

Blue Ridge Community and Technical College
Board of Governors Meeting
November 3, 2017, 9:00 a.m.
Blue Ridge Community and Technical College Headquarters Building
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403

In attendance: Brad Close, Stephanie Harvey, Heather McIntyre, Kerri Namolik, Dr. Taylor Perry, Jim Rodgers, and Keith Unger.

Guests: Jennifer Barrett, Laura Busey, Mike Byers, Jim DeVino, Jackie Griggs, Jim McConville, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Leslie See, Kristy Scarlata, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the November 2017 meeting to order at 9:15 a.m.

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

President's Report:

Dr. Ann Shipway presented the President's Report on behalf of Dr. Peter Checkovich. Dr. Shipway introduced Leslie See who reported on an award Berkeley County Schools received from the West Virginia Education Alliance for their exemplary career readiness programs with the College. The JumpStart program was highlighted as part of the award ceremony.

Ms. See reported that she is working with Morgan County Schools and Jefferson County Schools to establish a JumpStart program in these counties.

Dr. Ann Shipway presented the *In the Media* report, which included an article on the recent *Women in Stem* event. This successful event was well attended.

Annual Security Report: Jim DeVino presented the College's Annual Security Report, which is required by the US Department of Education. The current report is for years 2014, 2015, and 2016. Mr. DeVino explained that the College has a safe environment with a low crime rate.

Dr. Taylor Perry made a motion to approve the Annual Security Report; Brad Close seconded, and the motion passed unanimously.

Series 51 Report: Jackie Griggs presented the annual Series 51 Report, which will be submitted to the WVCTCS. The goal of Series 51 is to reduce the cost of textbooks for students. Ms. Griggs spoke about the goals of the bookstore, one of which is price matching, and students are utilizing this tool.

Jim Rodgers made a motion to approve the Series 51 report as presented; Brad Close seconded, and the motion passed unanimously.

Workforce Development Report: Dr. Ann Shipway introduced Laura Busey, Director of Workforce Operations, who presented on the Procter & Gamble (P&G) Advanced Skill Set Certification program. The program was developed after a thorough review of the Mechatronics courses. It includes 15 Mechatronics courses, which will provide the skills necessary to become a technician with P&G. Completion of the program does not guarantee employment with P&G; however, it does make the student a more viable candidate.

Dr. Ann Shipway announced that the Morgan County Center would be open for the spring semester. A planning committee meets monthly to develop the Morgan County Business Incubation Center. This project is going well.

Dr. Ann Shipway reported on the recent HLC Multi-Location visit, which went very well. The HLC evaluator visited the Tech Center and the Morgan County Center. He was able to spend time with both students and faculty. The College should receive the report in late November.

Enrollment Report: Leslie See presented the current enrollment report. Ms. See highlighted the Workforce Development enrollment and the high School enrollment, as both have increased. Overall, both headcount and FTE have increased. Fall 2017 enrollment, as reported to the WV HEPC, is 5,708.

High-enrollment programs were discussed. Ms. See explained that the technical programs, including Cyber Security, bring the highest enrollment numbers.

The difference in high school enrollment from last year to this year was discussed. Ms. See explained that the high school enrollment number for academic year 2016-2015 was 299 students. The high school enrollment for the current academic year is 432 students, which represents a 31% increase.

Ms. See displayed a video that highlights the partnership between Blue Ridge CTC and the Berkeley County Board of Education.

The high school program tuition and book costs were discussed. There are funds available to assist high school students with book costs.

Finance Report: Kristy Scarlata presented and reviewed the FY17 audited financial statements in detail, stating a strong financial position for the College. Comparison data from FY16 was included as well. The auditors will present the audit findings during the next board meeting.

Adjournment: Brad Close made a motion to adjourn the meeting at 10:15 a.m.; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary