

Blue Ridge Community and Technical College
Board of Governors Meeting
August 2, 2023, 12:00 p.m.

Blue Ridge Community and Technical College Technology Center
5550 Winchester Avenue, Martinsburg, WV 25405

In attendance: Dr. Peter Checkovich, Brad Close, Grace Daiker, Stephanie Harvey, Heather McIntyre, Natasha Sclaro, Dr. Bill Stubblefield, and Keith Unger.

Absent: Jim Rodgers

Guests: Jenn Barrett-Smith, Janet Branch, Laura Busey, Amber Butcher, Kevin Cappello, Adam Emmons, Brett Gallagher, Kim Graves, Cynthia Hull-Miller, Beth Jones, John Lane, Rachel LeGore, Megan Michael, Dr. Craig Miller, Page Moore, Kim Moss, Anne Myers, Taylor Reneau, Kristy Scarlata, Leslie See, Dr. William Shipley, and Lacey Walp.

Call to order: Heather McIntyre, Chair, called the August 2023 meeting to order at 12:05 p.m.

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

Approval of the July 2023 Emergency Meeting Minutes: Brad Close made a motion to approve the minutes from the July 2023 Board meeting, which was an emergency meeting; Stephanie Harvey seconded, and the motion passed unanimously.

President's Report: President Checkovich began his presentation with the *In the Media* report, during which he highlighted contracted training provided for Fil-Tec. President Checkovich reviewed Federal grant funding the College may receive from Senator Joe Manchin's office.

Leslie See spoke about the new MedEd partnership between the College and Jefferson County Schools. The program will begin with high school juniors who will continue in the program until graduating high school. Participating seniors will be employed by Jefferson Medical Center as Medical Assistants during the second semester of the academic year.

Leslie See announced that the College is developing a Radiologic Technology AAS program. The program will be offered in Berkeley County next year.

Information Technology Report: Mike Byers presented on the Gramm Leach Bliley Act requirements, which mandate an annual report to the Board regarding cyber security. Mr. Byers reviewed the College's annual risk assessment, which focuses on the security of student financial aid and student records. Mr. Byers explained the additional precautions the College has implemented to protect student and employee data. The College takes a proactive approach regarding cyber security.

Enrollment Report: Ms. Leslie See reported that fall 2023 enrollment is up four-percent when compared with this time last year. For new students and transfer students, enrollment is up fifteen-percent. Although the College is not at pre-Covid levels, enrollment continues to trend positively. Ms. See anticipates this to continue. Final enrollment numbers will be submitted to the State on October 15, 2023.

Adjournment:

Dr. Bill Stubblefield made a motion to adjourn the meeting at 12:55 p.m.; Stephanie Harvey seconded, and the motion passed unanimously.

Respectfully Submitted,

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