

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

April 1, 2026, 12:00 p.m.

*Blue Ridge Community and Technical College
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, Heather McIntyre, Jim Rodgers, Shauna Seering, Dr. Bill Stubblefield, and Keith Unger.

Guests: Amanda Alford, Chris Baer, Vickie Barney, Senator Jason Barrett, Dr. Jenn Barrett-Smith, Sarah Beard, Janet Branch, Richard Brown, Laura Busey, Lisha Burks-Stewart, Amber Butcher, Anna Crawford, Zach Crooms, Adam Emmons, Phil Fowler, Brett Gallagher, Annastasia Gavette, Yeltzin Gomez, Sky Grant, Joe Holliday, Heather Huggett, Cynthia Hull-Miller, Christine Mills, John Lane, Jessica Leake, Dr. Apryl McDonough, Dr. Craig Miller, Dr. Page Moore, Kim Moss, Anne Myers, Kerri Namolik, Leah Poole, Tayler Reneau, Kristy Scarlata, Megan Scott, Jaime Schmidt, Leslie See, Angela Seibel, Sara Shade, Dr. Ann Shipway, Paige Szarenski, Dr. John Unger, Lacey Walp, Sheri Williams, and Anthony Wright

Call to order: Heather McIntyre, Chair, called the April 2026 meeting to order at 12:04 p.m.

Approval of the February 2026 Meeting Minutes: Keith Unger moved to approve the February 2026 meeting minutes; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report: President Checkovich began his presentation by welcoming West Virginia State Senator Jason Barrett, Senate Finance Chair. Senator Barrett was recognized for supporting the College and provided the Board with a legislative update.

President Checkovich presented the In the Media report, which features media coverage of the College. Highlights included the Culinary Academy's Grand Buffet and its Fresh Market. The Fresh Market is a new initiative focused on farm-to-table cuisine and on operating a mini-farmer's market at the College.

Workforce and Engineering Technologies Report: Dr. Ann Shipway began her report with an overview of the upcoming Grand Buffet, a capstone event for the Culinary Academy's graduating students. The Grand Buffet drew more than 155 attendees last year. Dr. Shipway then presented the Board with a grant review covering state and federal projects.

Dr. Shipway explained that the School of Workforce and Engineering Technologies has several new initiatives, including the Building Systems Technician program, launching in fall 2026, and the CMC Steele Apprenticeship program, which will enroll 15 students.

Dr. Shipway concluded her report with an overview of the House Bill 3009 Learn and Earn Grant program, in which 15 businesses and 47 interns are participating. In addition, the College is launching its Aviation Technician Program. Grants are in place to secure the necessary equipment and to build the program.

Program Reviews: Ms. Laura Busey announced that the 2026 program reviews are due to the West Virginia Community and Technical System (WVCTCS) Council by May 31. The program reviews require Board approval and will be presented at the May meeting.

Rule Making: To comply with updates to federal and state laws, Rule 17.1: Record Retention Policy was revised. Ms. Leslie See presented the revised rule at the February 2026 Board meeting, and it was approved to initiate the mandatory 30-day comment period. No comments were received during that period.

Stephanie Harvey motioned to approve the revised Rule 17.1: Record Retention Policy as written; Brad Close seconded, and the motion passed unanimously.

Enrollment Management: Ms. Leslie See reported that spring 2026 enrollment is 1,600 degree-seeking students, an increase from spring 2025. The institution's overall annual headcount is expected to rise, and enrollment is robust.

Ms. Leslie See and Ms. Shauna Seering announced that the College has been designated a Military Friendly School and a Military Friendly School for Spouses. The College ranked among the top ten in the nation for its exemplary service to Veterans.

Finance Report: Dr. Craig Miller presented the College's fiscal year 2027 budget information. Dr. Miller began with an overview of tuition and fees. The College is requesting a 5.29% increase in tuition and fees, raising the per-credit-hour charge to \$219, an \$11 increase. This action complies with Series 32 of the West Virginia Legislative Rules and the Board of Governors Policies.

Pursuant to Series 32 of the West Virginia Legislative Rule and Board of Governors Policies, Jim Rodgers moved to approve the proposed increase in tuition and fees; Stephanie Harvey seconded, and the motion passed.

Dr. Miller presented changes to the program and the supplemental fees. These fees align with student expenses and include, but are not limited to, course and lab fees, classroom materials and supplies, instrument fees, and other program-specific student services. Fee collection is not revenue for the College, and these fees are spent specifically for students.

The proposed changes are as follows:

1. Program Fees:

Program	Current Fee	Proposed Fee	Explanation
Physical Therapist Assistant	\$215.00	\$330.00	Increased need for supplies and electronic resources.
Emergency Medical Services	\$1,100.00	\$1,400.00	Increased need for supplies and Electronic resources

2. Supplemental Fees:

Course	Current Fee	Proposed Fee	Explanation
Animal Science	0	\$50.00	Lab Supplies
Culinary Academy	\$275.00	\$300.00	Increase in supply/food costs
Cyber Security	\$35.00	\$45.00	Increase in student competition fees.
Hospitality	\$275.00	\$300.00	Increase in supply/food costs
IT Testing Fee	\$375.00	\$450.00	Increase in expense for student testing
Medical Assisting	\$200.00	\$400.00	Increase in supply costs
Phlebotomy	\$200.00	\$300.00	Increase in supply costs
Proctoring Test Fee – Public	\$35.00	\$50.00	Increase in testing expense
Textbook (Inclusive Access)	\$175.00	\$200.00	Increase in Inclusive Access expense

Pursuant to Series 32 of the West Virginia Legislative Rule, Brad Close motioned to approve the course and program fee revisions, which specifically align with student expenses; Jim Rodgers seconded, and the motion passed.

Dr. Craig Miller presented the College’s fiscal year 2027 budget using both the cash-basis and the accrual-basis methods.

Jim Rodgers motioned to approve the fiscal year 2027 budget, as presented; Stephanie Harvey seconded, and the motion passed

Adjournment: Stephanie Harvey motioned to adjourn the meeting at 1:50 p.m.; Keith Unger seconded, and the motion passed.

Respectfully submitted,

Megan Scott, Executive Assistant to President Peter Checkovich
Liaison to the Board of Governors and Recording Secretary