

Brightpoint Community College
Board Meeting Minutes
December 3, 2025

The Brightpoint Community College Board meeting convened at 12:30 p.m. on the Chester Campus, on Wednesday, December 3, 2025.

Members Present:

Eldon Burton
Elliot Eliades
Linda Gholston
Morgan Ingram
Deborah Marks
Kenneth Pritchett
Danielle Roache
Keith Rogers
Douglas Smith
Lorie Camp Southall
Joseph Tylus
Christine Wilson

Members Absent:

Bernard Lundy
Lisa Winfield

Staff Present:

Bill Fiege, President
Kara Armstrong, Assistant to the President
Tara Atkins-Brady, Vice President of Academic Affairs
Elizabeth Creamer, Vice President of Workforce Development and Credential Attainment, CCWA
Frances Davis, Faculty Association Representative
Susan Grinnan, Vice President of Operations
Jean Hale, Executive Director, Brightpoint Community College Foundation
Keri-Beth Pettengill, Director, Institutional Effectiveness
Natolyn Quash, Vice President, Finance and Administration
Fred Taylor, Director of Governmental and Administrative Services
Holly Walker, Director, Communications and Public Relations
Case Willoughby, Vice President of Student Services

December 3, 2025

Page 2

1. CALL TO ORDER – Ms. Wilson

The meeting was called to order at 12:30 p.m.

2. PUBLIC COMMENT – Ms. Wilson

There was no public comment.

3. WELCOME AND INTRODUCTIONS – Ms. Wilson

4. ADOPTION OF THE MINUTES – Ms. Wilson

A motion was made by Mr. Eliades, seconded by Dr. Marks, that “THE BOARD APPROVE THE MINUTES OF MEETING DATED SEPTEMBER 11, 2025 AS PRESENTED.” The motion passed unanimously.

5. ACADEMIC PROPOSALS – Dr. Atkins - Brady

Dr. Atkins Brady presented the following new programs for approval.

Hospitality Management CSC

This proposal recommends the establishment of a Hospitality Management Career Studies Certificate to support workforce needs in the expanding Richmond and Tri-Cities hospitality sector. Following College Board approval, the program will be submitted to VCCS and SACSCOC for required approvals as a substantive change.

Pharmaceutical Manufacturing AAS

This proposal recommends the creation of a Pharmaceutical Manufacturing Associate of Applied Science degree to meet increasing regional demand and build upon the existing Career Studies Certificate. Following College Board approval, the program will be submitted to VCCS and SCHEV for required approvals.

A motion was made by Mr. Burton, seconded by Dr. Tylus, that “THE BOARD APPROVE THE HOSPITALITY MANGEMENT CSC AS PRESENTED.” The motion passed unanimously.

A motion was made by Mr. Eliades, seconded by Dr. Marks, that “THE BOARD APPROVE THE PHARMACEUTICAL MANUFACTURING AAS AS PRESENTED.” The motion passed unanimously.

6. **STUDENT LIFE ENHANCEMENT PROPOSAL – Dr. Case Willoughby**
This proposal recommends a phased increase to the student activity fee to enhance student engagement and strengthen student life programming. The fee would increase from \$1.00 to \$1.50 per credit hour effective July 1, 2026, and from \$1.50 to \$2.00 effective July 1, 2027, supporting expanded clubs, leadership development, club athletics, and student activities infrastructure.

A motion was made by Dr. Marks, seconded Mr. Burton, that “THE BOARD APPROVE THE STUDENT LIFE ENHANCEMENT PROPOSAL AS PRESENTED.” The motion passed unanimously.

7. **LOCALITY CONTRIBUTION APPROVAL – Ms. Quash**
This action item seeks approval of the FY27 proposed locality contribution budget as presented. There has been no net change from the prior fiscal year.

A motion was made by Mr. Burton, seconded by Mr. Eliades, that “THE BOARD APPROVE THE 2027 LOCALITY CONTRIBUTION AS PRESENTED.” The motion passed unanimously.

8. **APPROVAL OF BRIGHTPOINT CUSTODIANS FOR ATLANTIC UNION BANK – Ms. Quash**

This action item requests full Board approval to authorize designated college officials to serve as custodians for Brightpoint Community College deposit accounts held at Atlantic Union Bank, with authority to establish, modify, and manage accounts. Upon approval by the full Board, the Board Chair is authorized to sign the custodian authorization document to formalize the designation with the bank

A motion was made by Dr. Marks, seconded by Mr. Eliades, that “THE BOARD APPROVE THE BRIGHTPOINT CUSTODIANS FOR ATLANTIC UNION BANK AS PRESENTED.” The motion passed unanimously.

9. **CRISIS AND EMERGENCY MANAGEMENT PLAN – Ms. Quash**

This action item requests Board approval of the revised Crisis and Emergency Management Plan, which has undergone the required four-year review and revision process in accordance with §23.1-804B of the Code of Virginia, to ensure ongoing compliance and institutional readiness.

A motion was made by Mr. Burton, seconded by Mr. Eliades, that “THE BOARD APPROVE THE CRISIS AND EMERGENCY MANAGEMENT PLAN AS PRESENTED.” The motion passed unanimously.

10. APPOINTMENT OF BOARD EVALUATION COMMITTEE – Ms. Wilson

Morgan Ingram and Debbie Marks have been appointed to serve on the Board Evaluation Committee.

A motion was made by Ms. Roache, seconded by Mr. Burton, that “THE BOARD APPROVE THE APPOINTED BOARD EVALUATION COMMITTEE AS PRESENTED.” The motion passed unanimously.

11. APPOINTMENT OF BOARD NOMINATING COMMITTEE – Ms. Wilson

The Board has appointed Elliot Eliades and Morgan Ingram to serve on the Board Nominating Committee. The committee will communicate with Board members to identify candidates interested in appointment to the Vice Chair position.

A motion was made by Dr. Marks, seconded by Dr. Tylus, that “THE BOARD APPROVE THE APPOINTED BOARD NOMINATING COMMITTEE AS PRESENTED.” The motion passed unanimously.

12. LOCAL FUNDS BUDGET – Ms. Quash

Ms. Quash reviewed the Local Funds Budget ending November 30, 2025, providing detailed explanations of account activities and expenditures.

13. PRESIDENT’S REPORT – Dr. Fiege

- Enrollment is up.
- A prison education program has launched at the Petersburg facility, with 29 students currently enrolled.
- Lorie Southall has resigned from the Board; an additional representative from Hopewell is needed.
- New flagpoles are being installed at the front of the Nicholas building, accounting for current construction activity; this space (N132) is not expected to host future Board meetings and may be repurposed as new lab space.

December 3, 2025

Page 5

- Susan is serving in a dual role, dedicating half of her time to managing the VCCS Human Resources team while continuing her duties at Brightpoint.
- Brightpoint is participating in the Google AI Accelerator program, which is being rolled out to all faculty and staff.

14. ADJOURNMENT – Christine Wilson
Meeting adjourned at 1:30 p.m.

Respectfully submitted:

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

Christine Wilson
Chair of the Brightpoint Board