

**Blue Ridge Community College  
College Board Meeting**

**November 14, 2018**

**Board Members Present**

- Mr. Rodney Alderfer
- Mr. Michael Bedwell
- Ms. Debra Callison
- Ms. Joyce Colemon
- Ms. Lynn Dively
- Mr. John Matherly
- Ms. Beverly McGowan
- Mr. Dave Metz
- Mr. Matt Sunderlin
- Mr. Frank Tamberrino

**Members Absent**

- Ms. Joanie Eiland

**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 Carmel Murphy Norris, BRCC Career Services Coordinator. Ms. Murphy Norris gave an overview of the services Career Services offers including working with students to help them navigate their first day of classes by providing detailed info on what to expect. They work with students to help them make contact with people in careers they are interested in and to help them determine the education needed to meet their goals.

**Minutes**

**Mr. Tamberrino moved to approve the minutes from the September 12, 2018 College Board meeting and Mr. Matherly seconded; they were approved unanimously. Finance and Facilities Committee**

### **Local Funds Financial Report**

Ms. Page presented the local funds financial results for the three months ended September 30, 2018.

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

### **Facilities Projects Update**

Ms. Page reviewed the status of Bioscience construction project. The project is underway and is proceeding on schedule. The project is approximately 50% complete.

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

Dr. Young reported for the committee.

Approval of the new CSC in Substance Abuse Counseling

The courses in this CSC are imbedded in the Human Services Associate degree so they may earn the CSC and then go on to the AAS degree. **This was recommended from committee for approval: this was approved unanimously.**

### **Consent Agenda**

#### 1. Program Changes

- a. Activate HMS 260 Substance Abuse Counseling from the VCCS Master Course File to the BRCC Catalog. **This was recommended from committee for approval; this was approved unanimously.**
- b. Add HMS 260 Substance Abuse Counseling to the AAS in Human Services. **This was recommended from committee for approval; this was approved unanimously.**
- c. Replace the General Elective in the AAS in Human Services with the choice of SOC 200 or CST 110. **This was recommended from committee for approval; this was approved unanimously.**
- d. Remove PSY 220 Introduction to Behavior Modification from the AAS in Human Services. **This was recommended from committee for approval; this was approved unanimously.**
- e. Adjust catalog layout to ensure appropriate pre-requisite sequencing. **This was recommended from committee for approval; approved unanimously.**

#### 2. Course Revisions

- a. Reduce HIM 190 Coordinate Internship from 2 credits to 1 credit in the CSC in Medical Coding-Hospital. **This was recommended from committee for approval; approved unanimously.**

- b. Revised course description for proposed HMS 2XX Client Interviewing Capstone. **This was recommended from committee for approval; approved unanimously.**
- 3. Approval of revisions to the Faculty Staff Handbook of Institutional Procedures. This was recommended from committee for approval; approved unanimously.**

### **Information Items**

1. Status of Curriculum
  - a. The EMS degree was approved by VCCS. Preliminary review by SCHEV has been completed. Printed copies have been submitted to SCHEV for final review. SACSCOC requested some additional clarifying information, and the response has been sent.
  - b. The Auto degree package was approved by the VCCS. Preliminary review by SCHEV has been completed. Printed copies have been submitted to SCHEV for final review. SACSCOC has accepted our notification of a non-substantive change.
2. Courseleaf update-The online catalog is published and desk copies for faculty and staff have been printed. Preliminary work with Courseleaf to develop and implement the second module that manages an electronic workflow for curriculum approval has begun. Most work will occur in this module during spring 2019 with implementation expected for fall 2019.
3. EAB Navigate Update-This software is VCCS system-wide and integrates all parts of student services and advising. BRCC will need to complete all curriculum by the February 2019 College Curriculum Committee meeting and the March 2019 College Board meeting so that we are ready to implement Navigate in March 2019.
4. Possible new curriculum for this year
  - a. CSC in Childcare Development
  - b. CSC in Bookkeeping/Accounting

### **Personnel Report**

Ms. Page reviewed the personnel report on page 42.

### **Enrollment**

Dr. Young distributed and reviewed the enrollment report noting that enrollment was up over the summer, fall was slightly down and spring is currently down.

### **Educational Foundation**

Ms. Kiger reviewed the reports for the BRCC Educational Foundation, noting that 100% participation from the boards has been very important and appreciated in the past and they are hoping to have it again this year. Ms. Kiger noted how important the annual fund and unrestricted funds are to support the needs of the college.

Ms. Kiger informed the board that Graves Light moved from Wells Fargo to their own investment firm and the transition has gone well.

The Foundation had a recent audit; this was a clean audit for the year ending June 2018.

The Foundation has applied for two grants through the VCCS foundation.

Spring Fling is Friday, April 12 with a school spirit theme.

### **Old Business**

There was no old business

### **New Business**

Graduation is Saturday, May 4, 2019 with a rain date of Monday, May 6 at 6 p.m. Dr. Downey asked the board for speaker suggestions.

### **Update to the Building Naming Policy**

Ms. Kiger reviewed the College Board Building Naming Policy noting that the VCCS policy has changed so our policy is now out of alignment with the VCCS policy. Ms. Kiger reviewed the recommended changes to better align the BRCC policy with the VCCS.

**Mr. Bedwell moved to approve, Mr. Matherly seconded; this was approved unanimously.**

### **Dr. Downey's Report**

Dr. Downey thanked everyone for their support of the Community Breakfast Series in October- there was record attendance this year.

Legislative updates from the VCCS-The JLARC study indicated a need for more academic advisors in the VCCS so that is a focus this year. The VCCS will also be asking for more funding for the FastForward Program as it is providing a lot of certifications in non-credit classes and the funds go quickly.

The VCCS is reorganizing after the recent retirements of two Vice-Chancellors; instead of filling the positions their responsibilities are being consolidated and/or refigured.

Waynesboro Online Outpost-The General Assembly allocated \$100,000 to BRCC for the Waynesboro Online Outpost which will be minimally staffed. This will provide a place for people to register and take the placement test and to work online for classes, especially if they do not have access to high speed internet at home. This will be co-located with a private business that works with cyber security and the Go-VA grant.

There are new SACSCOC requirements for governing boards to be evaluated/complete self-evaluations so Dr. Downey will work on this for the board for January.

Dr. Downey reviewed the calendar of upcoming events, highlighting the Legislative Reception February 6 in Richmond.

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

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Mr. Matt Sunderlin  
College Board Chair

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Dr. John A. Downey  
College Secretary