

Blue Ridge Community and Technical College
Board of Governors Meeting
November 3, 2021, 11:30 a.m.

Join Zoom Meeting:
<https://brctc.zoom.us/j/88216268414?pwd=Y3lUdlhFTSt2KzNjOXNES3VITnVydz09>

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

In attendance: Dr. Peter Checkovich, Elizabeth Brautigan, Brad Close, Stephanie Harvey, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Dr. Bill Stubblefield, Keith Unger, and Donovan Zook.

Guests: Dr. Jennifer Barrett-Smith, Leeara Barron, Adam Bridendolph, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Adam Emmons, Cindy Fritsch, Anna Gavette, Morgan Gower, Dr. Craig Miller, Cynthia Hull-Miller, Kim Moss, Beth Jones, Megan Michael, Anne Myers, Jenny O'Neal, Jane Peters, Duane Roberson, Kristy Scarlata, Natasha Scolaro, Leslie See, Dr. Ann Shipway, Lacey Walp, and Jessica Wilt.

Call to order: Stephanie Harvey, Chair, called the November 2021 meeting to order at 11:32 a.m.

Approval of the August 2021 Meeting Minutes: Brad Close made a motion to approve the minutes from the August 2021 Board meeting; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

President's Report: President Checkovich welcomed Mr. Donovan Zook to the meeting. Mr. Zook is the new student representative to the Board of Governors.

President Checkovich presented his *In the Media* report, highlighting a new Federal EDA grant the College was awarded to purchase plastics equipment.

President Checkovich spoke about the Aspen Award, which Blue Ridge CTC was selected to make application. The College was one of 150 community colleges nationwide selected to apply for the award. The application is due on December 13, 2021.

Window Replacement at the Technology Center: The College has received approval to use Federal American Rescue Plan Act funding (ARPA) to replace the windows at the Technology Center. The purpose of the new windows is to increase outdoor airflow and reduce the spread of the Covid 19 virus. The new windows will also eliminate the need for future costly modifications for noise control and temperature control.

The total cost will be approximately \$300,000 and this amount will be funded with approved Federal dollars. If an increase in price occurs, the College will fund this amount and then request reimbursement from the Federal Government. Because the new windows are not something the College will keep if the area is vacated, the project requires Board approval.

The College has multiple leases at the Technology Center, each with a ten-year term. The expiration dates range from 2023 – 2029.

Apryl McDonough made a motion to approve the purchase and installation of the new windows at the Technology Center; Keith Unger seconded, and the motion passed unanimously.

Workforce and Engineering Technologies Report: Dr. Ann Shipway began her report with the introduction of Cindi Hull-Miller and Jane Peters, who spoke about a breakfast meeting the College hosted at the Morgan County Center for Bandi. The meeting was successful, with multiple spas attending the meeting and purchasing Bandi's products.

Bandi is a cosmetics company from Poland that recently opened in the United States. The company is located in the business incubation center in Morgan County.

Dr. Ann Shipway introduced Amber Butcher who recognized former Cyber Security Student, Matthew Heath. Mr. Heath is employed with Ace Info Solutions as an Information Security Specialist and Team Lead. He was recently recognized as a Rising Star by the Federal Computer Week (FCW) staff.

Dr. Ann Shipway shared an email received from an executive at Volvo thanking the College for the excellent training provided to Volvo employees. The training program was referred to as exceptional in the message. The goal is to continue the program with both refresher and new courses. Dr. Shipway also presented an overview of the training provided to Volvo.

President Checkovich and Stephanie Harvey commended the Workforce Staff for their hard work.

Enrollment Management Report: Leslie See presented the unofficial enrollment data for the fall 2021 semester. Overall, the College had a decline of 108 degree-seeking students when compared to the fall 2020 semester. Workforce enrollment and high school enrollment have increased this semester, so the Colleges' overall enrollment and FTE are up for fall 2021.

Finance Report: Kristy Scarlata presented the fiscal-year 2021 year-end financial data. Comparison data for fiscal years 2017 – 2020 were also presented.

President Checkovich thanked the Finance team for their hard work.

Adjournment:

Brad Close made a motion to adjourn the meeting at 12:34 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.