

Blue Ridge Community and Technical College
Board of Governors Meeting
February 7, 2024, 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, Stephanie Harvey, Rebecca Lewis, Sidney Linton, Heather McIntyre, Jim Rodgers, Natasha Sclaro, Dr. Bill Stubblefield, and Keith Unger.

Absent: Keith Unger

Guests: Chris Baer, Dr. Jenn Barrett-Smith, Sarah Beard, Josh Benton, Janet Branch, Richard Brown, Beth Brautigan, Lisha Burks, Laura Busey, Amber Butcher, Mike Byers, Kevin Cappello, Anna Crawford, Diana Crouse, Adam Emmons, Brett Gallagher, Anna Gavette, Sky Grant, Kim Graves, Ken Hite, Constance Hovermale, Cynthia Hull-Miller, John Lane, Anne Myers, Beth Jones, Rachel LeGore, Dr. Apryl McDonough, Megan Michael, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Anne Myers, Jenny O'Neil, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Leslie See, Dr. William Shipley, Dr. Ann Shipway, and Lacey Walp.

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

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

President's Report: President Checkovich presented his *In the Media* report, during which he highlighted high school enrollment growth. High school enrollment is up forty-percent and Blue Ridge CTC is the largest community and technical college. President Checkovich also highlighted the Aspiring Nurses partnership between Blue Ridge CTC and WVU Medicine Berkeley and Jefferson Medical Centers. This program assists Blue Ridge CTC Nursing students with up to \$25,000 over four semesters.

President Checkovich spoke about the College's appreciation for the Sister Acts group. This special group established a scholarship at the College and it was awarded to a Nursing student for the spring 2024 semester.

Workforce and Engineering Technologies Report: Dr. Ann Shipway introduced Anne Myers and Constance Hovermale who presented the new, multi-faceted Tourism project. This project offers no-charge, online training courses for tourism and hospitality in the College's service area. Courses offered will focus on leadership, customer service, event planning, and team building. Completion of these courses can lead to a certificate. The courses will be micro-badged as well.

This project offers a certificate of applied science upon completion of the following courses:

1. Introduction to Tourism and Hospitality
2. Principles of Customer Service
3. Tourism and Hospitality (T&H) Leadership
4. Event Planning and Management
5. Sanitation and Food Safety
6. Marketing for Tourism and Hospitality
7. Workplace Communications & Digital Literacy
8. Principles of Business Operations &
9. Management
10. T&H Internship

This project also offers career advancement courses as listed below.

1. Marketing for Tourism and Hospitality
2. Event Planning and Management
3. Bartending
4. Two Day Supervision
5. ServSafe and Child Care ServSafe
6. TIPS
7. Leadership Conflict Resolution
8. AI for Small Business and Hospitality
9. Digital Marketing for Hospitality & Small Business

Allied Health Report: Leslie See reported that the EMS program is fully accredited, with no follow ups or recommendations for improvement. In addition, the 2024 paramedic pass rate increased substantially over the 2023 pass rate. Ms. See thanked Colin Graham and Chris Cobian for their hard work.

Enrollment Report: Ms. Leslie See reported that spring 2024 enrollment is strong and is 14 students over the spring 2023 enrollment number. Initiatives are underway for second eight-week courses. Enrollment is growing and strong.

Rule Review: Ms. Leslie See presented Rule 15.2: *Reporting Harassment and Violence on Campus*, which is a new rule defining how student civil rights complaints are reported, investigated, and tracked. Ms. See requested that the Board approve the new rule move into the thirty-day comment period.

Jim Rodgers made a motion to post Rule 15.2: Reporting Harassment and Violence on Campus for a thirty-day comment period; Stephanie Harvey seconded and the motion passed unanimously.

Finance Report: Kristy Scarlata presented the second quarter financial data including financial trends, ratios, revenue, expenses, assets, liabilities, net position, and cash flows. Comparison data from previous fiscal years were also presented. Tuition revenue, including both degree seeking and career advancement students, has increased over that of the second quarter of fiscal year 2023.

The College's cash has decreased and Ms. Scarlata presented the College's cash flows. The Executive Staff has been in discussion and is planning strategically regarding the decrease in cash flows.

Announcements: Leslie See announced the 2024 commencement ceremony will be held on May 30, 2024, at the Casino at Charles Town Races.

Adjournment:

Stephanie Harvey made a motion to adjourn the meeting at 1:16 p.m.; Brad Close seconded, and the motion passed unanimously.

Respectfully Submitted,

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