

Blue Ridge Community and Technical College
Board of Governors Meeting
December 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, Kerri Namolik, Teresa Noll, Jim Rodgers, and Keith Unger.

Guests: Megan Allen, Jennifer Barrett, Diana Blady, Mike Byers, Tyler Carey, Todd Cimino-Johnson, Jackie Griggs, Jessica Leake, Jim McConville, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Leslie See, Kristy Scarlata, Dr. Ann Shipway, Sherry Washington.

Call to order: Keith Unger, Chair, called the December 2017 meeting to order at 12:04 p.m.

Articulation Agreement Signing with Southern New Hampshire University: Jackie Griggs introduced Ricardo Grant, Assistant Director of Academic Alliances with Southern New Hampshire University. Mr. Grant and Dr. Peter Checkovich signed new articulation agreements between Blue Ridge CTC and Southern New Hampshire University for the Criminal Justice program, the Business program, and the Nursing program.

Audit Report: Keith Novak, of Clifton Larson Allen, LLC, joined the meeting to present the audit for FYE June 30, 2017. Mr. Novak explained that the audit received an unmodified opinion and was performed in accordance with Generally Accepted Auditing Standards and Government Auditing Standards. There were no issues during the audit, no sensitive financial statement disclosures, no corrected mistakes, and no disagreements with management.

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

President's Report: Dr. Peter Checkovich presented the *In the Media* report, which included an article on the recent ceremony held for Denise Burditus.

President Checkovich spoke about the renovations at the Morgan County Center, which is a collaborative effort between the Morgan County Commission, Blue Ridge CTC and Procter & Gamble. A meeting was held with the local business community last week and it went very well.

President Checkovich highlighted the Merry & Bright Foundation fundraiser that was held on December 2, 2017. The event was a success and was well attended.

Workforce Development Report: Dr. Ann Shipway began her presentation with a discussion about the Business Roundtable the College hosted at the Morgan County Center. The meeting was well attended and many topics were discussed. The College is working to establish a Business Innovation Center at the Morgan County Center, and this project is going well. The Center is schedule to open during spring 2018.

Dr. Shipway announced that the College would be hosting an open house at the Morgan County Center on February 16, 2018, from 4:00 p.m. – 7:00 p.m. All Board members are welcome to attend.

Dr. Shipway provided an update on the Plastics industry in the Eastern Panhandle. A meeting was held recently with business that are part of the Procter & Gamble manufacturing process. Training needs for these businesses were discussed during the meeting, as both will be hiring new employees. Dr. Shipway explained that the College would be developing a Plastics program and the program will be one of only five in the United States.

Dr. Shipway discussed the upcoming West Virginia Higher Education Policy Commission (WVHEPC) capital renewal and room utilization project. The WVHEPC has contracted with Sightlines to conduct a facilities use study. The intent of the project has two parts, capital budgeting and room utilization. Sightlines will be visiting the College on January 4 and 5, 2018.

Dr. Checkovich spoke about the West Virginia Advance grant program, which has received budget cuts. He spoke to the local delegation about the program two weeks ago, as it is very helpful to the College. The College will need this funding to assist with upcoming manufacturing training.

Enrollment Report: Leslie See reviewed the credit headcount enrollment, the full-time equivalency, and the high school dual enrollment for each West Virginia community and technical college. The enrollment at Blue Ridge CTC continues to increase. Blue Ridge CTC accounts for eighteen percent of statewide high school enrollment, as the College has a wide range of diverse high school programs. Ms. See explained that the enrollment breakdown for Blue Ridge CTC is thirty-two percent degree seeking and sixty-eight percent non-degree.

Ms. See also reviewed the high-school dual enrollment for the nine West Virginia community and technical colleges.

Ms. See reviewed the FTE enrollment for all West Virginia community and technical colleges. FTE accounts for all credit hours. Sixty percent of Blue Ridge CTC's FTE is from degree seeking students.

Statewide enrollment was discussed, as a new productivity model should be considered for funding. This model should consider enrollment numbers, retention rates, and graduation rates.

Dr. Checkovich spoke about the need for additional funding to cover payroll for essential employees funded by grants that will expire soon.

Finance Report: Kristy Scarlata presented and reviewed the FY18 first quarter financial statements. Comparison data from the first quarter of FY17 were included in the report. Overall, the College's financial position is strong.

Teresa McCabe made a motion to approve the Finance report as presented, but subject to audit; Stephanie Harvey seconded, and the motion passed unanimously.

Adjournment: Brad Close made a motion to adjourn the meeting at 1:07 p.m.; Teresa Noll seconded, and the motion passed unanimously.

Respectfully Submitted,
Megan Michael, Recording Secretary