

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*April 5, 2023, 11:30 am*

*Blue Ridge Community and Technical College Technology Center*  
*5550 Winchester Avenue, Martinsburg, WV 25405*

*In attendance:* Beth Brautigan, Dr. Peter Checkovich, Brad Close, Grace Daiker, Stephanie Harvey, Dr. Apryl McDonough, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Absent:* Heather McIntyre

*Guests:* Jenn Barrett-Smith, Leeara Barron, Chris Baer, Vickie Barney, Josh Benton, Janet Branch, Laura Busey, Michael Byers, Samantha Cook, Anna Crawford, Todd Diehl, Cindy Fritsch, Brett Gallagher, Anna Gavette, Morgan Gower, Kim Graves, Beth Jones, John Lane, Rachel LeGore, Rebecca Lewis, Megan Michael, Cynthia Hull-Miller, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Jenny O'Neil, Dr. Ann Shipway, Kristy Scarlata, Leslie See, Megan Stoner, Lacey Walp, and Vicky Wiles.

*Call to order:* Stephanie Harvey, Chair, called the April 2023 meeting to order at 11:53 a.m.

*Approval of the February 2023 Meeting Minutes:* Jim Rodgers made a motion to approve the minutes from the February 2023 Board meeting; Dr. Apryl McDonough seconded, and the motion passed unanimously.

*President's Report:* President Checkovich began his report with an overview of the 2023 legislative session, focusing on topics and bills related to higher education.

President Checkovich spoke about the recent accreditation visit by the Higher Learning Commission. This was a multi-location review for the Technology Center and for Hollywood Casino at Charles Town Races. The review was positive and the peer reviewer was very complimentary of the College.

President Checkovich presented the *In the Media* report, during which he recognized Chef John Lane for his volunteer work with Meals on Wheels. Mr. Lane recently visited Meals on Wheels to train other volunteers on proper cutting methods. The local Meals on Wheels program covers 322 miles. There are over 100 volunteers who deliver approximately 51,000 meals annually. In addition to meal delivery, the Meals on Wheels volunteers check on the well-being of program participants.

President Checkovich recognized Chef Samantha Cook for her volunteer work with the ProStart team at Jefferson High School. Ms. Cook spoke about the recent Jefferson County ProStart competition. During the competition, the twelve participating teams prepared a three-course meal. Out of the twelve high school teams, the Jefferson County team placed third. Dr. Shipway spoke about the direct recruitment opportunity tied to this competition.

*Workforce and Engineering Technologies Report:* Dr. Ann Shipway began her report by thanking Chef Samantha Cook and Chef John Lane for volunteering and giving back to the community.

Dr. Shipway reviewed the Federal Department of Labor Grant the College received to establish the Job Scholars program. She shared a testimonial from the parent of a successful Job Scholars student.

Dr. Ann Shipway introduced Cindi Hull-Miller, who manages the Job Scholars grant program. Ms. Hull-Miller explained that Blue Ridge CTC was one of 26 colleges nationwide that participated in the program. The Job Scholars program was assigned a participant goal of 80 students. This was uniform across the 26 colleges, including colleges much larger than Blue Ridge CTC. Blue Ridge CTC exceeded this goal, training 93 students. This successful program will be sustained after the completion of the grant. The Job Scholars team was recognized for their hard work establishing the program.

Dr. Shipway provided an overview of a new Department of Tourism grant focusing on the West Virginia tourism industry. The College will partner with the West Virginia Higher Education Policy Commission for this project. Blue Ridge CTC will be the only West Virginia community and technical college participating.

President Checkovich spoke about a new project that will create a partnership between the College and the West Virginia Department of Health and Human Resources. Many social work positions in the College's service area are severely understaffed. Legislation is being considered to allow those with an Associate of Applied Science degree in Human Services to fill certain positions. Additional information on this project is forthcoming and the next meeting will be in June 2023.

*Program Reviews:* Laura Busey presented the 2023 Program Reviews that will be voted on during the May meeting. Current program reviews include Cyber Security - Associate of Applied Science, Data Management - Associate of Applied Science, Engineering Technology - Associate of Applied Science, Heavy Equipment Technician - Associate of Applied Science, Plastics Engineering Technology - Associate of Applied Science, and Paralegal Studies - Certificate and Associate of Applied Science. The recommendation is to continue all programs.

*Enrollment Report:* Ms. Leslie See reported that spring 2023 enrollment is 3,715 students. Degree-seeking enrollment increased by 33% over spring 2022 enrollment. Special enrollments are still being processed, so this number will continue to increase. FTE remains strong and new student enrollment continues to increase.

President Checkovich spoke about the recruitment efforts of the Enrollment Management team and the faculty members. These efforts include phone-a-thons, Hyflex learning, and second eight-week courses. President Checkovich thanked all for their hard work.

*Adjournment:*

Keith Unger made a motion to adjourn the meeting at 12:56 p.m.; Jim Rodgers seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Liaison to the Board of Governors and Recording Secretary