

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*November 6, 2024, 10:00 am*

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

Zoom Meeting ID: 850 4175 4033  
Passcode: 204734

*In attendance:* Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Natasha Scolaro, Korrynn Stevens, and Keith Unger

*Absent:* Dr. Bill Stubblefield

*Guests:* Adam Emmons, Josh Benton, Phil Fowler, Megan Michael, Dr. Craig Miller, Anne Myers, Leslie See, and Dr. Ann Shipway.

*Call to order:* Heather McIntyre, Chair, called the November 2024 meeting to order at 10:02 am.

*Approval of the Electricity Expansion for the Plastics Lab:* The College procured and received a Kautex blow molding machine for the plastics lab at the Technology Center. This machine requires additional electricity. The College must procure the installation of the electrical capacity necessary for the machine to be operational. Due to the cost associated with this project, the College must prepare and publish a Request for Bids (RFB). The College seeks Board approval to move forward with the RFB

Brad Close motioned to approve the Request for Bids (RFB) and project as described above, with a maximum project cost of \$207,000; Stephanie Harvey seconded; the motion passed.

*Adjournment:* Stephanie Harvey motioned to adjourn the meeting at 10:08 am; Brad Close seconded, and the motion passed.

Respectfully Submitted,

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