

Blue Ridge Community and Technical College
Board of Governors Meeting
May 3, 2023, 11:30 am

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

In attendance: Beth Brautigan, Dr. Peter Checkovich, Brad Close, Grace Daiker, Stephanie Harvey, Dr. Apryl McDonough, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Absent: Heather McIntyre

Guests: Jenn Barrett-Smith, Leeara Barron, Chris Baer, Vickie Barney, Josh Benton, Janet Branch, Laura Busey, Lisha Burks, Michael Byers, Kevin Cappello, Anna Crawford, Jessica Colon, Zach Crooms, Brett Gallagher, Anna Gavette, Morgan Gower, Kim Graves, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Megan Michael, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Jenny O'Neil, Mary Pearce, Natasha Scolaro, Kristy Scarlata, Leslie See, Lacey Walp, Vicky Wiles, and Sherri Williams.

Call to order: Stephanie Harvey, Chair, called the May 2023 meeting to order at 12:01 p.m.

Approval of the April 2023 Meeting Minutes: Brad Close made a motion to approve the minutes from the April 2023 Board meeting; Keith Unger seconded, and the motion passed unanimously.

President's Report: President Checkovich presented the *In the Media* report, during which he highlighted the Culinary Grand Buffet, which is a final project for seniors in the Culinary program. The students present a buffet of hors d'oeuvres and desserts to potential employers and to the public.

President Checkovich thanked the Blue Ridge CTC community for its help with the recent HLC visit. The visit was successful and the peer reviewer was complimentary of the College.

President Checkovich announced that the College was awarded a grant to build a welding lab at the Pines Opportunity Center in Morgan County.

Enrollment Report: Ms. Leslie See reported that the spring 2023 enrollment is 4,049 students. This exceeds the spring 2022 enrollment. Enrollment is trending positively, with growth during the last two semesters.

Degree-seeking enrollment for the summer 2023 semester is at 389 students and growing. This exceeds the summer 2022 enrollment.

Ms. See concluded her report with a review of the enrollment data in the West Virginia Community and Technical College System Almanac.

Finance Report: Ms. Kristy Scarlata reviewed the financial statements for the second quarter of fiscal year 2023. Comparison data from previous fiscal years were included in the report.

Dr. Craig Miller presented on the HEERF Covid relief funding and how the College utilized the funding. The spending was for student assistance, technology, online training, Covid-19 suppression, and miscellaneous health services.

Tuition and Fees: Dr. Miller began this presentation with a comparison of state appropriation funding for the West Virginia community and technical colleges. Blue Ridge CTC continues to be the lowest funded college. The tuition and fees at Blue Ridge CTC remain the lowest too. The College has not increased tuition and fees since fiscal year 2020. Dr. Miller presented two scenarios for a tuition and fee increase, as listed below.

	NO CHANGE	SCENARIO 1	SCENARIO 2
OPERATIONS FEE:	\$161	\$168	\$171
TECHNOLOGY FEE:	\$11	\$11	\$11
CAPITAL FEE:	\$0	\$2	\$2
TOTAL PER CREDIT HOUR:	\$172	\$181	\$184
INCREASE:	0	5.23% or \$9	6.98% or \$11

Most West Virginia community and technical colleges are proposing tuition and fee increases from seven to nine percent. Blue Ridge CTC is requesting a 5.23% increase, as detailed in scenario one.

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. These fees are based on the actual cost of consumables and supplies needed for courses. Funds collected must benefit students. There will be no profit for the College.

1. Nursing Program Fee: Increase from \$997.50 to \$1,056.25.
2. Criminal Justice National Advocate Certification/Credential: Implement a \$120 fee for the cost of the National Advocate Certification for Victim Assistance exam.
3. Accounting QuickBooks Exam Fee: Implement a \$175 fee for the cost of the exam.
4. Culinary Arts/Hospitality: Increase from \$250 per course to \$275 per course. This request is based on the increased cost for consumables and supplies.
5. Heavy Equipment: Increase from \$150 per course to \$250 per course. This request is based on the increased cost for consumables and supplies.
6. Computer Networking: Implement a \$520 fee for a new IT certification exam voucher.

FY24 Budget: Dr. Craig Miller presented the proposed fiscal year 2024 budget, which is based on a tuition and fee increase of 5.23%. This budget includes an employee salary increase of three-percent or \$2,300, whichever is greater, for full-time and part-time employees. The budget also includes a three-percent salary increase for casual, part-time employees.

Brad Close made a motion to approve the changes to the course and program fee schedule as presented; Dr. Apryl McDonough seconded, and the motion passed unanimously.

Brad Close made a motion to approve the employee salary increases as proposed; Keith Unger seconded, and the motion passed unanimously.

Jim Rodgers made a motion to approve the fiscal year 2024 budget as presented and a tuition and fee increase of 5.23%; Brad Close seconded, and the motion passed unanimously.

Program Reviews: During the April 2023 Board meeting, Laura Busey presented the current program reviews for a May 2023 vote. Program reviews occur every five years and require Board approval, along with WVCTCS approval.

The 2018 - 2023 program reviews include: Cyber Security - Associate of Applied Science; Data Management - Associate of Applied Science; Engineering Technology - Associate of Applied Science; Heavy Equipment Technician - Associate of Applied Science; Plastics Engineering Technology - Associate of Applied Science; and Paralegal Studies - Certificate and Associate of Applied Science. The recommendation is to continue all programs.

Dr. Bill Stubblefield made a motion to approve the seven program reviews listed above; Jim Rodgers seconded, and the motion passed unanimously.

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 1:46 p.m., to discuss a personnel contract; Keith Unger seconded, and the motion passed unanimously.

The Board agreed to exit Executive Session at 2:01 p.m.

Brad Close made a motion to approve the President's contract through June 30, 2028, with the addition of an excludable fringe benefit for housing; Jim Rodgers seconded, and the motion passed unanimously.

Adjournment:

Keith Unger made a motion to adjourn the meeting at 2:04 p.m.; Jim Rodgers seconded, and the motion passed unanimously.

Respectfully Submitted,

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