

Blue Ridge Community College  
Board of Trustees Meeting  
November 14, 2011 – 5:00 p.m.  
Transylvania County Campus

The Board of Trustees of Blue Ridge Community College met at 5:00 p.m. on Monday, November 14, 2011, at the Transylvania County Campus.

The following members were present:

John McCormick, Jr.	Teresa McCall
Candler Willis	Betty Gash
Kohlman Flynn	Scott Elliott
Patricia Jones	Ken Butcher
Chip Gould	Bill Farrell
Caroline Conard, Vice President-SGA	

The following members were excused:

Roy Neill	Ronnie Pepper
Andrew Tate	

Others attending:

Molly Parkhill	Alan Stephenson	Marcia Stoneman
David Hutto	Ann Green	Brenda Conner
Chad Merrill	Julie Thompson	Lee Anna Haney
Peter Hemans	Glenda McCarson	
Chad Donnahoo, College Attorney	Mike Hawkins, Chair-Transylvania Co Commissioners	

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.

## **Transylvania County-150 Year Celebration**

Mike Hawkins, Chairman of the Transylvania County Board of Commissioners gave a presentation on the Transylvania County– 150 Year Celebration. Mr. Hawkins described some of the over 70 events that are being held over the year long celebration. He talked briefly about the types of events and the local public and private partnerships. Mr. Hawkins stated that this has been a great experience that has brought the residents of Transylvania County together as a community.

A video produced for the event was viewed by Trustees.

## **Minutes Approval**

Kohlman Flynn made a motion to approve the September 12, 2011 regular meeting minutes. It was seconded by Bill Farrell and passed unanimously.

## **President's Report**

President Parkhill informed Trustees a copy of the President's Report has been posted to the Board Web site for their review. She encouraged Board Members to contact her if they had any questions regarding the report. The full report is attached and made a part of these minutes.

- President Parkhill informed Trustees that we will no longer be providing a paper copy of our upcoming events as we have posted these activities on the Board Web site. Dr. Parkhill encouraged Board Members to check this site often. She highlighted a couple of events for Trustees to mark on their calendars.
- President Parkhill stated that as of the end of October, the system office has collected 44% of tuition receipts. As a whole, enrollment is down and a reversion is likely. A final decision about a reversion will be made during the first week of December. All 58 community colleges were asked to set aside 2% for a possible reversion and this amount is reflected in our financial report posted to the Board Web site.
- President Parkhill informed the Board that according to HB200 the State Board is required to report to the Joint Legislative Education Oversight Committee by March 2012 a revised set of accountability measures and performance standards that focus on student progress and success. This report would include measures of graduation rates and course completion and a plan to incorporate the performance measures system into the funding formula. Dr. Parkhill stated that the NCCCS President, Scott Ralls appointed a statewide Community College Performance Measures Committee last November, of which Dr. Parkhill is co-chair. During the past year, the committee has been reviewing the existing model, discussing national initiatives underway. The Committee has proposed eight measures that have been presented to the various constituent groups for input including faculty, president, chief academic officers, institutional researcher, student services, continuing education and basic skills staff. In October, the state board also reviewed and gave initial support of the committee's work. The next step will be to develop a funding model which will be

sustainable. Board Members were given handouts concerning the evolution of the performance measures system and the proposed measures.

### **Review of Financial Report**

Rhonda Devan joined the meeting via a conference call and reviewed the Report of State and County Funds as of October 31, 2011 and the Financial Statements for fiscal year ended June 30, 2011. All questions were addressed.

Ms. Devan also reviewed the College's "All Funds" Operational Budget to include the fiscal year 2011-12 Budget Allocations and Management Guidelines. A copy of all the referenced reports are attached and made a part of these minutes.

### **College Facilities/Renovation Projects Update**

Peter Hemans presented a PowerPoint presentation to the Board on the \$2 million Construction Project. Mr. Hemans gave a detail update on the project and addressed all questions. Mr. Hemans will also present this to the Henderson County Board of Commissioners.

### **Educational Foundation Report**

Educational Foundation Executive Director Ann Green reported that the Foundation has received 100% giving participation from both the Board of Trustees and the Board of Directors during its 2011-2012 Annual Fund Drive.

The Foundation's Faculty and Staff Campaign has raised \$28,885.24 to date. For the sixth year in a row, the employees of Blue Ridge Community College have exceeded their donations given in the previous year's Campaign. We are grateful to Distance Learning and Technical Support Specialist Edward Maglott and Accounting Instructor Jana Hosmer for serving as this year's Campaign chairs.

The Foundation directors and staff hosted more than 400 students and friends of the College at this year's Scholarship Appreciation Luncheon held on Wednesday, September 28, 2011.

Ms. Green stated that Louis and Judith Santiago have made a \$5,000 unrestricted gift from their Individual Retirement Account fund. In addition, Tom and Jodie Smith have started a \$500 annual scholarship to be awarded in 2012-2013 for a student with financial need and with preference to an Associate in Fine Arts. Contributions for the first quarter of 2011-2012 were \$149,279.79 compared to \$78,808.81 this time last year.

The Foundation scholarship solicitation is underway (through December) for 2012-2013 scholarship awards. "Scholarship Applications" will be available on Monday, January 2, 2012, and will be due on March 1, 2012.

Ms. Green also informed the Board that on November 16, we will be celebrating the graduation of 25 individuals who have completed this Program, which brings the total number of Community

Ambassadors for Blue Ridge Community College to 71. She also announced that the 2012 Faculty and Staff Awards through the Educational Foundation will be presented at the Faculty and Staff Holiday Party on Friday, December 9, 12 p.m., at the Hendersonville Country Club.

### **Student Government Association Report**

Student Government Association Vice-President, Caroline Conard reported that 30 volunteers, including faculty, staff, and students, participated in the United Way Day of Caring on September 16. The volunteers were stationed at 13 different locations in Hendersonville. The United Way Campaign will continue on campus until November 11.

Allied Health Day was held on October 19 in the TEDC Conference Hall. The event was successful with an estimated 200 plus participants. All the nursing students' projects were well put together and very informative. The following clubs had booths set up: SGA, Rotaract, Education, PBL, Environmental, Aikido, and Surgical Tech. The SGA offered lunch for \$2 and all the proceeds from the sales will be donated to the United Way.

SGA held a pool and ping pong tournament in the Student Center on October 24, 25, and 26. Each winner received a trophy. The \$120 proceeds from the event will be donated to the United Way of Henderson County.

An American Red Cross Blood Drive was held on October 27th. The goal was 75 donors, and we exceeded that with 90 donations. Seven students from a communications class participated in recruiting donors, organizing and setting up the drive as a Service Learning Project.

The SGA held a Club Rush Day on Sept 26. Students were given the opportunity to participate in a Scavenger Hunt and search for information about campus clubs. From this event, clubs were able to sign up new members. SGA held a drawing for a notebook laptop for all that participated in the hunt.

The Transylvania County Campus/SGA sponsored a Halloween themed "Pizza Day" on October 25. Along with the drinks and pizza, the SGA awarded two \$25.00 gift cards to the students with the best costume and sold tickets to an upcoming SGA sponsored dance competition benefiting Relay for Life.

The Fall Curriculum Graduation Ceremony will be held on Friday, December 16 at 6:00 pm in the TEDC Conference Hall. Graduates will receive six tickets to distribute to guests.

### **Old Business**

No old business.

### **Approval of New Employees**

Chairman McCormick reviewed the listing of new employees with details on education and work experience. Ken Butcher made a motion to approve the list as presented. Bill Farrell seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of Level II Service Agreements**

Chairman McCormick reviewed with Trustees the Level II Instructional Service Agreements with Brunswick Community College and Southeastern Community College. Bill Farrell made a motion to approve the service agreements as presented. It was seconded by Chip Gould and passed without dissent.

### **Review of Proposed Bylaw Amendment**

President Parkhill reviewed with Trustees the proposed Bylaw change, which recommends the Finance Committee be changed to the Finance and Investment Committee. This recommended amendment is consistent with the recent change to G.S. 115D-58.6. A copy of the proposed Bylaw and the General Statute was provided to Board Members and is attached and made a part of these minutes. Dr. Parkhill stated that this item will be included in the January meeting agenda for board action. All questions were addressed.

### **Review of Mountain Area Workforce WIA Programs Audit**

President Parkhill shared with the Board the results of a recent programmatic management and performance review of the WIA programs contracted to the College. The review showed no findings or exceptions and stated the program had met 90% of the Adult program enrollment goal for the program year and exceeded the Dislocated Worker planned enrollment goal as of September 7, 2011.

### **Review of Nursing Program Approval Status**

President Parkhill stated that the College has received notification from staff member of the NC Board of Nursing that the College will be recommended for reaffirmation at the January 2012 Board of Nursing meeting. Dr. Parkhill stated that the passing rate for our Association Degree Nursing program exceeded 90% this year.

### **Trustee Comments**

President Parkhill informed Trustees that after 11 years of service at BRCC, David Hutto, Vice President for Technology has announced his plans to retire in February 2012. A retirement reception will be held closer to his retirement date.

Chairman McCormick congratulated David on his excellent work over the past 11 years at Blue Ridge Community College and read aloud some of David's accolades and accomplishments.

President Parkhill stated that we would like to hold a full-day board retreat next year. Based on trustee member feedback agenda items for the retreat would include: planning for the College's 5-Year Strategic Plan; the NCCCS and College budget planning process; and legal issues in regard to Trustees. It was decided to schedule the board retreat and March meeting on Monday, March 12, 2012.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary