

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

February 3, 2016, 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 joined via phone, Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Cassi Reynolds, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger. A quorum was present.

Guests: Susan Bly, Mike Byers, Jennifer Jordan, Megan Michael, Dottie Lewis, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristy Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the February 2016 meeting to order at 11:55 a.m.

Approval of the December 2015 minutes: Jim Rodgers made a motion to approve the December 2015 Board meeting minutes; Stephanie Harvey seconded, and the motion was approved unanimously.

President's Report:

President Checkovich began his report with the announcement that he was recently invited to be a guest of Governor Tomblin at the 2016 State of the State address. The partnership between Blue Ridge CTC and Procter & Gamble was highlighted during the address.

President Checkovich announced that the Institutional Actions Committee (IAC) of the Higher Learning Commission (HLC) will meet on February 9, 2016. During this meeting, the College's Assurance Argument will be reviewed, along with two new certificate programs.

President Checkovich and Dr. Ann Shipway have been invited to present on the College's Assurance Argument during the HLC's Annual Conference in April 2016. In addition, the College's Assurance Argument will be displayed at the Share Fair held during the Conference.

President Checkovich announced that there has been discussion about removing the 12 hour tuition charge cap, which would allow institutions to charge for every credit. Blue Ridge CTC is not in support of this idea, as it would increase the tuition and fee expense for students. The College supports the 12 hour tuition charge cap.

President Checkovich discussed the College's State allocation of \$2,219.00 per student. The State average is \$4,200.00 per student, meaning that Blue Ridge CTC is approximately \$2,000.00 short of the State average. Because of this, a tuition increase will be proposed for FY 17. President Checkovich has been working closely with the local legislation and the Chancellor to increase the College's state allocation.

Morgan County Day at the legislature was held on January 18th, 2016, and a team of three attended from Blue Ridge CTC. Planning for the Morgan County Center is in progress, including discussion about reviewing the lease, increasing awareness, and identifying grant opportunities.

An Appalachian Regional Commission (ARC) of West Virginia grant is being considered to provide transportation services to and from Morgan County for students. This would allow the College to expand access to degree programs for residents in Morgan County.

Dr. Checkovich recognized the facilities staff for the excellent way the recent blizzard was handled.

Dr. Checkovich reviewed many articles and advertisements for his *In the Media Report*.

President Checkovich spoke about the Procter & Gamble project. A team from P&G will be visiting the College the week of February 22nd, 2016, and two information sessions will be held.

Workforce Report:

Dr. Ann Shipway reported that the Workforce Development division is working with Altec to develop a Heavy Equipment Repair degree and certificate. Dr. Shipway and her team are working on a Technical Program Development grant to support this project.

Dr. Shipway reported that the College is expecting around 100 guests for the February P&G information sessions. In addition, the College is providing a location and site support for P&G to proctor applicant testing.

Dr. Shipway reported that the College is applying for a Benedum grant to fund continued support for the IPT career pathway program. This is a partnership with Berkeley County Schools and high school juniors and seniors will be participating.

Enrollment Report: Leslie See reported that the overall headcount for spring 2016 is comparable to where the College was in the fall. The current spring degree seeking headcount is 1,744 students. Enrollment has decreased by 172 students; however, the FTE is higher, meaning that tuition revenue will be similar to that of spring 2015. Workforce Development and high school enrollments are still in the process of being entered.

Finance Report: During the December meeting, the Board received information pertaining to renovations in area GH at the Technology Center. The expenses for the area GH renovations were budgeted in FY 15; however, the project was not complete until FY 16. Because of this, the College would like to request approval from the Board to use funds from the FY 15 capital fees to cover the area GH renovation expenses.

Jim Rodgers made a motion to approve the use of FY 15 capitol fees to fund the area GH renovations at the Tech Center; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Dr. Craig Miller presented information related to a tuition and fee increase for FY 17. He reviewed three different increase options with the Board. All options included an increase to the operations fee and the addition of a student activities fee, in the amount of \$1.00, and an auxiliary fee, in the amount of \$2.00. After discussion, the Board recommended that the College have the Operations fee, the Technology fee and the Capital fee only. The amounts for the auxiliary fee and the student services fee will be included in the Operations fee. This will be discussed further and voted on during the March meeting.

Executive Session:

Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Dr. Taylor Perry, made a motion that the Board move into executive session for the purpose of discussing personnel matters, at 12:55 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:05 pm. No action was taken.

The meeting was adjourned at 1:06 pm.

Respectfully Submitted,

Megan Michael, Recording Secretary