

**Brightpoint Community College**  
**Board Meeting Minutes**  
**May 15, 2025**

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The Brightpoint Community College Board meeting convened at 3:00 p.m. on the Chester Campus, on Thursday, May 15, 2025.

Members Present:

Eldon Burton  
Morgan Ingram  
Elliot Eliades  
Linda Gholston  
Bernard Lundy  
Deborah Marks  
Kenneth Pritchett  
Danielle Claiborne-Roache  
Joseph Tylus  
Christine Wilson

Members Absent:

Douglas Smith  
Lorie Camp Southall  
Lisa Winfield

Guests Present:

Declan Barras

Staff Present:

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

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1. CALL TO ORDER – Ms. Wilson

The meeting was called to order at 3:00 p.m.

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

EXECUTIVE SESSION

A motion was made by Mr. Eliades, seconded by Dr. Marks, that “IN ACCORDANCE WITH SECTION 2.2-3711 (A) (1) OF THE CODE OF VIRGINIA, THE BRIGHTPOINT COMMUNITY COLLEGE BOARD CONVENE IN EXECUTIVE SESSION TO DISCUSS THE EVALUATION OF THE PRESIDENT.” The motion passed unanimously.

EXECUTIVE SESSION

OPEN SESSION

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

Certification of Closed Session:

Ms. Wilson 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 – Ms. Wilson

There was no public comment.

4. ADOPTION OF THE MINUTES – Ms. Wilson

A motion was made by Dr. Marks, seconded by Mr. Eliades, that “THE BOARD APPROVE THE MINUTES OF MEETING DATED FEBRUARY 13, 2025 AS PRESENTED.” The motion passed unanimously.

5. ACADEMIC PROGRAMS – Dr. Atkins-Brady

Dr. Atkins-Brady presented the following program to be renamed.

- Program Name Change: Visual Arts, Film Specialization AAA to Visual Arts, Film, and Media Productions Specialization AAA
  - In spring 2024, the Visual Arts, Film Specialization AAA was put on temporary hiatus status. This was to allow the department to investigate the latest trends in the industry and employment (both in and outside of the state of Virginia). As a result of this exploration, we are restructuring the curriculum, as well as recommending an update to the program name to more accurately reflect diversity of the changing industry.
  - Name change: Since its inception, the specialization has been branded as “film.” However, over the past 10 years, the industry has evolved and adapted beyond the traditional cinema model. While there is still a demand for a degree in film, from both students and employers, the technical skills taught in the curriculum are applicable to film, television, short format, videography, and more related to visual media production. To ensure that this is being conveyed to potential students, if approved, **the name will be changed to Visual Arts, Film and Media Production Specialization AAA.**
- Program Discontinuation: CSC Paralegal Studies
  - In 2024, Brightpoint discontinued the Paralegal specialization in its Business Administration degree in order to align the degree with the Transfer VA common curriculum. Apart from a degree, the courses in the Paralegal Career Studies Certificate (CSC) alone are no longer sufficient to prepare an individual to be a paralegal. Consequently, we are requesting that the Paralegal Career Studies Certificate (CSC) will be discontinued effective Spring 2025. If approved, the effective date of closure will be summer 2025. Brightpoint will retain and continue to offer some paralegal courses, as these are utilized in one of our dual enrollment partnerships.

A motion was made by Ms. Roache seconded by Dr. Marks, that “THE BOARD APPROVE THE PROGRAM NAME CHANGE FROM VISUAL ARTS, FILM SPECIALIZATION AAA TO VISUAL ARTS, FILM, AND MEDIA PRODUCTIONS SPECIALIZATION AAA, AS PRESENTED.” The motion passed unanimously.

A motion was made by Dr. Marks, seconded by Ms. Ingram, that “THE BOARD APPROVE THE PROGRAM DISCONTINUATION OF CSC PARALEGAL STUDIES, AS PRESENTED.” The motion passed unanimously.

6. STRATEGIC PLAN – Ms. Walker

Ms. Walker presented the college’s strategic plan for approval and reviewed the proposed revisions.

A motion was made by Dr. Marks, seconded by Ms. Ingram, that “THE BOARD APPROVE THE STRATEGIC PLAN, AS PRESENTED.”

7. 2025-2026 BOARD MEETING DATES – Dr. Fiege

Dr. Fiege presented the 2025-2026 board meeting dates for approval. Dr. Marks would like to change the May meeting start time back to 9:30 a.m. Dr. Fiege asked the board to approve the dates included in the meeting materials and then we will discuss further at the September meeting.

A motion was made by Ms. Roache, seconded by Mr. Pritchett, that “THE BOARD APPROVE THE 2025-2026 BOARD MEETING DATES, AS PRESENTED.”

8. BUDGET APPROVALS- Ms. Quash

- Local Funds Commission

Ms. Quash presented the local funds commission budget for approval and noted the reduction in commission.

- Auxiliary

Ms. Quash presented the auxiliary budget for approval and noted that while the revenue remains the same, there were adjustments made to the expenditures line items.

A motion was made by Ms. Roache, seconded by Mr. Eliades, that “THE BOARD APPROVE LOCAL FUNDS COMMISSION AND AUXILIARY BUDGETS, AS PRESENTED.”

9. STUDENT ACTIVITIES UPDATE – Dr. Willoughby, Mr. Meredith, and Mr. Barras

Mr. Declan Barras, recent 2025 graduate shared his story. While attending Brightpoint he realized leadership is done through doing and not just reading. He is a member of PTK and was on the Student Government Association and in doing so, this helped him grow as a leader. He explained that the experience has continued to help him. He plans to move on to University of Virginia. He noted that if he had gone to UVA right away, he wouldn't have had the same opportunities as he has had here. While at Brightpoint, he was able to build soft skills, manage teams, and become better with public speaking which are all necessary for success. He explained that because Brightpoint is a two-year college, and students don't have the same campus life that they would at a four - year, students have to be intentional in making connections with other students. He stated that student activities benefits students in general and explained without Student Activities, he wouldn't have made the connections that he has. He believes there is nothing better than investing in students.

**Budget Approval**

Dr. Willoughby presented the proposed budget for student activities. He explained there is a fund balance that is being carried over from the previous year and there are funds to use if necessary. He stated that we are trying to give students as much money as we can for activities. He noted that students will be receiving the same services and benefits.

A motion was made by Ms. Roache, seconded by Dr. Marks, that "THE BOARD APPROVE THE STUDENT ACTIVITIES BUDGET, AS PRESENTED."

10. POLICY ON MEETINGS AND REMOTE ATTENDANCE – Dr. Pettengill

Dr. Pettengill presented the new policy on meetings and remote attendance, explaining that it aligns with the State Board policy. This policy was created to clarify location and remote participation and improve transparency for public meetings.

A motion was made by Mr. Pritchett, seconded by Ms. Roache, that "THE BOARD APPROVE THE POLICY ON MEETINGS AND REMOTE ATTENDANCE AS, AS PRESENTED."

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11. LOCAL FUNDS BUDGET – Ms. Quash

Ms. Quash presented the local funds budget ending April 30, 2025. She thoroughly reviewed each account and explained the expenditures.

12. LOCALITY EVENTS – Dr. Fiege

Dr. Fiege stated that there have been many locality events through the year that the college attended. He asked that if there are any events in the region to please email Ms. Armstrong and let us know as we would like to participate when appropriate. He noted the more notice we have in advance, the better.

13. PRESIDENT’S REPORT – Dr. Fiege

Dr. Fiege shared highlights of the year via photos. He noted that we want to make sure we are providing a great experience for our students and as we grow and evolve, we need to find out what is needed to provide activities that students want and need. Dr. Fiege stated that enrollment is doing well, summer is up and fall is a bit down compared to this time last year.

14. ADJOURNMENT – Christine Wilson

Meeting adjourned at 4:45 p.m.

Respectfully submitted:

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

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Christine Wilson  
Chair of the Brightpoint Board

## ATTACHMENT 1

### EXECUTIVE SESSION

MEETING DATE: May 15, 2025

MOTION: In accordance with Section 2.2-3711(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: Elliot Eliades, Linda Gholston, Morgan Ingram, Bernard Lundy, Deborah Marks, Kenneth Pritchett, Danielle Roache, Joseph Tylus, Christine Wilson

NAYES: None

ABSENT DURING VOTE: Eldon Burton

ABSENT DURING CLOSED SESSION: Eldon Burton

ABSENT FROM MEETING: Doug Smith, Lorie Southall, Lisa Winfield

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