

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

March 14, 2018, 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, Stephanie Harvey, Keisha Hicks, Teresa McCabe, Kerri Namolik, Teresa Noll, Dr. Taylor Perry, Jim Rodgers, and Keith Unger.

Guests: Jennifer Barrett, Laura Busey, Mike Byers, Brett Gallagher, Jackie Griggs, Anthony Hanners, Jessica Leake, Jim McConville, Megan Michael, Dr. Craig Miller, Michele Morrison, Leslie See, Kristy Scarlata, and Dr. Ann Shipway.

Call to order: Keith Unger, Chair, called the March 2018 meeting to order at 11:58 a.m.

Frostburg State Articulation Agreement Signing: Blue Ridge CTC and Frostburg State University have entered into an articulation agreement for the Cyber Security A.A.S. and Information Technology A.A.S. programs. Dr. Peter Checkovich, Dr. Scott Fritz, and Dr. Brad Rinard signed the agreement, which will allow Blue Ridge CTC students who complete either the Cyber Security A.A.S. or the Information Technology A.A.S. to transfer into the Secure Computing and Information Assurance B.S. at Frostburg State.

Approval of the February 2018 Meeting Minutes: Teresa McCabe made a motion to approve the minutes from the February 2018 Board meeting; Kerri Namolik seconded, and the motion passed unanimously.

President's Report: President Checkovich provided an overview of the West Virginia Legislative Session, which included discussion on the budget bill. Due to the employee five-percent pay increase, the College will receive additional State allocation funding. However, the Governor has not signed the bill to date. In addition, the bill addressing free community college for eligible students did not pass.

President Checkovich highlighted House Bill 4156, which relates to the Nursing program, the national Nursing accreditation agencies, and the West Virginia Nursing Board.

President Checkovich reviewed his *In the Media* report during which he highlighted a photo of a Blue Ridge CTC Electric Utility Technology (EUT) graduate working during a snowstorm. In addition, the report included articles on the College's partnership with Rockwool, formerly known as Roxul.

Workforce Development Report: Dr. Ann Shipway began her report with the announcement that the College and Procter & Gamble (P&G) will be collaborating to host a *Women in Manufacturing* event. In addition, the College has been invited to participate in the *AIM Apprenticeship Program*. As part of this, the College will participate in an apprenticeship summit on April 24, 2018, at Quad Graphics.

Dr. Shipway reported that the College received several new grants, including a West Virginia Advance Grant to offer Strategic Planning training at Summit Point. In addition, the College received a West Virginia Advance grant to sustain nursing faculty salaries and a West Virginia Advance grant to expand the cybersecurity program and business incubation center in Morgan County. The College is currently hosting a naming competition for the new business incubation center.

Program Reviews: Dr. George Perry distributed program reviews for the following programs:

1. A.A.S. Board of Governors
2. A.A.S. Cyber Security
3. A.A.S. Technical Studies Degree Program
4. C.A.S. Technical Studies Degree Program
5. A.A.S. Paralegal Studies
6. A.S.N. Nursing
7. A.A.S. Healthcare Professions.

These are for review only and a vote will occur during the April 2018 meeting. The College recommends continuing all seven programs

Finance Report: Dr. Craig Miller began the Finance report with an overview of the College's State appropriation funding. Comparison data from the last five years were included in the presentation.

Dr. Craig Miller presented the plan for a fiscal year 2019 (FY 19) tuition and fee increase. The increase requested is 2.4%, which would increase the per credit hour charge to \$172.00. This amount is comprised of an operations fee of \$155.00, a technology fee of \$11.00, and a capital fee of \$6.00. This request is based on the College's budget and State allocation.

Jim Rodgers made a motion to approve the fiscal year 2019 tuition increase of 2.4%; Stephanie Harvey seconded, and the motion passed unanimously.

Dr. Craig Miller presented information on proposed fee additions and changes. Program-specific fee changes include new fees in three academic programs and increases to fees for two academic programs. The fees collected will be used to fund items for student learning and use.

Dr. Miller presented a special fee request to increase the External Teas Testing fee from \$95.00 to \$100.00. This request is due to an increase in the cost of the test.

Teresa McCabe made a motion to approve the fee additions and changes specified above; Stephanie Harvey seconded, and the motion passed unanimously.

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 12:49 p.m. to discuss legal matters; Dr. Taylor Perry seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 1:09 p.m. No action was taken.

Adjournment: Teresa McCabe made a motion to adjourn the meeting at 1:10 p.m.; Dr. Taylor Perry seconded, and the motion passed unanimously.