

Blue Ridge Community and Technical College
Board of Governors Meeting
May 7, 2025, 12:00 p.m.

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

In attendance: Dr. Peter Checkovich, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Korrynn Stevens, and Keith Unger.

Absent: Brad Close, Natasha Scolaro, and Dr. Bill Stubblefield.

Guests: Chris Baer, Senator Jason Barrett, Dr. Jenn Barrett-Smith, Sarah Beard, Janet Branch, Lisha Burks, Amber Butcher, Kevin Cappello, Miriam Conroy, Dr. Kathy Cox, Adam Emmons, Brett Gallagher, Annastasia Gavette, Heather Huggett, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Kerri Namolik, Leah Poole, Kristy Scarlata, Natasha Scolaro, Jaime Schmidt, Dr. Ann Shipway, Lacey Walp, and Steven Wolfe.

Call to order: Heather McIntyre, Chair, called the May 2025 meeting to order at 12:02 p.m.

Approval of the April 2025 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the April 2025 Board meeting; Stephanie Harvey seconded the motion, and it passed unanimously.

President's Report: Dr. Peter Checkovich introduced Senator Jason Barrett, who was acknowledged for his unwavering support of the College. The Board expressed gratitude to Senator Barrett, who provided an overview of the budgeting process and the College funding formula.

President Checkovich presented the In the Media report, which features articles and news about the College. Highlights included the summer 2025 Foundation fundraising event titled "An Evening on the Terrace Garden Wonderland" and the College being recognized as one of the top ten military-friendly colleges in the nation, placing in the top six.

Workforce and Engineering Technologies Report: Dr. Ann Shipway reported on the Blue Ridge CTC Foundation, which has grown to a corpus of two million dollars since 2011. The Foundation awarded 273 scholarships during the spring 2025 semester, with the average scholarship being \$1,000 per student.

Dr. Shipway continued her report with a review of the grants. The College received two state grants in April: a West Virginia Advance grant and a Technical Program Development grant.

Dr. Shipway reported on the West Virginia Tourism program, emphasizing the strong relationship that the College maintains with the West Virginia Department of Tourism. As part of this initiative, Blue Ridge CTC developed online courses in tourism and hospitality. So far, 5,361 micro-credentials have been awarded, with 311 students having completed the program. These numbers are increasing daily.

Dr. Shipway discussed the upcoming ribbon-cutting ceremonies for the welding lab in Morgan County and the plastic lab in the Technology Center. Both events will feature an open house for all programs.

Program Reviews: During the April 2025 meeting, Ms. Laura Busey presented the 2025 program reviews listed below for the Board's consideration before a vote at the May 2025 meeting. The purpose of the program reviews is to promote continuous improvement. The college recommends continuing all programs listed below. Programs with declining enrollment will be assessed. The metric used for evaluation is 25, unless unusual circumstances arise. This figure includes grouped programs within a field.

- Applied Laboratory Technician (A.A.S. and C.A.S)
- Occupational Development (A.A.S)
- Culinary Arts (A.A.S. and C.A.S)
- Data Management (A.A.S. and C.A.S.)
- Digital Media (A.A.S. and C.A.S.)
- Information Technology (A.A.S)
- Information Security (C.A.S.)
- Software Development (A.A.S)
- Accounting (A.A.S)
- Human Services (A.A.S.)
- Education (A.S.)
- Social Sciences (A.S.)

Rule Making: Ms. Leslie See presented changes to Rule 15.1: *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation* due to updates at the federal and state levels, including Executive Order No. 3-25. As a result of this order, the following linguistic changes were made:

Blue Ridge CTC (“College” hereafter) is committed to fostering a civil and respectful environment for all persons. Accordingly, the College does not discriminate against any individual, for any reason, in the administration of any of its educational programs, activities, or with respect to admission or employment. Civility and access to all are core values of Blue Ridge CTC and is expected from all persons employed, attending, participating, or visiting any Blue Ridge CTC campus, activity, or sanctioned event.

Jim Rodgers moved to post the amended Rule 15.12: *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation* for a 30-day comment period. If there are no valid comments, the rule will take effect on June 7, 2025. Stephanie Harvey seconded the motion, which passed unanimously.

President Checkovich explained that, due to changes in the WV State Code, the faculty, staff, and student board members will serve in an advisory role and as non-voting members. The quorum requirement has been revised to half plus one of the appointed members, meaning that the quorum for the Blue Ridge CTC Board is now four appointed members.

Enrollment Report: Ms. Leslie See reported that spring 2025 enrollment is 122 students higher than that of spring 2024. Summer 2025 enrollment remains strong and continues to grow.

Finance Report: Dr. Craig Miller presented the revised budget for fiscal year 2026. Due to recent budget changes and the increase in state appropriation for fiscal year 2026, the College will not charge students for credits exceeding twelve hours.

Stephanie Harvey moved to overturn the Board’s approval of charging for credit hours beyond twelve; Keith Unger seconded the motion, which passed unanimously.

Dr. Miller continued his report with an update on the fiscal year 2026 budget, which includes an increase in the College's state appropriation based on the college funding formula.

Jim Rodgers moved to approve the amended fiscal year 2026 budget as presented; Stephanie Harvey seconded the motion, which passed unanimously.

Ms. Kristy Scarlata presented the financial information for the third quarter of fiscal year 2025, along with comparative data from the same quarter of the previous fiscal year. The College's financial position is on an upward trend.

Jim Rodgers moved to adjourn the meeting at 1:44 p.m.; Keith Unger seconded the motion, which passed unanimously.

Respectfully submitted,

Megan Scott
Liaison to the Board of Governors and Recording Secretary