

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*June 5, 2019, 11:30 am*  
*Blue Ridge Community and Technical College*  
*13650 Apple Harvest Drive, Martinsburg, WV 25403*

*In attendance:* Dr. Peter Checkovich, Stephanie Harvey, Keisha Hicks, Heather Morgan McIntyre, Kerri Namolik, Teresa Noll, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Dr. Jennifer Barrett-Smith, Joe Bickett, Laura Busey, Brett Gallagher, Beth Jones, Jared Kuse, Megan Michael, Dr. Craig Miller, Michael Neary, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Kelly Shurnitski, and Lacey Walp.

*Call to order:* Keith Unger, Chair, called the June 2019 meeting to order at 12:00 p.m.

*Election of Board Officers:*

Jim Rodgers nominated Stephanie Harvey to serve as Chair of the Board, and Heather Morgan-McIntyre to serve as Vice-Chair of the Board, for the 2019 – 2020 academic year. No other nominations were received.

Jim Rodgers made a motion to close the nominations and for Stephanie Harvey to serve as Chair of the Board and Heather Morgan-McIntyre to serve as Vice-Chair of the Board during the 2019-2020 academic year; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

*Approval of the May Meeting Minutes:* Teresa Noll 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 began his report by thanking retiring Board members Keisha Hicks, Francisco Lanza, Kerri Namolik, Teresa Noll, and Dr. Taylor Perry. President Checkovich introduced three new Board members for the 2019-2020 academic year, Jared Kuse, Student Representative; Kelly Shurnitski, Staff Representative; and Apryl McDonough, Faculty Representative.

President Checkovich provided his *In the Media* report. He highlighted an advertisement for the new West Virginia Invests program. Leslie See explained that the College has received multiple inquiries about the program. President Checkovich also highlighted an article on the May 2019 Commencement ceremony, which went very well.

*Workforce Report:*

Dr. Ann Shipway began her report with a summary of the recent tour of the Procter & Gamble (P&G) plant. The College has provided employee training for P&G employees, and it was a wonderful experience to see the facility. The College continues to provide training for P&G.

Dr. Ann Shipway provided an update on the Higher Learning Commission (HLC) Reauthorization of Accreditation. The College is planning for the HLC Reauthorization of Accreditation visit in March 2020. The College now has an HLC Newsletter and an Internal Communications Committee. As part of the preparations for the HLC visit, the Executive Staff will be participating in a retreat in July to update the College's Core Values, Mission, and Vision. The trainer will focus on the College's HLC Assurance Argument, Mission, Vision, Core Values, and Strategic Plan.

Dr. Shipway announced that the College was awarded a West Virginia Advance grant from the West Virginia Community and Technical College System (WVCTCS) as part of a state-wide initiative to offer CCNA courses online for WV CTE students. The College's service area will be expanded for this project.

Dr. Shipway reported on the annual Perkins allocation. The plan is complete and the FY20 allotment increased over the FY19 allotment. Perkins funds will be used to participate in the Assessment Academy offered by the Higher Learning Commission.

The School of Workforce and Engineering Technologies is working on multiple FY20 West Virginia Advanced grants for training for local businesses. In addition, the College has been working with the Chancellor's Office and the Arnold Foundation to apply for a grant titled *Moving the Needle*. If this grant is awarded, it will be managed by the WVCTCS and will include two colleges, Blue Ridge CTC and WVU at Parkersburg. The *Moving the Needle* program focuses on accelerated degree completion. If awarded, this grant will complement the *Last Dollar In* program.

#### *Enrollment Report:*

Leslie See reported that the 2019 summer enrollment is on target for where it was during the 2018 summer term. Enrollment is slightly lower; however, FTE has increased. Total headcount is 490, but this may increase with the second summer term.

#### *2019 - 2020 Academic Year Meeting Dates:*

The Board adopted the following meeting schedule for the 2019 - 2020 academic year:

1. August 7, 2019
2. October 2, 2019
3. December 4, 2019
4. February 5, 2020
5. March 4, 2020 (HLC Training Session)
6. March 30 & 31, 2020 (HLC Comprehensive Visit)
7. April 1, 2020
8. May 6, 2020
9. June 3, 2020

Jim Rodgers made a motion to approve the meeting dates listed above; Stephanie Harvey seconded, and the motion passed unanimously.

*Announcements:*

Heather Morgan McIntyre reported that the Jefferson County Chamber of Commerce is celebrating its 60 year anniversary this year. To celebrate, the Chamber is hosting a business of the year competition. Eight businesss were nominated, and the top three were selected to attend a banquet where the winner will be announced.

*Adjournment:*

Teresa Noll made a motion to adjourn the meeting at 12:50 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.