

Blue Ridge Community College
Board of Trustees Meeting
May 10, 2010 – 5 p.m.
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, May 10, 2010, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Kohlan Flynn	Betty Gash
Bill Farrell	Scott Elliott
Roy Neill	Patricia Jones
Andrew Tate	Teresa McCall
Tara Starnes	Chip Gould

The following members were excused:

Ken Butcher
Ronnie Pepper
Candler Willis

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Brenda Conner	Tom Good
Lee Anna Haney	Peter Hemans
Kelly Drake	Shanda Bedoian
Dean Shatley, College Attorney	

Chairman McCormick called the meeting to order and welcomed Board Members and guests.

Ethics Statement

Chairman McCormick read the following Ethics Statement:

Board Members, Madame President and financial and administrative staff:

- a. You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest.
- b. Do any of you know of or anticipate any conflict of interest, potential conflict of interest or appearance of conflict of interest regarding the matters on the agenda for today's meeting?

No conflicts were reported.

Conference Meeting & Performance Space Business Plan

Shanda Bedoian, Chair of the Ad Hoc Conference Hall Committee, introduced committee members who were present. The Committee Members presented the Business Plan including the purpose and mission of the ad hoc committee as well as the management and marketing components of the plan and addressed all questions. A copy of the Business Plan is attached and made a part of these minutes.

Minutes Approval

Chip Gould made a motion to approve the March 8, 2010 regular and the March 31, 2010 special meeting minutes. It was seconded by Andrew Tate and passed unanimously.

President's Evaluation Committee Report

Committee Chair, Chip Gould informed Trustees that in accordance with the North Carolina Administrative Code Section 23NCAC 02C.0209, the Board was sent an evaluation form to rate President Parkhill's performance for the preceding twelve months. The completed evaluation forms were summarized for the President's Evaluation Committee to review. The committee then conducted a formal interview with President Parkhill on April 29. All Board Members were invited to attend this interview. The Board determined that President Parkhill's performance was more than satisfactory. A letter will be sent to the Chair of the State Board of Community Colleges and the North Carolina Community College President. Mr. Gould also stated that the Committee discussed reviewing and making changes to the evaluation form next year.

Finance Committee Report

Bill Farrell, Finance Committee Chair, reported that the Finance Committee met on April 20. The Committee reviewed and discussed student receivables in arrears by more than one year at March 31, 2010. Mr. Farrell presented the Committee's recommendation to approve the write off of these receivables which shall not exceed \$24,589.04. The recommendation passed unanimously.

Mr. Farrell reviewed the 2010-2011 Institutional Fee Schedule, which was presented to the Finance Committee. This was also review by the Facilities Committee. Mr. Farrell presented the Committee's recommendation to approve the 2010-2011 Institutional Fee Schedule as presented. After discussion the recommendation passed without dissent. A copy is attached and made a part of these minutes.

Mr. Farrell asked David Whitson to review the 2010-2011 Institutional Preliminary Budget request. Mr. Whitson described the preliminary budget in detail and addressed all questions. Mr. Farrell stated the Committee recommends the approval of the 2010-2011 Institutional Preliminary Budget as presented. The recommendation passed unanimously. A copy is attached and made a part of these minutes.

Mr. Farrell encouraged Trustees to attend the Finance Committee meetings and asked if Board Members would want to consider attending a budget workshop. Dr. Parkhill suggested that a budget workshop could be combined with the Finance Committee's August meeting.

Facilities Committee Report

Kohlan Flynn, Facilities Committee Chair, reported that the Facilities Committee met on April 20. The Committee reviewed and discussed the proposed changes to Policy 5.8 College Facilities. Dr. Flynn reviewed in detail the proposed changes and stated that the Committee recommends approval of the changes to the Policy 5.8 as presented. The recommendation was approved without dissent.

Dr. Flynn stated the Committee also reviewed the 2010-2011 Institutional Fee Schedule which included the Facility Rental Fees and recommends approval. The recommendation was approved unanimously.

Dr. Flynn stated that the College Administration is currently talking to the Henderson County Board of Commissioners concerning the baseball facilities. The County has indicated their interest in using and maintaining the field. The Committee recommends granting the authority to the College Administration to work with the Henderson County Commissioners to develop a Memorandum of Understanding (MOU) for the use of the baseball facilities. The MOU will be presented for final board approval. The College will continue to rent the field until an agreement has been reached. The recommendation was approved without dissent.

Curriculum Committee Report

Marilyn Bailey, Committee Chair, reported that the Curriculum Committee met on April 20. Mrs. Bailey stated that the College has experienced a 24% enrollment growth this year, primarily contributed to the addition of five new programs, the establishment of the Henderson County Early College High School on the Flat Rock Campus and the effects of an adverse economy. And although the future economic conditions are still uncertain, the College's FTE growth and review of programs provides College leadership the ability to plan measures which ensure its curricula remains current for community needs and provides the ability to develop new program offerings for emerging future needs. The College's Curriculum Review Committee met periodically throughout the year to discuss program review reports and requests for new curriculum programs and presented the following recommendations:

- To place the Automotive Restoration and Electrical/Electronic Technology diploma programs on inactive status for a period not to exceed two years. During this inactive period, the programs will not be advertised and new students will not be allowed to enroll in these programs. Effected students currently enrolled in each of these programs have met with faculty advisors or the Dean for Applied Technology to determine a completion plan or alternative course of action.
- To initiate a feasibility study for an Associate Degree in Emergency Medical Technology and plan the addition of an Alternative Fuels option or track for the Automotive Systems Technology program to begin fall semester 2011-2012.

The Curriculum Committee recommends the approval of the curriculum program changes. The recommendation was approved unanimously.

Nominating Committee Report

In the absence of Ronnie Pepper, Chairman McCormick informed Trustees that a Nomination Form was included in their folders and asked Board Members to forward completed forms to Brenda Conner by June 4.

President's Report

President Parkhill reviewed the College's report to the board. A copy of this report which was distributed to Board Members is attached and made a part of these minutes. Highlights of activities occurring at the college include:

- Governor Perdue recently released her budget recommendations for 2010-11. Included in her recommendations were full funding for the community college system's enrollment growth (>31,000 FTE); partial funding of equipment needs (\$2.5 million); and restoration of funding for Small Business Centers and community re-entry education based at the state's prison facilities. She also recommended increasing tuition by \$8 per credit hour (\$32 million) and imposing a 3.5% (\$33 million) management flexibility cut. The North Carolina General Assembly will convene in May to review the Governor's budget recommendations and propose their versions for 2010-11.
- A legislative breakfast was held on the campus on April 30 to discuss funding priorities for the College and share challenges while facing unprecedented enrollment growth. All of our Legislators were present except for Senator Apodaca, who was out of town. We also had good representation from the Henderson and Transylvania County School Boards, administration and staff.
- Blue Ridge Community College has been chosen by the North Carolina Community College System to be the lead college in the Code Green Curriculum Improvement Project (CIP) for Transportation programs across the state. It will involve the review and reorganization of transportation curricula to determine the best methods to infuse green technologies and sustainability concepts and, at the same time, streamline the curriculum taxonomy and remove duplication. Project Director, Chris English, will assemble a team of experts in their respective program areas from among the 58 community colleges. They will review transportation programs and curriculum standards and study successful curriculum improvement projects nationwide. Changes to curricula may include streamlining taxonomy, elimination of programs, identification of core concepts, and, if needed, adding new "green courses.
- Recently the North Carolina Community College System approved the Blue Ridge Community College request for a multi-campus designation. Senator John Snow and Representative David Guice will introduce a bill appropriating additional funds earmarked for the TRC during the short session.
- The Associate Degree Nursing class will hold its Pinning Ceremony on Wednesday, May 12, in the Blue Ridge Conference Hall at 6 p.m. This will be the twenty-second class to graduate and the first one since the increase in enrollment from adding the program at the Transylvania Center. It is estimated that there will be 46 graduates from an original enrollment of 48.

Review of Financial Reports

David Whitson distributed and discussed the Report of State and County Funds as of March 31, 2010. A copy of the report is attached and made a part of these minutes.

Educational Foundation Report

Ann Green, Executive Director, reported since the last Board of Trustees' meeting the Foundation has received a major gift from Connestee Falls Student Scholarship Program in the amount of \$8,700, for 2010-11 scholarships. The Foundation also received a new annual scholarship; the Ray and Judith McKenzie-Wilson Scholarship which totals two scholarships at \$1,500 each. One scholarship will be awarded with preference to a student in the Computer Information Technology program; and the second to a student in the Mechanical Engineering Technology or Machining Technology program. The award will be based on both financial need and merit.

For the period of July 1, 2009 through March 31, 2010 the Foundation has received public support and revenues totals \$1,616,379. Through the generosity of Tom Orr, Blue Ridge Community College has been gifted with a bound copy of the script titled "Reflections From the Mirror of Her Mind," autographed by Louise Howe Bailey. Tom, a former trustee of the College, wrote (with Terry Ruscin) and directed "Reflections." At age 94, Ms. Bailey was able to attend the performance depicting her life story, just three months before her death. The College is honored to receive this cherished piece of Henderson County history and the script has been placed in the Louise Bailey Archives in the College Library for public viewing.

The College and Foundation have launched the Blue Ridge Community College Community Ambassador Program to help build relationships that encourage involvement and investment in the College. Participating in the pilot group are Kohlan Flynn, Andrew Tate, Teresa McCall, Bill Farrell, Betty Gash, Candler Willis, Pat Jones, Dick Bobb, Dick Mears, Mark Warwick, Steve Carson, Patsy Farmer Jones, and Kelly Leonard.

The Foundation 2009-2010 audit is scheduled for the week of July 12. Preliminary audit testing is planned for June 3 and 4. The Foundation Audit Committee will meet with the Painter, Russell & Associates auditing team on June 30.

The following Directors have been reappointed to serve a second three-year term on the Foundation Board of Directors: Joe Abrell, Andrew T. Tate, and Karen M. Workman. The 2010-11 Foundation Officers are:

Mark A. Warwick, President
Eric B. Cannon, Vice President
Steven R. Carson, Secretary

Molly A. Parkhill, Assistant Secretary
Hilliard Staton, Treasurer
David W. Whitson, Assistant Treasurer

Student Government Association Report

SGA President, Tara Starnes gave a brief recap of some of the past year's activities:

- Haiti Relief Efforts/Fundraiser

- Habitat for Humanity Service Project
- Worked with administration on Student Lounge and Pottery Studio renovations
- United Way & American Red Cross Blood Drives
- Awards Ceremony and Spring Picnic

Tara thanked the Board for the opportunity to serve as a Trustee and introduced the new SGA President, Kelly Drake. Chairman McCormick congratulated Tara on the excellent job she has done over the past year and welcomed the new SGA President.

Old Business

No old business.

Approval of New Employees

Chairman McCormick requested approval of new full-time and part-time permanent employees. A listing of new employees with details on education and work experience was posted to the Trustee web site prior to the meeting. Kohlan Flynn made a motion to approve the list as presented. Betty Gash seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Reemployment Contracts

Chairman McCormick requested approval of the Reemployment Contracts for July 1, 2010 – June 30, 2011. A listing of employees for reemployment was posted to the Trustee web site prior to the meeting. Bill Farrell made a motion to approve the reemployment contracts as presented. The motion was seconded by Chip Gould and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

Approval of Special Permit to Use College Facilities

Chairman McCormick stated that as a result of the approval of changes to the 5.8 Facilities Policy presented by the Facilities Committee, which grants the approval of Special Permits to Use College Facilities to President this agenda item is removed. Mr. McCormick mentioned that this special permit request was made by the Blue Ridge Bookfest Committee for permission to serve alcohol at their 2010 Blue Ridge Bookfest on June 4 & 5, 2010.

Approval of Campus Renaming

Chairman McCormick stated that the Facilities Committee discussed the need for renaming the Flat Rock Campus to the Henderson County Campus. Dr. Parkhill stated that since the Transylvania Center is now designated a campus, it would be beneficial to change the name at this campus to reflect Henderson County. Dr. Parkhill also gave a brief update on the history of how the campus was first named. Bill Farrell made a motion to approve the renaming of the Flat Rock Campus to the Henderson County Campus. It was seconded by Kohlan Flynn and passed without dissent.

Approval of Educational Foundation MOU Changes

Chairman McCormick informed Trustees that the College currently has a Memorandum of Understanding with the Educational Foundation. This document needed to be updated to be consistent with the North Carolina Uniform Prudent Management of Institutional Funds Act. A copy of the MOU was posted to the Board website for your review prior to the meeting. Bill Farrell made a motion to approve the changes as presented. It was seconded by Chip Gould and passed without dissent.

Review of Mountain Area Workforce Development Board Audit

President Parkhill informed Board Members that a copy of the Mountain Area Workforce Development Board Audit was posted to the Trustee web site prior to the meeting. The audit which reviewed WIA funds for the year ended June 30, 2009, showed no findings or exceptions.

Board Evaluation of Effectiveness

President Parkhill asked Board Members to complete and return the “Evaluation of Effectiveness” form included in their folders to Brenda Conner by June 4th. This is a self-evaluation of their role as Trustees of the College. A copy of the “Evaluation of Effectiveness” form is attached and made a part of these minutes.

Trustee Comments

Kohlman Flynn commented that the Board of Trustees Web site was a valuable tool and recommended that all Trustees should take advantage of this resource. Dr. Flynn also gave a brief update from the NCACCT Law Seminar that he attended.

Bill Farrell complimented the grounds crew for beautification of the campus.

John McCormick encouraged Trustees to attend all College Graduation ceremonies.

Chip Gould requested that information on the Jobs Now Program be presented at the next board meeting.

There being no further business, the meeting was adjourned.

Chairman

Secretary