

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

May 2, 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, Kerri Namolik, Teresa Noll, Dr. Taylor Perry joined via phone, Jim Rodgers, and Dr. Bill Stubblefield.

Guests: Mike Byers, Melissa Carroll, Stephanie Cross, Dr. Tracy Fitzsimmons, Brett Gallagher, Jackie Griggs, Dr. Kathleen LaSala, Jessica Leake, Jim McConville, Megan Michael, Dr. Craig Miller, Leslie See, Kristy Scarlata, Dr. Ann Shipway, and Dr. Jennifer Barrett-Smith.

Call to order: Stephanie Harvey, Vice-Chair, called the May 2018 meeting to order at 11:58 a.m.

Shenandoah University Articulation Agreement Signing: Blue Ridge Community and Technical College and Shenandoah University have entered into an articulation agreement that will allow completers of the Blue Ridge Community and Technical College Healthcare Professions A.A.S. program to transfer into the Shenandoah University Respiratory Care B.S. program. Shenandoah University representatives, Dr. Tracy Fitzsimmons, Dr. Kathleen LaSala, Stephanie Cross, and Melissa Carroll joined Dr. Peter Checkovich to sign the agreement.

Approval of the April 2018 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the April 2018 Board meeting; Dr. Taylor Perry seconded, and the motion passed unanimously.

President's Report: President Checkovich presented his *In the Media* report, which included an article on a grant the College received from the Eastern West Virginia Community Foundation (EWVCF) to pay for Morgan County Book Scholarships. President Checkovich highlighted an advertisement for Drone training, which is needed in the emergency services field. A Drone class will be held this month for EMS responders.

President Checkovich and Brett Gallagher spoke about the upcoming *EdTech 2018 Conference*, which is the first of an annual conference for educators. The conference will offer sessions on using technology in the classroom.

Workforce Development Report: Dr. Ann Shipway spoke about the College's Compact, which is also the College's strategic plan. The Compact was submitted to the West Virginia Community and Technical College System (WVCTCS) last week and is currently under review.

Dr. Shipway spoke about the new degree programs listed in the Compact. These include a Heavy Equipment Technician A.A.S.; an Engineering Technologies A.A.S.; a Drone Technology A.A.S.; a Plastic Technologies A.A.S.; a Catering and Hospitality Management A.A.S.; and an Occupational Safety A.A.S. Technical Program Grants have been or will be submitted for all new programs. In addition, a West Virginia Advance Grant application was submitted to the WVCTCS for the Catering and Hospitality Management A.A.S. program. This new program will not be a full auxiliary enterprise and will serve to educate professional food truck operators.

Dr. Shipway spoke about the real estate broker series that Blue Ridge CTC is offering. Blue Ridge CTC is the only college in the State to offer this training.

Dr. Shipway spoke about the Recovery Coach program the College is offering. This is in collaboration with Senator John Unger and the next course will be in June 2018.

Enrollment Management Report: Leslie See reported on upcoming College events, including the Student Awards Ceremony on May 10, the faculty and staff Assembly meeting on May 11, the JumpStart/IPT Reception on May 15, and the Commencement Ceremony on May 24. Leslie invited the Board to attend all of the events.

Ms. See continued her report with the summer 2018 enrollment report. Ms. See is confident that the 2018 summer enrollment will exceed that of last summer.

A marketing campaign is underway for the fall 2018 semester.

Finance Report: Kristie Scarlata presented the financial information for the third quarter of the fiscal year. This included comparison data from fiscal year 2017. The College's financial position is strong and its net position increased.

The group discussed the Workforce Contracted Training income, as it has exceeded the projected amount by more than fifty-percent. This income is from the College's work offering training to business and industry.

Dr. Checkovich spoke about possible updates to the WVCTCS funding model, as discussions on this will be underway. President Checkovich will be participating in a webinar to discuss a funding model that considers access/enrollment, retention of students, and number of graduates.

Dr. Craig Miller presented and reviewed the proposed fiscal year 2019 budget for the College. Dr. Miller also provided comparison data from the fiscal year 2018 budget.

Jim Rodgers made a motion to approve the fiscal year 2019 budget as presented; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Adjournment: Teresa Noll made a motion to adjourn the meeting at 1:13 p.m.; Jim Rodgers seconded, and the motion passed unanimously.

Respectfully Submitted,
Megan Michael, Recording Secretary