

**Blue Ridge Community College  
College Board Meeting  
September 8, 2021**

**Board Members Present**

- Ms. Kelly Blosser
- Mr. John Butler
- Ms. Debra Callison
- Ms. Janet Ewing
- Ms. Sandra Hernandez
- Ms. Capitola "Cappie" Hull
- Ms. Mary Louise Leake
- Mr. John Matherly
- Ms. Cathy Welsh

**Board Members Absent:**

- Ms. Vermell Grant
- Mr. Dave Metz

**College Staff in Attendance:**

- Dr. John Downey, President of the College and Secretary of the Board
- Ms. Cynthia Page, Vice President of Finance and Administration
- Ms. Amy Kiger, Executive Director of the BRCC Educational Foundation
- Ms. Marlena Jarboe, Dean of Academic Affairs
- Ms. Sandi Belcher, Executive Assistant to the President

**Welcome and Call to Order**

Dr. Downey welcomed everyone and called the meeting to order at 6:30 pm.

**Moment in Mission**

Dr. Downey introduced Ms. Rajan Shore, Assistant Coordinator of Academic Counseling Advising Center, and she presented on the JMU/BRCC Bridge Program. Some discussion followed.

**Approval of May 12, 2021 Minutes of Proceedings**

**The motion was made by Mr. Matherly and seconded by Mr. Butler and was passed unanimously.**

**Elections of Board Leadership**

**Ms. Welsh made a motion for a slate of candidates: Mr. John Matherly as Chair and Ms. Debbie Callison as Vice Chair. The motion was seconded by Mr. Butler and passed unanimously. With that vote, Mr. Matherly took over conducting meeting business.**

**Finance and Facilities Committee Report**

Ms. Page reported that the committee appointed Mr. John Butler as the new Chair, approved the minutes from the May 12, 2021 meeting, and reviewed the Financial reports. She then reviewed the Local Funds financial reports from July 1, 2020 – June 30, 2021 and then July 1-July 31, 2021, on pages 9-48. It was noted that one locality did not make a contribution to the Construction Fund during the Covid pandemic. A board member questioned this and some discussion followed. It was noted that all

localities did contribute to the Local Government Contributions fund. **The committee recommended these reports for approval and be filed for audit. This was approved unanimously.**

#### **Curriculum and Student Affairs Committee**

Ms. Jarboe reported that the committee appointed Mr. Dave Metz as the new Chair, approved the minutes from the May 12, 2021 meeting, and reviewed the charges to the College's Curriculum Committee.

#### **Personnel Report**

Ms. Page reviewed the Personnel Report on page 55. Dr. Downey remarked that the new call center employees (one full-time and two part-time) are doing a great job, and that they are not only taking calls but also making calls and have been very successful with student outreach.

#### **Enrollment Update**

Ms. Jarboe distributed and reviewed the enrollment report, noting that enrollment is down about 10% for fall semester.

#### **Educational Foundation**

Ms. Kiger reviewed the Foundation reports on pages 57-61. She announced a challenge proposed by an anonymous donor that if there is 100% Board participation in gifts and pledges by Oct. 30, the Foundation will receive an additional \$1,000 in donation. Dr. Downey noted that there has been 100% participation from the College Board for the past 20 years. It was announced that the President's Luncheon, originally scheduled for September 24, has been cancelled due to Covid concerns. It is hopeful that the event will just be postponed and can take place in the spring of 2022.

#### **Old Business**

**Mr. Butler motioned and Ms. Welsh seconded that the Board approve the changes made to the BRCC Faculty/Staff Handbook of Institutional Procedures on page 63. The motion passed unanimously.**

#### **New Business**

**Approval for alcohol on campus for the Foundation Spring Fling fundraiser was moved by Ms. Ewing and seconded by Mr. Butler and passed unanimously.**

#### **President's Institutional Priorities**

Dr. Downey reviewed the initiatives on page 65. **Mr. Butler moved to approve and Ms. Ewing seconded. The motion passed unanimously.**

#### **Report from the President**

Dr. Downey remarked that it was great to see students back on campus and that they were doing a great job of abiding by the mask mandate. So far there have been 15 cases of Covid on campus, but they do not appear to be spreading on campus. Dr. Downey stated that he does not anticipate having to close the college. Vaccination clinics from both local hospitals were present on campus for a first dose of the vaccine and will return for a second dose. It is hoped that they will come back a third time to offer boosters.

#### **Public Input**

It was questioned whether the overall time that the public can address issues can be limited. A short discussion followed.

With no further business, **Mr. Butler moved for adjournment and was seconded by Ms. Callison. The motion passed unanimously and the meeting adjourned at 7:50 pm.**

*Respectfully submitted by Ms. Sandi Belcher*

