

**Blue Ridge Community and Technical College**  
**Board of Governors Meeting**  
*December 4, 2024, 12:00 p.m.*

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

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

*Guests:* Chris Baer, Dr. Jenn Barrett-Smith, Sarah Beard, Josh Benton, Janet Branch, Laura Busey, Amber Butcher, Kevin Cappello, Jacob Cattrysse, CLA, Anna Crawford, Miriam Conroy, Dr. Kathy Cox, Phil Fowler, Brett Gallagher, Annastasia Gavette, Kim Graves, Ken Hite, Constance Hovermale, Heather Huggett, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Anne Myers, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Page Moore, Kim Moss, Kerri Namolik, Lisa Osborn, Leah Poole, Kristy Scarlata, Jaime Schmidt, Leslie See, Lacey Walp, and Steven Wolfe.

*Call to order:* Heather McIntyre, Chair, called the December 2024 meeting to order at 12:03 p.m.

*Audit Report:* Jacob Cattrysse, CPA, of Clifton Larson Allen, LLC, joined the meeting to present the College's fiscal year 2024 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 College's financial statements with consideration of the Blue Ridge CTC Foundation. An independent auditor performed the Foundation's audit.

Brad Close moved to accept the audit report as presented; Stephanie Harvey seconded, and the motion passed unanimously.

The Board thanked the Finance Office for their hard work during the audit.

*Approval of the October 2024 Meeting Minutes:* Stephanie Harvey moved to approve the minutes from the October 2024 Board meeting; Brad Close seconded, and the motion passed unanimously.

*Approval of the November 2024 Meeting Minutes:* Jim Rodgers moved to approve the minutes from the November 2024 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*President's Report:* Dr. Ann Shipway presented the President's report, beginning with the *In the Media* report. Media articles pertaining to the College were presented during this report. Highlights included the annual Blue Ridge CTC Foundation holiday fundraiser, the College's Veteran's Appreciation Week, the College's community coat drive, and the 2024 fall festival.

Dr. Shipway announced that the College's accreditor, the Higher Learning Commission (HLC), formally approved the Veterinarian Technician programs. Dr. Shipway and Laura Busey spoke about the Higher Learning Commission's Assessment Academy. A team of Blue Ridge CTC faculty members participated, and the project was successful.

*Workforce and Engineering Technologies Report:* Dr. Ann Shipway welcomed Cindi Hull-Miller and Lisa Osborn to the meeting. Ms. Hull-Miller and Ms. Osborn implemented the WORC grant project. The WORC2 grant initiative focused on disadvantaged and poverty-level students. WORC2 student success stories were shared with the Board.

*Enrollment Management Report:* Ms. Leslie See presented the enrollment report. She began by providing an early snapshot of spring 2025 enrollment, which will continue to grow. Enrollment is on target to mirror the spring 2024 enrollment.

*Finance Report:* Ms. Kristy Scarlata presented the fiscal year 2025 first quarter financial data, covering the period from July 1, 2024, to September 30, 2024. Comparison data from the first quarter of fiscal year 2024 were also presented.

*Adjournment:*

Jim Rodgers moved to adjourn the meeting at 1:06 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

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