of Governors Meeting
November 4, 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, Dr. Kathy Cox, Stephanie Harvey, Teresa McCabe, Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Cassi Reynolds, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Mike Byers, Jennifer Jordan, 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 November 2015 meeting to order at 12:05 p.m.

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

President's Report:

President Checkovich reviewed many articles and advertisements for his *In the Media* report, including information about the College's recent designation as a National Center of Academic Excellence in Cyber Defense Two-Year Education (CAE2Y). This designation was awarded by the National Security Agency (NSA) and the Department of Homeland Security (DHS), and it is based on academic programs and training and practices at the College.

President Checkovich spoke about the recent Higher Learning Commission reaffirmation of accreditation visit and the corresponding draft report, which was excellent. The report must be voted on by the Institutional Actions Committee of the Higher Learning Commission. Once finalized and released, it will be available online.

President Checkovich reviewed information about the College's budget, which consists of a State allocation and tuition and fee revenue. The College's current State allocation is 4.4 million dollars. This is down from a State allocation of 5.1 million dollars three years prior. The College's budgeted tuition and fee revenue is 7.35 million dollars. During recent WVCTCS meetings, it was announced that the State is 250 million dollars short and this amount could increase by the end of the year. The recent State budget cuts account for approximately 100 million of the current 250 million dollar deficit. The College could face additional budget cuts to the State allocation.

The College must rely more heavily on tuition and fee revenue. There will be a necessary tuition and fee increase presented to the Board during a future meeting. In addition, the College is reviewing promotions and classified staff increases, as the cost to the College would be between 75,000 – 100,000 dollars and the College does not have the additional funds available.

The College is unable to continue paying rent in Morgan County. The College is committed to providing instruction in Morgan County, but the location is in debate.

Dr. Bill Stubblefield requested information about the impact an increase in tuition and fees may have on enrollment. Leslie See will work on this.

Workforce Report: Dr. Ann Shipway reported that the College will be hosting an Agribusiness Conference on Friday, November 6th. There will be approximately 140 people attending.

Dr. Shipway spoke about the Procter & Gamble (P&G) project. Curriculum development for the P&G training will begin next week and representatives from P&G will be visiting the College.

Dr. Shipway spoke about the Electric Distribution Engineering Technology (EDET) program, which has been providing contracted training to approximately 100 Shentel employees annually. The College will be training an additional 400 – 600 employees over the next couple of years. In addition, the EDET program coordinator recently met with Altec representatives to discuss a partnership with the College to form a stand-alone degree for Altec employees.

Enrollment Report: Leslie See reported that the overall fall 2015 enrollment is 5,552 students and the level one goal has been met. This number is unofficial until the State approves the information submitted.

Finance Report: Kimberly Lineberg presented and reviewed the financial statements as of September 30, 2015 and 2014.

Mrs. Lineberg plans to present information during the December 2015 meeting pertaining to faculty promotions and classified staff step increases. The College does not have the funding available for either item.

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 1:08 p.m.; Dr. Taylor Perry seconded, and the motion passed unanimously.

The Board of Governors exited the Executive Session at 1:14 pm. No action was taken.

Adjournment: Teresa Noll made a motion that the November 2015 Board meeting be adjourned at 1:15 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary