

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

March 1, 2017, 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, Heather McIntyre, Teresa Noll, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Jennifer Barrett, Lisha Burks, Mike Byers, Brett Gallagher, Megan Michael, Dr. Craig Miller, Keith Novak, CPA, Dr. George Perry, Justin Ruble, Kristie Scarlata, Leslie See, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the March 2017 meeting to order at 12:02 pm.

Fiscal Year 2016 Audit Report:

Keith Novak, CPA, of CliftonAllenLarson, LLP, joined the meeting to present the current audit report for the College.

Mr. Novak explained that the pension liability numbers were not released from the State to the College until December 2016, thus creating a delay in the audit report.

An unmodified opinion was issued. There were no corrections necessary, nor were there any disagreements with management. In addition, there are no internal weaknesses.

This year, the Foundation financial statements were included in the College's audit. Other than the inclusion of the Foundation financial statements, no additional footnotes were added to the College's audited financial statements. The financial position of the College remained relatively flat from last fiscal year to this fiscal year.

Dr. Stubblefield asked if there would be a penalty to the College due to the late audit report. Dr. Miller reported that there would not be a penalty and that the HEPC is in the process of forming a letter to send to the authorities.

Dr. Stubblefield mentioned concern about a partnership between the College and the auditors due to a letter the auditors prepared for the College. Mr. Novak explained that this is a standard audit procedure with the audit representation letter.

Approval of the February 2017 Meeting Minutes: Teresa McCabe made a motion to approve the February 2017 Board meeting minutes; Jim Rodgers seconded, and the motion passed unanimously.

President's Report:

President Checkovich provided his *In the Media* report, which included articles on upcoming agribusiness events. The report also included an article published in The Journal that President Checkovich contributed to regarding real and fake news.

President Checkovich spoke about the *Women in Manufacturing* event that Procter & Gamble held at the College on February 16, 2017. The event was successful and over 104 registrations were received.

Leslie See reported on the dual-enrollment program in Jefferson County, which will offer over 90 courses. Currently, high school students can take one dual-enrollment course per semester. However, the Jefferson County Superintendent of Schools is considering an increase in this.

President Checkovich reported on Morgan County Day at the Legislature and Berkeley County Day at the Legislature. Representatives from the College attended both events. President Checkovich attended Berkeley County day with a team and they were able to meet with the local legislators during the trip. President Checkovich publicly thanked the local delegation for their assistance with the College's budget.

While in Charleston, President Checkovich attended the House Education meeting and was called upon by Chancellor Tucker to testify about the benefits of grant funds available via the Chancellor's office. President Checkovich explained the benefits of these programs and the assistance the College has received from them. In addition, these grants are assisting the College with training over 700 employees for Procter & Gamble. These grants are critical and must remain in place for the West Virginia community and technical colleges. Blue Ridge CTC has over 60 degree and certificate programs in place. The grants enabled the College to create these programs.

Workforce Report:

Dr. Ann Shipway reported on the importance of institutional effectiveness. To assist with this, the College is engaging with EMSI to complete an economic research study focusing on the wages generated as a result of completing a certificate or degree at Blue Ridge CTC. There are four major facets of this study including alumni impact, operations spending impact, student spending impact, and an investment analysis. The investment analysis will include the student perspective, the tax payer perspective, the social perspective, and the alumni perspective. A portion of the study will address future impact as well. This data and information will be beneficial to all areas of the College. Upon completion of this project, EMSI will make a full report to the Board.

Rulemaking:

The College's travel policy was recently updated. Dr. Craig Miller presented the travel policy and highlighted the updates during the February 2017 Board meeting and the rule was posted for a 30-day comment period. The 30-day comment period is still in process; however, to date, there have not been any comments received and no changes have been made. The Board may vote to approve the rule as is, pending no comments are received within the remaining days of the comment period.

Brad Close made a motion for the Travel Policy to be approved, subject to the provision above; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Finance Report:

Dr. Craig Miller began his report with an overview of the College's financial position as compared to the other community and technical colleges in the State. He also reviewed the College's current tuition and fee charges, of which an increase is necessary for the 2017-2018 academic year. Three scenarios were presented for this as follows:

1. The first scenario reduces the capital fee to \$6.00 from \$12.00 and increases the operations fee to \$144.00 from \$138.00. The net increase to tuition overall is zero, and the full-time tuition and fee charge per semester would be \$1,932.00. This option will not cover expenses.
2. The second scenario reduces the capital fee to \$6.00 from \$12.00 and increases the operations fee to \$148.00 from \$138.00. The net increase to tuition overall would be 2.5%, and the full-time tuition and fee charge per semester would be \$1,980.00. This maintains the budget and meets expenses, as long as enrollment remains constant. If enrollment drops, the College would not be able to meet expenses.
3. The third scenario reduces the capital fee to \$9.00 from \$12.00 and increases the operations fee to \$148.00 from \$138.00. The net increase to tuition overall would be 4.3%, and the tuition and fee charge per semester would be \$2,016.00. This would be the most beneficial option for the College and would allow for all expenses to be met.

There was discussion about the third scenario as the increase to the operations fee is equal to that of scenario two. The Board discussed making changes to this scenario, including reducing the capital fee to \$6.00 and increasing the operations fee to \$151.00. With these changes, the increase would remain steady at 4.3%, and the tuition charge per semester would remain steady at \$2,016.00.

There was discussion about the capital fee budget and allowable expenses. Dr. Miller will present on this during the next meeting. The Board will be asked to vote on one of the tuition and fee increase options during the April 2017 meeting.

Dr. Miller reviewed the proposed program fee additions and changes as follows:

1. ATIF – Nursing Testing: up to \$700.00. This is due to all fees being combined.
 - a. NURS 240
2. BSNT – Business Testing: up to \$20.00
 - a. BUSN 290, BUSN 292, and BUSN 294
3. CULA – Culinary Arts Supplies: up to \$200.00
 - a. Fourteen Culinary Courses
4. WOWi – Career Assessment: up to \$13.00
 - a. CAD 102, EDUC 150, IT 111, MAST 101, and MECH 101.

Dr. Miller reviewed the proposed special fee additions and changes as follows:

1. Enrollment Management – Verification Services (Clearinghouse): \$10.00
2. Testing Center Services: External TEAS: \$95.00; Certiport: \$5.00; NOCTI: \$5.00; and Internal Proctored Exams: \$5.00.

Brad Close made a motion to approve the financial report as presented; Stephanie Harvey seconded, and the motion passed unanimously.

Jim Rodgers made a motion to approve the program fees and the special fees as presented; Teresa McCabe seconded, and the motion passes unanimously.

Program Reviews:

Dr. George Perry announced that program reviews are due for the following programs:

1. Liberal Arts - AA
2. Business - AAS
3. Criminal Justice - AAS and Certificate.
4. Paramedic – AAS and Certificate
5. Computer Application Specialist – AAS
6. CNET – AAS
7. CCNA – Certificate
8. Baking and Pastry – AAS and Certificate
9. Food Service Retail Management – AAS and Certificate

These were presented to the Board for review and will be voted on during the April 2017 meeting.

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Brad Close made a motion that the Board move into Executive Session at 1:32 pm to discuss a lease agreement; Dr. Bill Stubblefield 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: Brad Close made a motion to adjourn the meeting at 1:47 pm; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary