

**Blue Ridge Community College**  
**College Board Meeting**  
**May 9, 2018**

**Board Members Present**

- Mr. Rodney Alderfer
- Ms. Debra Callison
- Ms. Joyce Colemon
- Ms. Lynn Diveley
- Mr. John Matherly
- Ms. Beverly McGowan
- Dr. Linda Revia
- Mr. Matt Sunderlin
- Mr. Frank Tamberrino

**Members Absent**

- Mr. Michael Bedwell
- Mr. Dave Metz

**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**

Dr. Revia welcomed everyone and called the meeting to order.

**Moment in Mission**

Dr. Downey introduced BRCC Enactus team, explaining that they will be competing in the National Enactus competition in the next few weeks. The team gave the presentation they will be giving at the competition which highlights projects they have worked on locally and internationally throughout the year.

**Minutes**

**Ms. Diveley moved to approve the minutes from the March 14, 2018 College Board meeting and Mr. Matherly seconded; they were approved unanimously.**

## Finance and Facilities Committee

### Local Funds Financial Report

Ms. Page distributed and reviewed the local funds financial reports which were updated from the ones in the book, for July 1-March 31, 2018. **Mr. Alderfer reported that these were recommended from committee for approval and to be filed for audit; they were approved unanimously.**

Ms. Page distributed the Projected Results for 2017 and 2018 and the Proposed Budget for 2018-2019. **Mr. Alderfer reported that these reports were recommended from committee for approval and to be filed for audit; they were approved unanimously.**

## Curriculum and Student Affairs Committee

Mr. Tamberrino reported for the committee, referring to the lengthy agenda.

**Action Items-**Dr. Young explained the changes in the health sciences certificate to the new CSCs which are embedded in the transfer program. **Mr. Tamberrino reported that these were recommended from committee for approval; they were approved unanimously.**

1. Approval of new CSCs
  - a. CSC in Pre-Nursing
  - b. CSC in Pre-Veterinary Technology
  - c. CSC in Pre-EMS
  - d. CSC in Pre-Respiratory Therapy
  - e. CSC in Pre-Funeral Services
2. Approve new course proposal "Animal Behavior for Veterinary Assistants". Dr. Young reported that this is a high school dual enrollment class provided at another college in partnership with BRCC. This will provide the completion of a certificate for students who complete this course. **Mr. Tamberrino reported that this was recommended from committee for approval; this was approved unanimously.**

## Consent Agenda

1. Program Changes-Mr. Tamberrino reviewed the consent agenda, noting that the changes are to make the programs work better for students. **Mr. Tamberrino reported that the consent agenda was recommended from committee for approval; this was approved unanimously.**
  - a. Administration of Justice
    - i. Add ADJ 115 as an option for ADJ 140
    - ii. Add ADJ 241 as an option for ADJ 211

- iii. Activate ADJ 150 Introduction to Security Administration from the VCCS Master Course File to the BRCC Catalog.
  - iv. Add ADJ 150 as an option for ADJ 140, ADJ 117 or ADJ 115
  - v. Replace SOC 236 with a sociology elective
  - vi. Add EMS courses as HLT/PED Electives
  - vii. Add MTH 132 Business Mathematics as an option for MTH 154 or approved natural science elective
  - viii. Remove PLS 211 and PLS 212 from approved social science electives
  - ix. Replace SOC 200 or PSY 200 with Psychology elective
  - x. Add EMS courses as options for Other Approved Elective; add approved sociology or approved psychology elective as option for Other Approved Elective.
  - xi. Revise Credit for Prior Learning Manual:
    - 1. Award credit for ADJ 150 Introduction to Security Administration
    - 2. Award credit for ADJ 140 Introduction to Corrections
    - 3. Award credit for ADJ 100 Survey of Criminal Justice and ADJ 133 Ethics for the Criminal Justice Professional
  - xii. Approve CSC in Criminal Justice
- b. Remove ADJ 212 Criminal Law, Evidence and Procedures II from the list of approved electives for the AA&S.
  - c. Remove BIO 141 and BIO 142 from the CSC in Medical Coding – Hospital, add BIO 145, Reduce the number of credits from 24 to 20
  - d. Replace PHY 201 General College Physics with PHY 100 Elements of Physics in Manufacturing Engineering Technician II.
  - e. Replace EGR 127 Introduction to Computer Programming with EGR 120 Introduction to Computer Engineering in the AAS in Mechanical Design Technology.
  - f. Emergency Medical Services
    - i. Activate new courses to be used in the updated VCCS statewide curriculum
    - ii. Revise the AAS in Emergency Medical Services to reflect newly approved courses
    - iii. Revise the CSC in Advanced EMT to reflect inclusion of newly approved courses.

- iv. Revise the Certificate in Paramedic to reflect inclusion of newly approved courses.
- v. Discontinue previously approved EMS courses.
- vi. Revise Credit for Prior Learning Manual:
  - 1. Update credit awarded for National Registry Advanced EMT Certification
  - 2. Update credit awarded for National Registry Paramedic Certification
  - 3. Remove prior awards for A-EMT and Paramedic.
- g. Revise CSC in Veterinary Assisting to include the new Animal Behavior for Veterinary Assistants course as an option to VET 236
- h. Nursing
  - i. Revise Credit for Prior Learning Manual section 12.0 to update the criteria for credit awarded to LPN students transitioning into the RN program.

## 2. Course Revisions

- a. Reduce ESL 42 from 6 to 3 credits. Add CST 110 as a co-requisite course
- b. Remove prerequisites from ITN 260 Networking Security Basics.
- c. Add ITN 260 Network Security Basics as a prerequisite or co-requisite for ITN 262 Network Communication, Security and Authentication
- d. Discontinuation of ENG 116
  - i. Revise the Rationale for General Education Courses in the Associate of Applied Science programs.
  - ii. Revise the Approved General Education Courses for Associate of Applied Science Degree Programs
  - iii. Replace ENG 116 Writing for Business with ENG 115 Technical Writing as a pre-requisite to BUS 270 Interpersonal Dynamics
  - iv. Replace ENG 116 Writing for Business with ENG 115 Technical Writing in AAS in Accounting, AAS in Information Systems Technology, AAS in Information Systems Technology Business Specialization, Certificate in Airframe Maintenance (on-campus), and CSC in Computer Help Desk
  - v. Remove ENG 116 Writing for Business from the following programs (ENG 115 previously added as an option): AAS in Aviation Maintenance Technology (on-campus and distance), Certificate in Powerplant

Maintenance (on-campus and distance), and Airframe Maintenance (distance).

vi. Discontinue ENG 116 in the BRCC Catalog

3. Curriculum Discontinuation
  - a. Certificate in Health Sciences
  - b. Career Studies Certificate in Web Design and Development
4. Approval of 2018-2019 Curriculum Advisory Committees

### **INFORMATION ITEMS**

1. Nursing
2. Emergency Medical Services
3. Associate of Fine Arts

Dr. Young reviewed the information items on the agenda.

### **Personnel Report**

Ms. Page reviewed the personnel report on page 112.

### **Enrollment**

Dr. Young distributed and reviewed the enrollment report noting that as of this morning BRCC's Summer Enrollment is up about 6% and Fall Enrollment is currently about even as of this time last year.

### **Educational Foundation**

Ms. Kiger reviewed the reports for the BRCC Educational Foundation, noting the annual fund is currently over \$124,000 so they are very optimistic about reaching the Annual Fund goal of \$125,000. The Development Committee is recommending an annual fund goal of \$130,000.

Ms. Kiger reported that Spring Fling went very well with a net revenue for the Annual Fund of approximately \$62,500. The Annual Fund provides unrestricted funds that the Foundation uses to support tutoring, equipment, online catalog and curriculum software, the EMS program startup and more. Ms. Kiger will provide more detailed info at the fall board meeting of projects/items being supported this year.

Ms. Kiger noted that BRCC Financial Aid had two deadlines this year so that high school students can apply earlier and scholarships can be awarded at high school assemblies so BRCC will have a presence there for the first time.

### **Old Business**

#### **Presidents' Evaluation Process**

The BRCC Staff left the room for the board to have a closed session to discuss Dr. Downey's evaluation letter which will be sent to the Chancellor.

### **July Meeting**

**Ms. Callison recommended cancelling the July board meeting and this was seconded by Mr. Tamberrino; this was approved unanimously.**

### **President's Report**

Dr. Downey gave an update on projects around campus including the Bioscience Building groundbreaking and the parking deck.

Dr. Downey reminded the board that they are invited to the College Awards Day Assembly this Friday, May 11 at 10 a.m. followed by lunch. There will be two pinnings Friday night-Nursing at 5 p.m. at Bridgewater College and Vet Tech at 7 p.m. at Turner Ashby High School.

Graduation is this Saturday, May 12 with breakfast for the platform party at 8:30 a.m. followed by the ceremony at 10 a.m.

Dr. Reviea will be moving out of the area so this was her last board meeting. Dr. Downey presented her with an inscribed clock and thanked her for her service on the board. Mr. Matt Sunderlin, Vice Chair will fill the term as chair for the next year.

With no further business, the meeting was adjourned at 8:05 p.m.

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Mr. Matt Sunderlin  
College Board Vice-Chair

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Dr. John A. Downey  
College Secretary