

Blue Ridge Community College Board Minutes

The Blue Ridge Community College Board met Wednesday, March 8, 2017 at 6:30 p.m. in the conference room in Armstrong Hall. Those in attendance included:

Board Members Present

- Dr. Bruce Bowman
- Ms. Joyce Colemon, Board Chair
- Mr. Dave Metz
- Dr. Linda Revia
- Mr. Carl Rosberg
- Ms. Caroline Sponaugle
- Mr. Matt Sunderlin
- Mr. Frank Tamberrino

Board Members Absent

- Mr. Rodney Alderfer
- Ms. Lynn Diveley
- Ms. Beverly McGowan

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 (attended the Curriculum meeting but had to leave the full meeting early)
- Ms. Cynthia Page, Vice President of Finance and Administration
- Ms. Amy Kiger, Executive Director of the Blue Ridge Educational Foundation
- Ms. Kelly Jones, Executive Assistant to the President
- Mr. Dave Urso, Dean of Academic Affairs

Welcome and Call to Order

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

Moment in Mission

Dr. Urso presented 10 Myths of Division Office, highlighting the academic divisions of the college.

Approval of the Proceeding Meeting Minutes

Mr. Tamberrino moved that the minutes from the January 11, 2017 board meeting be approved; Mr. Sunderlin seconded and they were approved unanimously.

Finance and Facilities

As quorum was not present at the Finance and Facilities meeting so informational reports were presented to the committee, for the full board to vote on.

Ms. Page presented the local funds financial results for the current fiscal year through January 31, 2017. As noted at the prior meeting, the commissions for the Bookstore Fund are expected to be lower than budgeted due to the structure of the contract and reduced sales volume. Expenses will be managed so that the fund is not overspent.

Dr. Bowman moved to approve the reports from the Finance and Facilities committee and to file for audit; Dr. Reviea seconded and this was approved unanimously.

Ms. Page reviewed the status of construction projects:

Parking deck – Five bids were received for the construction of the deck. The lowest bid was \$510,000 over budget. The proposed design has been modified to eliminate features such as thin set brick, a precast wall at the back of the deck, a reduction of the amount of glass on the stairwells, etc. BRCC has agreed to infuse an additional \$128,000 into the project and to absorb the cost of the local inspection salary (\$60,000). Costs from non-construction items (commissioning, advertising, etc.) have been revised to add funds to the construction. With these actions, the project costs can be covered. The contracts have not yet been finalized.

Bioscience Building – Ms. Page reported that five companies have been shortlisted for the Construction Management of the Bioscience building. They are to submit information by April 6 and interviews are scheduled for April 28.

Ms. Page provided a handout which updated enrollment by locality for non-credit and credit programs

Ms. Page told the committee that the College does not intend to change student fees for the coming year for parking, student activities, or the recreation center. As a reminder, the VCCS sets the tuition rate.

Curriculum and Student Affairs

Mr. Tamberrino reported for the committee that **the following items were recommended from committee for approval; they were approved unanimously.**

1. Approval of new rationale:
 - a. For the Associate of Arts and Sciences degree
 - b. For the Associate of Science degree
 - c. For the Associate of Applied Science degree
2. Approval of course activation (all currently in the VCCS Master Course File):
 - a. ADJ 115 Patrol Procedures, ADJ 117 Police Communications and Records, ADJ 127 Firearms and Marksmanship, ADJ 130 Introduction to Criminal Law, ADJ 131 Legal Evidence, ADJ 240 Techniques of Interviewing, ADJ 241 Correctional Law
 - b. BIO 150 Introductory Microbiology, with pre-requisites
 - c. ENG 115 Technical Writing and addition to Approved General Education Courses for the Associate of Applied Science Degree programs
 - d. BIO 253 Biotechnology Concepts

- e. ITN 107 Personal Computer Hardware, ITN 262 Network Communication, Security and Authentication, and ITN 276 Computer Forensics I
3. Approval of new programs:
 - a. New specialization: AAS Information Systems Technology, Cyber Security
 - b. New AAS: Advanced Manufacturing Technology
 - i. New specialization: Mechatronics
 - ii. New specialization: Manufacturing Engineering Technology
 - iii. New specialization: Manufacturing Operational Excellence
 - iv. New specialization: Manufacturing Bio-Technology
 - v. CSC Mechatronics I, CSC Mechatronics II, CSC Mechatronics III, CSC Mechatronics IV
 - vi. CSC Engineering Technician I, CSC Engineering Technician II
 - vii. CSC Manufacturing Operations and Process Improvement I, CSC Manufacturing Operations and Process Improvement II
 - viii. CSC Manufacturing Biotechnology I, CSC Manufacturing Biotechnology II
 4. Approval of changes to the:
 - a. Associate of Arts and Sciences College/University Transfer degree
 - b. Veterinary Technology and Aviation Maintenance Technology AAS degree
 - c. Art: Introduction to Two-Dimensional Art CSC
 - d. Art: Introduction to Three-Dimensional Art CSC
 - e. Addition of ENG 115 Technical Writing to: Automotive Analysis and Repair (DIPL), Aviation Maintenance and Technology (on-campus and on-line AAS), Aviation Powerplant (on-campus and on-line CERT), Aviation Airframe (on-campus and on-line CERT), Mechanical Design Technology (AAS), Computer and Electronics (AAS), Computer and Electronics, Secure Computer Networking Specialization (AAS)
 - f. Health Technology, Nursing AAS
 - g. Information Systems Technology AAS
 - h. Information Systems Technology, Business Specialization AAS
 - i. Administration of Justice AAS
 - j. Administration of Justice, Corrections Specialization AAS
 - k. Administration of Justice, Law Enforcement Specialization AAS
 5. Approval of discontinuation of the:
 - a. High-Tech Crime Investigation CSC
 - b. Alternative Energy CSC
 - c. Business Management and Productivity CSC
 - d. Mechanical Maintenance CSC
 - e. Electrical Fundamentals CSC
 6. Approval of Prior Learning Manual additions/changes for:
 - a. Criminal Justice Academy training courses
 - b. BRCC Workforce Services
 - i. Welding for MEC 111
 - ii. Machining for MEC 112
 - c. Manufacturing Certifications
 - i. Manufacturing Specialist for IND 165
 - ii. Workkeys Certification for MAC 195
 - d. AP credit changes

- i. Computer Science Principles for CSC 200
- ii. Physics 1 for PHY 201
- iii. Physics 2 for PHY 202
- iv. Remove AP Physics B credit
- v. Title for Spanish Language to Spanish Language & Culture
- e. Changes to Certified Professional Secretary credit

Mr. Tamberrino shared these information items:

Leadership CSC MOU with JMU has been signed and the CSC has been forwarded to SACSCOC for approval.

1. GIS (Geographic Information Systems) CSC is tentatively approved by SACSCOC.
2. Notification and teach-out plan for the closing of the Augusta Center has been submitted to SACSCOC for approval.

Personnel Report

Ms. Page reviewed the Personnel report on page 167.

Enrollment Report

Dr. Downey distributed and reviewed the enrollment report. More BRCC students attend part time now than in the past. There has been a significant decrease in the adult student population so the college has been increasing adult outreach activities to encourage adult enrollment including a presence at county fairs, community centers, libraries, etc.

Foundation Report

Ms. Kiger distributed and reviewed current information regarding the major gifts campaign- \$8,552,376 with 471 first time donors out of 1140 total donors.

28% of the funds are unrestricted which allows the Educational Foundation Board to utilize funds in a variety of ways for students and the college.

Ms. Kiger reviewed information about the Foundation's Annual fund; there is a goal of \$125,000 for the year with the balance at the end of January at \$89,000. The development committee is hard at work toward the goal, with a lot more personal solicitations than what there has been in the past.

President's Report

Dr. Downey noted that he will send his goal report to the board by April 15 to use as part of the letter to the Chancellor for Dr. Downey's evaluation.

Dr. Downey is giving his annual presentations to the localities; Dr. Downey thanked the board members for their support of his presentations.

Dr. Downey reported that the VCCS Shared Services are coming quickly-VCCS is working to consolidate several areas early on to save money-leave, travel, and purchasing.

There looks to be about a 4.6% budget cut for the VCCS in the governor's budget which is still being approved, and the college is also planning for an 8.6 % enrollment decline. Administration is working with the VCCS to see if the college can offer retirement incentives. The VCCS is looking at software that helps students with registration, schedule planning, etc.; students input information and this software

creates a schedule. The VCCS is working to see if there are ways to make application/enrollment easier, more streamlined for students to encourage registration/attendance.

With no further business the meeting was adjourned at 7:25p.m.

Ms. Joyce Colemon
College Board Chair

Dr. John A. Downey
College Secretary