

Blue Ridge Community College  
Board of Trustees Meeting  
January 9, 2008 - 12 Noon  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, January 9, 2008, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Chip Gould
Bill Farrell	Tom Orr
Ken Butcher	Candler Willis
Mike Hawkins	Patricia Jones
Kohlan Flynn	Roy Neill
Jeff McDaris	

The following members were excused:

David Hall	Marilyn Bailey
Betty Gash	Ronnie Pepper

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Ramona Rogers	Marcia Stoneman
Ann Green	Brenda Conner
Chad Merrill	Lee Anna Haney

Chairman, John McCormick, Jr. called the noon luncheon meeting to order. Mr. McCormick thanked Trustees for their attendance at the Board Retreat, which was held last month and complimented Dr. Parkhill and her staff on the excellent job they did organizing the retreat.

**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.

## **Minutes Approval**

Bill Farrell made a motion to approve the November 14, 2007 regular meeting minutes as presented. It was seconded by Roy Neill and passed unanimously.

## **Executive Session**

Roy Neill made a motion that the Trustees go into executive session pursuant to N.C.G.S. 143-318.11 (a) (1) for the purpose of discussing information that is privileged, confidential, and not of public record. It was seconded by Chip Gould and passed unanimously.

## **Facilities Committee Report**

Tom Orr, Facilities Committee Chair, reported the Facilities Committee met on November 28<sup>th</sup> to review the Facilities Condition Assessment and Capital Budget Request for Fiscal Year 2008-2009. Mr. Orr stated that the committee received a detail report from David Whitson on the Facilities Assessment Plan and Budget Request which included an explanations of the rating system used to determine the renovation and repair needs for each of the facilities. The Committee suggested adding weighted values to the rating system which would help the College to better prioritize the needs. The PEAC project was also discussed.

A Joint Facilities Meeting with selected members of the Henderson County Commissioners was also held on November 28<sup>th</sup>. President Parkhill, Chairman McCormick and Tom Orr attend that meeting and presented the Assessment Plan, Budget Request, new construction project updates and future needs of the College to the Commissioners. Mr. Orr stated that the meeting went very well.

President Parkhill informed Trustees that the Henderson County Board of Commissioners will hold a retreat on January 17<sup>th</sup> at the Justice Academy. The College has been asked to give a presentation on our 2008-2009 Operating budget for the Technology Education and Development Center building and facilities maintenance. Chairman McCormick, Tom Orr, Bill Farrell, David Whitson and President Parkhill will attend the retreat. An invitation was extended to all Board Members who would like to attend.

David Whitson updated Board Members on the two construction projects: The Technology Education and Development Center and the Transylvania Center Applied Technology Building.

## **Finance Committee Report**

David Whitson distributed, reviewed and addressed all questions concerning the following:

1. The Mid-Year Budget Report for Fiscal Year 2007-2008
2. The Fiscal Year 2008-2009 County Budget Request
3. A Report on the Athletic Budgets

Upon a recommendation by the Finance Committee the Fiscal Year 2008-2009 Henderson County Budget Request was approved unanimously. A copy of the Budget Request is attached and made a part of these minutes.

### **By-Laws Committee Report**

Ken Butcher, By-Laws Committee Chair, stated the By-Laws Committee recommended approval of By-Laws changes that were distributed to Board Members at the November meeting and discussed at the Board Retreat. After discussion, Board Members approved the changes as presented. A copy of the changes are attached and made a part of these minutes.

### **President's Report**

President Parkhill highlighted specific items of interest from the College Report which was sent to Board Members prior to the meeting.

- The College received notification from the North Carolina Community College System Office that our facilities and equipment grant proposal for completion of the Transylvania Center Applied Technology Building was approved. The \$350,000 will be used to complete the construction and provide needed equipment for the start-up on the Automotive Technology and Nursing programs.
- The North Carolina Community College State Board approved at their recent meeting to release colleges from their reversion requirements enabling schools to have 100% control of their budgets. Colleges were required to hold .75% of its state operating budget for possible reversion which amounted to \$75,000 for Blue Ridge Community College.
- The State Auditors are on campus to conduct the College's financial audit for 2006-2007 fiscal year. They plan to complete their audit by February 2008 and will hopefully have their report available for the Southern Association of Colleges and Schools (SACS) compliance review in March.
- The College submitted written notification to SACS of the following substantive changes:
  1. Site-based/classroom group instruction (expansion at Transylvania Center)- Associate Degrees of Applied Science in Nursing and Automotive System Technology
  2. Distance learning/technology-based group or individual instruction (50% or more of the instruction delivery) - Associate Degrees in Applied Science in Business Administration concentration in Marketing and Retailing, and Early Childhood Education.
- Becky Varnadore-Henderson County School System, Joe McCanless-Blue Ridge Community College, and Reed McNut- HVAC business owner are kicking off an apprenticeship program in HVAC effective fall semester 2008. High school juniors and seniors will take HVAC classes and earn their BRCC diploma while finishing the apprenticeship program with McNut's company.
- Preliminary enrollment numbers for spring 2008 registration as of today are 1853.
- The following are High School enrollment figures:

**spring 2008**

Huskins – 90 (as compared to)  
Dual Enrolled – 161

**spring 2007**

Huskins – 50  
Dual Enrolled – 153

- The fall 2007 average GPA for baseball student athletes was 3.25; volleyball 2.75.
- Ten of our 18 Student Athlete sophomores have committed to a four year school.
- Baseball practice began January 4<sup>th</sup> with the opening game of the season scheduled for February 2<sup>nd</sup> against #6 ranked Young Harris College.
- The Martin Luther King Unity breakfast and program is scheduled for 8:30 a.m. January 21, 2008 in BRCC's Bo Thomas Auditorium. Proceeds benefit the Human Relations Council of Henderson County and also apply toward scholarship awards to deserving students at Blue Ridge Community College. Tickets are still available.

**Educational Foundation Report**

Ann Green, Executive Director of the Educational Foundation reported the following major gifts since the last Board of Trustees' Meeting:

- Former Trustee and Foundation Director H. T. Rindal has made an additional contribution of \$10,000 to the unrestricted Rindal Endowment.
- Liselotte R. Wehrheim has made a stock gift of \$5,187.60, designated for 2008-2009 scholarship awards.

Mrs. Green informed Board Members that contributions from July 1 through December 31, 2007, were \$756,160 with total support and revenue at \$953,365. A Statement of Financial Position reflects Net Assets of \$8,663,916.

The Foundation is currently focusing on the following projects:

- Compliance review with regard to the College's reaccreditation by the South Association of Colleges and Schools (SACS)
- Segregation of duties to be studied (as a best practice) by the Foundation's Audit Committee and independent auditors
- Introducing Blue Ridge Community College's new president, Dr. Molly A. Parkhill to friends of Blue Ridge Community College and its Educational Foundation
- Plans for a February Board of Directors Retreat
- Coordinating the Annual Fund Drive and hosting a special fundraising event in late spring
- Calculating its endowment proration's for 2008-2009 awards

**Student Government Association Report**

President Parkhill informed Trustees that David Hall, the SGA President, was unable to attend today due to work obligations. She reported the following SGA activities on his behalf:

- A Club Rush Day will be held on January 17<sup>th</sup>, to help encourage more participation in clubs on campus.
- The SGA will sponsor a Coffee House - Open Mic event to be held in the Killian Building Student Lounge (the date is still to be determined.)
- The SGA picnic is scheduled for April 17<sup>th</sup>.
- The SGA is looking into sponsoring a Super Bowl Event. More information will be provided as details are worked out.
- The SGA was very involved with spring semester registration. Representative spoke at orientation, gave tours of the campus to new students and manned booths.

### **Old Business**

Chairman McCormick stated there was no Old Business.

### **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 distributed to Board Members. Kohlan Flynn made a motion to approve the list as presented. Roy Neill seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of the 2008-2009 Academic Calendar**

Chairman McCormick requested approval of the 2008-2009 Academic Calendar which was distributed to Board Members. President Parkhill described the process used to determine the academic calendar and noted that the College is currently looking at changing the 2009 graduation ceremony to a Friday evening. Chip Gould made a motion to approve the 2008-2009 Academic Calendar as presented. It was seconded by Tom Orr and passed without dissent. A copy of the calendar is attached and made a part of these minutes.

### **Continuing Education Self-Supporting Instructional Funds Policy**

President Parkhill reviewed with the Board the College's Continuing Education Self-Supporting Instructional Funds Policy, which was sent to Trustees prior to the meeting. The Board is required to review this policy every three years. The Board made no changes to the policy.

### **Approval of Computer Lease Agreement**

President Parkhill requested approval of a 4-year term computer installment purchase lease at the rate of 2.773 percent in the amount of \$92,924.44. This lease agreement would purchase and finance 71 computers and would be purchased through the Statewide Information Technology Procurement Term Contract. By spreading the payment over the next four years, the College will lower the initial cost of acquisition and provide a greater level of reliability for our students and faculty. Approval of this agreement would be contingent upon the approval of the State Board of

Community Colleges. After discussion, Ken Butcher made a motion to approve the Computer Lease Agreement as presented. It was seconded by Pat Jones and passed unanimously.

**Approval of Policy and Procedure Changes**

President Parkhill reviewed the proposed changes to the Policies & Procedures that was previously sent to Trustees. After discussion, it was suggested that the proposed changes be amended to add the statement *as defined by law*. Ken Butcher made a motion to approve the changes as amended. It was seconded by Kohlan Flynn and passed without dissent. A copy of the proposed changes is attached and made a part of these minutes.

**Appointment of Finance Committee Chair**

Chairman McCormick stated that as Chair of the Board of Trustees he could not serve as the Finance Committee Chair; therefore he appointed Bill Farrell as the new Chair of the Finance Committee.

**Review of the College’s Mission, Vision & Value Statements**

Chairman McCormick informed Trustees that a copy of the College’s approved Mission/Vision and Value Statement was included in their folders. This was approved at the March board meeting. Chairman McCormick asked Board Members if there were any comments or questions regarding the statement. None were made.

**Other Comments**

President Parkhill reminded Board Members that they are required annually to complete and send in a Statement of Economic Interest (SEI) form to the State Ethics Commission. The SEI form may be accessed from the Ethics Commission website.

President Parkhill asked Trustees to return their completed Board Retreat evaluation forms to Brenda. This will help us to evaluate the effectiveness of the retreat and plan for future retreats.

President Parkhill stated a listing of the 2008 board meeting dates was included in their folders.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary