

Blue Ridge Community and Technical College
Board of Governors Meeting
September 7, 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, Dr. Kathy Cox, Stephanie Harvey, Cassie Long, Teresa McCabe, Heather McIntyre, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger. A quorum is present.

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

Call to order: Keith Unger, Chair, called the September 2016 meeting to order 12:01 pm.

Approval of the August 2016 Meeting Minutes:

Stephanie Harvey made a motion to approve the minutes from the August 3, 2016 Board meeting; Dr. Taylor Perry seconded, and the motion passed unanimously.

President's Report:

President Checkovich began his report by welcoming the new student Board representative, Cassie Long. Ms. Long's degree program is Cyber Security and she recently completed an internship at NASA in the information technology security department.

President Checkovich announced that the 2017 New York City weekend trip will be April 21 – 23, 2017.

President Checkovich reported on the Procter & Gamble (P&G) project, which is going very well. P&G plans to hire 700 new employees. These employees will work in either the Mechatronics field or the Applied Laboratory Technician field. There has been discussion about hosting the Applied Laboratory Technician training in a GAP lab at the Pines Opportunity Center in Morgan County.

During a previous meeting, there was discussion about hosting a Board meeting at the Morgan County Center. This will be planned.

Workforce Report:

Dr. Ann Shipway reported on the Integrated Production Technology (IPT) program, which is a partnership between Blue Ridge CTC and Berkeley County Schools. There are 17 high school juniors participating and two faculty members are teaching. These juniors will return next year during their senior year and a new group of high school juniors will begin. A Benedum grant was received to support this program.

A 120-hour training program for new Procter & Gamble (P&G) employees will begin on September 19, 2016. In addition, P&G will be launching a new recruiting campaign soon.

Dr. Shipway spoke about the expansion of the Tech Center for the P&G project, which is in the discussion and planning phase. P&G donated a large mixing tank to the College and this will be used during the employee training at the Tech Center.

In addition to the P&G training project, the College is in the second year of a five-year training program with Volvo. The College is working with additional employers as well.

Dr. Shipway explained that the Foundation Director has resigned and Anne Myers will serve at the Interim Foundation Director.

Dr. Shipway reported that the Mathematics Department Chair position has been filled with a current math faculty member. This arrangement is working well and classes are going well.

Enrollment Report:

Leslie See reported strong enrollment for the fall 2016 semester. Head count is slightly below where it was last year; however, an additional 54 students will be enrolling in the Technical Studies program. New student enrollment has increased around five percent and the College's FTE has increased as well. In addition, the number of students taking 12 hours or more has increased.

Finance Report:

Dr. Craig Miller reported that the auditors are visiting the College this week to complete field work. The audit should be complete by October 2016.

The financial Statements, a full report on collections, and a report on the audit will be provided during the October 2016 meeting. The tuition and fee increase will be discussed during this meeting as well.

Adjournment: Jim Rodgers made a motion to adjourn the meeting at 1:00 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary