

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*October 7, 2020, 11:30 am*

Zoom Meeting: <https://brctc.zoom.us/j/99455144003>

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

*In attendance:* Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Xavier Hersom, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Kelly Shurnitski, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Dr. Jennifer Barrett-Smith, Laura Busey, Michael Byers, Kevin Cappello, Cindy Fritsch, Brett Gallagher, Morgan Gower, John Lane, Cynthia Hull-Miller, Michele Morrison, Kim Moss, Beth Jones, Megan Michael, Dr. Craig Miller, Anne Myers, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Lacey Walp, and Jess Wilt.

*Call to order:* Stephanie Harvey, Chair, called the October 2020 meeting to order at 11:33 a.m.

*Approval of the August 2020 Meeting Minutes:* Dr. Bill Stubblefield made a motion to approve the minutes from the August 2020 Board meeting; Keith Unger seconded, and the motion passed unanimously.

*President's Report:* President Checkovich began the President's Report with a review of the College's 2020-2023 Strategic Plan. The main initiatives of the 2020 – 2023 Strategic Plan are Student Success, Workforce, Access, Resources, and Assessment and Institutional Effectiveness. President Checkovich explained that future edits may be required due to the Covid-19 pandemic.

Jim Rodgers made a motion to approve the College's 2020 – 2023 Strategic Plan; Brad Close seconded, and the motion passed unanimously.

President Checkovich presented his *In the Media* report. During this report, President Checkovich highlighted articles about the Berkeley County Schools partnership for the Board of Governors program; the Food Network competition featuring Chef Steve Weiss; and the scholarships awarded to Students.

*Human Resources Report:* During August 2020 Board meeting, Dr. Craig Miller presented and reviewed a draft of the College's Telecommuting Policy. Following the August 2020 meeting, the policy was posted for the mandatory 30-day comment period. One comment was received during that period from an employee regarding College-funded home internet service. The Board discussed this issue at length. It was determined that the College is unable to fund home internet service for employees, as telecommuting is not required. Modifications will be made to the policy to state that home internet for employees will not be funded at this time.

*Workforce and Engineering Technologies Report:* Dr. Ann Shipway introduced Anne Myers, Foundation Director, who provided an updated on the Blue Ridge CTC Foundation.

Mrs. Myers recognized First Energy as the company recently donated \$20,000 to the Foundation for the College to purchase equipment for the plastics lab. Mrs. Myers also announced that the Blue Ridge CTC Foundation received a renewal of the \$100,000 scholarship donation from the Steely Foundation. These scholarship funds will be used to support STEM based programs. This funding will also be used to support JumpStart students. This is the third year the College has received a \$100,000 donation from the Steely Foundation.

Dr. Shipway reviewed three letters from tenants at the Spring Tech Innovation Lab (STIL). The letters represent the broad diversity of businesses incubating at the STIL. These letters are complementary of the College and of the STIL and will be included in grant reports.

In addition, Dr. Shipway announced that the College was awarded a new Federal Department of Labor Grant titled, *WorkForce Opportunities in Rural Communities* (WORC). The amount of the grant is \$750,000, and these funds will enable the College to create an HVAC program and lab. The grant funds will assist eligible students with tuition and the funds will assist employees in the hospitality industry who were recently laid off. The College now has three Federal Grants.

Dr. Shipway announced that the College is submitting a Federal Economic Development Authority Grant. If awarded, the grant will amount will be \$550,000 and these funds will be used to purchase equipment for the Plastics Lab.

Dr. Shipway recognized the math faculty for their hard work in moving math courses online. Dr. Shipway explained that to ensure institution effectiveness, the instructors are in constant communication with the students. Surveys are distributed regularly and the feedback received from students is excellent. Michele Morrison reported that the math enrollment for the fall 2020 semester is the highest it has ever been.

Dr. Shipway spoke about a meat packing company in the mid-West that reached out to the College about Mechatronics training. This company would like to discuss how to set up a training program for their employees that is based on the Blue Ridge CTC and Procter & Gamble (P&G) partnership. The company and a dean from the local community college will be visiting the Blue Ridge CTC to discuss the program and tour the Mechatronics labs.

Dr. Shipway provided an update on the Plastics Lab. Approximately two-million dollars in grant proposals have been submitted to the West Virginia Community and Technical College System (WVCTCS) to fund the lab. However, the WVCTCS budget cannot meet this need. Because of this, the College is in discussion with the Air National Guard about producing personal protection equipment (PPE). If this occurs, the College will need to purchase additional equipment and the Air National Guard will be visiting the College to tour the lab area. In addition, a meeting will be scheduled with a representative with Senator Shelly Moore-Capito's office to discuss the Plastics Lab. The College has also been discussing the Plastics Lab initiative with Jim Linsenmeyer. The goal is to recruit more manufacturers into the State of West Virginia. Once complete, the College's Plastic Lab will be the only one in the area. Fully outfitting the Plastic's Lab will require approximately three-million dollars in funding.

Dr. Checkovich spoke about the drop in customized training due to COVID-19. The three Federal grants will assist with the lost revenue due to the decrease in enrollment. The Board commended the Workforce Development team for their hard work during the pandemic. Brad Close explained that the College has been discussed during recent EDA meetings and that the College is implemental in bringing new businesses into the community and reducing the local unemployment numbers.

*Enrollment Management Report:* Leslie See reported that the College will be conducting COVID-19 surveillance testing for employees and students. The College is mandated by Governor Justice to test ten-percent of students and employees on campus, which results in 20 tests per week. Ms. See explained that the Board is welcome to participate as well.

Ms. See provided an enrollment report. Degree-seeking enrollment is at 1,608 students, high school enrollment is at 562 students, and Workforce enrollment is at 1,743 students. Total fall 2020 enrollment is 3,913.

For the fall 2020 semester, the Unity Campaign is serving 287 students. The Unity scholarships awarded total \$151,896. The WV Invests program is serving 123 students and a total of \$203,820 has been awarded.

Ms. See reported that there have been changes in the way enrollment is reported to the State. These changes caused a part of the decrease in enrollment. COVID-19 contributed to the decrease in enrollment as well. Ms. See reviewed several initiatives that Enrollment Management has implemented to increase enrollment.

*Finance Report:* Dr. Craig Miller introduced Kristy Scarlata, Comptroller, who presented the financial statements and information for fiscal year 2020. Comparison data from fiscal year 2019 were presented as well.

Mrs. Scarlata reported that the College's audit information was submitted to the State on September 30, 2020. The auditor's will provide a full report during the December 2020 meeting. Dr. Checkovich thanked the Finance team for their hard work on the audit.

Brad Close asked about the funds available for College operations during the first quarter of fiscal year 2021. Dr. Miller explained funds are balanced for current operations. The College can utilize CARES Act and grant funding to assist, if needed. Dr. Checkovich explained that the College is monitoring the budget closely. Because FTE has remained steady, the College is able to cover expenses.

*Adjournment:* Brad Close made a motion to adjourn the meeting at 12:51 p.m.; Heather Morgan-McIntyre seconded, and the motion passed unanimously.