

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

March 2, 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 Heather Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Cassi Reynolds, and Keith Unger. A quorum is present.

Guests: Mike Byers, Brett Gallagher, 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 March 2016 meeting to order at 11:57 a.m.

Audit Report:

Keith Novak, CPA, and Chris Kessler, CPA, of CliftonAllenLarson, LLP joined the meeting to present the current audit report for the College. An unmodified opinion was issued.

Chris Kessler reviewed the College's financial statements and the GASB 68 report.

Approval of the February 2016 minutes: Teresa McCabe made a motion to approve the February 2016 Board meeting minutes; Dr. Taylor Perry seconded, and the motion was approved unanimously.

President's Report:

Dr. Craig Miller introduced Brett Gallagher, Associate Dean of eLearning and Assessment, who recognized Dr. Kathy Cox for a recent accomplishment related to the Quality Matters (QM) program. Blue Ridge CTC has worked with QM since 2012. It is a national program aimed at improving course design for higher education, which includes peer review of courses. The first course submitted for review was Dr. Cox's Technical Writing course. Dr. Cox and her team did a wonderful job and the course passed the review.

Dr. Checkovich spoke about the wonderful reception the College's Higher Learning Commission (HLC) Assurance Argument received from the HLC's IAC. All criteria and sub-components were met and the team report included many complimentary statements. Dr. Checkovich thanked Laura Busey, Megan Michael, and Dr. Ann Shipway for their contributions to the Assurance Argument process.

President Checkovich discussed the College's funding and budget and explained that no further information has been received about the hypothetical 6.5% budget cut mentioned previously.

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

President Checkovich announced that the College has received a grant from the WVU University Healthcare Foundation that qualifies for matching funds from the State. This grant money will be very helpful to the College and Dr. Checkovich thanked Teresa McCabe for her assistance with this. Grant funds have been instrumental in growing the College.

Workforce Report:

Dr. Ann Shipway announced that the recent Procter & Gamble (P&G) information sessions went very well. Dr. Taylor Perry and Ms. Doris Griffin were recognized for their assistance in distributing the flier for the information sessions to the local and State NAACP chapters. P&G is still accepting applications.

Dr. Shipway announced that the Agribusiness certificate has been approved by the HLC. With this program, the College will be the recipient of a garden high-tunnel and operate a community based garden. This will be an effort between the College, the community, the Agribusiness program, and the culinary program. Space for the tunnel has been identified at the Headquarters building

Dr. Shipway announced the new marketing plan for the Career Advancement division. Going forward, an eBook, newspaper advertisements, postcards, Facebook ads, and community calendars will be used to market Career Advancement courses. Jennifer Barrett presented the eBook to the Board. Jennifer also shared an advertisement and the postcard draft with the Board.

Post Audit Report:

Dr. George Perry announced that program reviews are due for the Medical Assisting program, the EDET program, and the Business Technology certificate program. These will be e-mailed to Board members prior to the end of the week for review, as they will be voted on during the April 2016 meeting.

Enrollment Report:

Leslie See reported that the overall headcount for spring 2016 is comparable to fall 2015. The current spring degree seeking headcount has decreased; however, the FTE is higher, meaning that tuition revenue will be higher.

Leslie See announced that the College's draft financial aid cohort default rate is 26.1%, which is under the limit of 30%. Leslie provided an in-depth review of the cohort default rate.

Finance Report:

Dr. Dottie Lewis presented and reviewed the financial statements as of December 31, 2015.

Tuition and Fee Increase:

Dr. Craig Miller presented information for the fiscal year 2017 (FY 17) tuition and fee increase. The overall increase requested is 10.4%, which would increase the charge per credit hour to \$170.00. This amount comprised of an operations fee of \$147.00, a technology fee of \$11.00, and a capital fee of \$12.00. This request is based on the College's current budget and State allocation and is contingent upon the outcome of the legislative session. If the College receives an additional budget cut, the Board may need to revisit this request as it may need to be increased.

Al Britton made a motion to approve the FY 17 tuition increase of up to 10.4%, subject to further action during the legislative session; Stephanie Harvey seconded, and the motion passed unanimously.

Dr. Craig Miller presented information on proposed fee additions and changes. The first item of discussion was the Nursing testing fee, which is currently \$200.00. Due to the increased cost of the Kaplan NCLEX exam, Dr. Miller requested that the fee be increased to \$400.00 for FY 17. In addition, background checks are required for the Health Information Management program, the Education program, and the Chemical Operator Technician program, which are all new programs. The new background check fees will range from \$100.00 - \$200.00.

Dr. Miller requested an increase for the Education program Praxis core exam fee, which is currently \$250.00. Due to an increase in the exam cost, this fee needs to be increased to \$300.00 for FY 17.

Dr. Miller presented information for a program fee of up to \$300.00 for the Chemical Operator Technician program.

Lastly, Dr. Miller requested approval for a fee of up to \$30.00 for each general education physical education course. This fee will be used to fund the rental expense generated by each physical education course.

Teresa McCabe made a motion to approve the fee additions and changes specified above; Heather McIntyre seconded, and the motion passed unanimously.

Dr. Craig Miller presented information on special fees and charges. The first item of discussion was the addition of a \$10.00 distance delivery fee for courses that are 50% or more online. The current fee of \$25.00 is applied to courses that are fully online only. The addition of the \$10.00 fee will assist with the expenses generated by blended courses.

Dr. Miller requested approval for the transcript fee to be increased from \$5.00 to \$10.00 per request. A \$5.00 fee for the clearinghouse verification service is requested as well.

Dr. Miller requested fee approval for the external testing services provided by the BRCTC Testing Center as follows:

Praxis	\$25.00
CLEP	\$30.00
External TEAS	\$60.00
Retakes on Placement	\$10.00
Certiport	\$5.00
NOCTI	\$5.00
External Proctored Exams	\$30.00

Teresa Noll made a motion to approve the special fee additions and changes specified above; Stephanie Harvey seconded, and the motion passed unanimously.

Metro Rate:

As permitted by West Virginia Series 32 and the West Virginia State Code §135-32, Dr. Miller requested approval to implement a Metro Fee to reduce the out-of-state tuition and fees for non-resident students who reside in surrounding out-of-state counties, including Washington County and Frederick County, Maryland; Clarke County, Frederick County, and Loudoun County, Virginia; and the City of Winchester. The Metro Fee will allow students who reside in the specific areas listed above to qualify for the in-state tuition and fee rate of \$170.00 per credit hour, which covers the cost of instruction. This would assist with the recruitment of out-of-state students.

Stephanie Harvey made a motion to approve the Metro Rate of \$170.00 per credit hour for out-of-state students who reside in the specific areas listed above; Teresa Noll seconded, and the motion passed unanimously.

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 1:19 pm; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:30 pm. No action was taken.

The meeting was adjourned at 1:31 pm.

Respectfully Submitted,

Megan Michael,

Recording Secretary