

Blue Ridge Community College Board Minutes

The Blue Ridge Community College Board met Wednesday, January 11, 2017 at 6:30 p.m. in the conference room in Armstrong Hall. Those in attendance included:

Board Members Present

- Mr. Rodney Alderfer
- Dr. Bruce Bowman
- Ms. Joyce Colemon, Board Chair
- Ms. Lynn Diveley
- Mr. Dave Metz
- Ms. Beverly McGowan
- Dr. Linda Revia
- Mr. Carl Rosberg
- Ms. Caroline Sponaugle
- Mr. Matt Sunderlin
- Mr. Frank Tamberino

Board Members Absent

Staff Members Present

- 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 Blue Ridge Educational Foundation

Welcome and Call to Order

Ms. Colemon welcomed everyone, calling the meeting to order.

Moment in Mission

Dr. Downey introduced Ms. Velma Bryant, BRCC Outreach & Enrollment Management Coordinator and Ms. Bridget Baylor, BRCC Public Relations Director. They updated the committee on recent enrollment management activities designed to increase the community's awareness of opportunities at the college and to increase enrollment. They also presented information on upcoming activities and events.

Approval of the Proceeding Meeting Minutes

Ms. Diveley moved that the minutes from the November 9, 2016 board meeting be approved; Mr. Sunderlin seconded and they were approved unanimously.

Finance and Facilities

Mr. Alderfer and Ms. Page reviewed the local funds financial results for the current fiscal year through November 30, 2016. She pointed out that typically the financial reports were created

for the month just prior to the meeting date (in this case, the January meeting would include reports as of the end of December). The reports are always due the first week of the month, which limits the opportunity for administrative review, and she would like to shift the reporting schedule so that the board will receive financial data for the end of the month two months prior to the meeting, rather than one month prior. The committee was in agreement with this change. As noted at the prior meeting, the commissions for the Bookstore Fund are expected to be lower than the prior year due to the structure of the contract and reduced sales volume. Expenses will be managed to maintain a balanced budget in that fund.

These were recommended from committee for approval and to file for audit; this was approved unanimously.

Ms. Page reviewed the status of construction projects noting that a non-mandatory pre bid meeting was held for the Parking Garage today; room C-100 was filled to standing room only. Bids are due January 31, to be opened February 1, 2017. Construction is expected to begin in the March-April time frame and the project should be completed in time for second semester next year.

She reported that the Request for Qualifications for the Construction Management of the Bioscience building was released by VCCS and a dozen firms responded. Ms. Page presented data on shuttle ridership and data on recreation center usage.

Curriculum Committee

Frank reported that the VCCS has changed the requirement and now does not require health/PE class for the Applied Science degrees.

Dr. Young explained that we take requirements from the VCCS and put it in the rationale for the degrees, what is required, why, etc. It is just the Applied Science degree at this point; may look at it for other degrees. **This was recommended from committee for approval; it was approved unanimously.**

There were several information items shared:

Leadership CSC is on hold pending approval of MOU with JMU and then with SACSCOC approval.
Geographic Information Systems (GIS) CSC is on hold pending SACSCOC approval.

Personnel Update

Ms. Page reviewed the personnel report on page 59.

Enrollment Report

Dr. Young distributed and reviewed the current enrollment report noting that enrollment is about 5% down for the fall semester, down currently about 8-9% for Spring. The college continues to work on ways to increase enrollment.

Educational Foundation

Ms. Kiger distributed and reviewed reports through December 31, 2016. The Educational Foundation has an annual fund goal of \$125,000 with funds at \$84, 111.27 now and anticipate meeting the goal by July 1, 2017.

Ms. Kiger reviewed information from the Major Gifts campaign reminding everyone of the events planned to celebrate the campaign in February. There will be a celebration February 11 at 7 p.m. at the Shenandoah Valley Airport and there will be a brunch to celebrate with employees on February 13. Ms. Kiger thanked everyone for their participation and support of the campaign and the Foundation.

Spring Fling is April 21 and the Foundation staff is securing sponsors and items for the auction.

Old Business

Graduation

Dr. Downey reported that BRCC alum Holly Rasheed will be the speaker for graduation. Holly started at BRCC when she was 16 years old, after graduation she attended UVA then went to the University of Richmond Law School and she recently passed the bar.

New Business

Update from the President

Dr. Downey showed slides that he had presented at the recent college assembly which reviewed enrollment trends and budget concerns/challenges.

The Governor's budget calls for 5% budget plus a VRS contribution increase which will total about 6% budget cut; this with declining enrollment has some serious potential budget concerns.

The college needs to brainstorm what will make up the college of the future and work together to plan the future. To work on innovative ways to move to the future, Dr. Downey is working with the College Planning Committee for a retreat in November which will focus on short and longer term planning.

With no further business the meeting was adjourned at 7:40 p.m.

Approved 3/8/17

Ms. Joyce Coleman
College Board Chair

Approved 3/8/17

Dr. John A. Downey
College Secretary