

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

*April 4, 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, Teresa McCabe, Brad Close, Stephanie Harvey, Heather Morgan-McIntyre, Teresa Noll, Jim Rodgers, and Keith Unger.

*Guests:* Jennifer Barrett, Don Blankenship, Jordan Burgess, Mike Byers, Pat Hubbard, Mai Ling, Jim McConville, Megan Michael, Dr. Craig Miller, Kim Moss, Dr. George Perry, Leslie See, Kristy Scarlata, Dr. Ann Shipway

*Call to order:* Keith Unger, Chair, called the April 2018 meeting to order at 11:55 a.m.

The meeting began with a message from Mr. Don Blankenship, who is running for the US Senate. Mr. Blankenship spoke to the group and stressed that there is great opportunity in the State of West Virginia.

*Approval of the March 2018 Meeting Minutes:* Stephanie Harvey made a motion to approve the minutes from the March 2018 Board meeting; Jim Rodgers seconded, and the motion passed unanimously.

*President's Report:* President Checkovich presented his *In the Media* report, which highlighted an article about the College and advertisements for upcoming courses.

*Workforce Development Report:* Dr. Shipway began her report with the introduction of the new Workforce Customized Training Director, Kim Moss. Pat Hubbard is retiring from the position in July 2018; however, she plans to stay with the College part-time.

Dr. Shipway spoke about Workforce training the College provided to a business many years ago. This company has grown and recently provided a large donation to the Blue Ridge CTC Foundation for student scholarships in Manufacturing and Information Technology.

Dr. Shipway provided a Facilities report, as an HVAC compressor was replaced this week. The installation went seamlessly. In addition, a new dishwasher for the Culinary program was installed at the Tech Center.

Dr. Shipway invited the Board to visit the newly renovated Morgan County Center. The furniture was purchased from Gat Creek/Caperton Furniture Works, which is a local business in Morgan County. The furniture is beautiful and is a perfect fit for the Center.

Dr. Shipway provided a grant update as the College has submitted two new Technical Program Development (TPD) grants. The first is for a Plastics program, which will receive the full grant amount and an additional amount for sustainability. The second is for a Culinary/Catering Food Truck Operations program. Both of these grants have been approved by the WVCTCS committee and will move to the WVCTCS Council agenda for the April 2018 meeting.

In addition, the College submitted a TPD grant application for an Applied Drone Technology program earlier this week. The College is working on an additional TPD grant for an AAS program in Occupational Safety, which will include forklift training.

Earlier this year, the College was awarded two additional Technical Program Development grants.

Dr. Shipway reported that the Institutional Compact is due to the WVCTCS in late April. The Executive Staff will be meeting this week to draft the document.

*Enrollment Management Report:* Leslie See presented on the College's high school programs. She highlighted the JumpStart program in Berkeley County, which has grown to 170 students for the 2018-2019 academic year. In addition, a JumpStart program will be launching in Morgan County and discussion is underway to develop a JumpStart program in Jefferson County.

*Program Reviews:* Dr. George Perry presented the following program reviews during the March 2018 meeting:

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.

The recommendation is to continue all seven programs.

Teresa McCabe made a motion to approve the continuation of all seven programs; Stephanie Harvey seconded, and the motion was approved unanimously.

*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 1:02 p.m. to discuss personnel and legal matters; Teresa McCabe seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 1:12 p.m.

Brad Close made a motion to approve the President's contract with a five-percent cost of living increase, which is equal to the five-percent cost of living increase for employees, and to increase the deferred compensation from \$8,000.00 per year to \$9,000.00 per year. All other factors remaining the same. Stephanie Harvey seconded the motion, and the motion passed unanimously.

*Adjournment:* Brad Close made a motion to adjourn the meeting at 1:14 p.m.; Keith Unger seconded, and the motion passed unanimously.

Respectfully Submitted,  
Megan Michael, Recording Secretary