

Blue Ridge Community and Technical College
Board of Governors Meeting
February 2, 2022, 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: Elizabeth Brautigan, Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

Guests: Chris Bear, Vickie Barney, Dr. Jennifer Barrett-Smith, Leeara Barron, Chrissy Bowman, Lisha Burks, Amber Butcher, Michael Byers, Kevin Cappello, Cindy Fritsch, Brett Gallagher, Anna Gavette, Morgan Gower, Beth Jones, Rachael LeGore, Megan Michael, Cindi Hull-Miller, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Kerri Namolik, Virginia O'Neal, Joshua Rider, Kristy Scarlata, Natasha Sclaro, Lacey Walp, and Jess Wilt.

Call to order: Stephanie Harvey, Chair, called the February 2022 meeting to order at 11:34 a.m.

Audit Report: Christina Bowman, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's fiscal year 2021 audit report. Ms. Bowman began her presentation by thanking the Finance team for their assistance with the audit, stating that the team was instrumental in meeting the audit filing deadline.

Clifton, Larson, Allen, LLC was engaged to audit the financial statements of the College, with consideration of the Blue Ridge CTC Foundation. The Foundation's full audit was performed by an independent auditor.

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 fiscal year 2021 audit received a clean, unmodified opinion.

Brad Close made a motion to accept the audit report; Jim Rodgers seconded, and the motion passed unanimously.

Members of the Board thanked the Finance Office for their hard work during the audit.

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

President's Report: President Checkovich began his report with a moment of silence to honor the lives of Bill Lucht and Bill McIntyre, who are deeply missed.

President Checkovich presented his *In the Media* report, which included articles and advertisements related to the College. President Checkovich highlighted articles featuring Chef Steve Weiss on the topics of healthy eating and food safety. President Checkovich also spoke about articles related to first-generation students; the College receiving the PERC (Promise Education and Research Council) award; the College being selected to apply for the Aspen Institute Prize; and the Job Corps Scholars program.

President Checkovich presented media articles and information recognizing four Blue Ridge CTC students, Laura Ferguson, Chrystal Hicks, Andrea Mitchell, and Matthew Sneathen.

Joshua Rider, Education Program Coordinator, spoke about Blue Ridge CTC Education graduates, Andrea Mitchell and Matthew Sneathen. Both were selected to receive a prestigious grant from Shepherd University, which allows them to participate in student teaching for an entire year. Ms. Mitchell and Mr. Sneathen were two students out of four selected for the grant. Mr. Rider stated that both are excellent teacher candidates.

Kerri Namolik, Paralegal Studies Program Coordinator, recognized Paralegal graduates, Laura Ferguson and Chrystal Hicks. Laura Ferguson was recently honored as the *2021 West Virginia Strategic Planning in Occupational Knowledge for Employment and Success Student of the Year*. During her educational career, Ms. Ferguson was in a tragic vehicle accident. While recovering, she persevered and completed the SPOKES program. She also earned the Paralegal AAS degree at the College. Chrystal Hicks was recently recognized by the West Virginia Department of Rehabilitative Services (WVDRS) for her success at the College. Both graduates are currently employed in the legal field.

Finance Report: Kristy Scarlata, Comptroller, presented the financial statements and information for the first and second quarters of fiscal year 2022. Comparison data from fiscal year 2021 were presented as well.

There was discussion about revenue, which decreased due to the Covid pandemic. Federal Grant funding is available to assist with lost revenue. The College is in a better financial position this year when compared with last year.

Brad Close thanked the Finance team for all of their hard work.

Adjournment: Dr. Bill Stubblefield made a motion to adjourn the meeting at 12:36 p.m.; Brad Close seconded, and the motion passed unanimously.