

Blue Ridge Community and Technical College
Board of Governors Meeting
April 3, 2024, 11:30 am

Blue Ridge Community and Technical College Technology Center
5550 Winchester Avenue, Martinsburg, WV 25405

In attendance: Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Rebecca Lewis, Sidney Linton, Heather McIntyre, Jim Rodgers, Natasha Sclaro, Dr. Bill Stubblefield, and Keith Unger.

Guests: Megan Anderson, Jenn Barrett-Smith, Vickie Barney, Josh Benton, Janet Branch, Beth Brautigan, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Miriam Conroy, Dr. Kathy Cox, Diana Crouse, Dustin Dell, Adam Emmons, Brett Gallagher, Sky Grant, Kim Graves, Ken Hite, John Lane, Dr. Apryl McDonough, Megan Michael, Cynthia Hull-Miller, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Kerri Namolik, Taylor Reneau, Dr. William Shipley, Dr. Ann Shipway, Kristy Scarlata, Leslie See, Megan Stoner, and Lacey Walp.

Call to order: Heather McIntyre, Chair, called the April 2024 meeting to order at 12:04 p.m.

Approval of the February 2024 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the February 2024 Board meeting; Brad Close seconded, and the motion passed unanimously.

President's Report: President Checkovich began his report with an overview of the Bridges Over Poverty seminar the College will be hosting on Thursday, April 4. Board members were invited to attend.

President Checkovich reviewed the West Virginia Community and Technical College funding formula, which is based on FTE and clock hours accumulated, degrees and certificates awarded, transfers to four-year colleges, workforce certificates awarded, and workforce training.

Workforce and Engineering Technologies Report: Dr. Ann Shipway presented the College's updated strategic plan for 2024 – 2027. Goals and initiatives in the updated plan align with the College's mission statement. The main initiatives are student success, workforce, access, resources, assessment, and institutional effectiveness. Dr. Bill Stubblefield discussed the College's involvement in attracting new businesses to its service area through its customized workforce training program. This information will be added to the 2024 – 2027 strategic plan

Stephanie Harvey made a motion to approve 2024 – 2027 strategic plan, with the addition referenced above; Dr. Bill Stubblefield seconded, and the motion passed.

Enrollment Report: Ms. Leslie See presented enrollment data spanning the years of 2017 - 2024. The College's enrollment was impacted by COVID-19; however, enrollment is trending positively.

Enrollment data were presented for the schools of Allied Health Sciences, Workforce and Engineering Technologies, and Professional Studies and University Transfer. Enrollment recovery plans were also presented and discussed.

Ms. See reported that she expects enrollment to continue to increase. For 2024, the enrollment is expected to be at 1575 degree seeking students, if not larger.

Program Reviews: Laura Busey announced that program reviews are forthcoming. The reviews require a vote during the May 2024 meeting. There are eight programs for review this year.

Rule Reporting: During the February 2024 meeting, Ms. Leslie See presented Rule 15.2: *Reporting Harassment and Violence on Campus*. This is a new rule defining how student civil rights complaints are reported, investigated, and tracked. The rule was posted for the mandatory 30-day comment period. No comments were received.

Keith Unger made a motion to approve Rule 15.2: *Reporting Harassment and Violence on Campus* as presented; Dr. Bill Stubblefield seconded, and the motion passed.

Finance Report:

Fee Proposal: Dr. Craig Miller presented the course fee and program fee change requests, which are listed below. Only necessary fees will be applied to programs and courses, and the funds collected must benefit students. These fees are based on the actual cost of consumables and supplies needed for courses.

1. General Sciences Course Fee: Increase from \$50 to \$100 for lab supplies.
2. EMS Course Fee: Increase from \$25 to \$150 for lab supplies.
3. Heavy Equipment Technician Course Fee: Increase from \$250 to \$350 for lab supplies.
4. Laboratory Technician Course Fee: Increase from \$50 to \$200 for lab supplies.
5. Medical Assisting Course Fee: Implement a new \$200 fee for lab supplies.
 - a. Existing program fee will be discontinued.
6. Nursing Course Fee: Increase from \$175 to \$300 for lab supplies and equipment.
7. English Course Fee: Implement a new \$50 fee for testing, with the first test being at no cost.
8. Textbook Fee: Implement a fee range of \$150 - \$175.
9. Orientation Fee: Increase from \$25 to \$50 to cover associated costs.
 - a. Existing Admissions Fee and Late Registration Fee will be discontinued.
10. Accuplacer: Implement a \$10 fee to cover the cost of the test.
11. CLEP: Increase from \$30 to \$50 to cover the cost of the test.
12. TEAS :Increase form \$100 to \$150 to cover the cost of the test.
13. Test Proctoring: Implement a \$35 fee to cover the cost of testing services.
14. EMS Program Fee: Increase from \$500 to \$600 per semester to cover lab supplies.
15. Veterinary Technician Program Fee: Implement a new \$1,500 fee per semester to cover lab supplies, vaccinations, testing, and equipment.

Stephanie Harvey made a motion to approve all fees as presented; Keith Unger seconded, and the motion passed.

FY25 Tuition Increase: During the last five years, tuition increased once in FY24 from \$171 per credit hour to \$181 per credit hour. Prior to this increase, tuition remained steady at \$171 per credit hour for five years. For the 2024-2025 academic year, Blue Ridge CTC is requesting to increase tuition to cover increases in expenses caused by inflation.

Blue Ridge CTC is requesting a 9.39% increase to tuition and fees. The current cost per credit hour is \$181. If the requested increase is approved, the cost per credit hour will be \$198. This number is less than the tuition charge per credit hour for four other West Virginia community and technical colleges, meaning that the College will still remain in the middle regarding tuition and fees.

Dr. Miller spoke about Series 32, which mandates that the College is not permitted to charge out-of-state students less than the actual cost of instruction. The METRO rate is addressed in Series 32 as well. After discussion, the recommendation is to apply the 9.39% increase per credit hour to the METRO rate as well.

Keith Unger made a motion to increase in-state and METRO tuition and fees per credit hour by 9.39%; Stephanie Harvey seconded, and the motion passed.

Cost of living (COLA) pay increases for employees were discussed. Due to the FY24 and FY25 budgets, COLA increases will be revisited in September 2024, after analyzing the final quarter of FY24 and the fall 2024 enrollment.

FY25 Budget: Dr. Miller presented the proposed FY25 budget, beginning with the budget cycle. The budget is always aligned with and informed by the College's strategic plan and mission statement. A thorough review of revenue and expenses was provided. A conservative approach is used for revenue projections.

The budget was presented using both the accrual basis and cash basis methods. Comparison data for the previous five years were presented. The data available show that the FY25 expenses will exceed the FY25 budget; however, the College is working to reduce this gap. President Checkovich spoke about the importance of assisting with enrollment growth. Enrollment is a top priority for all Blue Ridge CTC employees.

Stephanie Harvey approved the FY25 budget as presented; Rebecca Lewis seconded, and the motion passed.

Rebecca Lewis made a motion to adjourn the meeting at 2:23 p.m.; Stephanie Harvey seconded, and the motion passed.

Megan Michael, Liaison to the Board of Governors and Recording Secretary