

Blue Ridge Community and Technical College
Board of Governors Meeting
September 13, 2017, 11:30 a.m.
Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Keisha Hicks, Teresa McCabe, Heather McIntyre, Kerri Namolik, Dr. Bill Stubblefield, Jim Rodgers, and Keith Unger.

Guests: Mike Byers, Donnie Dellinger, Bob Ford, Brett Gallagher, Christie Heaton, Jody McClintock, Megan Michael, Justin Ruble, Leslie See, Dr. Ann Shipway, and Joel Tuttle.

Call to order: Keith Unger, Chair, called the September 2017 meeting to order at 12:02 p.m.

Approval of the August 2017 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the August 2017 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report:

President Checkovich began his report by welcoming three guests from Morgan County. Mr. Bob Ford, Ms. Jody McClintock, and Mr. Joel Tuttle joined the meeting to celebrate the partnership the College has with Morgan County. President Checkovich spoke about the successful partnership and about the new Procter & Gamble (P&G) GAP lab at the Morgan County Center. A GAP lab ribbon cutting ceremony was held earlier this week.

Joel Tuttle spoke about the unique partnership between Blue Ridge CTC, Morgan County, and P&G. All parties have invested in the Center and the partnership will be a long-term relationship. Mr. Tuttle, Ms. McClintock, and Mr. Ford thanked the College for the partnership.

Brad Close thanked the College, the Board, and the Morgan County Commission for the partnership. This project will have an unfathomable positive impact in Morgan County.

President Checkovich and Leslie See spoke about the JumpStart program partnership with Berkeley County Schools. Ms. See introduced Mr. Donnie Dellinger and Ms. Christie Heaton, who are with Berkeley County Schools and who have been instrumental with the success of the partnership. The JumpStart program is a dual-enrollment, dual-credit program open to high school juniors and seniors. There are 83 high school students participating and they pay the high school rate of \$25.00 per credit hour. In addition, book scholarships are available.

Students participating in JumpStart are enrolled in one of six programs including Applied Lab Technician, Business Administration, Cybersecurity, Education, Electric Distribution Engineering Technology, and Healthcare Professions. Plans are underway to add Agribusiness, Software Development, and possibly Culinary Arts next year. In addition, the JumpStart Applied Laboratory Technician program will be available in Morgan County in the future.

Ms. See also spoke about additional programs the College partners with Berkeley County Schools to offer including the Integrated Technologies program, the College French and Spanish program, the Math Transition Pilot program, and the College in a High School Transfer program.

Donnie Dellinger thanked Blue Ridge CTC for being accommodating and flexible, and for working around the school system's schedule.

Christie Heaton thanked President Checkovich for his ongoing and continued support of educational endeavors.

President Checkovich provided his *In the Media* report, which included an article on the College being a tremendous asset to its service area. Also included was an article detailing the \$12,134.00 grant the College received from the Eastern West Virginia Community Foundation to support the JumpStart program.

Workforce Development Report:

Dr. Ann Shipway reported that an evaluator from the Higher Learning Commission would be visiting the College to perform an off-site location review in October. The Tech Center and the Morgan County Center will be evaluated. Dr. Shipway provided an overview of the items that will be reviewed during the visit. The focus will be on degrees in which 50% or more of the courses can be completed at an off-site location. The College must prepare a report prior to the visit and it is in draft form at this time.

Dr. Shipway announced that President Checkovich would be traveling to Charleston on November 1st to attend an event hosted by the Education Alliance. During this event, the College will be recognized for its partnerships with Procter & Gamble and the Berkeley County Board of Education.

Dr. Shipway announced that the Emsi team would be attending the October Board meeting to present the Blue Ridge CTC Economic Impact Study findings. Presentations will also be provided to the local legislation and to Blue Ridge CTC students and employees. Blue Ridge CTC and Emsi will be presenting on this project during the 2018 Higher Learning Commission conference.

Rulemaking:

Leslie See presented the updated student code of conduct during the August 2017 meeting and the rule was posted for a 30-day comment period. Updates are related to Title IX, drug and alcohol amnesty, and the student judicial and dismissal processes. No comments were received during the period.

Dr. Bill Stubblefield made a motion to approve the updated student code of conduct; Teresa McCabe seconded, and the motion passed unanimously.

Enrollment Report:

Leslie See presented the current enrollment report. The degree-seeking students are down; however, students are still being added to the final fall 2017 report, which is due on October 15. The College's

FTE is comparable to where it was last year. The high school and Workforce enrollment numbers are strong. Overall, headcount will be comparable to where it was last year.

Leslie See reported that the College has an opportunity to hold the commencement services at the Airbourne Church. This new venue will enable the College to provide five to seven tickets to each student. The Board agrees that this venue will be ideal for the commencement ceremony. Keisha Hicks expressed her support for the new venue on behalf of the students.

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Stephanie Harvey made a motion that the Board move into Executive Session at 1:15 p.m. to discuss legal matters; Teresa McCabe seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 1:30 p.m. No action was taken.

Adjournment: Brad Close made a motion to adjourn the meeting at 1:31 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary