

Blue Ridge Community College
College Board Meeting
March 10, 2021

Board Members Present

- Mr. Michael Bedwell
- Ms. Debra Callison
- Ms. Vermell Grant
- Mr. John Matherly
- Mr. Ron Ramsey
- Mr. Matt Sunderlin
- Mr. Frank Tamberrino
- Ms. Cathy Welsh

Members Absent

- Mr. John Butler
- Mr. Dave Metz
- Ms. Mary Louise Leake

College Staff in attendance:

- Dr. John Downey, President of the College and Secretary of the Board
- Dr. Bob Young, Vice President of Instruction and Student Services
- Ms. Cynthia Page, Vice President of Finance and Administration
- Ms. Amy Kiger, Executive Director of the BRCC Educational Foundation
- Ms. Kelly Jones, Executive Assistant to the President

Welcome and Call to Order

Mr. Sunderlin welcomed everyone and called the meeting to order.

Moment in Mission

Dr. Downey introduced Dan O'Brien who gave an update on Cyber Security and the Go Va grant.

Minutes

Mr. Matherly moved to approve the November 11, 2020 College Board meeting and Mr. Bedwell seconded; these were approved unanimously.

Finance and Facilities Committee**Local Funds Financial Report**

Ms. Page presented the local funds financial report for the seven months ended January 31, 2021:

- Vending revenue is far below budget because of the ongoing campus closure.
- Interest rates at LGIP are almost at 0% and are far lower than the prior year's rate and thus the collections are very low for the current year.

- Bookstore commissions are below budget because of reduced enrollment, the increased use of on-line textbooks, and an error discovered by Follett. Follett discovered an error in the bookstore commission calculated for the prior fiscal year. The College sales were historically in excess of \$1 M, which received a higher commission rate. For the 2019-20 fiscal year, the sales were below \$1 M and should have been calculated and paid at a lower rate. Follett has agreed to cover one-half of the difference and the college will cover the other half. The college's portion is being deducted from future commissions.
- Student fee revenues in Parking, Student Activities and the Rec Center are far lower than budgeted due to decline in enrollment due to the Coronavirus Pandemic. The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) allows for the College to be reimbursed for revenue lost after 12/27/2020, the date the legislation was signed. The college will use that funding to cover the losses in tuition revenue for spring semester.

These reports were recommended from committee for approval and to be filed for audit: this was approved unanimously.

Ms. Page reviewed the status of campus construction projects:

The life safety project, funded by VCCS Maintenance Reserve, is continuing. This work is adding sprinklers, updating the fire alarm system and emergency lighting to the older buildings on campus. The work in Buildings D, E and F is completed. The work in A building is completed and awaiting final inspection. The project is moving to J building and is expected to be completed in June. The college is awaiting budget approval for the second phase of the project which will address safety updates in B & C buildings.

The door access project bids were opened today and the College is waiting for the results.

Ms. Page reviewed the following informational items:

- a. Enrollment Data by Locality
- b. Brite Transit Shuttle Ridership
- c. American School and University recognition for the design of the Bioscience building
- d. Debt restructuring for the Parking Deck debt. This restructuring will save \$350,917 in repayments on the debt over the remaining term of the bonds.
- e. Local fees recommended for 2021-22. The college is recommending no change in local fees for the coming year.

Curriculum and Student Affairs Committee

Mr. Bedwell and Dr. Young reported for the committee.

Action Items:

Approve Curriculum Transferability Form, Approve Credit for Prior Learning Form
Approve Course Actions

EDU 200: Introduction to Teaching as a Profession
 EDU 293: Studies in Foundations of Exceptional Education
 EDU 295: Topics in Teaching in a Diverse Society
 ENG 113: Technical-Professional Writing
 ITE 152: Introduction to Digital Literacy and Computer Applications
 PLS 140: Introduction to Comparative Politics
 SDV 101e: Orientation for Future Educators
 SDV 101f: Orientation for Criminal Justice, Law, and Forensics Professions
 VET 236: Companion Animal Behavior
 CHM 102: Introductory Chemistry II
 CHM 260: Introductory Biochemistry
 ESL 52: Reading III
 ITE 119: Introductory Literacy
 ITP 110: Visual Basic Programming I
 SSC 107: Problems of People in the Modern World

Approve Program Actions

Administration of Justice-AAS
 Business Management-AAS
 Supervisor Basics I-CSC
 Business Management, Administrative Assistant-AAS
 Nursing-AAS
 Pre-Respiratory Therapy-CSC
 Science, Engineering-AS
 Veterinary Assisting-CSC

These were recommended for approval from committee: they were approved unanimously.

Consent Agenda

ART 131: Two-Dimensional Design
 ART 132: Three-Dimensional Design
 BIO 101: General Biology I
 BIO 102: General Biology II
 BIO 145: Basic Human Anatomy and Physiology

These were recommended for approval from committee: they were approved unanimously

Personnel Report

Ms. Page reviewed the personnel report on page 182.

Enrollment

Dr. Young distributed and reviewed the enrollment report noting that enrollment is down from this time last year.

Educational Foundation

Ms. Kiger reviewed the financial reports for the Foundation, noting that the Blue Ridge Fund had a goal of \$140,000 and is already at \$153,378 with several months left in the fiscal year

which ends June 30. Both the College Board and the Foundation Board have donated/pledged at 100% which helps Dr. Downey and Ms. Kiger when they are meeting with potential board members and donors to show that the boards support the work of the Foundation.

Ms. Kiger reported that the recent "Friday Night Bites" fundraiser was very successful and they are looking forward to the Friday Night Fresco in May which will provide gourmet picnic baskets.

The Foundation did an RFP for audit services and will be utilizing the services of Brown Edwards in the future.

The Foundation is accepting applications from employees for Strategic Initiative grants and Instructional Minigrants: Foundation Board committees will review and determine the awards.

Old Business

No Old Business

New Business

Faculty Staff Handbook-The changes were shared with the board in the Board Materials which included links to the manual on the BRCC website. The Board will review the info on the website and vote on the changes at the May meeting.

Graduation

Dr. Downey reported that graduation will be virtual with a video shown on May 8 at 10 a.m. the typical graduation day.

Board Self Evaluation

Dr. Downey reviewed the Board Self Evaluation form noting that the information is helpful, especially for SACSCOC reviews.

President's Report

BRCC is accredited once every ten years and also has a five-year moderate evaluation which occurred last fall. BRCC did not have any findings with the five-year report which is very unusual/colleges almost always have at least some findings.

Dr. Downey is cochairing a committee with another VCCS president reviewing the VCCS onboarding process.

Dr. Downey, Dr. Young, and Ms. Page are working on a reopening plan for the fall, anticipating that the college will be back to a regular schedule this fall, offering online, in-person and Hyflex classes.

The General Assembly just passed funding for G3 which provides last dollar financial aid for career technical students/will enable some students to take classes for free.

Dr. Downey will do his annual presentations to the area city councils and boards of supervisors in mid-April.

With no further business, the meeting was adjourned at 7:30 p.m.