

**Blue Ridge Community and Technical College
Board of Governors Meeting**

April 7, 2021, 11:30 am

Microsoft Teams Meeting

*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, Jim Rodgers, Kelly Shurnitski, Dr. Bill Stubblefield, and Keith Unger.

Guests: Dr. Jennifer Barrett-Smith, Leeara Barron, Adam Bridendolph, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Jim DeVino, Cynthia Fritsch, Brett Gallagher, Morgan Gower, Tiffany Hine, Cynthia Hull-Miller, Beth Jones, Rachel LeGore, Michele Morrison, Kim Moss, Megan Michael, Dr. Craig Miller, Anne Myers, Virginia O'Neil, Duane Roberson, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Lacey Walp, and Jessica Wilt.

Call to order: Stephanie Harvey, Chair, called the April 2021 meeting to order at 11:34 a.m.

Approval of the February 2021 Meeting Minutes: Brad Close made a motion to approve the minutes from the February 2021 Board meeting; Dr. Apryl McDonough seconded, and the motion passed unanimously.

President's Report: President Checkovich presented his In the Media report. Articles about the College's accreditation and a new grant for a career pathway to registered nursing were highlighted.

President Checkovich announced that the College will host a Covid-19 vaccination clinic and all Board members are welcome to attend. President Checkovich thanked Leslie See for managing the clinics.

Workforce Development Report: Dr. Ann Shipway introduced Amber Butcher, Director of Workforce Development Internships, who presented on the upcoming Blue Ridge CTC Tech Week. During the event, IT professionals will speak with students about the many career options in the IT field. The event will also feature sessions on Blue Ridge CTC Career Services options.

Dr. Shipway introduced Michele Morrison, Associate Dean of Information Technology and Mathematics, who spoke about the National Cyber League Competition. Blue Ridge CTC Cyber Security students participated in the competition. Nine students ranked in the silver category, which is the top 35%. One student ranked in the gold category, which is the top 15%.

Dr. Shipway continued her report by recognizing two Workforce and Engineering Technologies faculty members for recent achievements. Kim Moss, Director of Customized Training, was recently certified as a Certified Program Planner (CPP) through the Learning Resources Network (LERN). Tiffany Hine, Agribusiness Program Coordinator, completed the Quality Matters training and earned the Teaching Online Certificate.

Dr. Shipway announced that the College's Federal EDA Grant is under consideration for approval. If approved, the funds will be used to purchase plastics equipment.

Program Reviews: Laura Busey presented seven program reviews, as listed below. The programs will be voted on during the May 2021 Board meeting. The College is recommending that all programs continue.

1. Business, Associate of Science (A.S.)
2. Bookkeeping, Certificate of Applied Science (C.A.S.)
3. Business and Technology, Certificate of Applied Science (C.A.S.)
4. Early Childhood Specialist, Certificate of Applied Science (C.A.S.)
5. Electric Distribution Engineering Technology, Certificate of Applied Science (C.A.S.) and Associate of Applied Science (A.A.S.)
6. Information Security, Certificate of Applied Science (C.A.S.)
7. Medical Assisting, Certificate of Applied Science (C.A.S.) and Associate of Applied Science (A.A.S.)

Finance Report: Dr. Craig Miller presented the proposed fiscal year 2022 budget, which includes a 1.5% cost of living increase for employees. Dr. Miller also shared comparison data from fiscal year 2021.

Dr. Miller explained that discussion has occurred at the State level about a possible \$120,000.00 cut to the College's State appropriation. If this occurs, the College remains confident that the proposed fiscal year 2022 budget is sustainable.

President Checkovich mentioned that the College might receive additional Covid relief funding from the Federal Government. Dr. Miller explained that if this funding is not received, the College might need to utilize the reserve fund during fiscal year 2022. There will not be an increase in tuition.

Brad Close made a motion to approve the budget as presented; Keith Unger seconded, and the motion passed unanimously.

Brad Close made a motion to approve the 1.5% cost of living/COLA increase as presented; Bill Stubblefield seconded, and the motion passed unanimously.

Dr. Craig Miller presented and reviewed the academic year 2021-2022 course fee changes and additions, which are listed below.

- Nursing Teas Test – up to \$85.00; increased fee;
- Nursing Program Fee – a program of \$1,500 with individual course fees removed; new fee;
- Medical Assisting Program Fee – program fee of \$250; new fee;
- EMS Program Fee – a program fee of \$500; new fee;
- Culinary Arts and Hospitality Course Fees – up to \$250; increased fee;
- Unmanned Aerial Systems Course Fee – \$100 per course; new fee;
- Robotics Course Fee - \$75 per course; new fee;
- Renewable Energy Course Fee - \$75 per course; new fee.

Keith Unger made a motion to approve the fee changes and additions as presented; Jim Rodgers seconded, and the motion passed unanimously.

Dr. Miller reviewed the tuition and fee breakdown, which includes \$161.00 for the operations fee and \$11.00 for the technology fee. These fees total \$172.00 per credit hour. The recommendation is to not increase or change tuition and fees for the 2021-2022 academic year.

Brad Close made a motion to approve the tuition and fees as listed above; Stephanie Harvey seconded, and the motion passed unanimously.

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

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Jim Rodgers made a motion that the Board move into Executive Session at 12:33 p.m. to discuss a personnel contract; Keith Unger seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 12:48 p.m. No action was taken during Executive Session.

Brad Close made a motion to approve the President's contract through June 30, 2026, as written; Jim Rodgers seconded, and the motion passed unanimously.

Adjournment: Jim Rodgers made a motion to adjourn the meeting at 12:53 p.m.; Dr. Apryl McDonough seconded, and the motion passed unanimously.