

Blue Ridge Community and Technical College
Board of Governors Meeting
December 6, 2023, 12:00 p.m.

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

In attendance: Dr. Peter Checkovich, Brad Close, Grace Daiker, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Natasha Sclaro, Dr. Bill Stubblefield, and Keith Unger.

Guests: Dr. Jenn Barrett-Smith, Sarah Beard, Josh Benton, Janet Branch, Laura Busey, Amber Butcher, Mike Byers, Kevin Cappello, Anna Crawford, Dr. Kathy Cox, Adam Emmons, Brett Gallagher, Sky Grant, Kim Graves, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Page Moore, Kim Moss, Daniel Persaud, Kristy Scarlata, Jaime Schmidt, Leslie See, Dr. Ann Shipway, Lacey Walp, and Vickie Wiles.

Call to order: Heather McIntyre, Chair, called the December 2023 meeting to order at 12:03 p.m.

Audit Report: Daniel Persaud, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's fiscal year 2023 audit report. The audit was performed in accordance with both Generally Accepted Auditing Principles and Government Auditing Standards.

The audit result is an unmodified, clean opinion with no material adjustments required. 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 financial statements of the College with consideration of the Blue Ridge CTC Foundation. The Foundation's audit was performed by an independent auditor.

Brad Close made a motion to accept the audit report as presented; Jim Rodgers seconded, and the motion passed unanimously.

President Checkovich and the members of the Board thanked the Finance Office for their hard work during the audit.

Approval of the October 2023 Meeting Minutes: Jim Rodgers made a motion to approve the minutes from the October 2023 Board meeting; Rebecca Lewis seconded, and the motion passed unanimously.

President's Report: President Checkovich continued with the *In the Media* report, during which he presented media pertaining to the College.

President Checkovich announced that the College was awarded a new federal grant from the US Department of Energy. This grant focuses on alternative energy, and is in partnership with BridgeValley CTC and West Virginia University.

President Checkovich spoke about the CDL simulators that the West Virginia Community and Technical College System (WVCTCS) purchased for the College. Blue Ridge CTC does not have a CDL program. These units will be used to train students who will be required to operate heavy machinery in their fields.

Finance Report: Ms. Scarlata presented the first quarter financial data, covering the time period of July 1, 2023 – September 30, 2023. Comparison data from the first quarter in fiscal year 2023 were also presented.

The College is on alert regarding cash and the financial position. A full report will be provided to the Board during the February 2024 meeting.

Ms. Scarlata explained that the new funding formula will begin in fiscal year 2025.

Adjournment:

Brad Close made a motion to adjourn the meeting at 1:12 p.m.; Keith Unger seconded, and the motion passed unanimously.

Respectfully Submitted,

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