

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*May 8, 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, Kerri Namolik, Teresa Noll joined via phone, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Sopannika Av, Dr. Jennifer Barrett-Smith, Michael Burch, Laura Busey, Mike Byers, Annalee Corcoran, Shawn Fletcher, Brett Gallagher, Beth Jones, Megan Michael, Dr. Craig Miller, Michele Morrison, Anne Myers, Michael Neary, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Corine Sitchet, Lacey Walp, Fiona Weaver, and Tatyana Zidarov.

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

*Approval of the May Meeting Minutes:* Jim Rodgers made a motion to approve the minutes from the May 2019 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*President's Report:* President Checkovich provided his *In the Media* report. He highlighted an advertisement for the upcoming Blue Ridge CTC Culinary Grand Buffett, which will take place on Friday, May 17, 2019. All Board members were invited to attend.

President Checkovich also spoke about the *What's So Cool About Manufacturing* high school student video contest, which was hosted by the West Virginia Manufacturer's Association and held at the College. President Checkovich thanked Kim Moss and Amber Butcher for assisting the students with their videos.

President Checkovich spoke about the JumpStart reception, which occurred yesterday evening. The event went well with approximately 100 students in attendance. President Checkovich spoke about Senate Bill One during the reception. Senate Bill One, also titled the *Last Dollar in Bill*, will assist eligible JumpStart students who enroll in eligible programs at the College.

*Workforce Report:* Dr. Ann Shipway announced that the first tenant, TSPI, has moved into the Morgan County Business Incubation Center, titled the Spring Tech innovation Lab (STIL). TSPI is now located in the STIL and has hired five Blue Ridge CTC students. TSPI is also participating in the Learn and Earn grant program. The College has received two additional applications for tenancy.

The STIL business plan scholarship competition is underway and multiple entries have been received. A committee will review the submitted plans in June, and the scholarship recipient will be announced in July.

Dr. Ann Shipway introduced Michele Morrison, who was joined by Tatyana Zidarov to report on the National Cyber League and Cyber FastTrack Sans Competition. Ms. Zidarov included the competition as part of her class, and the students are in the top three percent of the competition, which concludes on May 10, 2019.

The students are currently ranked third in the State and 172 in the nation out of 5,200 competing colleges and universities. Additional competition opportunities and scholarship opportunities will follow the competition.

Michele Morrison reported that the next Raspberry Pi Coding for Kids Camp begins on June 10 in Morgan County. Additional camps will be offered in Berkeley and Jefferson Counties. Each course can accommodate up to 25 students. The cost per student is \$30.00.

Dr. Shipway reported that the sinkhole testing results have been received. There will be a meeting tomorrow to review the test results, and there may be funding available from the State to assist with the repair costs.

*Finance Report:* Kristie Scarlata presented the financials for the third quarter of 2019, which ended on March 31, 2019. Comparison data from 2018 was included in the report. The College's net position has increased. Total assets have increased as well.

The College's reserve funds and financial ratios were presented and discussed. The College does have a ten-year Facilities Master Plan. In addition, a statewide study was recently conducted to plan for deferred maintenance costs.

Dr. Craig Miller presented the College's fiscal year 2020 budget, which includes pay increases for employees. Dr. Miller discussed providing an increase for adjunct faculty members as well. The requested increase amounts for the Spring and Fall terms are:

1. Bachelor Level: Currently - \$440/credit hour; increase - \$500/credit hour;
2. Master Level: Currently - \$550/credit hour; increase - \$600/credit hour;
3. Doctorate Level: Currently - \$660/credit hour; increase - \$700/credit hour.

The requested increase will not affect the adjunct faculty pay for the summer term, which is:

1. Bachelor Level: \$550/credit hour;
2. Master Level: \$660/credit hour;
3. Doctorate Level: \$770/credit hour.

This increase will allow the College to retain current adjunct faculty members.

Brad Close made a motion to increase adjunct faculty member pay, as documented above; Stephanie Harvey seconded, and the motion passed unanimously.

Dr. Craig Miller provided an in-depth report on the proposed fiscal year 2020 budget, which will result in an increase to the College's net position.

Dr. Bill Stubblefield made a motion to approve the fiscal year 2020 budget as presented; Stephanie Harvey seconded, and the motion passed unanimously

*Human Resources Report:* Dr. Craig Miller presented on Senate Bill 2542. Part of the bill removes certain aspects of the classified staff classifications. The College has expanded compensation and is requesting to transfer all employees to staff, or “at will” employees. Teresa Noll expressed her support for the transition. This change will affect four rules, including 10.1, 11.1, 43.5, 45.2 and the staff handbook. Dr. Miller requested Board approval to post the changes to rules 10.1, 11.1, 43.5, 45.2 for a 30-day comment period. The Board agreed that the changes to the rules will be presented for the 30-day comment period.

*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 1:33 p.m., to discuss legal issues; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 1:42 p.m. No action was taken.

*Adjournment:* Brad Close made a motion to adjourn the meeting at 1:43 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.