

# Blue Ridge Community College College Board Meeting

May 10, 2017

## Board Members Present

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

## Members Absent

- Mr. Carl Rosberg
- Ms. Lynn Diveley

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

## Welcome and Call to Order

Ms. Colemon welcomed everyone to the meeting and called the meeting to order.

## Minutes

It was noted that Rodney Alderfer was not at the March meeting so his name needs to be moved to the absent list. **Mr. Tamberrino moved to approve the minutes with the modification and Mr. Sunderlin seconded; this was approved unanimously.**

## Moment in Mission

Dr. Downey introduced the Enactus team and advisor Rebecca Evans provided information on the team, their projects and the national competition in late May in Kansas City. The team then gave their presentation for the board and entertained questions.

## Finance and Facilities Committee

Ms. Page presented the local funds financial results for the current fiscal year through March 31, 2017. Proposed budget revisions were reviewed.

Bookstore fund: A budget revision was requested to allow for the transfer of \$128,000 from the Bookstore fund to the Construction fund for the parking deck. \$28,000 of this will be paid by the BRCC Education Foundation and returned to local funds. The budget for unanticipated expenditures was reduced by the \$128,000 to allow for the transfer. The transfer is needed because the bids for the parking deck came in over budget. Some items were value-engineered out of the project and the College agreed to infuse additional funds; this transfer will provide the additional funds required.

Parking Fund: A budget revision was requested to provide for the transfer of funds from the Parking Fund to the construction fund for the payment of the debt on the parking deck in the prior fiscal year. The debt was properly paid from the Construction Fund, but the transfer of funds from the Parking Fund to the Construction Fund was not recorded in the prior fiscal year. The Parking budget line for recapitalization was reduced to provide funding for this transfer.

Construction Fund: A budget revision was requested to provide for the two transfers into the Construction fund from the Bookstore and Parking Funds as previously described and to set an expenditure budget for the \$128,000 additional funds for the parking deck and \$485,000 previously certified for the parking deck. **Mr. Alderfer reported that these are recommended from committee for approval; the budget was approved unanimously.**

#### Local Funds Budgets for 2017-18

Ms. Page presented proposed budgets for 2017-18 local funds. The presentation included projected results for 2016-17 that were the basis for the 2017-18 budget. Revenue budgets related to student fees were reduced by 5% to reflect an anticipated reduction in enrollment for the 2017-18 year. Expenses were adjusted accordingly. Funds are budgeted in the Construction fund for the agency contribution to the parking deck and Bioscience building. **Mr. Alderfer reported that the committee recommended the proposed budgets for approval and to be filed for audit; this was approved unanimously.**

#### Facilities Projects Update

Ms. Page reviewed the status of construction projects.

Parking deck – The College received the notice to proceed with the project on May 3, 2017 and work has begun with the installation of the silt fencing. The construction is projected to take 8 to 9 months to complete, which means it may not be ready for second semester of next year.

Bioscience Building – Three firms were interviewed on April 28, 2017, for the Construction Management of the Bioscience building. The committee's input along with the price proposals will determine the successful offeror. The VCCS system office is in the process of reviewing and making final selection.

#### Curriculum Committee

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

1. Approval of new rationale for the Associate of Fine Arts degree-.
2. Approval of new programs:
  - a. New Associate of Fine Arts degree, Visual Arts
  - b. New Specialization: AA&S College/University Transfer, Psychology Specialization
  - c. New Career Studies Certificate: Early Childhood Development
3. Approval of name change for the AAS in Business Management Administrative Assistant Business Specialist Specialization to AAS in Business Management Administrative Assistant Specialization.
4. Approval of discontinuation of the Basic Office Skills CSC
5. Approval of course activation (currently in the VCCS Master Course File)
  - a. For Art 287 for the new AFA degree
  - b. For PED 152 Basketball and PED 170 Tai Chi I.
  - c. For CHD 120, CHD 145, CHD 145, CHD 205, and EDU 235 for the Early Childhood Development CSC
  - d. For EDU 293 for special offering to public school teachers
6. Approval of Prior Learning Manual changes:
  - a. Delete CCNA Certification
  - b. Change verbiage for Credit for Licensed Practical Nurses (LPN)
  - c. Changes to CLEP exam credit awards
  - d. Changes to DSST exam credit awards
  - e. Changes to Cambridge exam credit awards
  - f. Changes to International Baccalaureate exam credit awards
7. Approval of 2017 – 2018 Curriculum Advisory Committees that were distributed to the full board via email a week prior to the meeting

Dr. Young reviewed the following informational items;

1. Manufacturing AAS degree – held out of 2017-2018 catalog pending SCHEV and SACS
2. Next year
  - a. Automotive revision (delete Diploma and add AAS)
  - b. Nursing AAS revision – Statewide program for fall 2018

#### Personnel report

Ms. Page reviewed the personnel update.

#### Enrollment Report

Dr. Young distributed and reviewed the current enrollment report, noting enrollment is down 7 ½ % for the year.

#### BRCC Educational Foundation Report

Ms. Kiger gave an update for the Foundation, reviewing the annual report and noting that they are hoping to make the \$125,000 goal by June 30, 2016. Ms. Kiger reviewed the results of Spring Fling, noting it netted more than \$66,000 which is the best total in the last several years. Spring Fling 2018 will be Friday, April 20.

Ms. Kiger reviewed the schedule of upcoming activities including the 50th anniversary gala on September 23.

Ms. Kiger noted that the Foundation and the BRCC Financial Aid Office are working to make it easier for high school students to get scholarships while they are still in school so they can receive notification at the end of year school assemblies. In the past, the application deadline has been closer to the beginning of classes in August; Financial Aid has created a two-tier process so that graduating seniors can apply for early scholarships and there will still be scholarships available later in the summer so people enrolling in August will not miss out on opportunities.

#### Old Business

##### President's Evaluation

Ms. Coleman asked the BRCC staff to step out of the meeting while they reviewed and discussed Dr. Downey's evaluation letter to the Chancellor. **After the board approved and Ms. Coleman signed the letter,** the staff rejoined the meeting.

#### New Business

##### Report from the President

Dr. Downey thanked Bruce Bowman and Caroline Sponaugle, as well as recognizing Carl Rosberg, for their service to the board as their terms end June 30 and they are not eligible for reappointment. Each were given an engraved mantle clock.

##### Election of New Officers

Dr. Downey reported that Ms. Coleman's term as chair will expire June 30 and presented her with a plant, thanking her for her service. **Dr. Bowman nominated current Vice-Chair Dr. Reviea as chair and this was approved unanimously. Mr. Tamberrino nominated Mr. Sunderlin for Vice-Chair; this was approved unanimously.**

Dr. Downey noted that new board members John Matherly (Waynesboro), Debra Callison (Augusta County) and Michael Bedwell (Highland County) will be joining the board as of July 1 and there will be a new board member orientation on July 20.

#### July Meeting

**Mr. Alderfer recommended canceling the July meeting due to lack of agenda items and Mr. Tamberrino seconded; this was approved unanimously.**

Dr. Downey reported that there will be two Foundation sponsored events next year where the Foundation would like to offer alcohol so he asked the board to approve the gala in the fall celebrating the college's 50<sup>th</sup> anniversary and Spring Fling in April.

**Mr. Metz moved to approve alcohol at these events and Mr. Alderfer seconded; this was approved unanimously.**

#### President's Report

Dr. Downey noted that enrollment continues to decline as unemployment remains really low, especially in adults 25-55 years old. The college is looking into ways to increase enrollment including looking at how other institutions are offering classes-distance learning, ways to package groups of classes, Saturday classes, and hiring a recruitment specialist.

To help offset some of the financial impact of the enrollment decline, the college has offered early retirement/WTA to several employees. One of the requirements of WTA is that the position has to be eliminated for at least 3-5 years, so there will be adjustments in departments and across campus.

The college will be looking at programs to make sure there is still a need for them, they are being offered efficiently, etc.

The VCCS is looking at the decline of enrollment across the state-having all colleges participate in a Noel Levitz seminar. The state is also investing in software that is focused on student's retention.

The college will have a retreat in the fall which will focus on was to improve/focus to the future.

It was recommended to look at expanding the programs that are doing well/if there is a need in the area. Nursing was noted to be a program that has a waiting list, but there is a limiting factor of clinical time/space availability, especially pediatrics and ob/gym.

With no further business the meeting was adjourned at 8:25p.m.

---

Ms. Joyce Colemon  
College Board Chair

---

Dr. John A. Downey  
College Secretary