

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

April 2, 2025, 12:00 p.m.

*Blue Ridge Community and Technical College Technology Center
5550 Winchester Avenue, Martinsburg, WV 25405*

Zoom Meeting ID: 827 4023 7362; Passcode: 087783

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

Guests: Megan Anderson, Chris Baer, Dr. Jenn Barrett-Smith, Sarah Beard, Josh Benton, Janet Branch, Lisha Burks, Amber Butcher, Kevin Cappello, Miriam Conroy, Dr. Kathy Cox, Diana Crouse, Adam Emmons, Brett Gallagher, Annastasia Gavette, Kim Graves, Ken Hite, Cynthia Hull-Miller, Constance Hovermale, Beth Jones, John Lane, Rachel LeGore, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Anne Myers, Kerri Namolik, Leah Poole, Kristy Scarlata, Natasha Scolaro, Shauna Seering, Dr. Ann Shipway, Dr. John Unger Lacey Walp, Sheri Williams, and Steven Wolfe.

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

Approval of the February 2025 Meeting Minutes: Keith Unger moved to approve the February 2025 meeting minutes; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report: Dr. Peter Checkovich presented the *In the Media* report, which includes media articles about the College. Highlights included the Tourism program, the Veterinary Technology program's first offering of continuing education, and the Blue Ridge Nursing program grant.

President Checkovich provided an update on the College's Power Technology Institute, which will equip the workforce through education and innovative technology.

Workforce and Engineering Technologies Report: Dr. Ann Shipway began her report by introducing the mentors and student members of the Blue Ridge CTC STEM Club. She then discussed MECH Week, which is taking place this week.

Dr. Shipway introduced Josh Benton, Dean of Mechatronics, who demonstrated the College's augmented reality welding units. These new units are a vital part of the College's welding program.

Dr. Shipway continued her report with updates on the Veterinary Technician, Recovery Coach - Recovery to Work, and Tourism programs. To date, 179 students have completed the Tourism program, and 2,617 micro-credentials have been awarded.

Program Reviews: Ms. Laura Busey announced that the 2025 program reviews have been prepared for the Board's consideration, focusing on incorporating high-flex classrooms, aligning curriculum with industry standards, and enhancing enrollment and completion efforts. These include Applied Laboratory Technician (AAS and CAS), Occupational Development (AAS), Culinary Arts (AAS and CAS), Data Management (AAS and CAS), Digital Media (AAS and CAS), Information Technology (AAS), Information Security (CAS), Software Development (AAS), Accounting (AAS), Human Services (AAS), Education (AS), and Social Sciences (AS). The Board will vote on the Program Reviews at the next meeting.

Enrollment Management: Ms. See reported that spring 2025 enrollment has increased compared to last year, with approximately 100 more students and 89 additional FTE. High school enrollment remains particularly strong at 763 students, primarily due to fully funded Jumpstart and pathways programs. The institution's overall annual headcount is expected to rise, and enrollment is robust.

Finance Report: Dr. Craig Miller began the Finance report with a five-year review of the College's financial position and ratios. This review included the College's state allocation, the state allocation per FTE, and tuition and fees. The review of tuition and fees covered both in-state and out-of-state rates. Six percent of the College's enrollment comprises out-of-state students.

Due to rising costs and inflation, the College must increase tuition and fees. Currently, the College charges students for a maximum of 12 credit hours. Dr. Miller proposed that the College charge for all credit hours.

Dr. Miller proposed a five percent increase in tuition, raising the per-credit-hour fee from \$198 to \$208. The suggested increase for high school tuition raises the per-credit-hour fee from \$25 to \$50.

Dr. Miller provided an overview of the course and program fees, which are dedicated solely to covering students' course costs.

Dr. Miller proposed increasing course fees for the Accounting, Biology, Criminal Justice 288, and Medical Assisting 214 courses. This proposal also included increases in program fees for the Emergency Medical Services and Radiologic Technology programs.

Dr. Craig Miller continued his presentation with the proposed fiscal year 2026 budget using both the cash and accrual accounting methods.

The motions for the items above are listed below.

Jim Rodgers motioned to approve the College to charge for each credit hour; Rebecca Lewis seconded, and the motion passed unanimously.

Keith Unger motioned to approve the five-percent tuition increase; Stephanie Harvey seconded, and the motion passed unanimously.

Stephanie Harvey motioned to approve increasing the high school tuition rate to \$50 per credit hour; Jim Rodgers seconded, and the motion passed unanimously.

Jim Rodgers motioned to approve the presented increases to course and program fees, which are funds that align with student expenses; Stephanie Harvey seconded, and the motion passed unanimously.

Keith Unger motioned to approve the fiscal year 2026 budget, as presented; Stephanie Harvey seconded, and the motion passed unanimously.

Adjournment: Becca Lewis motioned to adjourn the meeting at 1:34 p.m.; Brad Close seconded, and the motion passed unanimously.

Respectfully submitted,

Megan Scott
Liaison to the Board of Governors and Recording Secretary