

Blue Ridge Community and Technical College
Board of Governors Meeting
August 7, 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, Jared Kuse, Apryl McDonough, Jim Rodgers, Kelly Shurnitski, and Keith Unger.

Guests: Dr. Jennifer Barrett-Smith, Joe Bickett, Amber Butcher, Michael Byers, Dr. Angela Cherry, Brett Gallagher, Beth Jones, Megan Michael, Dr. Craig Miller, Kim Moss, Anne Myers, Becky Nucilli, Susan Richmond, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Lacey Walp and Fiona Weaver.

Call to order: Stephanie Harvey, Chair, called the August 2019 meeting to order at 12:00 p.m.

Approval of the June Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the June 2019 Board meeting; Keith Unger seconded, and the motion passed unanimously.

President's Report:

President Checkovich began his report with his *In the Media* report. He highlighted an advertisement for the upcoming Master Chef Foundation Fundraiser and the recent EdTech Conference held at the College. Brett Gallagher spoke about the successful EdTech Conference, which is held annually for educators. An article was included on the planned Morgan County 522 bypass. Brad Close provided an update on the bypass.

President Checkovich reported that Blue Ridge Community and Technical College is honored to have recently been awarded the prestigious George E. Vickers Business of the Year award from the Jefferson County Chamber of Commerce. The award was displayed during the meeting.

Updated Mission, Vision, and Core Values: The Executive Staff recently participated in a retreat to update the College's mission statement, vision statement, and core values.

President Checkovich began the review of the updated mission, vision, and core values with an overview of the five sections of the doctoral dissertation and the five criteria for accreditation. Following this, the Executive Staff presented the updated mission, vision, and core values, which are listed below. The current mission, vision, and core values were presented during the meeting as well.

Draft Updated Mission Statement: Blue Ridge Community and Technical College provides our diverse student population with life-changing education, training, and services that drive economic development within the communities we serve.

Draft Updated Vision Statement: Blue Ridge Community and Technical College is the first choice for higher education that drives career growth and economic development in our region and surrounding communities.

Draft Updated Core Values:

Stewardship:

- Put student access, learning, and success first.
- Support a safe, collaborating, and engaging environment for employees and students.
- Provide an optimum learning environment for students.
- Use College resources responsibly.
- Demonstrate care for facilities.

Integrity:

- Engage and actively contribute to the overall success of the College.
- Think creatively and develop solutions.
- Act honestly and ethically.
- Provide accurate and thorough information.
- Be courageous to be even better.

Civility:

- Communicate with respect, trust, and care.
- Respect differences.
- Listen actively.
- Be aware of your impact on others.
- Discuss differences and resolve conflicts.

Entrepreneurship:

- Embrace our business partners.
- Think proactively and innovatively.
- Be adaptable and flexible for shifting priorities.
- Identify areas for continuous improvement.
- OWN enrollment.
- Take calculated risks wisely

Keith Unger made a motion to adopt the updated Mission Statement, Vision Statement, and Core Values; Brad Close seconded, and the motion passed unanimously.

There was discussion about referencing employees in the updated mission statement. There is a focus on employees in the College's 2021-2023 strategic plan.

Workforce Report:

Dr. Ann Shipway began her report with an overview of the College's upcoming Reaffirmation of Accreditation with the Higher Learning Commission (HLC). A team at the College is writing the required Assurance Argument, which will be reviewed by an HLC peer review team during the reaffirmation visit in March 2020.

Dr. Ann Shipway introduced Amber Butcher, who is the Internship Coordinator at Blue Ridge CTC. Ms. Butcher is also chairing the HLC Internal Communications Committee, which includes faculty and staff who are learning about the accreditation process.

Dr. Shipway reported that the College has contracted with a karst formation expert to assist with the sinkhole at the Headquarters building. A hydrogeologist has been assigned to the project. Dr. Shipway explained that the College needs to better understand what caused the sinkhole and then update the Facilities Master Plan to accommodate any necessary changes.

Dr. Shipway reported that the College has been working with the Arnold Foundation on a grant to provide accelerated occupational degree completion. This program allows students to complete their occupational degrees in 18 months. If approved, the grant will assist eligible students with tuition, fees, books, and some living expenses.

Dr. Shipway reported that the College was recently awarded \$130,000 for the Jobs and Hope West Virginia program. This is a student support initiative established by Governor Justice. The program is open to individuals who are in recovery, unemployed, or under-employed. A requirement of the program is for the College to implement a FANUC Robotics program with FANUC certified instructors. The College has already met this goal and a faculty member was trained over the summer.

Enrollment Management Report:

Leslie See presented the Enrollment Report. Ms. See began the presentation with an overview of head count, credit hours, FTE, degree seeking and non-degree seeking. Enrollment is currently down; however, Ms. See expects enrollment to increase prior to the start of the semester on August 16, 2019.

Dr. Craig Miller joined Ms. See to present on how enrollment management and finance are related and the different tuition amounts collected. A July snapshot of fall fee assessments for the years of 2011 – 2019 was presented and reviewed.

Rule Reporting:

During the May 2019 Board meeting, Dr. Craig Miller presented on Senate Bill 2542. Part of the bill removes certain aspects of the classified staff classification. As a result rules 10.1, 11.1, 43.5, 45.2 and the staff handbook required updates. The updated rules were presented to the Board during the May 2019 meeting. The Board approved for the rules to be posted for a 30-day comment period. No comments were received during this time.

Jim Rodgers made a motion to approve the updates to rules 10.1, 11.1, 43.5, 45.2 and the staff handbook, and to approve the reclassification of classified staff to staff; Apryl McDonough seconded, and the motion passed unanimously.

Adjournment: Kelly Shurnitski made a motion to adjourn the meeting at 1:36 p.m.; Jared Kuse seconded, and the motion passed unanimously.