

Blue Ridge Community and Technical College
Board of Governors Meeting
May 6, 2020, 11:30 am

Zoom Meeting: <https://brctc.zoom.us/j/96006716645>
Meeting ID: 960 0671 6645

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

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

Guests: Dr. Jennifer Barrett-Smith, Laura Busey, Michael Byers, Kevin Cappello, Brett Gallagher, Morgan Gower, Cynthia Hull-Miller, Beth Jones, Megan Michael, Dr. Craig Miller, Anne Myers, Kristy Scarlata, Leslie See, Dr. Ann Shipway, and Lacey Walp.

Call to order: Stephanie Harvey, Chair, called the May 2020 meeting to order at 11:39 a.m.

Approval of the March 2020 Meeting Minutes: Brad Close made a motion to approve the minutes from the March 2020 Board meeting; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

President's Report: President Checkovich presented his *In the Media* report. The report included information about the Mechatronics faculty members who have gone above and beyond to produce face shields and masks for local health care facilities. In addition, due to COVID-19, the College has modified the course schedule from live classes to online classes. The transition is going well.

President Checkovich also highlighted an article on the articulation agreement with Shepherd University for the Business to M.B.A. 2+3 program.

President Checkovich reported that the recent HLC Reauthorization of Accreditation virtual visit went well. There will be an in-person visit during the fall of 2020, as required by the US Department of Education.

Finance Report: Dr. Craig Miller presented the academic year 2020-2021 course fee changes and additions. There are two new fees, including a membership purchased for students and a course fee for the Environmental Technician Program. Additional fees are associated with textbook and laboratory expenses. All fees are used specifically for the students. The fees are not used in any other manner.

Heather McIntyre made a motion to approve the proposed fee changes and additions; Keith Unger seconded, and the motion passed unanimously.

Dr. Craig Miller reviewed the tuition and fee breakdown for the College, which includes \$155.00 for the operations fee, \$11.00 for the technology fee, and \$6.00 for the capital fee. These fees total \$172.00 per credit hour.

The recommendation is to not increase tuition and fees overall, but to remove the \$6.00 capital fee and apply this amount to the operations fee. This change would create a tuition and fee breakdown of \$161.00 for the operations fee and \$11.00 for the technology fee. This does not change the total tuition and fee expense for students, but it will allow the College to shift the funds from the Capital account to the Operations account. This change will also assist the College with managing the current COVID-19 crisis. Dr. Miller confirmed that there are funds in the reserve account to cover Capital needs.

Brad Close discussed removing the \$6.00 Capital Fee. Dr. Miller explained that doing this could harm the College's budget and create a reduction in force scenario. In addition, there are concerns about an upcoming reduction to the College's State Appropriation.

Mr. Close discussed the College's day's cash on hand ratio, which is 171 days. Dr. Miller explained that per the West Virginia Community and Technical College System (WVCTCS) and the Higher Learning Commission (HLC), a ratio of at least 100 day's cash on hand is preferred.

Dr. Miller presented the third quarter financials and the current tuition and fee trends. Blue Ridge CTC remains one of the most affordable colleges in the region.

President Checkovich commended the Finance staff for their hard work on the budget and for the management of the College's resources.

Brad Close made a motion to approve moving the \$6.00 capital fee to the operations fee; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Dr. Miller provided an in depth overview of the proposed fiscal year 2021 budget. Dr. Shipway spoke about the fiscal year 2021 Career Advancement budget, which is expected to increase.

Heather McIntyre made a motion to approve the fiscal year 2021 budget as presented; Keith Unger seconded, and the motion passed unanimously.

Enrollment Management Report: Leslie See reported on a new marketing campaign titled the "Unity Campaign," which officially launched this week. The campaign will focus on putting the unity in community. It is multi-faceted and highlights of the campaign are listed below.

- The application fee will be eliminated for the summer 2020 and fall 2020 semesters.
- There will be a free class offered for every 2020 high school graduate in the College's service area. This will be applied as a scholarship for degree seeking students. Students will be eligible for two free courses, one during the summer 2020 semester and another during the fall 2020 semester.
- There will be a free class offered for essential personnel. This will be applied as a scholarship for the student.
- There will be five students who receive a full scholarship for the fall 2020 semester. The students selected will be able to select a friend to receive a scholarship for one (1) three-credit course.
- There will be a \$100.00 scholarship offered to any student who sews over 50 masks. The masks will be delivered to the College and then distributed to local health care facilities.

Ms. See reported that enrollment numbers are on target for the summer 2020 semester. The numbers are expected to meet or exceed the summer 2019 semester enrollment.

Announcements:

President Checkovich announced that the College has established a COVID-19 task force that meets via Zoom twice per week. The task force is working through the issues that COVID-19 has presented. The Board was ensured that precautions are being taken. When the building reopens, it will be a gradual process.

President Checkovich announced that the 2020 commencement ceremony will not take place in May. The Executive Staff is exploring alternative future dates.

Adjournment: Keith Unger made a motion to adjourn the meeting at 1:05 p.m.; Heather McIntyre seconded, and the motion passed unanimously. No executive session was held.