

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*August 7, 2024, 11:30 am*

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

Zoom Meeting ID: 873 7819 3887; Passcode: 355499

*In attendance:* Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Rebecca Lewis, Jim Rodgers, Korrynn Stevens, Dr. Bill Stubblefield, and Keith Unger.

*Absent:* Heather McIntyre and Natasha Sclaro

*Guests:* Chris Baer, Sarah Beard, Beth Brautigan, Amber Butcher, Kevin Cappello, Miriam Conroy, Anna Crawford, Adam Emmons, Brett Gallagher, Anna Gavette, Kim Graves, Ken Hite, Beth Jones, Rachel LeGore, Megan Michael, Dr. Craig Miller, Anne Myers, Jenny O'Neil, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Dr. Ann Shipway, Dr. John Unger, and Lacey Walp.

*Call to order:* Stephanie Harvey, Vice-chair, called the August 2024 meeting to order at 12:04 p.m.

*June 2024 Meeting Minutes:* Jim Rodgers motioned to approve the minutes from the June 2024 Board meeting; Keith Unger seconded, and the motion passed unanimously.

*July 2024 Meeting Minutes:* Brad Close motioned to approve the minutes from the July 2024 Board meeting; Becca Lewis seconded, and the motion passed unanimously

*President's Report:* President Checkovich began his report with an overview of The White House Challenge, which will be shared in detail during the Workforce Report. President Checkovich then welcomed Korrynn Stevens, the new Student Representative to the Board. The President's report concluded with the *In the Media* report, during which media pieces about the College were shared with the Board.

*Workforce and Engineering Technologies Report:* Dr. Ann Shipway updated the Board on the College's accreditation. The College submitted an updated Higher Learning Commission (HLC) Assurance Argument in May 2024. The report was stellar, the College met all criteria, and the College's accreditation was reaffirmed. Following positive feedback from the peer reviewers, the College accepted its reaffirmation of accreditation.

Dr. Shipway continued her report with an overview on the HLC's substantive change process. Substantive change reports are required by the HLC for all new certificate or degree programs. The HLC then performs a desk review of the new program.

Dr. Shipway spoke about the HLC's micro-credentialing lab, in which the College will participate. Blue Ridge CTC is establishing a micro-badging program. To date, the College has awarded approximately 80 micro-credentials to students completing essential employability courses.

Dr. Shipway introduced Mr. Ken Hite, Interim Director of Security, and Mr. Adam Emmons, Director of Facilities. Dr. Shipway thanked Mr. Hite and Mr. Emmons for the collaboration between the Security team and the Facilities team.

Dr. Shipway reported on the College's deferred maintenance projects, as listed below. Funds were received from the Governor's Office for these projects.

Headquarters Building Deferred Maintenance – Phase 1		
Project	Status	Completion Date
Parking Lot LED Lighting	Approved – Scheduling	8/12 – 8/16/2024
Water Filtration System (Two-stage)	Approved – Scheduling	8/12 – 8/16/2024
Sinkhole Restoration	WVCTCS Purchase Order in Progress	TDB
Parking Lot Reseal and Reline	WVCTCS Purchase Order in Progress	TBD
Sidewalk/Donor Brick Repair	Completed	8/6/2024

Dr. Shipway and Dr. John Unger reported on The White House Challenge, which is in collaboration with the Office of National Drug Control Policy (ONDCP). The White House Challenge focuses on nationwide substance abuse recovery. Substance abuse is a national security issue, and recovery is essential to all areas. The White House Challenge point of contact for Blue Ridge CTC employees is the Human Resources Office. The program is being established at the College. The White House Challenge will also be established in local business and industry.

*Enrollment Report:* Dr. Jennifer Barrett-Smith presented enrollment data for the fall 2024 semester, which has increased compared to the fall 2023 semester. The enrollment increase is the result of student retention and marketing efforts. Three weeks remain until the start of the fall semester and enrollment continues to grow.

*Information Technology Report:* Mr. Phil Fowler, new Vice-president of Information Technology, introduced himself to the Board and provided a report on the reorganization within the Information Technology department.

*Finance Report:* Dr. Craig Miller presented the Finance report. Dr. Miller presented emergency funding received from the Governor's Office to assist the College with the PEIA increase. This funding helped the College immensely with the increase in health insurance premiums.

Dr. Miller concluded his report with a review of fiscal year 2024 efforts to align the budget.

*Executive Session:* Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Keith Unger motioned for the Board to move into Executive Session, at 1:12 p.m., to discuss a contract; Becca Lewis seconded, and the motion passed unanimously.

The Board agreed to exit the Executive Session at 1:38 p.m. No action was taken.

Adjournment:

Keith Unger motioned to adjourn the meeting at 1:39 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

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