

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

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

The following members were present:

Marilyn Bailey	Betty Gash
Bill Farrell	Tom Orr
Ken Butcher	Candler Willis
Patricia Jones	Ronnie Pepper
Kohlman Flynn	Roy Neill
David Hall	

The following members were excused:

Jeff McDaris	Mike Hawkins
John McCormick, Jr.	Chip Gould

Others attending:

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

Due to the absence of the Board Chairman, Vice-Chairman, Kohlman Flynn called the noon luncheon meeting to order and welcomed all guest present.

Ethics Statement

Vice-Chairman Flynn 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.

Agenda

Vice-Chairman Flynn requested a motion to adjust the meeting agenda to move the Student Government Association report up to item IV - A. Tom Orr mad a motion to adjust the agenda as presented. It was seconded by Roy Neill and passed without dissent.

Minutes Approval

Ken Butcher made a motion to approve the January 9, 2008 regular meeting minutes as presented. It was seconded by Betty Gash and passed unanimously.

Facilities Committee Report

Committee Chair, Tom Orr, reported that at the request of the YMCA, the Facilities Committee will meet with select members of the YMCA Board to discuss joint facility needs and the Physical Education Activity Center project. The meeting is scheduled for March 19th at 9 a.m. in the Patton Building Boardroom. The committee will report back to the board at the May meeting.

Finance Committee Report

Committee Chair, Bill Farrell, stated the Finance Committee met on February 28th to review the Fiscal Year 2008-09 Transylvania County Preliminary Budget Request. Mr. Farrell presented the committee's recommendation to approve the Fiscal Year 2008-09 Transylvania County Preliminary Budget Request as presented. By unanimous vote the budget request was approved.

Student Government Association Report

David Hall, Student Government Association President reported the following student activities:

- BRCC Family Fun Day – March 22, 2008, from 12:30 – 3:30 p.m. Bounceville, USA will be hosting a Family Fun Day for students' and their families. The cost is \$7 per child, with \$2 being donated to BRCC.
- The Spring Picnic – April 17, 2008. There will be food, games, and tournament events for students, faculty and staff.
- March of Dimes-March for Babies – April 19, 2008. Students have formed a BRCC Team to march for babies.
- Earth Day Celebration/Energy Expo/Horticulture Club Plant Sale – April 26, 2008. The BRCC Community Services, Environmental Conservation Club and Horticulture Club will host events all day with displays, speakers, vendors and entertainment. The event will take place in the Patton Building Auditorium, Patton Multi-Purpose Room 150/151 and the BRCC Greenhouse.
- Deliver the Dream – May 29-June 1, 2008. The Kanuga Conference Center will be hosting a weekend retreat for families facing serious illness or other crisis. BRCC students will volunteer to help with this very unique program.

- The College's Phi Beta Lambda Club will be going to the State Leadership Conference April 10-13.
- The Cosmetology Club has reformed with the help of cosmetology students Dawn Gragg and Brandy Dutton, as well as the cosmetology faculty. Some future activities for this club include:
 - Volunteer work at the Pardee Hospital Orthopedic Wing
 - Help with hair and makeup for the Hendersonville High School performance of "CATS"
 - Locks of Love /Cut-A-Thon
 - Volunteer work to help women and children through the Mainstay Organization for battered women

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 North Carolina Community College System budget priorities for the 2008-09 fiscal year include: enrollment growth adjustments (\$27,444,480); costs associated with NLNAC accreditation and weighted funding for all allied health programs (\$28,362,962); expansion of programs in technical education (\$9,669,899); additional student services personnel and a male minority mentoring program (\$4,722,493); salary increases for all employees (\$47,791,092); additional system office support (\$991,916); and increased equipment appropriation (\$11,214,798).
- The compliance review documents for reaccreditation by the Southern Association of Colleges and Schools (SACS) were shipped on March 10. This is the College's fourth 10-year review. An off-site committee will hold a telephone conference review with College personnel in May 2008 and an on-site visit will be conducted in October 2008. The Quality Enhancement Plan (QEP) will be reviewed during the on-site visit. Dr. Parkhill recognized Celeste Oprean, for her hard work and efforts as the College's SACS liaison.
- Due to work on the SACS reaccreditation documents, the Strategic Plan was temporarily postponed. The College is now back on track and will report to the Board at the May meeting on the College's Strategic Plan.
- Dr. Parkhill stated that included in board folders was a Calendar of Events. She encouraged Board Members to mark these dates on their calendars.
- On March 24, Dr. Parkhill and Chad Merrill will be giving a College update to the Transylvania County Commissioners at their regularly scheduled meeting to be held at the Transylvania County Courthouse at 7 p.m.
- Henderson County will be hosting a grand re-opening and rededication of the 1905 Historic Courthouse on April 11 at 2 p.m. The College has been invited to submit something as a representation of the College to be placed in the cornerstone time capsule.
- This year's graduation commencement will be held on Saturday, May 10, at 9 a.m. Dr. Parkhill informed Trustees of their role in handing out diplomas at the commencement exercises. Based on feedback from faculty and staff, the following changes have been made:

- All full-time curriculum faculty and deans will march in the May 10th graduation ceremony.
- Staff will not be required to participate in the ceremony but will be asked to assist in various capacities to include reception, parking, set-up/clean-up, audiovisual support, and media relations.
- GED graduates will participate in a separate graduation ceremony on Friday, May 9. Basic Law Enforcement will have a graduation ceremony on April 24. The Paramedic graduation ceremony will be on May 31.
- The College is planning open house events for the Technology Education and Development Center (TEDC) and the Applied Technology Building at the Transylvania Center (TRC). The open house event for the TEDC will be held on Wednesday, September 10, and the event at the Transylvania Center will be on Wednesday, October 1.
- The College's faculty and staff have begun preparing the 2008-09 preliminary budget. This preliminary budget will be presented to the Board for consideration in May. Based on a decline of current-year FTEs by 68, it is projected that state revenues will be down \$325,000. The preliminary state budget that will be presented to the Board for consideration will be based on this decline of state revenues. Once the General Assembly and the counties of Henderson and Transylvania appropriate funds for the new year, the College will again review the preliminary budget and reconcile it to the final appropriate dollars. This final budget will be presented to the full Board for consideration at that time.
- As part of the Technology Education & Development Building (TEDC) construction project, the College will be constructing a new parking lot. The new lot will add approximately 120 parking spaces. These much-needed parking spaces will serve the current student enrollment as well as attendees of events in the new TEDC conference hall. The lot will be located east of the ISC Building and north of the Killian Building parking lot.
- The College completed 96 program review reports within the four curriculum divisions: Allied Health (20), Applied Technology (21), Arts and Sciences (22), and Business and Service Careers (23). Each report contained statistical information regarding demographics, enrollment, graduates, faculty credentials, and job placements. Reports also included student learning outcomes and general education competencies, plus recommendations for program improvement.
- The passing rates on state licensure/certification exams for the 2006-07 academic year have been released. Blue Ridge Community College recorded the following passing rates:
 - Real Estate 82% (17 students)
 - Cosmetology 83% (12 students)
 - Nursing 91% (22 students)
 - Manicurist 100% (2 students)
 - Esthetician 80% (10 students)
- ESL College Access Day was held February 28 with approximately 100 students participating from Hendersonville, East Henderson, North Henderson, West Henderson, Balfour, and Transylvania County High Schools. Students attended presentations on college admissions, financial aid, Huskins and Dual Enrollment opportunities, and toured the campus

- February and March are months when our recruiters, Lisa Hill and Glenda McCarson, work closely with the high schools as rising juniors and seniors plan their schedules for the 2008-09 academic year. Presentations and registration for Huskins and Dual Enrollment are underway as well as placement testing at the high schools.
- Dr. Parkhill informed Trustees that she and Dr. Medlin had recently meet with the Henderson County Public Schools Superintendent along with five area high school principles to discuss the Early College concept. This is an initiative from Governor Easley which offers a high school student the opportunity to obtain their high school diploma and an associate's degree during a 5-year term offered on the college campus. Discussion arose in support of this initiative. Dr. Parkhill stated that the next step was to visit with Caldwell Community College, which has a very successful Early College model.
- Dr. Parkhill asked Board Members to review the Institutional Snapshot document which was included in their board folders. This is a very useful tool to use when Board Members are talking with people in the community about Blue Ridge Community College.

Educational Foundation Report

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

- The College's Educational Foundation Board of Directors held a retreat on March 1st. Charles Page, a consultant with Cool Spring Center, facilitated the group discussions. The board focused on two issues: community engagement and fundraising. Several innovative ideas were generated and prioritized by the directors.
- Mary Childs, who died several years ago, remembered the College in her estate. Her gift was to pass on to the College upon the death of her husband, Arthur Childs. He recently died and the Foundation received notification that he also remembered the College in his estate. The College will receive one-quarter of Mary's estate, and one-third of Arthur's estate. Both gifts are unrestricted. The value has not yet been determined.
- Major gifts since the last Board of Trustees' Meeting:
 - Ben Jones has pledged \$5,000 for the 2008-09 Ben Jones Community Service Scholarships
 - Francis Smith has gifted \$25,000 for the Frank and Hazel Smith Scholarship Endowment Fund
 - Eleanora Meloun has contributed \$10,000 for 2008-09 GED Graduates Scholarships and \$5,000 for start-up costs for the Associate Degree Nursing curriculum at Transylvania Center
- Looking ahead...
 - A special fundraising event with the Flat Rock Playhouse on Sunday, May 4. We are excited this year to be having our pre-theatre social (with cocktails) at the Playhouse beginning at 7:30 p.m., as well as coffee and dessert selections at intermission-- while enjoying the musical comedy *Dames at Sea*.
 - Folkmoot International Dance Festival will host two performances at the Thomas Auditorium on July 23 at 2 and 7:30 p.m.
 - Scholarship applications are now available and will be due by May 16th.

Old Business

Vice-Chairman Flynn stated there was no Old Business.

New Employees

Vice-Chairman Flynn 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. Bill Farrell made a motion to approve the list as presented. Ken Butcher 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-Two Instructional Service Agreements with Bladen Community College

Vice-Chairman Flynn requested approval of the Level-Two Instructional Service Agreements with Bladen Community College which were sent to Trustee prior to the meeting. After discussion, Ken Butcher made a motion to approve the agreements as presented. The motion was seconded by Betty Gash and passed unanimously.

Review of State Audits

President Parkhill reviewed with Board Members the State Audit on the maintenance of records and the reporting of student membership hours and the Mountain Area Workforce Development Board audit. Both reports had no audit exceptions or areas of concern.

Evaluation of Ethics Statements of Economic Interest

Vice-Chairman Flynn read aloud the Evaluations of Statement of Economic Interest filed by Roy Neill and Candler Willis, which stated no actual or potential for a conflict of interest. He also read aloud the statement filed by Marilyn Bailey, which stated no actual conflict of interest but a potential for a conflict of interest.

Appointment of Ethics Liaison

In the Chairman's absence, Vice-Chairman Flynn informed Roy Neill of his appointment as the new Ethics Liaison at the request of the Board Chair.

Appointment of Curriculum Committee

In the Chairman's absence, Vice-Chairman Flynn informed the following members of their appointment to the 2008-09 Curriculum Committee at the request of the Board Chair:

Jeff McDaris – Chair
Marilyn Bailey
Chip Gould

Pardee Hospital – Exchange of Real Property

President Parkhill informed Board members that Pardee Hospital is in the process of selling the Pardee Care Center and would like to conduct an exchange of land prior to the sale. The College is recommending deeding half of this narrow tract to Pardee in exchange for a tract of land of similar size continuous to the College's land on the south side of the Pardee tract. The College would also receive a dedicated easement from South Allen Road, along an existing interior driveway to access said tract. In return, Pardee Hospital would get an easement to correct construction of a small portion of a parking lot which is encroaching on College property. The College would retain the remainder of the small piece of land at the south corner of College Drive and S. Allen Road as a "view shed." After discussion, Candler Willis made a motion to approve the land exchange with Pardee Hospital as presented. It was seconded by Bill Farrell and passed unanimously.

Blue Ridge Literacy Council Lease Agreement

President Parkhill presented for the Board's review a copy of the proposed lease agreement with the Blue Ridge Literacy Council. Dr. Parkhill stated that the Board had approved this agreement in July 1998 but the College did not have a formal document. This lease agreement has been reviewed and approved by the College's attorney. We have sent a copy to the Literacy Council Board of Directors for their review and approval as well. Tom Orr made a motion to approve the lease agreement as presented. It was seconded by Ken Butcher and passed without dissent.

Executive Session

Candler Willis 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 personnel information that is confidential pursuant to N.C.G.S. 115D-27 through 29. It was seconded by Betty Gash and passed unanimously.

Open session

Ken Butcher made a motion to approve the College's recommendation of dismissal for employee John Young. It was seconded by Tom Orr and passed without dissent

Other Comments

Candler Willis inquired about the nursing shortages in the area and the college's nursing program admittance policies. President Parkhill explained the college's procedure for entering the nursing program and stated that the College will be offering 24 additional nursing program slots at the Transylvania Center this fall. The College can only offer a limited number of nursing programs slots due to the limited number of qualified clinical sites available to our students. Blue Ridge Community College is one of the top ten in the state in regard to our nursing program's retention and passing rates and our quality of instruction.

Ken Butcher informed Trustees that he was also on the Travel & Tourism Board. They are very excited about the College's new Technology Education & Development Center Building. The

conference hall will be very beneficial to the community and will create a tremendous economic impact to the county.

Vice-Chairman Flynn reminded Trustees that their Ethics Statement of Economic Interest Forms are due by April 15. Please let Brenda know as soon as you complete and mail your form. Trustees were also informed that the 2007 Edition of the Community College Laws of North Carolina was included in their folders.

There being no further business, the meeting was adjourned.

Chairman

Secretary