

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*June 3, 2020, 11:30 am*

Zoom Meeting: <https://brctc.zoom.us/j/96607721750>; Meeting ID: 96607721750

*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, Mason Bishop, Adam Bridendolph, Laura Busey, Michael Byers, Brett Gallagher, Morgan Gower, Cynthia Hull-Miller, Michele Morrison, Kim Moss, John Lane, Beth Jones, Megan Michael, Dr. Craig Miller, Anne Myers, Duane Roberson, Kristy Scarlata, Leslie See, Dr. Ann Shipway, and Lacey Walp.

*Call to order:* Stephanie Harvey, Chair, called the June 2020 meeting to order at 11:36 a.m.

*Election of Board Officers:* Keith Unger nominated Stephanie Harvey to serve as Chair of the Board, and Heather Morgan-McIntyre to serve as Vice-chair of the Board, for the 2020-2021 academic year. No other nominations were received.

Jim Rodgers made a motion to close the nominations and for Stephanie Harvey to serve as Chair of the Board, and Heather Morgan-McIntyre to serve as Vice-chair of the Board, during the 2020-2021 academic year; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

*Approval of the May 2020 Meeting Minutes:* Brad Close made a motion to approve the minutes from the May 2020 Board meeting; Dr. Apryl McDonough seconded, and the motion passed unanimously.

*President's Report:* President Checkovich welcomed special guest, Mason Bishop, of WorkED Consulting, LLC, who assisted the College with writing the Federal Job Corps Scholars grant. The College was awarded the \$1.1 million dollar grant, which focuses on training youth and connecting youth with employment in the Morgan County area. The College is one of twenty colleges across the nation to be awarded the Job Corps Scholars grant. Brad Close spoke about the College's presence in Morgan County. He thanked the College for a successful relationship in the Morgan County community.

Dr. Ann Shipway thanked the team that worked on the Federal Job Corps Scholars grant application. She explained that the grant will focus on eight training programs and will assist 80 students who have barriers to education and employment.

President Checkovich presented his *In the Media* report, during which he highlighted a thank you letter from Berkeley Medical Center for the College's donation of masks and PPE. President Checkovich also highlighted the College's Unity marketing program and a thank you letter from a business partner that received exemplary customized training from the College.

*Technical Program Development Grant (TPD) Award:* Dr. Ann Shipway reported that the College recently submitted a TPD grant application to establish an Associate of Applied Science in Veterinary Technician program. Technical Program Development grants are usually awarded at \$220,000. However, approximately \$525,000 will be needed to develop the new Veterinary Technician program. Dr. Shipway explained that the grant will be reviewed by the West Virginia Community and Technical College System on June 11, 2020 for the full amount needed to establish the program. If the grant is awarded, the Veterinary Technician program will be a hybrid program based in Morgan County.

*Higher Learning Commission (HLC) and Accreditation Report:* Dr. Ann Shipway reported that the HLC Accreditation virtual visit went well. The College met all five criteria and met all federal compliance requirements. The College has been recommended for reauthorization of accreditation and the College received an excellent report from the team of peer reviewers. This report was shared with the Board.

Due to COVID-19, the HLC review process will take place in three parts. First, the College's Assurance Argument was written by a team at the College. Next, the virtual visit took place in April 2020. Over 60 employees participated in the visit. The final part of the review process will be a physical visit to the College, as required by the Federal Department of Education. This visit will occur in the fall and will focus on the College's facilities, the College's mission statement, and the College's co-curricular assessment activities.

*Enrollment Management Report:* Leslie See reported that summer 2020 enrollment is strong at 554. This is a 55 student increase over last summer. The College is offering many online options during the summer semester. In addition, the response to the Unity Campaign, which includes virtual open houses, has been remarkable. President Checkovich thanked Leslie See and the Enrollment Management Staff for their work on Enrollment.

*2020-2021 Academic Year Meeting Dates:* The Board adopted the following meeting schedule for the 2020-2021 academic year:

- August 5, 2020
- October 7, 2020
- December 2, 2020
- February 3, 2021
- April 7, 2021
- May 5, 2021
- June 2, 2021

Brad Close made a motion to approve the meeting dates listed above; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

*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 12:19 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.

Brad Close made a motion to approve the President's contract through June 30, 2025 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.