

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 3, 2025, 12:00 pm*

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

Join Zoom Meeting:

<https://brctc.zoom.us/j/86805535554?pwd=SCcK69HyUk4Ksfe4P3FelPuErotSSA.1>

Meeting ID: 868 0553 5554

Passcode: 388746

*In attendance:* Dr. Peter Checkovich, Brad Close, Malin Cloud, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Shauna Seering, Dr. Bill Stubblefield, and Keith Unger.

*Guests:* Amanda Alford, Chris Baer, Vickie Barney, Jennifer Barrett-Smith, Sarah Beard, Josh Benton, Johnathan Boring, Janet Branch, Richard Brown, Lisha Burks-Stewart, Laura Busey, Chris Campbell, ZMM Architects, Miriam Conroy, Zach Crooms, Brett Gallagher, Anna Gavette, Anne Gentile, Yeltzin Gomez, Kim Graves, Ken Hite, Joe Holliday, Kevin Cappello, Jessica Leake, Olivia Loy, Megan Michael, Cynthia Hull-Miller, Dr. Craig Miller, Christine Mills, Dr. Page Moore, Kim Moss, Mark Noll, Leah Poole, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Leslie See, Angela Seibel, Dr. Ann Shipway, Megan Stoner, Dr. John Unger, Lacey Walp, Andrew Walters, Sheri Williams, Luke Winter, Clifton Larson Allen, LLC, and Isaac Wenger, Lighcast Professional Services.

*Call to Order:* Heather McIntyre, Chair, called the December 2025 meeting to order at 12:09 p.m.

*Audit Report:* Luke Winter, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's Fiscal Year 2025 Audit Report. The audit was conducted in accordance with both Generally Accepted Auditing Principles and Government Auditing Standards.

The audit resulted in an unqualified, clean opinion with no material adjustments needed. There were no material weaknesses, nor were there any significant deficiencies. This is the highest level of assurance an agency can receive.

Clifton, Larson, Allen, LLC, was engaged to audit the College's financial statements with Consideration of the Blue Ridge CTC Foundation. An independent auditor conducted the Foundation's audit.

*Economic Outlook Study:* Isaac Wenger, an Economic Analyst with Lightcast Professional Services, joined the meeting to review Blue Ridge Community and Technical College's (the College) Economic Impact Study. The study covered Berkeley, Morgan, and Jefferson Counties and was based on Fiscal Year 2024.

The College's total gross regional product (GRP) is \$8.4 billion. The College's total impact is \$114.8 million in income added to the region, representing 1.4% of the region's GRP.

The benefit-cost ratio for Blue Ridge CTC students is 6.0, with a 38.2% rate of return. For taxpayers, the benefit-cost ratio is 4.2, well above the national average of 1, with a 18.6% rate of return. For society, the benefit-cost ratio is 9.7.

*November 2025 Meeting Minutes:* Jim Rodgers motioned to approve the minutes from the November 2025 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*President's Report:* President Checkovich delivered his "In the Media" report. The report featured articles highlighting Blue Ridge CTC's programs and activities, including the upcoming AI training. President Checkovich also spoke about the new student snack pantry. First Energy donated to fund the project, and Mechatronics faculty member Anthony Wright conducted a 4-H project to fill the pantry.

President Checkovich discussed the Aspen Institute, for which the College is eligible for the 2027 Aspen Prize for Community College Excellence. The College ranks among the top 200 and will submit the application and supporting materials for consideration.

*Rule Making:* To comply with updates to federal and state laws, *Rule 15.1: Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation*, and *Rule 15.2: Reporting Harassment and Violence on Campus* have been revised. Ms. Leslie See presented the revised rules at the November 2025 meeting and requested that they be posted for public comment. No comments were received.

Keith Unger motioned to approve the updates to Rule 15.1: *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation*, and 15.2 *Reporting Harassment and Violence on Campus*; Jim Rodgers seconded, and the motion passed unanimously.

*Campus Facility Master Plan Report:* In accordance with West Virginia Code: §18B-19-4, the College's current Facilities Master Plan, covering 2015–2025, has been updated. The College hired ZMM Architects to complete the project. Chris Campbell, an architect with ZMM Architects, attended the meeting to present a draft of the updated Facilities Master Plan, which will cover 2025–2035. The plan covers all of the College's locations. In addition, all students and employees were surveyed to provide input into the plan, which includes the following key areas:

1. 1 Planning / Data Analysis
  - a. Course Offerings
  - b. Enrollment and Demographic Assessment
  - c. Facility Evaluation Surveys
2. 2 Campuses and Sites
  - a. Campus Locations
  - b. Square Footage Allocation
    - i. Headquarters Building
    - ii. Tech Center
    - iii. Morgan County Center
    - iv. Hollywood Casino
  - c. Instructional Space Utilization
  - d. Existing Building Assessments
    - i. Headquarters Building

- ii. Tech Center
- iii. Morgan County Center
- iv. Hollywood Casino
3. Existing Building Needs
4. Deferred Maintenance Projects
5. Major Site Improvements
6. Infrastructure Improvements
7. Property Acquisition Boundaries
8. New Facilities and Building Sites
9. List of Capital Projects
10. Timing, Phasing, and Projected Costs
11. Campus Interaction and Support
12. Impact on Local Community

ZMM cited no major site or infrastructure improvements.

Dr. Bill Stubblefield motioned to approve the Plan and forward it to the West Virginia Council on Community and Technical College System (WVCTCS); Stephanie Harvey seconded, and the motion passed unanimously.

*Enrollment Report:* Ms. Leslie See presented enrollment data for the spring 2026 semester, which is growing quickly and trending upward. Enrollment is up compared with this time last year.

*Finance Report:* Dr. Craig Miller and Ms. Kristy Scarlata presented the FY26 first-quarter financial reports and supporting documents. Comparative data were included. The College's net position increased during FY25.

*Adjournment:* Jim Rodgers motioned to adjourn the meeting at 1:47 p.m.; Stephanie Harvey seconded, and the motion passed.

Megan Scott  
Liaison to the Board of Governors and Recording Secretary