

Blue Ridge Community College
Board of Trustees Meeting
November 8, 2006 - 12 Noon
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, November 8, 2006, at the Blue Ridge Community College Flat Rock Campus.

The following members were present:

Joe Spearman, Sr.
Ronnie Pepper
John McCormick, Jr.
Mary Mims
Patricia Jones
Tom Orr
Billy Higgins, Jr.
Lee Mulligan
Bill Farrell
George Hoskin, III

The following members were excused:

Mary Ann Engel
Richard Todd
Eddie Watkins
John Love
Jeff McDaris

Others attending:

David Sink, Jr.
Earl Medlin
Molly Parkhill
Ann Green
Terrell West
Jay Alley
Scott Parrott, Times-News

David Whitson
David Hutto
Marcia Stoneman
Brenda Conner
Lee Anna Haney
James Hutcherson
Dick Baird, Hendersonville Tribune

Chairman Joe Spearman called the noon luncheon meeting to order and welcomed guests. President Sink welcomed Board Members and introduced all guests.

Change to Agenda

President Sink asked Trustees to add the following item to the agenda:

E. Approval for Hospice to construct a sidewalk down College Drive

Student Grievance

President Sink informed Board Members that the student who requested a hearing with the Board of Trustees had gone through the student grievance process and had received notice of his hearing date and time by registered, return receipt mail. Since the student did not show up at the appropriate time, he was asked to contact President Sink tomorrow to discuss the possibility of another hearing date.

New Employees

President Sink requested approval of new and part-time permanent employees. A listing of new employees with details on education and work experience was distributed to Board Members. John McCormick made a motion to approve the list as presented. Lee Mulligan seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Computer Lease Contract

President Sink requested approval to enter into a 4-year term computer lease at 4.54% in the amount of \$328,605.96. The College has developed a plan to refresh lab and instructional computers. By replacing these computers, our instructors and students will realize a more consistent platform for learning and teaching from lab to lab. The plan will also make it much easier for the College's Helpdesk Team to service and support uniform processors and components in all locations. An important part of our plan is to lease these computers during the next four years. This means of financing will allow us to allocate a consistent portion of our equipment budget for this purpose during the lease period. By spreading the payment over the next four years, we can lower the initial cost of acquisition and provide a greater level of reliability for our students and faculty. Questions arose concerning the College's liability and if necessary a termination agreement on the lease. President Sink addressed all questions. Tom Orr made a motion to approve the computer lease as described. It was seconded by Pat Jones and passed unanimously.

Approval of Employee Educational Leave

President Sink requested approval to grant educational leave to Eric Schmieder, the Computer Faculty Coordinator in the Continuing Education Department. Eric is pursuing a PhD in Technology Management through an online consortium of universities headed by Indiana State University. There are residency requirements that must be met before graduation; therefore Eric is requesting two 5-day sessions scheduled for January 24-28, 2007 and April 25-29, 2007. The College's policies and procedures allow such educational leave and this has been approved by Eric's Division Director and Dean. Bill Farrell made a motion to approve the educational leave as outlined for Eric Schmieder. It was seconded by Ronnie Pepper and passed without dissent.

Hospice Request

President Sink informed Board Members he had been contacted by Hospice requesting approval to build a sidewalk down College Drive from their new building to the Sink Building. This is a requirement of the Henderson County Planning Board. Trustees were shown a drawing which identified the area where the sidewalk would be built. The cost would be incurred by Hospice. Questions arose concerning an easement and any liability of the College. After discussion, Lee Mulligan made a motion to grant Hospice a license to build and maintain a sidewalk as outlined in the drawing provided. It was seconded by Billy Higgins and passed without dissent.

College Update

- President Sink updated Trustees on the athletic programs. An updated budget for the baseball and volleyball programs was distributed to Board Members.
- The Blue Ridge Community College Baseball Team played a scrimmage game against Mars Hill College on Sunday, October 1, 2006. There was no charge for admission, but donations were accepted at the gate. The game was a benefit to raise funds for Sarah Hyatt, a Henderson County high school student, who was partially paralyzed in a car accident earlier this year. A check for \$1,000 was presented to Sarah and her family.
- President Sink informed Board Members, Molly Parkhill, Dean for Continuing Education, was recently selected as this year's winner of the 2006 North Carolina Community College Staff Award. This award identifies and rewards excellent performance and commitment to the community college mission by the non-teaching staff of the 58 institutions of the North Carolina Community College System and of the System Office. President Sink commended Dr. Parkhill on her dedication, commitment and excellent record for best ratio of student enrollment to population in the state. Dr. Parkhill will be recognized at a special luncheon in Raleigh on November 17th.
- The General Assembly enacted the State Government Ethics Act during the 2006 legislative session. This House Bill 1843 makes significant changes to the current ethics laws and regulatory system. The North Carolina Association of Community College Presidents has made arrangements to hold a special briefing on the new lobbying/ethics laws. This meeting will be held on November 16 in Raleigh. It was requested that college presidents, board chairs and college attorneys attend this meeting. President Sink, Joe Spearman and Chris Stepp will be in attendance.
- The College is in line for SACS reaffirmation in 2008. The process officially begins in January of 2007 and continues for another year with the on-site visitation in 2008. SACS study committees have recommended a number of significant changes to the Principles of Accreditation and these will be voted on and approved at their December conference. It is expected that these amendments, among others, will require us to make a number of housekeeping changes in our Policies and Procedures. In addition, the State Board has recently made several changes to the North Carolina Administrative Code that will also require us to make modifications. In the next few months, we will ask that several Trustee Committees review the changes and bring them to the full Board for consideration.
- The College recently conducted an internal audit of the Cosmetology Department and found some errors that involve missing money. We have turned the matter over to the Henderson County Sheriff's Office and the District Attorney's Office for investigation. We have implemented new procedures in regards to the receipting of money in this department and we have also installed

computerized cash registers. President Sink addressed all questions and stated he will update Trustees as new information develops.

Fire Training Center Update

President Sink informed Trustees a complaint was addressed to the College in regard to oil fumes and film on the creek which borders the Fire Training Center located on our campus. The College stopped the use of the Fire Training Center until studies could be conducted. We have reviewed all the environmental reports which have been conducted by various agencies and found there to be no environmental concerns. We have contacted the Fire Fighters Association to let them know they may resume training at the Fire Training Center. Questions arose concerning the possibility of future problems, moving the Fire Training Center, and any liability concerns to the College. President Sink addressed all questions.

Student Government Association

The Student Government Association (SGA) President, George Hoskin, III, reported the SGA sponsored an Allied Health Day, which was very successful with good participation. A Pizza Day is planned for the near future.

Administrative Services

David Whitson, Dean for Administrative Services, updated Trustees on current facilities projects and their progress. A detail listing was distributed to Board Members. Mr. Whitson informed Board Members the College hopes to advertise for bids on the Transylvania construction project within the next couple of months.

Lake Update:

Mr. Whitson informed Trustees the College is in the process of working with the Department of Transportation (DOT) on sharing the cost of fixing the lake. Trustees will be kept informed as new details become available.

Facilities/PEAC Committees Meeting Update:

Mr. Whitson stated he had met with the Facilities and PEAC Committee members prior to the board meeting to discuss future facility needs. A proposed Facility Assessment Program was discussed which will be presented to the County Commissioners. A full report should be available for report to the Board by the next meeting date.

Educational Foundation

Ann Green, Executive Director of the Educational Foundation, reported the following:

- On September 20, the Foundation hosted the Scholarship Appreciation Luncheon for donors and recipients in the Sink Commons Area. The same day, the Foundation signed an agreement of historic

significance: one that would endow the College's second teaching chair. The donor made an initial gift of \$25,000 and additional gifts are expected during the donor's lifetime. The chair is expected to be fully funded at the donor's death, with all gifts totaling approximately \$1 million.

- This year's Campus Fund Drive (an annual opportunity for BRCC employees to make a gift to the Foundation by payroll deduction, pledge, or gift) has risen to date \$22,755. Last year's campaign contributions totaled \$21,006. Twelve employees gave this year that did not donate last year.
- Other major gifts since the last Board of Trustees' Meeting:
 - Connestee Falls Pro-Am Golf Tournament has gifted \$8,643 toward its annual scholarships for Transylvania County students.
 - Bill and Betsy Lockwood have made an additional gift, with stock, to their already established scholarship endowment fund.
 - John Bauer, through the Estate of John Brooks Williams, has contributed \$100,000 to be used for the baseball project.
- At this date, the Foundation is anticipating closure of the Estate of Ruth H. Crane by year end. The estimated amount the Foundation should receive under the will, as set forth in the federal estate tax return filed for the Estate, is \$479,000. The monies will be used to establish a scholarship endowment fund.
- Fund-raising is the one major activity in which our trustees step beyond their policy and oversight roles and become active players. Trustee, Dr. Richard Todd, leads by example. As a result of Dr. Todd's advocacy and referral, the Foundation is working with a couple to leave a residuary bequest to the Foundation to support scholarships for the College's nursing students.
- For gifts completed during 2006 and 2007, Congress (through the *Pension Protection Act of 2006*) is allowing persons age 70½ and older with traditional or Roth IRAs to make tax-free gifts directly to qualified charities. Donors may choose to make charitable distributions in any amount up to \$100,000 per year. A couple with separate IRAs could each give up to that amount. It is important that your tax-free gifts not be withdrawn by you, but instead be distributed directly to one or more qualified charities from your IRA. This information will be mailed to donors prior to Thanksgiving. The College's 2005-2006 Annual Report will be mailed prior to December.
- Using an illustrative Memorandum of Understanding jointly developed by the Association of Governing Boards of Universities and Colleges (AGB) and the Council for Advancement and Support of Education (CASE), and in preparation for reaccreditation by the Southern Association of Colleges and Schools, the Foundation is drafting a Memorandum of Understanding between the Foundation and College, which will be presented to the Board of Trustees.

The President's Office will host the Faculty and Staff Holiday Party to be held on December 21 with a social time starting at 11:45 a.m.; lunch and program at 12:30 p.m. Invitations have been mailed and Trustees were encouraged to attend.

Minutes Approval

Upon a motion by Billy Higgins and a second by Pat Jones, the minutes from the September 14, 2005 Board Meeting were unanimously approved.

Upon a motion by Lee Mulligan and a second by John McCormick, the minutes from the July 12, 2006 Executive Session and the July 17, 2006, Special and Executive meetings were unanimously approved, with the provision of sealing the Executive Session Minutes.

Trustee Comments

Lee Mulligan informed Trustees that the State Board/Blue Ridge Community College Board Joint Committee is in the process of completing a final report. This will be made available to our Board as soon as it is completed.

There being no further business, the meeting was adjourned.

Chairman

Secretary