

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*June 7, 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, Stephanie Harvey, Dr. Apryl McDonough, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Absent:* Grace Daiker and Heather McIntyre

*Guests:* Jenn Barrett-Smith, Chris Baer, Vickie Barney, Josh Benton, Janet Branch, Laura Busey, Lisha Burks, Kevin Cappello, Anna Crawford, Zach Crooms, Brett Gallagher, Kim Graves, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Megan Michael, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Jenny O'Neil, Mary Pearce, Taylor Reneau, Natasha Scolaro, Kristy Scarlata, Leslie See, Dr. William Shipley, Lacey Walp, Steve Weiss, Vicky Wiles, and Sherri Williams.

*Call to order:* Stephanie Harvey, Chair, called the June 2023 meeting to order at 12:04 p.m.

*Election of Board Officers:* Keith Unger nominated Heather McIntyre to serve as Chair of the Board, and Stephanie Harvey to serve as Vice-chair, for the 2023-2024 academic year. No other nominations were received.

Jim Rodgers made a motion to close nominations; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Dr. Bill Stubblefield made a motion for Heather McIntyre to serve as Chair of the Board, and Stephanie Harvey to serve as Vice-chair, during the 2023-2024 academic year; Brad Close seconded, and the motion passed unanimously.

*Proposed Meeting Dates:* The following Board meeting dates were presented for the 2023-2024 schedule:

1. August 2, 2023
2. October 4, 2023
3. December 6, 2023
4. February 7, 2024
5. April 3, 2024
6. May 1, 2024
7. June 5, 2024

Keith Unger made a motion to approve the 2023 – 2024 meeting dates; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

*Approval of the May 2023 Meeting Minutes:* Jim Rodgers made a motion to approve the minutes from the May 2023 Board meeting; Beth Brautigan seconded, and the motion passed unanimously.

*President's Report:* President Checkovich began his presentation with the recognition of Mr. Kenny Smith. Mr. Smith is an exemplary employee who goes above and beyond in his role at the College.

President Checkovich presented the *In the Media* report, during which he highlighted the upcoming Foundation fundraiser, *An Evening on the Terrace*, and other media items pertaining to the College.

President Checkovich introduced Dr. Craig Miller and Dr. Page Moore, who recently completed a study titled *Utilizing the Community of Inquiry Survey to Inform Student Satisfaction and Sense of Belonging in a Community College Environment*. This study, focusing on student engagement during Covid-19, utilized the Community of Inquiry (CoI) framework to investigate student experiences with the changes that occurred during the Covid pandemic. The study was published in the Journal of Applied Research in the Community College, and the study was presented at The Higher Learning Commission's annual conference.

*Workforce and Engineering Technologies:* Dr. Ann Shipway and Adam Emmons reported on the current and future facilities projects. Dr. Shipway spoke about the College's deferred maintenance plan, of which the College will receive funding from the Governor's office.

To obtain this funding, the College will complete an application listing all deferred maintenance projects. The deferred maintenance application requires Board approval. The projects are listed below.

1. Snow railing - front and back of the Headquarters building;
2. Main roof drains and gutter repair – Headquarters building;
3. Headquarters building handicap curb and sidewalk repair;
4. Donor brick relocation at the Headquarters building;
5. Sinkhole remediation at the Headquarters building - (repave/rebuild walkway);
6. Seal and repaint lines in parking lot at the Headquarters building;
7. Upgrade the Headquarters building parking lot lights to LED bulbs;
8. Upgrade the fire panel at the Headquarters building;
9. Headquarter building Generator Additions
10. Generator Integration into Metasys
11. HVAC Compressor for the Headquarters building;
12. Expand back loading dock at the Headquarters building.

Dr. Shipway provided a federal grants review, beginning with a review of current grants. In addition, the College is applying for the four federal grants listed below.

1. NSF ATE Grant – Blue Ridge CTC has one NSF ATE Grant in place. Because of this, there is a colleague opportunity for a CHIPS act grant to fund micro-electronics training.
2. DOL WORC 5 Grant – The College currently has a WORC 4 grant and is now applying for WORC 5. The new grant will be based on short-term training such as HVAC, etc.

3. Department of Energy – Establishment of an Industrial Assessment Center (IAC) to work with small-medium clean energy manufactures.

If this grant is awarded, Blue Ridge CTC is requesting .5 FTE, with a preference of 2.0 FTE. This a partnership with BridgeValley CTC and West Virginia University.

*Enrollment Report:* Ms. Leslie See reported that summer 2023 enrollment is at 377 students, which is 96 students over summer 2022 enrollment. Enrollment continues to trend positively and Ms. See anticipates this to continue.

*Adjournment:*

Jim Rodgers made a motion to adjourn the meeting at 1:14 p.m.; Keith Unger seconded, and the motion passed unanimously.

Respectfully Submitted,

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