

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

April 3, 2019, 11:30 am

*Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, WV 25403*

In attendance: Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Keisha Hicks, Heather McIntyre, Kerri Namolik, Teresa Noll joined via phone, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Dr. Jennifer Barrett-Smith, Adam Bridendolph, Delegate Sammi Brown, Laura Busey, Mike Byers, Zachary Costello, Delegate Daryl Cowles, Delegate Paul Espinosa, Brett Gallagher, Delegate John Hardy, Delegate Eric Householder, Pat Hubbard, Dr. Cindi Hull, Beth Jones, Jared Kuse, Jessica Leake, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Michele Morrison, Kim Moss, Michael Neary, Senator Patricia Rucker, Kristy Scarlata, Leslie See, Dr. Ann Shipway, Natasha Scolaro, Dr. Sarah Tucker, Senator Charles Trump, Matthew Umstead, and Lacey Walp.

Call to order: Keith Unger, Chair, called the April 2019 meeting to order at 12:03 p.m.

Approval of the March Meeting Minutes: Brad Close made a motion to approve the minutes from the March 2019 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report: President Checkovich introduced Dr. Sarah Tucker, Chancellor of the West Virginia Community and Technical College System (WVCTCS). Dr. Tucker and the WVCTCS have provided the grant funding for every new program the College has added. In addition, the WVCTCS has provided grant funding to support training for local business and industry.

President Checkovich introduced the members of the local delegation, including Delegate Sammi Brown, Delegate Daryl Cowles, Delegate Paul Espinosa, Delegate John Hardy, Delegate Eric Householder, Senator Patricia Rucker, and Senator Charles Trump. President Checkovich thanked the local delegation for supporting bills of monumental importance, including Senate Bill 451 and Senate Bill 1. Senate Bill 1 will assist eligible West Virginia residents who plan to attend college immensely. President Checkovich also thanked the local delegation for the increase to the College's budget. This increase prevented a reduction in force at the College.

President Checkovich spoke about the Blue Ridge CTC Technology Center, which began with 19,000 square feet. The Technology Center is now over 100,000 square feet and it houses multiple programs. Dr. Ann Shipway led the group on a tour of the Technology Center.

Finance Report: Dr. Craig Miller presented the Finance Report. The College's budget has increased for FY20. The overall increase includes an increase to the state appropriation, an amount to assist with employee COLA increases, and a one-time increase based on a surplus.

The College will not implement a tuition and fee increase for in-state students. However, Series 32 requires the College to charge out-of-state students the cost of instruction. Due to this, the College's Metro rate will increase from \$178.00 per credit hour to \$211.00 per credit hour.

Brad Close mentioned decreasing the in-state tuition as a result of the increase to the College's state allocation. A decrease is not advisable for FY20; however, this may be revisited in the future if the College receives another increase.

Dr. Bill Stubblefield made a motion to keep in-state tuition and fee charges constant and increase the Metro tuition rate to \$211.00 per credit hour; Keisha Hicks seconded, and the motion passed unanimously.

Enrollment Management Report: Leslie See reported an increase in the Spring 2019 enrollment of 464 students over the Spring 2018 enrollment.

Leslie See reviewed upcoming events, including the thirteenth Blue Ridge CTC Commencement Ceremony. Ms. See will provide an update on the commencement ceremony during the May 2019 Board meeting.

Program Reviews: The program review for the Applied Technology A.A.S. degree was presented during the April 2019 meeting. This is a transfer program with James Rumsey Technical Institute and the recommendation is to continue the program.

Jim Rodgers made a motion to approve the continuation of the Applied Technology A.A.S. degree program; 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, Stephanie Harvey made a motion that the Board move into Executive Session, at 12:48 p.m., to discuss a personnel contract; Keisha Hicks seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 1:28 p.m. No action was taken.

Dr. Bill Stubblefield made a motion to approve the President's contract through June 30, 2024 with a five-percent cost of living increase. This increase is equal to the five-percent cost of living increase for employees. All other factors will remain the same. Stephanie Harvey seconded the motion, and the motion passed unanimously.

Adjournment: Stephanie Harvey made a motion to adjourn the meeting at 1:30 p.m.; Heather McIntyre seconded, and the motion passed unanimously.