

Blue Ridge Community College Board Minutes

The Blue Ridge Community College Board met Wednesday, November 9, 2016 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
- Ms. Caroline Sponaugle
- Mr. Matt Sunderlin

Board Members Absent

- Dr. Linda Revia
- Mr. Carl Rosberg
- Mr. Frank Tamberrino

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 Educational Foundation
- Ms. Kelly Jones, Executive Assistant to the President

Welcome and Call to Order

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

Moment in Mission

Dr. Downey introduced Mr. Ed Pease, Director/CIO of BRCC Technology Services.

Mr. Pease gave an overview of Technology Services at the college, noting the emphasis on customer service as a focus of student and employee support.

Approval of the Proceeding Meeting Minutes September 14, 2016

Ms. Diveley moved that the minutes from the September 14, 2016 be approved; Mr. Sunderlin seconded and they were approved unanimously.

Finance and Facilities

Mr. Alderfer and Ms. Page reviewed the local funds for July 1, 2016 thru October 31, 2016. Mrs. Page pointed out the commission revenue for Food Service and Campus Coffee in the Vending Fund represents commission for sales for one week in August and the month of September. She also reported that 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. The commission increases as sales increase. In previous years the College was in the \$2-\$3 million sales tier; last year, however, sales were in the \$1-\$2 million tier. The commission for 2016-17 is based upon the sales of the previous year, and because of the structure of the contract, a lower rate will be applied to this year's sales. **These were recommended from committee for approval and to be filed for audit; this was approved unanimously.**

Ms. Page reviewed the status of construction projects noting that the campus is planning for the staging of the parking garage construction to ensure safety of those on campus and minimize disruption to normal operations. She reported that the Request for Qualifications for the Construction Management of the Bioscience building was released by VCCS and a dozen firms responded. Those responses will be evaluated by a team of VCCS and BRCC employees. Dr. Downey reported that some smaller construction companies are not happy with the Construction Management at Risk process, and have contacted the VCCS to discuss the procedures. They prefer the low bid process. VCCS is responding to their concerns.

Ms. Page reported that the drainage problems at the South end of Houff had been remedied by the contractor. Drain tiles were installed and there had been no further issues with water pooling in that area.

Dr. Downey reported that the College was notified by the Chancellor to expect a 7.5% reduction in state funding for 2017-18. This reduction will impact the College operating budget, not the local funds. The Governor will release the proposed budget in mid-December and the College will be working to develop a balanced budget.

Curriculum and Student Affairs

Ms. Diveley and Dr. Young reported for the committee.

Due to tightening of Financial Aid standards, a couple of curricula needed updating to streamline curriculum. **This was recommended from committee for approval; it was approved unanimously.**

Dr. Young reviewed the new course updates of Rotax Service and Maintenance courses in the Aviation Maintenance program.

This was recommended from committee for approval; this was approved unanimously.

Personnel Report.

Ms. Page reviewed the Personnel Report on page 32.

Enrollment update

Dr. Young distributed and reviewed the enrollment report. Fall finished at 5% down which is better than the last several years. Dr. Downey noted that headcount was down 1% with FTES down 5% indicating that students are taking fewer classes a semester.

Educational Foundation

Ms. Kiger reviewed the Annual Fund report to date noting there has been 100% Foundation Board participation this year and 91% of the College Board.

Spring Fling is April 21, 2017 with the theme of '50 and Fabulous'.

Ms. Kiger reviewed the info from the Major gifts campaign, reporting \$7,568,614 has been raised as of November 1, with a goal of another \$500,000 by December 31, 2016.

Ms. Kiger reported that the Foundation's recent audit went very well, noting that Tami King and Angie Glenn have managed the Foundation's accounting really well, even with the extra funds from the campaign.

Graduation

Dr. Downey reminded the board that graduation is Saturday, May 13, 2017 at 10 a.m. on the BRCC campus with an inclement weather location of JMU on Saturday, May 13 at noon. Dr. Downey asked the board to email any recommendations for graduation speaker to Ms. Jones.

Update from the President

The Chancellor reported that the governor has noted that higher education institutions will be asked for a 7.5% budget cut which equals about \$800,000 for BRCC. To prepare for potential budget cuts in the future, the Chancellor has created a shared services center in Botetout County to streamline services for travel, procurement, and timesheets in the VCCS.

Dr. Downey noted that before the recession 60% of our students were part time, now 80% of our students are now part time which is a concern because the longer it takes students to complete their degree, the more chances there are that something may impact their ability to continue and/or complete their degree.

Dr. Downey is working on an off-site college wide strategic planning retreat for next year to focus on what type of college we need to be in 5 years to the next 50 years.

October 2017 is Blue Ridge Community College's 50th anniversary so starting in the fall there will be a year-long series of events to celebrate including an open house for the community.

With no further business the meeting was adjourned at 8:15 p.m.

Approved 1/11/17

Ms. Joyce Colemon
College Board Chair

Approved 1/11/17

Dr. John A. Downey
College Board Secretary