

Blue Ridge Community and Technical College
Board of Governors Meeting
February 4, 2026, 12:00 pm

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

Join Zoom Meeting:

<https://brctc.zoom.us/j/86805535554?pwd=SCcK69HyUk4Ksfe4P3FelPuErotSSA.1>

Meeting ID: 868 0553 5554

Passcode: 388746

In attendance: Dr. Peter Checkovich, Brad Close, Malin Cloud, Stephanie Harvey, Rebecca Lewis, Heather McIntyre, Jim Rodgers, Shauna Seering, Dr. Bill Stubblefield, and Keith Unger.

Guests: Amanda Alford, Chris Baer, Vickie Barney, Dr. Jennifer Barrett-Smith, Sarah Beard, Johnathan Boring, Janet Branch, Richard Brown, Lisha Burks-Stewart, Laura Busey, Amber Butcher, Kevin Cappello, Miriam Conroy, Anna Crawford, Zach Crooms, Brett Gallagher, Anna Gavette, Yeltzin Gomez, Sky Grant, Kim Graves, Ken Hite, Joe Holliday, Heather Huggett, John Lane, Jessica Leake, John Mason, Dr. Apryl McDonough, Megan Michael, Cynthia Hull-Miller, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Kerri Namolik, Mark Noll, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Leslie See, Angela Seibel, Dr. Ann Shipway, Lacey Walp, Andrew Walters, and Sheri Williams.

Call to Order: Heather McIntyre, Chair, called the February 2026 meeting to order at 12:01 p.m.

December 2025 Meeting Minutes: Brad Close motioned to approve the minutes from the December 2025 Board meeting; Jim Rodgers seconded, and the motion passed unanimously.

President's Report: President Checkovich discussed the Aspen Institute. The College is eligible for the 2027 Aspen Prize for Community College Excellence, and an application has been submitted. Following a review of the applications, the College ranks among the top 20 nationwide. The College will meet virtually with representatives from the Aspen Institute to discuss next steps.

President Checkovich presented an FY27 budget review and informed the Board that the recent OCR review went smoothly. He also updated the Board on the Power Tech Institute and the Tourism project, including how tourism connects to aviation.

Workforce and Engineering Technologies Report: Dr. Ann Shipway introduced Ms. Cynthia Hull and Ms. Kim Graves, who presented on the College's new AI Resource Center. The center will offer monthly AI educational workshops. The first workshop, titled "How is AI Used," will be a free public seminar. The College is also working to develop AI degree and certificate programs.

Rule Making: To comply with updates recommended during the College's recent OCR review, *Rule 17.1: Record Retention* has been revised to align with Federal code, specifically regarding the College's records. Ms. Leslie See requested that the updated rule be posted for public comment.

Brad Close motioned to approve the updates to *Rule 17.1: Record Retention*, and to publish the Rule for a 30-day comment period. Dr. Bill Stubblefield seconded, and the motion passed unanimously.

Enrollment Report: Ms. Leslie See presented enrollment data for the spring 2026 semester. Enrollment remains strong at 1,571 degree-seeking students before the second eight-week courses. This time last year, degree-seeking enrollment was 1501, and the final spring 2025 enrollment reached 1,566 students. Total spring 2026 enrollment is 3,758 students, up from 2,755 in spring 2025.

Finance Report: Dr. Craig Miller and Ms. Kristy Scarlata presented the FY26 second-quarter financial reports and supporting documents. Comparative data were included. The College's net position continues to grow.

The Board discussed grant funding and sustainability. When employees are funded by grants, they are transferred to institutional payroll upon grant expiration. Five employees will be moved to institutional payroll in fiscal year 2027.

Adjournment: Jim Rodgers motioned to adjourn the meeting at 1:47 p.m.; Stephanie Harvey seconded, and the motion passed.

Megan Scott
Liaison to the Board of Governors and Recording Secretary