

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*November 9, 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, Brad Close, Dr. Kathy Cox, Stephanie Harvey, Cassie Long, Teresa McCabe, Teresa Noll, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger

*Guests:* Jennifer Barrett, Mike Byers, Jackie Griggs, Jim McConville, of The Journal, Apryl McDonough, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristie Scarlata, Leslie See, and Dr. Ann Shipway.

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

Mr. Unger began the meeting with the introduction and welcome of a new Blue Ridge CTC Board member, Brad Close.

*Approval of the September 2016 Meeting Minutes:*

Teresa McCabe made a motion to approve the minutes from the September 2016 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*Series 51 Report:*

Jackie Griggs presented the annual Series 51 Report, which was submitted to the West Virginia Community and Technical College System for review. The goal of Series 51 is to reduce the cost of textbooks for students by offering used and rental textbook options. Due to an increase in the availability of used and rental textbooks, new textbook sales have decreased to 57%, which is the lowest percentage to date.

Dr. Bill Stubblefield asked about using digital textbooks, as opposed to the hard copy of the book. Dr. Miller explained that Barnes and Noble has offered this in the past; however, many students prefer a hard copy of the textbook as opposed to a digital copy.

*President's Report:*

President Checkovich reviewed many articles and advertisements for his *In the Media Report*, including an article on the Integrated Production Technologies (IPT) program. The IPT program is a partnership between Blue Ridge CTC and Berkeley County Schools for high school juniors and seniors.

Leslie See provided a report on the IPT program and four additional programs the College offers for high school students, including College 101, College in the High School, Morgan County Scholars, and the Jump Start program.

The IPT program began this year, and students who complete this program will earn 15 college credits toward the Mechatronics degree.

The Jumpstart program will begin next year and is a one-plus-one program for high school seniors. Berkeley County Schools will provide transportation for the students to the College during first through fourth periods. The students can complete up to 31 credits at the high school student rate of \$25.00 per credit hour.

*Workforce Report:*

Dr. Ann Shipway reported that two new Technical Program Development (TPD) grants were submitted to the West Virginia Community and Technical College System (WVCTCS) this week. The purpose of the first TPD grant is to extend the Applied Laboratory Technician certificate program to an Associate of Applied Science degree (AAS). The purpose of the second TPD grant is to establish a new Software Engineering AAS degree program. An additional TPD grant application for a degree in Heavy Equipment utilization will be submitted to the WVCTCS in December 2016.

Dr. Shipway reported that a grant was submitted this week to the National Security Agency. The purpose of this grant is to provide training to middle school and high school teachers in Cybersecurity.

Dr. Shipway introduced Apryl McDonough who presented on Prior Learning Assessment (PLA). PLA is a program in which prior work and life experiences are assessed and converted into college credit for students enrolled in the Board of Governors degree program.

*Enrollment Report:*

Leslie See reported strong enrollment and announced that the enrollment goal for the fall 2016 semester has been met with a total headcount of 5,598 students. The College's FTE has increased as well.

*Finance Report:*

Dr. Craig Miller and Kristy Scarlata presented the financial statements for the year ending June 30, 2016. They also provided comparison data for the year ending June 30, 2015.

Jim Rodgers made a motion to approve the financial statements as presented; Stephanie Harvey seconded, and the motion passed unanimously.

The meeting was adjourned at 1:29 pm.

Respectfully Submitted,

Megan Michael, Recording Secretary