

**Brightpoint Community College
Board Meeting Minutes
June 13, 2024**

The Brightpoint Community College Board meeting convened at 9:30 a.m. on the Midlothian Campus, on Thursday, June 13, 2024.

Members Present:

Bill Barnes
Eldon Burton
Elliot Eliades
Linda Gholston
Michelle Johnson
Bernard Lundy
Deborah Marks
Kenneth Pritchett
Douglas Smith
Lorie Camp Southall
Joseph Tylus
Christine Wilson
Lisa Winfield

Members Absent:

Morgan Ingram

Staff Present:

Bill Fiege, President
Kara Armstrong, Assistant to the President
Mikell Brown, Interim Vice President for Learning & Student Success
Frances Davis, Faculty Association Representative
Susan Grinnan, Vice President of Operations
Chip Kramer, Director of Facilities & Safety
Dana Newcomer, Associate Vice President, Sector Strategies and Programs, CCWA
Keri-Beth Pettengill, Director of Institutional Effectiveness
Natolyn Quash, Vice President of Finance and Administration

1. CALL TO ORDER – Kenneth Pritchett

The meeting was called to order at 9:30 a.m.

2. CLOSED SESSION: EVALUATION OF DR. WILLIAM C. FIEGE

EXECUTIVE SESSION

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A motion was made by Mr. Barnes, seconded by Mr. Eliades, that “IN ACCORDANCE WITH SECTION 2.1-344 (a) OF THE CODE OF VIRGINIA, THE BRIGHTPOINT COMMUNITY COLLEGE BOARD CONVENE IN CLOSED SESSION TO DISCUSS THE EVALUATION OF THE PRESIDENT.” The motion passed unanimously.

EXECUTIVE SESSION

OPEN SESSION

A motion was made by Mr. Eliades, seconded by Dr. Winfield, that “THE BRIGHTPOINT COMMUNITY COLLEGE BOARD RECONVENE IN OPEN SESSION.” The motion passed unanimously.

Certification of Closed Session:

Mr. Pritchett stated:

“THE BRIGHTPOINT COMMUNITY COLLEGE BOARD HAS CONCLUDED ITS CLOSED SESSION AND IS HEREBY IN OPEN SESSION OF THE MEETING. WE WILL NOW TAKE A RECORDED VOTE THAT WILL BE INCLUDED IN THE MINUTES CERTIFYING THAT ONLY SUCH PUBLIC BUSINESS IDENTIFIED IN THE MOTION TO CONVENE IN CLOSED SESSION WAS DISCUSSED.”

(Attachment 1 to the minutes includes certification documentation.)

3. PUBLIC COMMENT – Kenneth Pritchett

There was no public comment.

4. ADOPTION OF THE MINUTES – Kenneth Pritchett (Tab 1)

A motion was made by Ms. Johnson, seconded by Dr. Marks, that “THE BOARD APPROVE THE MINUTES OF MEETING DATED FEBRUARY 8, 2024 AS PRESENTED.” The motion passed unanimously.

5. ACADEMIC PROGRAMS – Mikell Brown

Dr. Brown presented the following programs to be renamed.

- Information Technology, AAS to Information Systems Technology, AAS
- Information Systems, AS to Information Technology, AS

Dr. Brown presented the following new programs.

- Construction Supervision, CSC
- Advanced Placement Bridge to Paramedic, CSC

Dr. Brown presented the following program to be discontinued.

- Business Administration Paralegal Specialization, AS

A motion was made by Mr. Barnes seconded by Dr. Marks, that “THE BOARD APPROVE THE INFORMATION SYSTEMS TECHNOLOGY, AAS AND INFORMATION TECHNOLOGY, AS, RENAMING; THE NEW CONSTRUCTION SUPERVISION, CSC AND ADVANCED PLACEMENT BRIDGE TO PARAMEDIC CSC; AND THE DISCONTINUED BUSINESS ADMINISTRATION PARALEGAL SPECIALIZATION, AS, AS PRESENTED.” The motion passed unanimously.

6. STUDENT ACTIVITIES BUDGET – Mikell Brown

Dr. Brown presented the student activities budget that was provided prior to the meeting. She explained that the budget is identical to the FY24 approved budget and after reviewing, both she and Ms. Quash determined that the current budget will suffice and will be revisited next year.

A motion was made by Mr. Eliades, seconded by Dr. Winfield, that “THE BOARD APPROVE THE STUDENT ACTIVITIES BUDGET AS PRESENTED.” The motion passed unanimously.

7. PROPOSED 2024-2025 MEETING DATES - Bill Fiege

Dr. Fiege reminded the board of the meeting schedule. Due to the Chancellor modifying the college president’s evaluation schedules, we will need to have the last meeting in May, rather than in June. The board discussed and agreed that the last meeting will be scheduled for May 15.

A motion was made by Ms. Johnson, seconded by Dr. Marks, that “THE BOARD APPROVE THE PROPOSED 2024-2025 MEETING DATES WITH MODIFICATIONS AS PRESENTED.” The motion passed unanimously.

8. PROPOSED 2024-2025 COMMISSION AND PARKING BUDGET – Natolyn Quash

Ms. Quash presented the proposed 2024-2025 commissions and parking budget that was sent prior to the meeting. She reviewed the revenue and expenditures. The proposed FY25 total revenue is \$505,000 and total expenditures is \$882,354.

A motion was made by Mr. Barnes, seconded by Ms. Johnson, that “THE BOARD APPROVE THE PROPOSED 2024-2025 COMMISSION AND PARKING BUDGET.” The motion passed unanimously.

9. FY2025-FY2026 PARKING PLAN - Natolyn Quash

Ms. Quash presented the FY2025 and FY2026 parking plan that was provided prior to the meeting. She explained that this is a requirement of the VCCS. Requirement of VCCS. She noted that refurbishment of the CDL lot at Chester has been added to both of the plans as significant repairs are needed.

A motion was made by Dr. Winfield, seconded by Dr. Marks, that “THE BOARD APPROVE THE FY2025-FY2026 PARKING PLAN AS PRESENTED.” The motion passed unanimously.

10. LOCAL FUNDS BUDGET – Natolyn Quash

Ms. Quash presented the local funds budget ending May 31, 2024. She thoroughly reviewed each account and explained the expenditures.

11. DAY IN UPDATE - Bill Fiege

Dr. Fiege reminded the Board of his plans to have “Day In” meetings with each locality. So far, he and a team from the college have had meetings in Colonial Heights and Surry County. While in Surry County, they were able to take tours, engage with staff and able to go into the classrooms and watch faculty teaching classes. In Colonial Heights, they met with the superintendent and the staff. They also were able to engage with the fire chief and police department. He is looking forward to setting up more “day in” meetings in the near future. At this time, the meetings are on hold through the summer. There will be two new vice presidents starting in July and he would like for them to be able to engage with the services areas as well. The goal is to start having the meetings again in the fall and will continue to have them more often.

12. COLLEGE HIGHLIGHTS – Bill Fiege

Dr. Fiege shared that enrollment is up! FTE is over 20% and headcount is up 15%. These numbers are based on summer trends. Graduation rates and student success rates are also up. Dr. Fiege also shared the following highlights. Our accreditation was reaffirmed by SACSCOC with 0 citations. The pharmaceutical lab was constructed at the Chester campus. We received a significant gift from HCA to being the Radiologic Technology AAS program. We’ve recreated more wrap around services to better support our students, such as TimelyCare, a food pantry, a clothing closet, CAPS program, bus transportation to Chester and the emergency fund.

13. COLLEGE UPDATES – Bill Fiege

Dr. Fiege shared the following college updates. The college is preparing for the onboarding of the new vice presidents of academic affairs and student affairs. We are also relaunching the search for the Executive Director of the Foundation. Pending expected state financial support, we will convert classroom space to expand skilled trades and healthcare opportunities in Chester and Midlothian. We will be hosting inauguration activities during the month of October. Inauguration is scheduled for October 18 at 10:30 a.m. at the Midlothian campus. The ceremony will be outdoors. After the ceremony, there will be a lunch reception. We will also be hosting an advisory board dinner on October 17. The Local Board, Foundation Board and Real Estate Foundation Board will be invited to attend. The timeframe is still being discussed and there will be more details available in the near future. The event will be held at the Chester campus.

14. COLLEGE PRIORITIES – Bill Fiege

Dr. Fiege shared the College Priority Overview and discussed the following Strategic Focus Areas; communication and engagement, educational excellence, culture of care, student success, infrastructure, technology, and purchasing improvements. He asked that Ms. Armstrong send a copy of the PowerPoint presentation to the board at the end of the meeting.

15. TOUR OF TRAILBLAZER HALL – Bill Fiege

16. ADJOURNMENT & LUNCH

Respectfully submitted:

William C. Fiege, Ph.D.
Secretary of the Board
President of the College

Kenneth Pritchett
Chair of the Brightpoint Board

ATTACHMENT 1

EXECUTIVE SESSION

MEETING DATE: June 13, 2024

MOTION: In accordance with Section 2.1-344(A) (1) of the Code of Virginia, I move that the Brightpoint Community College Board convene in executive session to discuss the evaluation of the president.

CERTIFICATION OF EXECUTIVE SESSION

WHEREAS, the Brightpoint Community College Board has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A) (1) of the Code of Virginia requires a certification by this Board that such closed session was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Board for Brightpoint Community College hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed, or considered by the Board.

VOTE

AYES: William Barnes, Elliot Eliades, Linda Gholston, Michelle Johnson, Bernard Lundy, Kenneth Pritchett, Doug Smith, Lorie Southall, Joseph Tylus, Christine Wilson, Lisa Winfield

NAYES: None

ABSENT DURING VOTE: Eldon Burton, Morgan Ingram, Deborah Marks

ABSENT DURING CLOSED SESSION: Eldon Burton, Morgan Ingram, Deborah Marks

ABSENT FROM MEETING: Morgan Ingram

William C. Fiege, Ph.D.
Secretary of the Brightpoint Community College Board