

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 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, 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, and Dr. Ann Shipway.

*Call to order:* Keith Unger, Chair, called the December 2015 meeting to order at 12:26 p.m.

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

*President's Report:*

President Checkovich reported on the Procter & Gamble (P&G) project, which is going very well. Representatives from P&G are visiting the College this week and a Blue Ridge CTC and P&G information session was held last night at the Technology Center. The session was very successful and well attended. There will be another information session this evening.

President Checkovich presented many articles and advertisements during his *In the Media* report, including an article highlighting Chef Steve Weiss, who is a competitor on the Cake Wars television show that is currently airing.

*Finance Report:*

Kimberly Lineberg began her report by presenting correspondence received from the College's auditing firm that explains why there is a delay in issuing the College's financial statements. This delay is related to GASB 68 and is not related to any action made by the College.

Kimberly Lineberg addressed the Board during the November 2015 Board meeting regarding faculty promotions and classified staff step increases. Due to budget cuts to the College's State allocation, the College is not in the financial position to award any salary increases, including faculty promotions and classified staff step increases for FY 17.

Jim Rodgers made a motion to accept the recommendation made above. No salary increases will be awarded for FY 17. Al Britton seconded the motion, and the motion passed with one Board member abstaining. Dr. Bill Stubblefield abstained from the vote because he did not have the information to review prior to the meeting. Dr. Stubblefield explained that he is supportive of the decision.

Kimberly Lineberg reported that the College will now be providing library services in house, as opposed to contracting with the Martinsburg-Berkeley County Public Library. This will result in a financial savings for FY 17. Dr. Bill Stubblefield personally endorses the action the College is taking regarding the library services.

Kimberly Lineberg reported that a motion is needed regarding the use of capital fees for renovations at the Technology Center. Mrs. Lineberg explained that the College budgets on an accrual basis and the State budgets on a cash basis, and this can create budget differences. When the College submitted the budget for the renovations in area GH at the Technology Center, the renovation expenses were budgeted in FY 15; however, the project was not complete until FY 16. Because of this, Mrs. Lineberg would like to request approval from the Board to use funds from the FY 15 capital fees to cover the area GH renovation expenses.

Dr. Bill Stubblefield made a motion to table this item until the next meeting because the information was not distributed prior to the meeting; Dr. Taylor Perry seconded, and the motion passed unanimously.

*Enrollment Report:*

Leslie See reported that the overall headcount for spring 2016 is near 1300 degree seeking students. The College is very early in the reporting process and this number will increase. The spring 2016 goal is 4,543 and the College is on target to meet this goal.

*Executive Session:*

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Stephanie Harvey, made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 12:52 p.m.; Teresa McCabe seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:00 pm. No action was taken.

The meeting was adjourned at 1:01 pm.

Respectfully Submitted,

Megan Michael, Recording Secretary