

Blue Ridge Community and Technical College
Board of Governors Meeting
November 5, 2025, 12:00 pm

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

Zoom Meeting ID: 868 0553 5554; Passcode: 388746

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

Absent: Heather McIntyre

Guests: Amanda Alford, Chris Baer, Vickie Barney, Jennifer Barrett-Smith, Sarah Beard, Josh Benton, Johnathan Boring, Janet Branch, Richard Brown, Lisha Burks-Stewart, Laura Busey, Miriam Conroy, Zach Crooms, Brett Gallagher, Anna Gavette, Anne Gentile, Yeltzin Gomez, Kim Graves, Ken Hite, Joe Holliday, Kevin Cappello, Jessica Leake, Olivia Loy, Megan Michael, Cynthia Hull-Miller, Dr. Craig Miller, Christine Mills, Dr. Page Moore, Kim Moss, Mark Noll, Leah Poole, Taylor Reneau, Kristy Scarlata, Jaime Schmidt, Leslie See, Angela Seibel, Dr. Ann Shipway, Megan Stoner, Dr. John Unger, Lacey Walp, Andrew Walters, Rachel White, ZMM Architects, and Sheri Williams.

Call to Order: Stephanie Harvey, Vice Chair, called the November 2025 meeting to order at 12:02 p.m.

August 2025 Meeting Minutes: Brad Close motioned to approve the minutes from the August 2025 Board meeting; Dr. Bill Stubblefield seconded, and the motion passed unanimously.

President's Report: President Checkovich delivered his "In the Media" report. The report featured articles highlighting Blue Ridge CTC's programs and activities, including the Culinary Academy's Thanksgiving goodies sale and the College's Thanksgiving food drive.

Dr. Checkovich discussed the Aspen Institute, for which the College is eligible for the 2027 Aspen Prize of Community College Excellence. The College ranks in the top 200 and will submit the application and information for consideration.

Workforce and Engineering Technologies Report: Dr. Ann Shipway announced that the College was awarded a grant from the Appalachian Regional Commission (ARC). Titled ARC-INSPIRE, this grant project will focus on two key efforts: training managers to work with employees in recovery and providing supportive services for students in recovery and individuals affected by recovery to help them reach their employment goals.

Dr. Shipway continued her report by thanking Dr. Page Moore and Ann Gentile for their support and collaboration with the Tourism program. The Tourism program offers micro-credentials in employability and essential skills. The AAS in Business now also offers this portable credential.

Dr. Shipway discussed the Governor's careers-in-energy initiative, called the Power Tech Institute. Blue Ridge CTC, Marshall University, and West Virginia University (WVU) were named as participants. The

first meeting took place this week at the College's Technology Center, and the group will meet again on December 5.

Dr. Shipway concluded her report by introducing Rachel White from ZMM Architects, who is completing the College's updated Facilities Master Plan, as required by the West Virginia State Code. Ms. White reviewed the draft summary of the updated Facilities Master Plan, which will cover 2025–2035. A draft of the 2025-2035 Facilities Master Plan will be presented at the December meeting, and the final report is expected by the end of the year.

Surveys related to the plan will be distributed to students, Board members, and staff for completion. Responses will be gathered and reviewed by ZMM Architects.

Rule Making: To comply with updates to federal and state laws, Rule 15.1: *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation*, along with Rule 15.2: *Reporting Harassment and Violence on Campus*, have been revised. Ms. Leslie See presented the revised rules and shared the same with the Board via email.

Brad Close motioned to post rules Rule 15.1: *Discrimination, Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation*, and 15.2 *Reporting Harassment and Violence on Campus*, for a mandatory thirty-day comment period; Jim Rodgers seconded, and the motion passed unanimously.

Enrollment Report: Ms. Leslie See presented enrollment data for the fall 2025 semester, totaling 4,408 students. This reflects a two percent (2%) increase compared to the fall 2024 semester. Ms. See reported on the degree-seeking student enrollment by school.

Finance Report: Dr. Craig Miller and Ms. Kristy Scarlata presented the FY25 year-end financial reports and documents. The College's net position increased during FY25.

Ms. Scarlata announced that CliftonLarsonAllen (CLA) auditors will present the FY25 audit report at the December Board meeting.

Announcements: Dr. Checkovich announced that the December meeting will be held at the Technology Center.

Dr. Bill Stubblefield motioned to adjourn the meeting at 1:28 p.m.; Jim Rodgers seconded, and the motion passed.

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