

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

April 6, 2022, 11:30 am

Join Zoom Meeting:

<https://brctc.zoom.us/j/88216268414?pwd=Y3lUdlhFTSt2KzNjOXNES3VITnVydz09>

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

In attendance: Dr. Peter Checkovich, Elizabeth Brautigan, Stephanie Harvey, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Dr. Bill Stubblefield, Keith Unger, and Donavan Zook.

Guests: Dr. Jennifer Barrett-Smith, Leeara Barron, Lisha Burks, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Adam Emmons, Cindy Fritsch, Anna Gavette, Brett Gallagher, Dr. Craig Miller, Cynthia Hull-Miller, Page Moore, Kim Moss, Beth Jones, Megan Michael, Anne Myers, Jenny O'Neal, Mary Pearce, Duane Roberson, Kristy Scarlata, Leslie See, Dr. Ann Shipway, Dr. William Shipley, Lacey Walp, Steven Weiss, and Vickie Wiles.

Call to order: Stephanie Harvey, Chair, called the April 2022 meeting to order at 11:33 a.m.

Approval of the February 2022 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the February 2022 Board meeting; Keith Unger seconded, and the motion passed unanimously.

President's Report: President Checkovich presented his *In the Media* report, highlighting articles and advertisements pertaining to the College. During the presentation, President Checkovich highlighted an article about Steve Weiss' participation in the Netflix Series *Is it Cake*. President Checkovich also recognized Dr. Bill Stubblefield for receiving Berkeley County's 2022 Distinguished Citizen award.

Morgan County Veterinary Technician Program: The College received a Technical Program Development Grant to create a Veterinary Technician AAS program. The College is working to launch the program, but enrollment is not open. The College must ensure that the program is properly accredited and that handbooks, policies, and procedures are in place prior to accepting students. Once this occurs and enrollment opens, a limited number of students will be accepted as a pilot group.

A programmatic accreditor is on the advisory committee for the Veterinary Technician AAS program and this accreditor reviewed the program facility. There are several updates required at the Morgan County Center to ensure the safety of students, faculty, and animals. The program will work with dogs, cats, and small animals in separate kennel rooms. Students will visit local farms to work with larger animals, including horses.

Adam Emmons joined the meeting to explain the required renovations. These include installing glass in the existing doors for visibility and adding two kennel rooms with ceramic tiles and new doors. The cumulative estimate for the renovation is between \$50,000 - \$70,000. This requires Board approval because the College leases the space.

President Checkovich emphasized that the College cannot admit students until the renovations, the programmatic accreditation, and the policies and procedures are complete. The five-year lease for the Morgan County Center will be renewed at the end of the year. Dr. Craig Miller does not anticipate any issues renewing the lease. The Morgan County Commissioners support the necessary renovations.

Jim Rodgers made a motion to approve the renovations to the Morgan County Center for the Veterinary Technician AAS program; Dr. Apryl McDonough seconded, and the motion passed unanimously.

Enrollment Management Report: Leslie See reported that the 2022 commencement ceremony will be on Friday, May 27, 2022, at 7:00 p.m. The ceremony will take place at the Spring Mills High School athletic field. Members of the Board were invited to attend

Ms. See continued her report with a presentation of enrollment data for the spring 2022 semester.

Finance Report: Dr. Craig Miller began his presentation with discussion about academic year 2022-2023 tuition and fees. Due to inflation and the pandemic, the College is requesting to keep tuition the same at \$172 per credit hour. There will be no change to tuition.

Keith Unger made a motion to keep the tuition and fee cost at \$172 per credit hour; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Fee Proposal: Dr. Craig Miller presented the course fee and program fee change requests, which are listed below.

- General Science Course Fee: Increase from \$35 to \$50.
- Cyber Security Testing Fee: Increase from \$265 per exam to \$650 per exam.
 - This request is based on increasing testing fees and the funds will reimburse the College for purchasing the tests. There will be no profit for the College.
- Information Technology Testing Fee: Increase from \$100 to \$375.
 - This request is based on increasing testing fees and the funds will reimburse the College for purchasing the tests. There will be no profit for the College.
- Computer Application Specialist Testing Fee: Increase from \$110 per exam to \$135 per exam.
 - This request is based on increasing testing fees and the funds will reimburse the College for purchasing the tests. There will be no profit for the College.
- Nursing: Increase program fee from \$125 per course to \$175 per course.
- Veterinary Technician Course Fees: New fees, requesting up to \$300 per course.

President Checkovich explained that only necessary fees will be applied to courses. These fees are based on consumables and supplies needed for courses and must benefit students.

Jim Rodgers made a motion to approve the changes to the fee schedule as presented; Bill Stubblefield seconded, and the motion passed unanimously.

FY23 Budget: Dr. Craig Miller presented the proposed fiscal year 2023 budget. The College's State appropriation increased this year due to an allotment from the State to cover the five-percent payroll increase for all State employees. Dr. Miller included comparison data from fiscal year 2022 during his presentation.

The budget includes a 5% increase for employees hired prior to January 1, 2022, and a 2.5% increase for employees hired after January 1, 2022.

Jim Rodgers made a motion to approve the fiscal year 2023 budget as presented; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Program Reviews: Laura Busey presented the program reviews for academic years 2017 - 2022. Program reviews occur every five years and require Board approval, along with WVCTCS approval. The program reviews will be voted on during the May Board meeting.

Current program reviews are listed below.

1. Baking and Pastry Certificate and Associate of Applied Science;
2. Business Operations Associate of Applied Science;
3. Cisco Certified Network Professional Certificate of Applied Science;
4. Computer Network Engineering Technologies Associate of Applied Science;
5. Criminal Justice Certificate and Associate of Applied Science;
6. Food Service Retail Management Certificate and Associate of Applied Science;
7. Liberal Arts Associate of Arts.

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Dr. Apryl McDonough made a motion that the Board move into Executive Session, at 12:41 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.

Keith Unger made a motion to approve the President's contract through June 30, 2027, as written; Jim Rodgers seconded, and the motion passed unanimously.

Adjournment:

Dr. Apryl McDonough made a motion to adjourn the meeting at 12:49 p.m.; Jim Rodgers seconded, and the motion passed unanimously.