

Blue Ridge Community College
Board of Trustees Meeting
January 24, 2007 - 12 Noon
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, January 24, 2007, at the Flat Rock Campus.

The following members were present:

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

The following members were excused:

Others attending:

David Sink, Jr.	David Hutto
Earl Medlin	David Whitson
Molly Parkhill	Frank Byrd
Ann Green	Brenda Conner
Lee Anna Haney	Terrell West
Chris Campbell	Greg Newman
Walter Currie	Paula Lovett
Fielding Lucas	Vigil Bodenhammer
Peter Hemans	Greg Newman, Mayor of Hendersonville
Dick Baird, Hendersonville Tribune	Melissa Stout, Pisgah Mountain News
Scott Parrott, Times-News	

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

Agenda Changes

President Sink informed Board Members of the following changes to the agenda:

- Add - Presentation from Greg Newman, Mayor of Hendersonville
- Delete - Report from the PEAC Committee

Resolution of Appreciation

President Sink read aloud and presented a resolution of appreciation to Frank Byrd, Dean for Student Services, who is retiring next month. President Sink commended Frank on his excellent dedication and service to the College. A copy of the resolution of appreciation is attached and made a part of these minutes.

Presentation from Mayor Newman

President Sink introduced Greg Newman, Mayor of Hendersonville. Mr. Newman updated Board Members on an excellent economic opportunity for the city. The Spartanburg Stingers, a summer league college baseball team, is looking at Hendersonville for a possible relocation site. They are in need of a new home playing field. Mr. Newman stated that he and representatives of the team had meet with President Sink last week to discuss the use of the College's baseball field. This would be a great opportunity for the College's students and also a possibility for funding for stadium seating at the field. The students who play on the team use host families in the area for housing. Mr. Newman stated that the public and business communities were very receptive to this opportunity. Mr. Newman commended the College on its excellent service to students and the community. President Sink stated that this would not conflict with the College's regular baseball team schedule. The Blue Ridge Bears season runs from February through April. The summer league's season would be from June through August. This would create an opportunity for the College to generate funds for athletics through the leasing of our field for the summer league's use during their season.

New Employees

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

North Carolina Community College System Audit Services Report

President Sink circulated a document authored by the North Carolina Community College System Audit Services, which describes community colleges in North Carolina with audit exceptions and/or concerns during fiscal year 2005-2006. Blue Ridge Community College is not included in this document, which means we had no audit exceptions and/or concerns during that period. President Sink commended Dean Medlin and Dean Parkhill on their good work at the College.

Polices and Procedures – Change of Approved Holidays

President Sink requested approval to change the holidays offered to faculty and staff at the College. The College annually offers employees eleven holidays. The proposed change would not affect the number of days offered, but would entitle adding Memorial Day and reduce the Easter Holiday break by one day. Mary Ann Engel made a motion to approve the holiday change as stated by President Sink. Pat Jones seconded the motion and it passed unanimously.

Revisions to Intercollegiate Policies and Procedures

President Sink requested approval of the revisions to the Intercollegiate Policies and Procedures. Trustees reviewed a first draft at the last board meeting and received this second draft, which reflects Board Members requested changes, prior to today's meeting. President Sink informed Trustees he will be presenting this to the North Carolina Association of Community College Presidents at their meeting tomorrow in Shelby. Mary Ann Engel made a motion to approve the revisions to the Intercollegiate Policies and Procedures as presented. It was seconded by John McCormick and passed without dissent. A copy of the Intercollegiate Policies and Procedures is attached and made a part of these minutes.

Academic Calendar

President Sink requested approval of the 2007-2008 Academic Calendar. A copy of the calendar was given to Trustees for their review. Jeff McDaris made a motion to approve the 2007-2008 Academic Calendar. It was seconded by Billy Higgins and passed unanimously. A copy of the 2007-2008 Academic Calendar is attached and made a part of these minutes. Comments were made concerning the excellent job the College does in working with the county schools with regard to the academic calendar.

Continuing Education Specific Fees

President Sink requested approval of the Continuing Education Specific Fees as outlined in the handout given to Trustees. Mary Ann Engel made a motion to approve the Continuing Education Specific Fees as presented. Billy Higgins seconded the motion and it passed unanimously. A copy of the fees presented is attached and made a part of these minutes.

Instructional Service Agreement

President Sink informed Trustees the Executive Committee had approved the Instructional Service Agreement which was in their folders. The agreement is between Asheville-Buncombe Technical Community College and Blue Ridge Community College to jointly offer a NCMCP Level II Plastics Operator course at the Asheville-Buncombe campus. President Sink requested the board reaffirm the Executive Committee's approval of the Instructional Service Agreement as presented. Tom Orr made a motion to approve the Instructional Service Agreement. It was seconded by Jeff McDaris and passed unanimously. A copy of the agreement is attached and made a part of these minutes.

Resolution for Secondary Road Improvement Projects

President Sink asked Board Members to review the Resolution of Certain Secondary Road Improvement Projects in Henderson County that was in their folders. Questions arose concerning location and payment of these improvement projects. President Sink addressed all questions. Bill Farrell made a motion to approve the resolution as presented. It was seconded by Ronnie Pepper and passed without dissent. A copy of the resolution is attached and made a part of these minutes.

College Update

President Sink gave the following College Update:

- In response to a question from Trustee Tom Orr, President Sink distributed to Board Members information in regard to the program implementation and approval process used at the College.
- Adair Cates, one of the College's Spanish Language Instructors, has been accepted into the Fulbright Teacher Exchange Program. She will learn in March where her exchange visit will be. The exchange should be for the Fall Semester of 2007.

Educational Foundation

Ann Green, Executive Director of the Educational Foundation, reported this year's Campus Fund Drive has now reached an all-time high of \$24,175. Last year's campaign contributions totaled \$21,006. The following are other major gifts to the Foundation since the last board meeting:

- Liselotte R. Wehrheim has made an additional gift of more than \$10,000, with stock, to her already established scholarship endowment fund in her name and in remembrance of her husband.
- Estate of Emil F. Hager has made a gift of \$25,000, which will endow a scholarship.
- Former Trustee and Foundation Director, H.T. Rindal, has made an additional contribution of \$10,000 to the unrestricted Rindal endowment.
- Francis B. Smith (through the *Pension Protection Act of 2006*) has created a \$47,800 endowed scholarship in his name and in tribute to his late wife.
- Former President of Blue Ridge Center for Lifelong Learning, Louis Santiago and his wife Judith have gifted \$11,700 in stock to create a new scholarship endowment.
- Hendersonville Board of Realtors has made a \$40,000 gift to endow their annual scholarship.

The Foundation has closed on its 18th project house for the College's Carpentry program and has passed a resolution to sell its last remaining lot to Western Carolina Community Action. Contributions to the Foundation since July were \$405,694 and the Statement of Financial Position reflects net assets of \$7,944,534.

Administrative Services

David Whitson, Dean for Administrative Services, presented the following to Trustees:

Facilities Condition Assessment and Capital Budget Request for 2007-2008

Trustees were given the Facilities Condition Assessment and Capital Budget for 2007-2008 for review. Mr. Whitson informed Trustees this is a comprehensive survey of the present condition of all college-owned buildings, facilities, and equipment and a plan of how to address deficiencies based on accepted standards and college requirements. The plan process includes: an annual room-by-room; foundation to roof survey of each building; an inspection of outdoor facilities and grounds; and an inspection of each major piece of BRCC equipment associated with plant operation and maintenance. He commended Virgil Bodenhammer and Peter Hemans for their excellent work on this project. This will be used to help the College in guiding needs and future capital plans. The Facilities Committee has reviewed and approved the plan and capital

budget request for 2007-2008. Questions arose concerning the definition of primary structure, total acreage on campus, and the future needs. Mr. Whitson addressed all questions. Trustees commented on the excellent work on this project and it's usefulness to the College's long range planning process.

Technology Education Center Building Update

Mr. Whitson distributed a document which detailed the progress to date on the construction of the Technology Education Center building.

Lake Update

Mr. Whitson informed Trustees the College is currently working with the Department of Transportation to fix the lake. We hope to have the problems resolved soon and begin filling the lake up before the spring of this year.

Transylvania Center-Applied Technology Building (Project #1536)

Bill Farrell reported on behalf of the Finance Committee on the following meeting dates in regard to the Transylvania Center-Applied Technology Building Project #1536:

- Pre-Bid Opening meeting – January 25, at 3:00 p.m. at the Transylvania Center, Room 101
- Bid Opening meeting – January 30, at 3:00 p.m. at the Transylvania Center, Room 101

Discussion arose concerning calling a special meeting for the approval of the project bid. John McCormick made a motion that a telephone/email vote be taken for the approval of Project #1536 bid. It was seconded by Mary Ann Engel and passed unanimously.

2006-2007 Mid-Year Financial Report and Fiscal Year 2007-2008 County Budget Request

Mr. Whitson presented and described in detail the 2006-2007 Mid-Year Financial Report to Board Members. Mr. Whitson stated that the Finance Committee has reviewed and approved for recommendation the county budget requests to be submitted to the Henderson and Transylvania County Commissioners. Mr. Whitson presented to the Board the FY 2007-2008 County Preliminary Budget Request. The report was presented in two parts; Current Operating and Capital Outlay. After a review of the budget request and some discussion, the Board approved a Henderson County current operating budget request of \$2,058,821.45 and \$188,860.84 for Transylvania County. For Capital Outlay budget request, the Board approved a request of \$4,053,892.00 for Henderson County and \$102,200.00 for Transylvania County. John McCormick made a motion to approve the budget requests as presented. It was seconded by Bill Farrell and passed unanimously.

Travel Reimbursement Mileage Rate

Mr. Whitson stated according to the NCCCS Accounting Procedures Manual, Section 5, III. Policies Governing Travel and Expense Allowance; It is the responsibility of the college to review the IRS business standard mileage rate annually and obtain local board approval prior to changing the reimbursement mileage rate to the prevailing rate or any amount less than the prevailing rate. The current reimbursement mileage rate for Blue Ridge Community College is \$.445 per mile and the current prevailing IRS rate is \$.485. It is the recommendation of the College to establish as it office rate the IRS business standard mileage rate. John

McCormick made a motion that the College establish as its standard reimbursement mileage rate as that being the prevailing IRS business standard mileage rate. It was seconded by Bill Farrell and passed without dissent.

Student Government Association

George Hoskin, Student Government Association President, reported the SGA had been reviewing the budget for the year and working on the upcoming spring picnic. We are in the process of looking for a location on campus for the picnic. I hope to present more detail on this event at the next board meeting.

County Request

President Sink requested the Board grant approval to refund the Henderson County Board of Commissioners monies that were used for maintenance on the baseball field. Chairman Spearman talked with Board of Commissioners Chairman, Bill Moyer, about the repayment of these monies. The proposal was made that the College's business manager work with the county manager to determine the amount due back and the method and time of payment. Mary Ann Engel made a motion that the Board direct David Whitson, Dean for Administrative Services, to work with Steve Wyatt, Henderson County Manager, to address repayment to the County of local funds spent by Blue Ridge Community College in regard to the College's baseball program. It was seconded by John McCormick. Questions arose concerning the wording of the motion. Ronnie Pepper suggested a friendly amendment that the wording "baseball program" be changed to "athletic programs." Jeff McDaris suggested a friendly amendment that the motion include final approval from the board on the source of funds for repayment. Therefore, Mary Ann Engel restated the motion that the Board direct David Whitson, Dean for Administrative Services, to work with Steve Wyatt, Henderson County Manager, to address repayment to the County of local funds spent by Blue Ridge Community College in regard to the College's athletic programs. The source of funds for repayment needs to come before the Board of Trustees for final approval. The motion was seconded by John McCormick and passed unanimously. Tom Orr stated that he had asked on three separate occasions if any local monies had been used for the baseball program and was told no monies had been spent in this regard.

Executive Session

Mr. Campbell requested that the Board of Trustees go into executive session pursuant to N.C.G.S. 143-318.11(a)(1) and (3) for the purpose of discussing personnel information that is confidential pursuant to N.C.G.S. 115D-27 through 29 and to discuss matters protected by the attorney-client privilege. Mary Ann Engel made the motion to go into executive session as outlined by Mr. Campbell. It was seconded by Bill Farrell and passed unanimously.

Minutes Approval

Upon a motion by Bill Farrell and a second by Mary Ann Engel, the minutes from the November 8, 2006 Board Meeting and the following Special and Executive Session Minutes were unanimously approved as submitted, with the Executive Session minutes to be sealed.

November 28, 2006 **Special Called Meeting**
November 28, 2006 **Executive Session**
December 4, 2006 **Special Called Meeting**
December 4, 2006 **Executive Session**
December 18, 2006 **Special Called Meeting**
December 18, 2006 **Executive Session**

New Ethics Law Update

Chris Campbell stated that it was very important that all Trustees attend an Ethics Training session. Blue Ridge Community College will be hosting a distance learning training session on January 30, from 3 – 5 p.m. in the Sink Building Distance Learning Classroom. An attendance sign-up sheet was distributed to Board Members.

Mr. Campbell introduced Mr. Walter Currie, an Attorney with Roberts and Stevens, who has studied the Ethics Law and will update the Board on the details of this new law. Mr. Currie distributed an Ethics Law Guide notebook to Board Members to keep. He stated that each Trustee would be responsible for attending a training session and filing the Statement of Economic Interest by March 15, 2007. The Statement of Economic Interest must be completed annually and training should be offered every two years. Mr. Currie discussed the ethics law and addressed all questions from Board Members.

Trustee Comments

Mary Ann Engel informed Trustees that she would be resigning from the Board of Trustees effective today due to health reasons. She stated that it has been a privilege and honor to serve on this board and she will continue to support the College.

There being no further business, the meeting was adjourned.

Chairman

Secretary