

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

June 1, 2016, 11:30 am

*Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

In attendance: Dr. Peter Checkovich, Stephanie Harvey, Teresa McCabe, Heather Morgan-McIntyre, Teresa Noll, Cassie Reynolds, Dr. Bill Stubblefield, and Keith Unger. A quorum is present.

Guests: Mike Byers, Jennifer Barrett, Megan Michael, Dr. Craig Miller, Justin Ruble, Kristy Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the June 2016 meeting to order 12:02 pm.

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

Election of Board Officers: Dr. Bill Stubblefield nominated Keith Unger for Chair of the Board and Stephanie Harvey for Vice-Chair of the Board for the 2016 – 2017 academic year. No other nominations were received.

Dr. Bill Stubblefield made a motion that Keith Unger serve as Chair and Stephanie Harvey serve as Vice-Chair of the Blue Ridge CTC Board of Governors; Teresa Noll seconded, and the motion passed unanimously.

President's Report:

President Checkovich reviewed many articles and advertisements for his *In the Media Report*. This included an article about the Blue Ridge CTC graduation ceremony, which was held yesterday at Martinsburg High School. The ceremony went well and 151 students participated.

President Checkovich thanked retiring student Board member, Cassie Reynolds, for her years of service to the Blue Ridge CTC Board.

President Checkovich provided a report on the legislative session activity.

President Checkovich explained that the June 2016 West Virginia Community and Technical College System (WVCTCS) Council meeting has been postponed until the State budget is passed.

Workforce Report:

Dr. Ann Shipway reported that faculty members have been paired with President Checkovich for monthly radio interviews to discuss College programs. The first pairing was titled “*Cookies and Cookies*,” and featured the Culinary and Information Technology programs. This will continue with other programs for future radio sessions.

Dr. Shipway reported that there will be an all team meeting for the School of Workforce and Engineering Technologies tomorrow. The intent of the meeting is to discuss enrollment and plan for future enrollment and growth.

Dr. Shipway provided an update on the Procter & Gamble (P&G) project, which is going very well. A team of three recently visited the Greensboro, North Carolina P&G plant to tour the plant and review the training program and equipment. The visit went well.

Enrollment Report:

Leslie See provided the enrollment management report. The overall headcount for summer is 586 students, which is an increase from last summer. The summer 2016 FTE is higher than that of last summer as well. Financially, the College should be comparable with where it was during the summer semester of 2015.

Ms. See reported that there will be an advisor phone-a-thon at the end of the month. Over 5,000 students who were once enrolled, but are not currently enrolled, will be contacted.

Ms. See reported on the 2016 graduation ceremony, which was a success with 151 graduates participating. There were 886 total 2016 graduates, including degrees and certificates.

Approval of the 2016-2017 Meeting Schedule: The following 2016 - 2017 Board meeting schedule was presented to the Board for review:

August 3, 2016	February 1, 2017
September 7, 2016	March 1, 2017
October 5, 2016	April 5, 2017
November 2, 2016	May 3, 2017
December 7, 2016	June 7, 2017

Teresa McCabe made a motion to approve the 2016 - 2017 Board meeting schedule as presented; Stephanie Harvey seconded, and the motion passed unanimously.

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Teresa McCabe, made a motion that the Board move into Executive Session at 12:57 pm for the purpose of discussing personnel matters; Stephanie Harvey seconded, and the motion passed unanimously.

The Board of Governors agreed to exit the Executive Session at 1:15 pm. No action was taken.

Adjournment: Stephanie Harvey made a motion to adjourn the meeting at 1:16 pm; Teresa Noll seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary

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

June 29, 2016, 11:30 am

*Blue Ridge Community and Technical College Headquarters Building via Conference Call
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, Cassi Reynolds, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger joined the meeting via conference call. A quorum is present.

Guests: Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristy Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the June 29, 2016 emergency meeting to order 10:59 am.

Purpose of the Emergency Meeting: To discuss the tuition increase for FY 17.

President Checkovich explained that the College received an additional \$500,000.00 in State allocation funding for FY 17. Due to this, the College is requesting to decrease the previously approved FY 17 tuition increase of 10.2% to a 4.55% increase for FY 17.

Stephanie Harvey made a motion to approve the 4.55% tuition increase, as opposed to the previously approved 10.2% tuition increase; Jim Rodgers seconded, and the motion passed unanimously. Because the meeting was held via conference call, each Board member listed in the “*In attendance*” section above verbally approved the motion separately.

Stephanie Harvey made a motion to adjourn the emergency meeting at 11:09 am; Teresa McCabe seconded, and the motion passed unanimously.