

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 7, 2022, 11:30 am*

Zoom Meeting ID: 820 1884 3689  
Passcode: 481172

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

*In attendance:* Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Dr. Apryl McDonough, Heather McIntyre, Jim Rodgers, Dr. Bill Stubblefield, and Keith Unger.

*Absent:* Jordan Allen and Elizabeth Brautigan

*Guests:* Vickie Barney, Jenn Barrett-Smith, Leeara Barron, Chris Baer, Josh Benton, Janet Branch, Blythe Burner, Lisha Burks-Stewart, Laura Busey, Amber Butcher, Michael Byers, Kevin Cappello, Kathy Cox, Anna Crawford, Cindy Fritsch, Brett Gallagher, Anna Gavette, Kim Graves, Morgan Gower, Rachel LeGore, Cynthia Hull-Miller, Dr. Craig Miller, Kim Moss, Beth Jones, Megan Michael, Page Moore, Anne Myers, Jenny O'Neal, Mary Pearce, Daniel Persad, Taylor Reneau, Joshua Rider, Duane Roberson, Kristy Scarlata, Natasha Scolaro, Leslie See, John Unger, Lacey Walp, Vicky Wiles, Sherri Williams, and Zach Wright.

*Call to order:* Stephanie Harvey, Chair, called the December 2022 meeting to order at 11:50 a.m.

*Audit Report:* Daniel Persaud, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's fiscal year 2022 audit report. The audit was performed in accordance with both Generally Accepted Auditing Standards and Government Auditing Standards. Mr. Persad spoke highly of the College's internal controls and stated that the Blue Ridge CTC audit was one of the best audits he's performed.

The audit result is an unmodified 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.

Dr. Bill Stubblefield made a motion to accept the audit report; 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 2022 Meeting Minutes:* Dr. Apryl McDonough made a motion to approve the minutes from the October 2022 Board meeting; Brad Close seconded, and the motion passed unanimously.

*President's Report:* President Checkovich began his presentation with his *In the Media* report. During the report, President Checkovich highlighted articles pertaining to the College's LERN Program Certification and the Clorox grand opening ceremony. During the ceremony, Clorox presented the College with a generous \$10,000 donation. The College is grateful and honored to receive this special gift.

President Checkovich spoke about a new Foundation fundraiser implemented to assist eligible Culinary students with course fees and the required non-slip safety shoes. To help offset these expenses, an annual Bruin Holiday Bake Sale will take place. All proceeds will be used to create a scholarship for Culinary students who need, and are eligible for, financial assistance with course fees and safety shoes. To assist with the start of the new scholarship, President Checkovich will donate funds to purchase the ingredients needed for the bake sale.

*Nursing:* Leslie See began the Nursing report by announcing that the program has received full accreditation. Ms. See then spoke about the new Inspire Scholarship, which is funded by the WVU East Foundation. This scholarship will fund expenses for up to ten students who are Berkeley Medical Center or Jefferson Medical Center employees.

Blythe Burner provided an update on the Nursing program expansion, which is grant funded. This expansion requires the College to increase the Nursing program by 20 students and to accelerate the program. The new accelerated program will begin during the summer of 2023.

Leslie See concluded the Nursing report by thanking WVU Medicine East for their continued support of the Nursing program and of the College.

*Professional Studies and University Transfer Report:* Dr. Craig Miller introduced Dr. Page Moore and Joshua Rider, who reported on the College's partnership with Hedgesville Elementary School. This partnership involves Blue Ridge CTC Education students assisting elementary school students with math. The program is going well, with an eighty-percent improvement in student testing scores, and it will be continued each semester.

Dr. Craig Miller spoke about the WV Humanities Council Grant, which the College has received annually over the last four years. This year, the grant funding was used for a bus trip to the National Museum of the American Indian History and Culture. Dr. Miller introduced Morgan Gower who spoke about the success of the bus trip, of which 31 guests attended at no cost to the guest. Dr. Checkovich spoke about the importance of this grant and the co-curricular activities the grant supports.

*Finance Report:* Kristy Scarlata, Comptroller, presented the financial data for the first quarter of fiscal year 2023. Comparison data from the first quarter of fiscal year 2022 were presented as well. The College's financial position is strong.

The Capital account balance was discussed. President Checkovich explained that a portion of the funds will be used to maintain the Headquarters building, which is over ten-years old.

*Adjournment:*

Jim Rodgers made a motion to adjourn the meeting at 12:47 p.m.; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Respectfully Submitted,

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