

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 2, 2020, 11:30 am*

Zoom Meeting: <https://brctc.zoom.us/j/98195916804>

*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:* Vickie Barney, Dr. Jennifer Barrett-Smith, Leeara Barron, Amanda Bender, Chrissy Bowman, Laura Busey, Michael Byers, Kevin Cappello, Cindy Fritsch, Morgan Gower, Beth Jones, Megan Michael, Dr. Craig Miller, Virginia O'Neal, Kristy Scarlata, Leslie See, Dr. Ann Shipway, Lacey Walp, and Jess Wilt.

*Call to order:* Stephanie Harvey, Chair, called the December 2020 meeting to order at 11:30 a.m.

*Audit Report:* Christina Bowman, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's fiscal year 2020 audit report. Ms. Bowman began her presentation by thanking the Finance staff for their assistance with the audit, stating that the staff members were implemental in meeting the audit filing deadline.

During the presentation, Ms. Bowman explained that there were no material weaknesses, no disagreements with management, and no corrected or uncorrected misstatements. The audit was performed in accordance with both Generally Accepted Auditing Standards and Government Auditing Standards. The audit received a clean, unmodified opinion.

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

*President's Report:* President Checkovich presented his *In the Media* report, which included media articles and advertisements related to the College. President Checkovich highlighted an advertisement for the upcoming Blue Ridge CTC Foundation Holiday Cookie Fundraiser.

President Checkovich spoke about the 2019 West Virginia Almanac, which is prepared by the West Virginia Higher Education Policy Commission (WVHEPC). As documented in the West Virginia Almanac, Blue Ridge CTC's degree-seeking enrollment, Workforce enrollment, and financial position are strong.

Dr. Ann Shipway reported that faculty and staff have embraced the College's mission, vision, and core values during the pandemic. Faculty and staff have worked hard to transition courses online and they continue to reach out to community partners to sustain enrollment.

Leslie See noted possible changes in the enrollment numbers in future Almanacs. This is due to COVID-19 and Workforce enrollment reporting changes enacted by the West Virginia Community and Technical System (WVCTCS).

President Checkovich explained that the College's onsite visit from the Higher Learning Commission (HLC) Team went well. The College's 2020 Assurance Argument is well done and is on the HLC's website as an example. Dr. Bill Stubblefield, who reviewed the Assurance Argument, congratulated the College and explained that the document was well done.

*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. It was determined that the College is unable to fund home internet service for employees, as telecommuting is not required. Modifications were made to the policy in section 3.7 to state that home internet for employees will not be funded at this time. Following the modifications, the Telecommuting Policy was posted for a new 30-day comment period and there were no comments received.

Brad Close made a motion to approve the Telecommuting Policy; Jim Rodgers seconded, and the motion passed unanimously.

*Workforce and Engineering Technologies Report:* Dr. Shipway began her report with a grant update. The College was recently awarded three Perkins Statewide Leadership Grants. These grants will fund developing podcasts for Information Technology programs, completing digital recording for Mechatronics programs, and purchasing technical physics equipment for Mechatronics programs.

The College was also awarded two new West Virginia Advance Grants. The first grant will fund equipment for the Advanced Manufacturing program. This will ensure that the College is able to provide training that is in demand from local employers. The second grant will assist the College with creating the Technimark Global Scholars program.

In addition, the College has submitted two Technical Program Development (TPD) Grants. The first grant is for a Precision Machining Certificate program and the second grant is for an Electrical Technician Certificate program. Both certificates are pathways into the Advanced Manufacturing programs. Both grants will benefit local employers, as the funds will be used to train employees for existing and new businesses. These grants are awaiting approval from the West Virginia Community and Technical College System (WVCTCS) Council. There is a third TPD grant for Allied Health programming and this grant will be presented during the first Council meeting of 2021.

Dr. Shipway continued with a Federal grant report. The College has been focusing on institutional advancement and this includes submitting Federal grant applications. The College recently submitted a new Federal WORC grant, titled the One Workforce Eastern Appalachia, which targets essential, high-wage manufacturing jobs. The College formed a consortium for this grant with Eastern Community and Technical College and Allegheny College of Maryland. Blue Ridge CTC will lead the consortium and project.

The College has applied for a Federal Economic Development Authority grant to purchase a Sidel injection blow-mold machine for the Plastics Lab. Once complete, the Blue Ridge CTC Plastics Lab will be the only one at a community college on the East Coast.

Dr. Shipway highlighted a letter of appreciation she received from a student. This letter commended and thanked Dr. Apryl McDonough for being a wonderful faculty member. Following the receipt of this letter, Dr. McDonough asked faculty members to report positive letters and emails received from students. Dr. McDonough reviewed three additional letters of appreciation with the Board.

*Enrollment Management Report:* Leslie See provided an enrollment report for the fall 2020 semester. Degree-seeking enrollment was 1,610 students, high school enrollment was 561 students, and Workforce enrollment was 1,749 students. Fall enrollment for degree-seeking and Workforce was severely affected by the COVID-19 virus and changes in reporting.

Ms. See provided an update on spring 2021 enrollment. Combined enrollment for the spring 2021 semester is 1375; however, it is too early to have a clear projection at this time.

Ms. See provided a COVID-19 update. During the fall 2020 semester, over 100 COVID-19 tests were administered. Out of these 100 tests, three were positive. The testing will continue during the spring 2021 semester.

*Finance Report:* Dr. Craig Miller introduced Kristy Scarlata, Comptroller, who presented the financial statements and information for first quarter of fiscal year 2021. Comparison data from fiscal year 2019 were presented as well.

Ms. Scarlata explained that the College's top funding sources are tuition and fees, state appropriation, and State and Federal Grants. Although the operating revenue is lower when compared with last year at this time, the College remains in a strong financial position.

Stephanie Harvey thanked the Blue Ridge CTC faculty and staff for all of their hard work in assisting students.

*Adjournment:* Brad Close made a motion to adjourn the meeting at 12:57 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.