

**Blue Ridge Community and Technical College
Board of Governors Meeting Minutes**

May 6, 2026, 12:00 p.m.

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

Meeting ID: 867 3956 2079
Passcode: 564985

Board Members in attendance: Dr. Peter Checkovich, Malin Cloud, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Shauna Seering, Dr. Bill Stubblefield, and Keith Unger.

Board Members Absent: Brad Close

Guests: Amanda Alford, Chris Baer, Vickie Barney, Dr. Jenn Barrett-Smith, Sarah Beard, Janet Branch, Richard Brown, Laura Busey, Amber Butcher, Kevin Cappello, Miriam Conroy, Dr. Kathy Cox, Anna Crawford, Zach Crooms, Adam Emmons, Joe Holliday, Brett Gallagher, Annastasia Gavette, Yeltzin Gomez, Cynthia Hull-Miller, Noah Kerns, John Lane, Jessica Leake, Dr. Chrystal McDonald, Dr. Apryl McDonough, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Anne Myers, Leah Poole, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Megan Scott, Leslie See, Angela Seibel, Dr. Ann Shipway, Ava Snesrud, Lacey Walp, Andrew Walters, Sheri Williams, and Anthony Wright.

Call to order: Heather McIntyre, Chair, called the May 2026 meeting to order at 12:15 p.m.

Approval of the April 2026 Meeting Minutes: Keith Unger moved to approve the minutes; Stephanie Harvey seconded, and the motion passed.

President's Report: President Checkovich began his report by forming a nominating committee to select officers for the 2026-2027 academic year. Jim Rodgers and Keith Unger will serve on the committee. Nominations will be presented at the June 2026 meeting.

President Checkovich continued his presentation with the *In the Media* report, which features media coverage of the College. Highlights included the HQ Bruin's Fresh Market, which launched yesterday; the upcoming Grand Buffet; events for Blue Ridge CTC students; and the College's AI resource center.

Workforce and Engineering Technologies Report: Dr. Ann Shipway invited the Board of Governors to the Plastics Lab Ribbon Cutting Ceremony on July 21st, 2026. The time will be determined and announced at a later date.

A second ribbon-cutting ceremony for the Morgan County Welding Lab is forthcoming. The date and time are to be determined. Fall 2026 welding lab courses are already full, and additional courses may be added.

Dr. Shipway concluded her report with a review of federal and state grants and the Aviation Maintenance Technician project.

Program Reviews: Ms. Laura Busey presented the 2026 program reviews listed below. Upon Board approval, the reviews will be forwarded to the West Virginia Community and Technical System (WVCTCS) for approval. All programs are recommended for continuation.

1. Medical Assisting Certificate of Applied Science (CAS)/Associate of Applied Science (AAS)
2. Physical Therapist Assistant Associate of Applied Science
3. Electric Distribution Certificate of Applied Science/Associate of Applied Science
4. Mechatronics Certificate of Applied Science/Associate of Applied Science
5. Business Administration Associate of Science
6. Bookkeeping Certificate of Applied Science

Enrollment Management: Ms. Leslie See spoke about the upcoming commencement ceremony, scheduled for May 28, which will feature approximately 162 graduates. Ms. See then provided an enrollment update. Enrollment remains on track and continues to increase.

Ms. See updated the Board on the Radiologic Technology program. A new X-ray machine was purchased thanks to a generous donation from WVU Medicine. Ms. See is also interviewing candidates for the program director position.

Finance Report: Dr. Craig Miller and Ms. Kristy Scarlata, CPA, presented the College's third-quarter fiscal year 2027 financial statements. The College's financial position remains strong, and its net position has increased.

Executive Session: Pursuant to Section 4 of Article 9A of Chapter 6 of the West Virginia Code, Stephanie Harvey motioned that the Board enter Executive Session at 1:24 p.m. to discuss a personnel contract. Keith Unger seconded, and the motion passed.

The Board agreed to exit Executive Session at 1:32 p.m.

Dr. Bill Stubblefield motioned to approve President Checkovich's contract as written through June 30, 2031; Stephanie Harvey seconded, and the motion passed.

Adjournment: Dr. Bill Stubblefield motioned to adjourn the meeting at 1:36 p.m.; Jim Rodgers seconded, and the motion passed unanimously.

Respectfully submitted,

Megan Scott
Liaison to the Board of Governors and Recording Secretary