

Blue Ridge Community and Technical College
Board of Governors Meeting
August 5, 2020, 11:30 am

Zoom Meeting: <https://brctc.zoom.us/j/91847228525>

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

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

Guests: Dr. Jennifer Barrett-Smith, Lisha Burks, Laura Busey, Michael Byers, Kevin Cappello, Morgan Gower, Cynthia Hull-Miller, Michele Morrison, Kim Moss, 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 August 2020 meeting to order at 11:31 a.m.

Approval of the June 2020 Meeting Minutes: Keith Unger made a motion to approve the minutes from the June 2020 Board meeting; Jim Rodgers seconded, and the motion passed unanimously.

President's Report: President Checkovich began the President's Report with the recognition of Jared Kuse, who served as the Student Representative to the Board during the 2019-2020 academic year. President Checkovich introduced and welcomed Xavier Hersom, the Student Representative to the Board for the 2020-2021 academic year.

President Checkovich presented his *In the Media* report, during which he highlighted articles and advertisements pertaining to the College.

President Checkovich provided an overview of the actions the College has taken regarding the COVID-19 pandemic. These actions are based on the recommendations of the local health departments, the West Virginia Department of Health and Human Resources (WVDHHR), and the Center for Disease Control and Prevention (CDC).

Workforce and Engineering Technologies Report: Dr. Ann Shipway began her report with an update on the P&G training project, which is going well.

Dr. Shipway continued her report with a grant review. Over two-million dollars in grant applications have been submitted to the Chancellor's Office. These grants focus on the training needs of the manufacturing sector.

In addition, the College submitted a new Federal Department of Labor grant application titled, *WorkForce Opportunities in Rural Communities* (WORC). The amount of the grant is \$750,000, and if awarded, these funds will support training initiatives and the manufacturing industry at large.

CARES Act funding has been reserved for the Federal Economic Development Authority to provide grants to fund construction projects. The College is working on an application for this new grant opportunity. The construction project must lead to training that assists people with obtaining employment.

Dr. Shipway introduced Lisha Burks, Ascend Program Director. The *Accelerating Student Completion: Encouraging New Dreams Program* (Ascend) is funded through the Arnold Foundation and is in partnership with the City University of New York (CUNY). Lisha Burks explained that the goal of the program is to strengthen student retention and accelerate student graduation rates. Eligible students will receive textbook assistance, tuition assistance, additional advisement, enhanced support services, and a monthly incentive to assist with gas and groceries.

Eligibility will focus on full-time, incoming freshman. Continuing and transfer students with less than 15 credits are also eligible for the program. All eligible students must complete the FAFSA and accept any Federal and/or State grants awarded. The minimum required GPA is 2.0. To date, 112 applications have been received and 30 students have been admitted into the Ascend program. Recruitment is still occurring.

Continuing the Workforce and Engineering Technologies Report, Dr. Shipway spoke about two issues affecting the College. The first issue is the global pandemic, which has caused the College to make changes in the way education is offered. The College has moved several courses online and is now offering training courses and webinars virtually.

In addition, there are new collection methods for reporting Workforce Development training credits to the West Virginia Community and Technical College System (WVCTS). Due to planning a standard funding formula and the reauthorization of Perkins, the WVCTS will be sorting data differently and only reporting certain categories of training and enrollment. With these new guidelines, some of the community education courses will no longer be reported to the WVCTS. However, the College will continue to transcript the credits, which is in line with the College's mission.

Dr. Shipway introduced Cindi Hull-Miller and Kim Moss who reported on the career advancement and contracted training virtual training initiatives. Many changes have occurred to support business and industry during the COVID-19 pandemic. Cindi Hull-Miller explained that the College has transitioned career advancement and contracted training courses to online, remote learning. The College worked with the LERN organization, which recommended live, local, virtual forums. The first virtual forum was hosted in May 2020. The forum focused on providing customer service during the COVID-19 crisis. To date, 17 virtual forums have been hosted and all have been well attended. There are now over 2,000 career advancement courses offered online.

Kim Moss explained that the College collaborated with professional trainers to provide workshops at no charge to students. Customized workforce training needs are being met for business and industry as well. Key safety expectations are being followed to ensure that safety measures are in place for live contracted training sessions. These safety measures were reviewed with the Board at length.

Moving forward, the College will be negotiating with additional companies to assist with offering online courses.

Dr. Bill Stubblefield commended the group for the steps taken to manage learning during the pandemic.

Program Reviews: Program reviews occur every five years and are sent to the WVCTCS for review after Board approval. The five-year program review is completed in addition to the annual internal assessment program reports completed by faculty.

The current programs the College will be submitting to the WVCTCS for program review are listed below. The recommendation is to continue all programs. These programs are all aligned with business and industry and/or articulating institution needs.

1. CAS Computer Aided Drafting
2. AAS PTA
3. CAS/AAS Mechatronics
4. AAS Accounting
5. CAS/AAS Culinary Arts
6. CAS Business Operations
7. AAS Occupational Development
8. CAS/AAS Information Technology
9. CAS Cisco Certified Networking Associate
10. AS Education

Dr. Bill Stubblefield made a motion to approve the Program Reviews for the ten programs listed above; Jim Rodgers seconded, and the motion passed unanimously.

Dr. Checkovich thanked Laura Busey and the faculty for a job well done.

Enrollment Management Report: Leslie See reported that the Unity Campaign is going well. Approximately \$13,000 in Unity scholarships were awarded for the summer term, which ended with an increase of 62 students over summer 2019.

Ms. See provided an overview of headcount, credits, and FTE. Ms. See spoke about the changes in reporting enacted by the WVCTCS. Due to these changes, the enrollment reports may begin to appear different in the future.

Current fall 2020 degree-seeking enrollment is at 1,304, which is similar to the enrollment at this time last year. Ms. See explained that the fall 2020 enrollment number should be similar to the fall 2019 enrollment number. The final fall 2020 enrollment number will be reported to the State on October 15, 2020.

Ms. See explained that the College is working closely with the three local school systems. High school programs will be online and are scheduled to begin September 8, 2020.

Human Resources Report: Dr. Craig Miller presented and reviewed a draft of the College's new Telecommuting Policy. Dr. Miller requested approval to post the new Telecommuting Policy for the mandatory 30-day comment period.

Jim Rodgers made a motion to post the Telecommuting Policy for a 30-day comment period, and for approval if no comments are received; Dr. Bill Stubblefield seconded and the motion passed unanimously.

Dr. Miller explained that if comments are received, the comments will be brought before the Board during the October meeting. If no comments are received, the policy status will be approved.

Finance Report: Dr. Craig Miller reviewed the College's financial reports and information, noting a strong financial position. Dr. Miller provided an overview of permissible cash use and a review of the day's cash on hand ratio. Overall, Dr. Miller does not have concerns about FY21, with the exception of a State budget cut.

Dr. Miller spoke about the CARES Act funding that the College has received. The College has followed all guidelines when utilizing CARES Act funding.

Adjournment: Jim Rodgers made a motion to adjourn the meeting at 12:54 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.