

Blue Ridge Community and Technical College
Board of Governors Meeting
December 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 Morgan-McIntyre, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger

Guests: Jennifer Barrett, Lisha Burks, Mike Byers, Brett Gallagher, Jim McConville, Megan Michael, Dr. Craig Miller, Justin Ruble, Kristie Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the December 2016 meeting to order 12:03 pm.

Approval of the November 2016 Meeting Minutes: Stephanie Harvey made a motion to approve the minutes from the November 2016 Board meeting; Dr. Taylor Perry seconded, and the motion passed unanimously.

President's Report:

President Checkovich provided his *In the Media* report, which included information about the Blue Ridge CTC Foundation Merry and Bright fundraising event held on December 2, 2016.

Workforce Development Report:

Dr. Ann Shipway reported on the Blue Ridge CTC Foundation Merry and Bright fundraising event, which was very successful. The 2016 event had the largest attendance to date. The event featured student action stations that paralleled with corporate donors. In addition, the pricing structure was updated with general tickets priced at \$50.00, employee tickets priced at \$20.00, and student tickets priced at \$10.00. All funds raised support Blue Ridge CTC students.

Dr. Ann Shipway announced that two new cohort programs are set to begin in Morgan County. This includes an Agribusiness cohort, as well as an Applied Laboratory Technician cohort.

Dr. Shipway reported on the Hour of Code program that was featured on WHAG news and took place at Hedgesville Middle School. Anthony Hanners, who is an IT faculty member, taught coding activities to over 200 middle school students. Mr. Hanners has been invited back to teach a Raspberry Pi class the week of July 17, 2017. This is in addition to two other summer Raspberry Pi camps that will be offered in Berkeley and Morgan Counties.

Dr. Shipway spoke about the partnership the College has with Workforce West Virginia. She displayed a television advertisement that highlights the partnership and the advanced manufacturing programs at Blue Ridge CTC.

Professional Studies and University Transfer Report:

Dr. Craig Miller introduced Brett Gallagher, Dean of the School of Professional Studies and University Transfer. Ms. Gallagher provided an overview of this school, which offers a total of eight programs, including four associate of applied science degrees and four university transfer programs. Currently, there are 765 students enrolled in Professional Studies and University Transfer (PSUT) programs. There were 146 graduates from PSUT programs for the 2015-2016 academic year.

Ms. Gallagher also provided an overview of the College's articulation agreements and transfer agreements. There are 23 transfer partners and 15 associate degree programs are included.

Another part of the PSUT school is the e-learning division, which is a one-stop shop for all online learning needs. E-learning is working with the Enrollment Management division to develop a new virtual student orientation that will begin during the Summer of 2017.

Finance Report:

Dr. Craig Miller reported the College received a 2% budget cut to the state appropriation in November 2016.

Dr. Miller also reported that the audit work for Blue Ridge CTC is complete; however, the audit report will not be available until all of the other State audits are complete.

Kristy Scarlata presented the financial statements as of September 30, 2016. Ms. Scarlata also provided comparison information for the first quarter of fiscal year 2016. Tuition and fee collections are slightly down; however, expenses have decreased as well.

There was discussion about the State's budget for fiscal year 2017 and the College's plan to withstand any additional budget cuts.

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 at 1:27 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 1:40 pm. No action was taken.

Adjournment: Teresa Noll made a motion to adjourn the meeting at 1:40 pm; Teresa McCabe seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary