

**Blue Ridge Community College  
College Board Meeting  
November 8, 2023**

**Board Members Present**

- Ms. Kelly Blosser
- Mr. John Butler
- Ms. Debra Callison, Chair
- Robin Crowder
- Mr. Tony Davenport
- Ms. Vermell Grant
- Ms. Janet Ewing
- Ms. Sandra Hernandez
- Ms. Capitola "Cappie" Hull
- Mr. John Matherly
- Ms. Cathy Welsh, Vice-Chair

**College Staff in Attendance:**

- Dr. John Downey, President of the College and Secretary of the Board
- Ms. Anastasia Triplett, Vice President of Finance and Administration
- Dr. Dave Urso, Vice President of Student Affairs
- Ms. Amy Kiger, Executive Director of the BRCC Educational Foundation
- Ms. Sandi Belcher, Executive Assistant to the President

**Welcome and Call to Order**

Ms. Callison welcomed everyone and called the meeting to order at 5:59 pm. She asked each person in attendance to introduce themselves with a brief description.

**Moment in Mission**

Dr. Downey announced that the *Moment in Mission* would be a Board Orientation segment for new Board members (Mr. Crowder and Mr. Davenport), as well as a good brush up for the remaining Board members to refamiliarize them with expectations and procedures. Dr. Downey covered each section of the Manual, giving a brief overview of each one and pointing out various aspects that each member should be aware of.

**Approval of Sept. 13, 2023 Minutes of Proceedings**

**\*The motion was made by Ms. Welsh and seconded by Ms. Blosser and was passed unanimously.**

**Finance and Facilities Action Report**

Ms. Triplett presented the local funds financial results for fiscal period July 1, 2023 – September 30, 2023. **\*A motion for approval and the report be filed for audit was made by Mr. Butler, seconded by Ms. Blosser and approved unanimously.** Ms. Triplett reported on the status of the Truck Driving Range project and went over drawing of the plan. Ms. Triplett then presented the Emergency Operations Plan

and stated that it had been revised to be more concise and clear about the college's procedures in case of various emergencies. She also stated that it is a plan that will be reviewed annually. There was a brief discussion to clarify some points. **\*Ms. Welsh made a motion and Mr. Butler seconded that the Plan be approved. It passed unanimously.**

#### **Curriculum and Student Affairs Action Report**

Dr. Urso reported that there was one new course, five revisions, and five new programs that needed approval from the Board. **\*Ms. Ewing made a motion to approve VET 217 being added as a new course. Mr. Butler seconded and the motion passed unanimously.** Before a motion was made for the five revisions to programs, Dr. Urso pointed out that the first one was inadvertently described as a discontinuation rather than a choice. **\*The motion was made by Mr. Matherly, noting the correction, that the five revisions be approved as follows: AAS in Criminal Justice, choice between ADJ 211 and ADJ 227; CSC in Criminal Justice Foundations AND CSC in Applications in Law Enforcement, choices between ADJ 227 and ADJ 211 for both; CSC in Criminal Justice Advanced, choice between ADJ 215 and ADJ 229; CSC in Creative Design & Marketing II, replace ART 122 with ART 223; revision of AS in Science. The motion was seconded by Ms. Grant and passed unanimously. \*Lastly, Ms. Ewing made a motion to approve five new programs as follows: AS in Computer Science, AS in Education, AS in Social Science, AS in General Studies, and AA in Liberal Arts. The motion was seconded by Mr. Butler and passed unanimously.**

#### **Personnel Report**

Ms. Triplett reviewed the Personnel Report.

#### **Enrollment Update**

Dr. Urso distributed and reviewed the enrollment reports for both FTEs and Fast Forward.

#### **Educational Foundation**

Ms. Kiger reviewed the Foundation reports, which includes the Blue Ridge and All Funds Comparison reports. In addition, Ms. Kiger reported that the VCCS IAC Professional Development Conference was held on BRCC's campus and attended by Chancellor. 22 out of 23 Foundation Directors in the VCCS were in attendance. The President's Luncheon took place on Friday, Oct. 13. Lastly, Ms. Kiger reported that BRCC's Vet Tech program was awarded the Youth in Philanthropy award and BRCC's Local Board Chair Debra Callison was awarded the Spirit of Philanthropy award for the NPD.

#### **Old Business**

There was no old business to discuss.

#### **New Business**

- A suggestion was made that the committees of Finance and Facilities and Curriculum and Student Affairs be discontinued, since most of the information discussed in the committees prior to the Board meeting is repeated during the main meeting. In its stead, it was suggested that the two Chairs of those committees, currently held by Ms. Ewing and Mr. Butler, continue in the capacity of an Executive Committee. Their main function would be to oversee any important business that may come up. An example of this would be Dr. Downey's evaluation each year. **\*Mr. Crowder made a motion that this be the plan moving forward. It was seconded by Mr. Matherly and passed unanimously.** *OF NOTE: This executive committee will need to be elected every September, at the start of the new academic year.*

- Dr. Downey reported that a speaker for Graduation has been contacted and confirmation is pending. He asked the Board to contact him with any suggestions for future Graduation Speakers moving forward from 2025 and beyond.
- Dr. Downey also reported that the College's Planning Committee has recommended that, after a review of the Institutional Mission, it be left as is for 2024. **\*Ms. Ewing made a motion that the Board recommends that the College's Institutional Mission remain as is for 2024. Mr. Matherly seconded and it was passed unanimously.**
- Report from the President – Dr. Downey reported that the 17<sup>th</sup> annual Hunger Symposium took place the last week of October and was a great success. Highlights of the week were a Hunger Simulation presentation that serves as a compelling illustration of food availability. A nursing class participated and students later spoke about how the experience re-shaped some of their thinking about hunger issues. The annual Empty Bowl dinner took place on Thursday evening as a fundraiser (in addition to a couple of luncheon events during the week), and the week was rounded out with a theatrical performance from the Shenandoah Cabaret, which was also a fundraiser. A total of over \$4500 was raised and all proceeds go to the Blue Ridge Area Food Bank. One other highlight of note was that, after a panel discussion from area Pantry volunteers, in which it was stated that bi-lingual volunteers are in short supply and very much needed, three bi-lingual BRCC students now volunteer at some of the area's food pantries. Upcoming event of note are: Annual Legislative Breakfast on Thursday, December 7 (Board is invited to attend); Upcoming meeting with the Aspen Institute that both BRCC and JMU will participate in; and that the College is in full-swing to prepare for the on-site visit from SACSCOC next September 2024.

#### **Public Input**

No members from the public were in attendance.

There being no further business or discussion, the meeting was adjourned at 8:09 pm.

*Respectfully submitted by Ms. Sandi Belcher*