

Blue Ridge Community and Technical College
Board of Governors Meeting
October 2, 2019, 11:30 am
Blue Ridge Community and Technical College
13650 Apple Harvest Drive, Martinsburg, WV 25403

In attendance: Dr. Peter Checkovich, Stephanie Harvey, Jared Kuse, Apryl McDonough, Heather McIntyre, Jim Rodgers, Kelly Shurnitski, Dr. Bill Stubblefield, and Keith Unger.

Guests: Dr. Jennifer Barrett-Smith, Amber Butcher, Laura Busey, Michael Byers, Brett Gallagher, Mark Harrell, Cynthia Hull, Jessica Leake, Megan Michael, Dr. Craig Miller, Michele Morrison, Kim Moss, Anne Myers, Becky Nucilli, Jane Peters, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Sallie Sterling, and Lacey Walp

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

Approval of the August Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the August 2019 Board meeting; Kelly Shurnitski 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 courses and an article on the successful Master Chef Foundation Fundraising event held in August 2019.

President Checkovich reported that Shelley Moore Capito toured the Blue Ridge CTC Technology Center recently. Many new programs have been added at the Technology Center, including mechatronics related and information technology related programs.

Workforce Report:

Dr. Ann Shipway began her report with a state grant achievement update. The College recently received two new West Virginia Advance Grants. The first for WVU Health Care employee training and the second for enhancing the Blue Ridge CTC confined space training.

Dr. Shipway reported that the ASAP grant, which is funded by the Arnold Foundation, has been approved. The award letter will be received this month.

Dr. Shipway reported that the President's Executive Staff is redesigning the College's Strategic Plan for the years of 2021-2024. In the draft plan, the contracted training revenue goal is three-million dollars. To determine the proper steps to take to meet this goal, the contracted training program will undergo a comprehensive review by a staff member of the Learning Education Resources Network (LERN).

Dr. Shipway spoke about the upcoming HLC Reaffirmation of Accreditation visit, which will take place March 30 and 31, 2020. A five-member team will visit the College. This team will have lunch with the Board on Monday, March 30, 2020, at noon.

Dr. Ann Shipway introduced Mark Harrell, who is with CNB Bank, and Jane Peters, who is the Spring Tech Incubation Lab (STIL) coordinator. Ms. Peters spoke about the recent business plan competition, which was open to Blue Ridge CTC students. CNB Bank partnered with the College to design and fund the advertising. In addition, CNB Bank matched the \$1,000 scholarship President Checkovich donated for the competition winner. This allowed the winning student, Roxanne Roach, to receive a \$2,000 scholarship.

Mark Harrell spoke about the contracted training that the College has provided for the bank. The training has been excellent and Mr. Harrell complimented the Blue Ridge CTC team.

Dr. Shipway introduced Michele Morrison and Sallie Sterling who presented on new math initiatives. These initiatives include Urgent Care Math Tutoring, new math courses for Jumpstart, and a Math 108 Pre-Calculus course. The Pre-Calculus course has 23 students this semester.

Dr. Shipway introduced Amber Butcher, Internship Coordinator, who presented on the Tech Day event held on September 4, 2019. This was a full-day event featuring nine sessions. The event went well and there were over 237 attendees. An additional Tech Day event will be hosted in the spring.

Enrollment Management Report:

Leslie See presented the Enrollment Report. Ms. See reported that the fall 2019 enrollment increased over the fall 2018 enrollment. The College's fall 2019 headcount enrollment is 6,538 students.

Finance Report:

Kristy Scarlata presented the year-end financial statements as of June 30, 2019. Comparison data from June 30, 2018 was included in the presentation.

Ms. Scarlata reported that the fiscal year 2019 financial audit is complete and a full report will take place during the next Board meeting.

Dr. Craig Miller provided an overview of the tuition and fee components, including operations, capital, technology, course, application, and other fees. He also reviewed the contracted training revenue.

Dr. Miller provided an overview of the cash on hand for the nine West Virginia community and technical colleges. Blue Ridge CTC has 174 days cash on hand, which is just above five-months.

Adjournment: Dr. Bill Stubblefield made a motion to adjourn the meeting at 1:28 p.m.; Jim Rodgers seconded, and the motion passed unanimously.