

Blue Ridge Community College
College Board Meeting
November 13, 2019

Board Members Present

- Mr. Michael Bedwell
- Mr. John Butler
- Ms. Debra Callison
- Ms. Vermell Grant
- Mr. Shawn Kaup
- Mr. Dave Metz
- Mr. Ron Ramsey
- Mr. Matt Sunderlin
- Mr. Frank Tamberrino
- Ms. Cathy Welsh

Members Absent

- Mr. John Matherly

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. Mr. Sunderlin introduced Shawn Kaup and asked the other board members to introduce themselves too.

Moment in Mission

Dr. Downey introduced Stephanie Bush and Kim Diggs from the Institutional Research department. They have been working over the last year on collecting and cataloging historical information from the college's 50+ years so it will be saved and available for research/review in the future. They explained the process and shared a few special items that have been collected.

Minutes

Mr. Bedwell moved to approve the minutes from the September 11, 2019 College Board meeting and Mr. Ramsey seconded; they were approved unanimously.

Finance and Facilities Committee

Local Funds Financial Report

Ms. Page and Ms. Callison reviewed the local funds financial results the three months ended September 30m 2019. Ms. Page pointed out a transfer from the construction funds to the Bookstore fund related to the completion of the parking deck. In previous periods, the local board approved the transfer of funds from the Bookstore fund to support the Parking Deck project. At the completion of the project, \$253, 486 remained. The report shows the transfer back from the construction fund to the Bookstore fund. The board will be able to utilize these funds for future projects.

Ms. Page requested a budget increase from the amounts approved at the September 11, 2019 meeting for construction accounts as follows;
Bioscience Building from \$265,181 to \$345, 181

The increase will cover change orders for work beyond the five foot perimeter of the Bioscience project, which included the walkway and canopy to the J building, as well as the interior work at J building to establish the interior hall to the walkway. Dr. Downey reminded committee members that local governments must pay for all work outside of a five-foot perimeter from a state funded construction project. Ms. Page reported that the colleges received a refund in October for \$98, 274 for Bioscience construction expenses paid by the college.

Ms. Page noted that even though the report is for September 30, the revenue collected from student fees does not represent an entire semester of revenue. Some student fee revenue is not recorded until after financial aid is fully processed, which takes place after the last day to drop courses. This affects the Parking fund, the Student Activities funds, and the Rec Center funds.

This report was recommended from committee for approval and to be filed for audit: this was approved unanimously.

Curriculum and Student Affairs Committee

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

Consent Agenda All items on the Consent agenda were recommended from committee for approval; they were approved unanimously.

1. Course Changes
 - a. Activate MEN 290 Coordinated Internship from the VCCS Master Course File.
 - b. Activate SAF 130 Industrial Safety – OSHA 10 from the VCCS Master Course File.
 - c. Activate CHD 270 Administration of Childcare Programs, CHD 118 Language Arts for Young Children, CHD 146 Math, Science, and Social Studies for Children, CHD 216 Early Childhood Programs, School and Social Change, and CHD 210 Introduction to Exceptional Children from the VCCS Master Course File.
 - d. Activate ITN 257 Cloud Computing: Infrastructure and Services, ITN 170 Linux System Administration, ITN 254 Virtual Infrastructure: Installation and

Configuration, ITN 213 Information Storage and Management, and ITD 256 Advanced Database Management from the VCCS Master Course File.

- e. Activate MKT 209 Sports, Entertainment, and Recreation Marketing from the VCCS Master Course File and course changes to the AAS in Management.
2. Program Changes
 - a. Revise AAS in Computer and Electronics Technology to align with G3 initiative.
 - b. Revise AAS in Computer and Electronics Technology, Secure Computer Networking Specialization to align with G3 initiative.
 - c. Revise CSC in Secure Computer Networking to represent G3 Level 2.
 - d. Revise AAS in Automotive Analysis and Repair to replace the General Education Elective with a choice of CHM 101 Introductory Chemistry or PHY 100 Elements of Physics.
 - e. Revise AAS in Administration of Justice to replace a choice of ADJ 227 Constitutional Law or ADJ 131 Legal Evidence with an ADJ or other approved elective.
 - f. Revise AAS in Information Systems Technology, Cybersecurity Specialization with a math option that matches the AAS in Information Systems Technology parent program.
 - g. Revise CSC in Leadership to reduce the number of credits for each course and add SDV to ensure compliance with the VCCS definition of a career studies certificate.

ACTION ITEMS

3. Approve new courses to support the VCCS Direct Placement Initiative-**These were recommended from committee for approval; they were approved unanimously.**
 - a. MDE 10 Introduction to Algebra
 - b. MDE 60 Intermediate Algebra
 - c. MDE 54 Learning Supports for Quantitative Reasoning
 - d. MDE 55 Learning Supports for Statistical Reasoning
 - e. MDE 61 Learning Supports for Pre-Calculus
 - f. EDE 10 English Composition Preparation
 - g. EDE 11 English Composition Readiness
4. Approve changes to the Administration of Justice Program-**These were recommended from committee for approval; they were approved unanimously.**
 - a. Name change for CSC in Criminal Justice to CSC in Criminal Justice Foundations and revise curriculum to represent G3 Level 1.
 - b. Approve new CSC in Criminal Justice Advanced to represent G3 Level 2.
 - c. Approve the discontinuation of the CSC in Applications in Corrections and the administration of justice course, ADJ 147 Local Adult Detention Facilities.
5. Revise CSC in Early Childhood Development II to represent G3 Level 2- **These were recommended from committee for approval; they were approved unanimously.**
6. Approve new CSCs in Human Services I to represent G3 Level 1 and Human Services II to represent G3 Level 2 in the Human Services program- **These were recommended from committee for approval; they were approved unanimously.**

7. Approve new CSC in Computer and Electronics Level 1 to represent G3 Level 1 and new CSC in Computer and Electronics Level 2 to represent G3 Level 2- **These were recommended from committee for approval; they were approved unanimously.**
8. Approve additions to the AAS in Information Systems Technology Program- **These were recommended from committee for approval; they were approved unanimously.**
 - a. New Cloud Computing Specialization.
 - b. Approve new CSC in Cloud Computing to represent G3 Level 2 for the AAS in Information Systems Technology, Cloud Computing Specialization.
9. Approve additions to the AAS in Automotive Analysis and Repair program- **These were recommended from committee for approval; they were approved unanimously.**
 - a. Approve new CSCs in Auto Technology IA and Auto Technology IB to represent G3 Level 1.
 - b. Approve new CSCs in Auto Technology 2A and Auto Technology 2B to represent G3 Level 2.
10. Approve changes to the AAS in Mechanical Design Technology-**These were recommended from committee for approval; they were approved unanimously.**
 - a. Name change from AAS in Mechanical Design Technology to AAS in Engineering Technology and the removal of two courses from the program.
 - b. Approve new CSC in Engineering Assistant to represent G3 Level 1 and new CSC in Senior Engineering Assistant to represent G3 Level 2 for the AAS in Engineering Technology (formerly AAS in Mechanical Design Technology).
11. Approve new CSC in Emergency Medical Technician to represent G3 Level 1 and new CSC in Advanced Emergency Medical Technician Level 2 to represent G3 Level 2 for the AAS in Emergency Medical Services-**These were recommended from committee for approval; they were approved unanimously.**

INFORMATION ITEMS

1. Associate of Applied Science in Information Systems Technology, Cloud Computing Specialization-Dr. Young gave an overview of the Cloud Computing Specialization.

Personnel Report

Ms. Page reviewed the personnel report on page 124.

Enrollment

Dr. Young distributed and reviewed the enrollment report-enrollment is down about 4% for fall; the college continues to work on ways to increase enrollment.

Educational Foundation

Ms. Kiger reported that both the College Board and the Foundation Board have 100% participation for pledges/donations to the annual fund; she and Dr. Downey thanked the board for this very important support. It makes it easier to solicit funds from the community when the boards fully support the college and allows the Foundation to focus their work on raising other funds outside of the college and the boards. The 100% participation also enabled the Foundation to receive two challenge grants that had been offered.

The Annual Fund goal this year is \$140,000. The biggest fundraiser for the Annual Fund is Spring Fling which will be Friday, April 17, 2020. It is the 25th Spring Fling and there will be a roaring 20's theme.

Ms. Kiger reported that the September President's Luncheon had the second highest participation ever. All three of the Community Breakfast Series presentations in October were very well attended with record or near record attendance. Dr. Downey has been giving tours of BRCC to Board members and the community was invited join in at the breakfast presentations and several community members have.

New Business

Graduation

Dr. Downey reported that the college is looking for a graduation speaker and the board members were asked to forward any suggestions to Ms. Jones-it was noted that BRCC's graduation is the same day as JMU's so that a local graduation speaker is probably best in case graduation is moved to Monday night due to inclement weather.

Chancellor's Retreat

Dr. Downey reported that Frank Tamberrino had attended the recent Chancellor's retreat and Mr. Tamberrino reported on the retreat to the board.

President's Report

Dr. Downey reported that next year's budget will be very challenging due to low enrollment. The Foundation has provided funding that has enabled the college to do many things it otherwise would not be able to including funding for equipment and some salaries.

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