

**Blue Ridge Community College  
College Board Meeting  
May 8, 2024**

**Board Members Present:**

- Ms. Debra Callison
- Mr. Tony Davenport
- Ms. Janet Ewing
- Ms. Sandy Hernandez
- Ms. Capitola "Cappie" Hull
- Mr. John Matherly
- Ms. Cathy Welsh

**Board Members Absent:**

- Ms. Kelly Blosser
- Mr. John Butler
- Mr. Robin Crowder
- Ms. Vermell Grant

**College Staff in Attendance:**

- Dr. John Downey, President of the College and Secretary of the Board
- Dr. Dave Urso, Vice President of Academic Affairs
- Ms. Anastasia Triplett, Vice President of Finance and Administration
- Ms. Amy Kiger, Executive Director of the BRCC Educational Foundation
- Ms. Sandi Belcher, Executive Assistant to the President
- Ms. Jackie Estes, Pharmacy Tech Program, Workforce and Continuing Education

**Welcome and Call to Order**

Ms. Callison welcomed everyone and called the meeting to order at 6:03 pm.

**Moment in Mission**

Dr. Downey introduced Ms. Jackie Estes, Pharmacy Tech Instructor for the Workforce and Continuing Education division of the college, to lead the Board in a tour of the Pharmacy Tech Lab.

**Approval of March 13, 2024 Minutes of Proceedings**

Motion to accept the minutes was made by Mr. Matherly and seconded by Mr. Davenport. They were approved and unanimously passed.

**Reports**

- A. Finance and Facilities** - Ms. Triplett reported on the Finance and Facilities committee meeting and summarized the financial reports. Ms. Triplett went over each report. **\*Ms. Ewing moved and Mr. Matherly seconded that the Board vote for approval of The Financial Reports from July 1, 2023 – March 31, 2024 as presented and file them for audit. The motion was passed unanimously. Next, Ms. Welsh moved and Ms. Hull seconded that the Board vote for approval of the FY25 Local Board Budget, noting that some of it is dependent on the outcome of the state budget and that HEERF funds were not included, as presented and file them for audit. The motion was passed unanimously.** Ms. Triplett then gave an update on the CDL

Project, showing the Board drawings of what the truck site will look like once completed, including an out building on the grounds. She also spoke of future projects on the horizon: conducting a space study, looking at the monument and pedestrian signage, and some minor security upgrades.

**Academic Affairs** – Dr. Urso began his report with information items that included an update on Dual Enrollment Legislation; the Lab School and BRidge Program. Dr. Urso suggested, and the Board agreed to discuss all the proposed Action Items with regard to program changes and then, if there were no problems, to vote on them en masse. The proposed changes are as follows: Adoption of 10 VCCS master Course File approved courses for inclusion in BRCC programs; Discontinuation of 6 PED/HLT courses that have not been offered in several semesters; An edit to AST 101 Keyboarding I, increasing from 2-credits to 3-credits; Recommendation of approval of updates to the General Education Rationales for the Associate of Science, Associate of Arts, and Associate of Arts and Sciences; Recommendation of program edits to 7 transfer programs that will better serve students; Discontinuation of 2 Associate of Science programs, as they are now represented as individual Associate of Science degrees; Adoption of 3 new business-related Career Studies Certificates; Edit to CSCs – combine Supervisor Basics I and II; Revisions to CSC in Office Professional Technologies; Discontinuation of AAS in Business Management, Administrative Assistant Specialization; revisions to the Associate of Applied Science in Business Management; Revisions to the related certificates in Emergency Medical Services; Addition of ADJ 138 to the AAS in Criminal Justice; Discontinuation of the Associate of Applied Science in Advanced Manufacturing Technology, Manufacturing Biotechnology specialization and its related career studies certificates. **\*Ms. Welsh made a motion, seconded by Mr. Davenport, to approve the list. The motion passed unanimously.** Dr. Urso presented the list of members of the BRCC Advisory Committees. **\*Ms. Welsh made a motion to approve, seconded by Mr. Matherly. The motion passed unanimously.**

Secretary Downey asked Ms. Triplett to give the Personnel Report. She noted that one faculty member needed to be added to the list of retirements.

Secretary Downey asked Dr. Urso to give an enrollment update.

Secretary Downey asked Ms. Kiger to give the Educational Foundation report. Ms. Kiger noted that Board participation of contributions to the Foundation are at 100%. She presented a report on the Blue Ridge Fund Comparison, results from the spring fundraiser Casino Royale, and the totals of the All Funds Comparison report. Ms. Kiger also mentioned that there were almost 200 people in attendance, including the Chancellor, for the President's Scholarship Luncheon, and that recruitment for new Board members is underway.

### **Old Business**

Board Self-Evaluation – Ms. Callison noted that there was 100% participation in the evaluation and she expressed her appreciation. Dr. Downey asked the Board to discuss his evaluation in a closed session. **\*Ms. Ewing moved and Ms. Welsh seconded that the Board move into closed session to discuss Dr. Downey's evaluation. The motion passed unanimously and BRCC staff left the room. \*Upon return, Ms. Ewing moved and Ms. Hull seconded that the Board move out of closed session. The motion passed unanimously. \*Each Board member present (Ms. Callison, Mr. Davenport, Ms. Ewing, Ms. Hernandez, Ms. Hull, Mr. Matherly, and Ms. Welsh) audibly certified that they only discussed Dr. Downey's evaluation while in closed session. \*Ms. Ewing moved and Ms. Hull seconded that the Board accept the letter containing Dr. Downey's evaluation, written by the Chair. The motion passed unanimously.** The evaluation letter from the Board was presented to Ms. Belcher to be delivered to the Chancellor's office.

**New Business**

**\*Mr. Matherly moved and Ms. Hull seconded the cancellation of the July meeting. The Board passed the motion unanimously.** Dr. Downey updated the Board on the College's upcoming graduation and pinning ceremonies. He also announced that the College's annual Awards Day would be held the following morning, on Thursday, May 9. Finally, he spoke on the status of the budget with the upcoming General Assembly vote and talked about the SACSCOC reaffirmation process.

**Public Input**

No members from the public were in attendance.

There being no further business or discussion, the meeting was adjourned at 8:30 pm.

***\*Items requiring action***

*Respectfully submitted by Ms. Sandi Belcher*