

Blue Ridge Community College
Board of Trustees Meeting
March 14, 2007 - 12 Noon
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, March 14, 2007, at the Flat Rock Campus.

The following members were present:

Joe Spearman, Sr.	Tom Orr
John McCormick, Jr.	Betty Gash
Ronnie Pepper	Jeff McDaris
Bill Farrell	Patricia Jones
Kohlman Flynn	George Hoskin, III

The following members were excused:

Ken Butcher	Lee Mulligan
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Others attending:

David Sink, Jr.	David Hutto
Earl Medlin	David Whitson
Molly Parkhill	Marcia Stoneman
Ann Green	Brenda Conner
Terrell West	Katie Winkler
Caren Kessler	Fred Williams, NCCCS-Executive Vice President
Scott Parrott, Times-News	Kimberly Gasperson-Justice, Henderson Co. Clerk of Court
Dick Baird, Hendersonville Tribune	Fielding Lucas

Chairman Joe Spearman called the noon luncheon meeting to order and welcomed the new Trustees and all guests. President Sink introduced guests and extended a welcome to all.

Ethics Statement

Chairman Spearman read the following Ethics Statement:

Board Members, Mr. 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?

Let the minutes reflect no conflicts were reported.

Agenda

President Sink asked Trustees if there were any changes that need to be made to the agenda for today's meeting. Chairman Spearman requested that under *IV. Trustee Remarks*, items "D" and "E" be removed.

Oath of Office

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to the following new Trustees: Betty Gash and Kohlan Flynn. A signed copy of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

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. Ronnie Pepper made a motion to approve the list as presented. Pat Jones seconded the motion and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Quality Enhancement Plan

President Sink introduced Caren Kessler an instructor at the College who will present the College's Proposed Quality Enhancement Plan to Board Members. Ms. Kessler stated this plan is one of the many requirements we must meet for the College's reaffirmation with the Southern Association of Colleges and Schools (SACS). The SACS Handbook for Reaffirmation of Accreditation describes the Quality Enhancement Plan (QEP) as a carefully designed and focused course of action that addresses a well-defined topic or issue related to enhancing student learning. The QEP should complement the institution's ongoing integrated institution-wide planning. The topic or issue to be developed in the plan should be sufficiently broad in scope to be viewed as significant to the institution and a major enhancement of the learning experience for students. The QEP Committee began meeting in the fall of 2005 and has focused on distance learning. The QEP must be finished for review by the SACS Team in the fall of 2007. Ms. Kessler described the QEP in full detail and addressed all questions from Board Members. A copy of the Proposed Quality Enhancement Plan is attached and made a part of these minutes.

President Sink thanked Caren Kessler and Katie Winkler for their good efforts and hard work on this plan. He also informed Board Members that Katie Winkler had been recently published in the *AIM (America's Intercultural Magazine)* and won first place for her short story entitled "Mordecai's Grave."

Strategic Plan Report

President Sink asked David Hutto, Dean for Technology and Development, to update Trustees on the College's Strategic Plan. Mr. Hutto stated the Planning Council had worked on this document, which is still in the development stages. The Strategic Plan is based on data gathered in the area we serve through environmental scans, surveys and focus groups. We are looking at the perceptions and attitudes about Blue Ridge Community College, which will help us to determine the needs of the students and community. This

will help the College to enhance current programs and plan for future programs. This is a flexible plan, which is reviewed every 5 years. Mr. Hutto addressed all questions by Board Members.

Vision/Value Statement

President Sink requested approval for the College's Vision/Value Statement. The Planning Council drafted the statement, which centers around the College's Mission Statement. The Vision Statement goes beyond the College's mission and defines how we carry out that mission. The Value Statement helps to clarify our values here at the College. By adopting this Vision/Value Statement the College may more clearly respond to the needs of our students and the community. Tom Orr made a motion to approve the Vision/Value Statement as presented. It was seconded by Ronnie Pepper and passed without dissent. A copy of the Vision/Value Statement is attached and made a part of these minutes.

College Update

President Sink gave the following College Update:

- The Organic Growers School brought over 1000 people to campus on Saturday, March 10th. Over 800 people pre-registered, approximately 150 were expected to register the day of the event, and there were approximately 150 exhibitors, instructors and organizers on campus that day. The event was extremely successful.
- The Western Region of North Carolina Skills USA was held at BRCC on February 22. Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This organization has more than 13,000 school chapters in 54 states and serves 280,000 instructors annually. It is headquartered in Leesburg, VA. Eighty students from area high schools, along with their instructors, participated in this regional competition which allowed students to show off their hands-on and presentation skills.
- The Horticulture Plant Sale will begin on Earth Day, Saturday, April 21st, running from 1:00-3:00 p.m. It will then run the following Monday through Thursday from 11:00 a.m. to 3:00 p.m.
- The Automotive Technology areas are participating in the 3rd Annual Car Show hosted by Western North Carolina's Great Smoky Mountain Region of AACA on March 24, 2007 from 9:00 a.m. to 3:00 p.m. outside the Spearman Building. Registration to show a vehicle is \$5 and proceeds will provide the opportunity for students to compete in Skills USA state and national competition and to create a scholarship for a student in an automotive program.
- A number of BRCC instructors are meeting with high school instructors from Henderson County, Transylvania County, and other surrounding counties at our Flat Rock Campus, March 30 for the purpose of realigning the RAVE (Rural Articulation Vocational Education) document. This document allows high school students to take a number of courses which will transfer into specific programs at BRCC and AB Tech in addition to those articulated state wide.
- A ground breaking ceremony is being planned for the new Applied Technology Building at our Transylvania Center for April 3, 2007 at 2:00 pm.
- The College has applied for a \$60,000 homeland security grant for the purpose of providing NIMS-related training to emergency management personnel. Funds will be used for curriculum development, instruction, and equipment.

- The College is offering an educational training program endorsed by VFIS (Volunteer Fireman's Insurance Services) to all fire and rescue departments in Henderson and Transylvania Counties. The program is entitled "Rollover Prevention," and focuses on safety issues and preventive measures for reducing rollover mishaps. The program's goal is to reduce rollover incidents by 25% in the next five years.
- Per a request by the Henderson County Sheriff's Office, the College is offering a detention officer school with 12 enrollees. On-going mandated training continues in the areas of Network Forensics, Corporate Security, Legal Updates, Ethics, HAZMAT, Firearms, Blood borne pathogens, Rapid Deployment, and Methamphetamine Awareness.
- We received the quarterly report from Promissor (Nurse Aide I testing center) which ended December 31, 2006 and listed BRCC students with a 100% and 91% passing rate for the written and skills portions, respectively.
- The College's Applied Technologies Division, Industry Training, and Henderson County JobLink Center are partnering with Henderson County Public Schools and local employers to establish a DOL-approved apprenticeship for machinists. This collaboration is in direct response to a critical nationwide shortage of workers in precision machining. The program will begin with recruitment in the sophomore year of high school and will include summer shadowing at a participating company, (Huskins) machining classes at BRCC, a summer internship at a participating company, Continuing Education training for the NC Manufacturing Certification Program, part-time work at a participating company in their senior year, and a 3-year apprenticeship after graduation from high school while completing classes at BRCC for Diploma or Associates Degree in machining.
- The College is partnering with the local community association of property management professionals to deliver short-term, pragmatic training needed to assist those individuals interested in a career in condominium, community association, or property management.
- Some additional training projects in our Continuing Education Department include safety and forklift training with Solid Surface Arts and supervisory training with the City of Brevard.
- The College will be offering masonry training program beginning March 12th. The class will meet two nights a week from 6 – 9 p.m. Carpentry training is scheduled to begin fall 2007.
- Due to low enrollments during the past three years and the budget deficit for the upcoming year, the College has decided to discontinue the Adult High School Program effective June 30, 2007. Students currently enrolled in the program will be able to continue their studies after this date and will work with the staff of the STAR Center. The College, however, will no longer be accepting new applications.
- The College hosted a Latino College Day on February 15th for Latino high school students interested in pursuing further education at Blue Ridge Community College. Approximately, 100 juniors from the Henderson County Public Schools participated in this event. Planning and conducting the Latino College Day was a joint effort with the College faculty and staff and the Migrant Education program of Henderson County Public Schools. The success of the event has led to discussions about further events focusing on other minorities.
- The College is working with SCORE, Small Business Administration, Small Business Technology Development Center, Mountain Biz Works, Transylvania County Economic Development and Transylvania Chamber of Commerce to co-sponsor the 2007 Business and Community Development Forum on March 20, 2007.

- We are also working with SCORE, Small Business Administration, Small Business Technology Development Center, MMF, CCC, Chamber of Commerce, Henderson County Economic Development Partnership and co-sponsoring 2007 Henderson Business Forum and Manufacturers Showcase on April 26.
- The College will co-sponsor the April Hendersonville Chamber of Commerce “*Chamber After Hours*” at the Sink Building on April 26, 2007.
- Blue Ridge Community College along with the Transylvania Tourism Development Authority 2007, will co-sponsor the Transylvania Tourism Conference on March 29, 2007.
- We have organized Roundtable Discussions on Lean Manufacturing, Safety, and Human Resources with the following major companies: General Electric, Kimberly Clark, ArvinMeritor, Coates America, and Selee Corporation.
- The College organized a Career Day for High School Juniors involving 1000 area High School Juniors with over 30 Career Representatives.
- We have enrolled 248 new students in WIN Curriculum for a total of 1426 individuals enrolled since March 2006. To date, the College has issued 218 Career Readiness Certificates which represents the highest percentage in the state.
- The College’s Environmental Health and Safety Institute staff has conducted contract visits and activities for 27 community colleges during January and February.
- On April 19 the final Arts & Humanities Series event of the season will present for the first time the Nouveau Passé Orchestra directed by Russ Wilson performing Rhapsody in Blue.
- The fourteenth annual Celebration of Women in the Arts will take place on Thursday March 29 with an exhibit in the Patton multi-purpose rooms from 9:00 a.m. to 9:00 p.m. and a performance in the Patton Auditorium at 7:30 pm.
- Frank Byrd, a valued BRCC employee for over 29 years and most recently the Dean of Student Services, retired February 1. Student Services hosted a retirement party for Frank on January 30th. Marcia Stoneman is serving as interim Dean of Student Services through the remainder of the fiscal year.
- Lisa Hill, Student Activities coordinator, organized an American Red Cross blood drive on campus February 22 in response to a need to replenish local blood supplies.
- BRCC students who enroll in online courses, hybrid courses, and interactive video courses have taken a giant leap forward. So far this year, the College has seen a 62% increase in the use of web-based instructional materials. The College has also experienced a jump in the number of students enrolled in interactive video courses compared to the same period last year. For fall and spring semesters, the College has had 3136 enrollments in Internet and interactive video classes.
- Cornell University did a study which identified Blue Ridge Community College as the only community college in North Carolina to have an endowed chair. The College now has two endowed chairs. President Sink informed Trustees that he would be making a presentation at the AACC Conference in Tampa, Florida in November on the College’s endowed chairs. He will be making a presentation in April at the AACC Conference on the College’s Writer’s Institute.

Future Projects

President Sink informed Trustees of the following future projects and activities that the college deans, faculty and staff are working on:

- Southern Association of Colleges and Schools (SACS) Reaffirmation
- Technology Plan
- Diversity Plan
- Business Continuity Plan
- Hire a Baseball Coach
- Decline in enrollment (FTE decrease)
- Carolina Star Safety Plan
- Superior College Rating (criteria changes)
- All Steinway School Recognition
- Bellwether Award
- Repair the dam
- Complete and Move into the new Technology Education and Development Building
- Become a Tobacco Free Campus
- Comprehensive Capital Outlay Plan (to include infrastructure)
- Early College
- Fire Arms Training Needs
- Fire Training Facility on campus
- Transylvania Center (add Applied Technology Programs)
- Datatel (new versions)
- Physical Education and Activity Center (PEAC) Building
- Evaluation of Salary Plan

Educational Foundation

Ann Green, Executive Director of the Educational Foundation, reported the Foundation's Board Development Committee has completed a matrix of its current Board thus identifying future candidates' assets, attributes, and experience to ensure governance and growth. The Committee will be seeking recommendations (by letter) from both the Board of Directors and the Board of Trustees. The Acceptance and Investment Committee met and discussed the Investment Policy, the Integrated Investment Services Contract with Smith Barney and reviewed request for proposals on collateralized deposits for a public insured money market checking account. The Executive Committee met to discuss and review endowment agreements and the Foundation's Memorandum of Understanding between the Foundation and the College. The Foundation received a \$15,000 gift from the Charles and Eleanora Meloun Charitable Fund to be used for scholarships. The following are upcoming Foundation events:

- The Kehr Lecture Series will be held on April 21st in the Thomas Auditorium and Gallery. A reception will begin at 3:30 p.m. with the presentation to follow at 4 p.m.
- On May 4th the Arida Arts Symposium will feature Daniel Millsbaugh, Metal Sculptor. A master class will be held from 8:00 to 11:30 a.m. in the Spearman Building, Room 129, an Iron Casting Demonstration is scheduled from 2-5 p.m. outside of the Spearman Building, the Sculpture Studio, a reception will begin from 5:30 to 6:45 p.m. with an evening presentation from 7 to 8 p.m. in the Thomas Auditorium.
- May 18th is the deadline for scholarship applications.

- The Foundation will hold it's annual Night at the Flat Rock Playhouse fund raiser on May 6th with the play *Smoke on the Mountain Homecoming*. A pre-gala event will be held from 6:00 to 7:30 p.m. and the play will begin at 8:15 p.m.
- The annual fund drive will begin in March.

Administrative Services

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

- **Budget development process** – We have begun working with the Deans on their budgets for the upcoming year. The process will involve working directly with each area to develop a preliminary budget, with plans to present the budget to the Board in May.
- **Lake Update** – We are working with the Department of Transportation engineers to schedule a time within the next couple of weeks to fix the lake. College Drive will be closed during the repair process.
- **Transylvania Center Applied Technology Building** – We have received approval from the system office and State Board on the building contract bid price of \$2,390,349. I will continue to update the Board throughout the building process.
- **Athletic Budget Update** – The Athletic Budget, which includes both instructional and foundation monies is currently \$149,749.
- **Technology & Development Building** – The construction is a little behind schedule due to weather. Construction meetings are held each month and Trustees are always welcome to attend these meetings.
- **Financial Audit** – We have state auditors are on campus performing our financial audit. They should be finished within the next couple of weeks.
- **2007-2008 Budget Update -**
 1. *Community Picnic Shelter* – The \$50,000.00 is for a new shelter. The new shelter will be 1,200 SF and have a new roof, concrete floor, handicapped access ramp, and wooden exterior railing.
 2. *Capital Request #4. "Campus Landscaping and Maintenance Plan"* All of this would be landscaping for the particular areas that are listed. The Spearman Building has several different landscaping areas.
 - Main sidewalk to Killian Bldg. - \$5,000.00; Spearman Foundation plantings replacement - \$10,500.00; sidewalk leading from main walk to parking area planting, lighting and pour sidewalk - \$25,000.00; fix the drainage areas and safety issues, soil, pipe, rock, seed, straw around the new sidewalk leading from Pardee to Sink Building - \$10,000.00
 3. *\$60,000 contracted services budget* – HVAC service contract with local HVAC Company and elevator service contract.
 4. *Repair to Facilities* – This line item is to record the cost of repairing facilities, when such costs are not involved with alterations and/or additions to buildings. Cost would be up to \$5,000.00 per item or repair. Typical cost associated with this line item would be painting, roof repair, floor repair, electrical and plumbing. The college has over 307,000 square feet to maintain with buildings as old as 1973.
 5. *Maintenance: Maintenance Supplies \$53,000.* – This line item would record the cost of supplies and materials which are directly consumed for purposes of maintenance. Such items would be lights, safety supplies, maintenance supplies, lumber, door hardware and small tools.

- Other Supplies \$9,000 – This line item would record cost that are not maintenance in nature but would be incurred by the maintenance department. Cost such as survey fees, inspection fees, office supplies.
 - Equipment Repairs \$30,000 – To record the costs of repairing equipment. HVAC contract covers labor only. Replacement parts for any maintenance equipment such as HVAC and electrical maintenance would be charged to this line item.
6. *Janitorial Services \$11,000* – This item is for contracted services to maintain the Cosmetology Department. (annual basis)
 7. *Custodial Department Request, \$28,000* – this is to record the cost of janitorial supplies, small utensils, mops, brooms, etc. Items charged to this line item would be paper towels for toilets, trash bags, toilet paper, brooms, etc.
 8. *Grounds:*
 - Grounds Maintenance, \$7,000. – This line item records cost associated with the maintenance of grounds. Such charges would be to buy safety equipment for vehicles and mowers and any safety items such as barricades because of washouts, materials for hard landscaping benches, stepping stones to fix or repair them, replacement exterior lights, replacement for shrubs or trees, fix drains on campus, and gas pump repair.
 - Grounds Supplies \$22,000 – This line item records cost associated with supplies for the Grounds Department. Such items charged to this line item would be fertilizer for the campus—lawn and shrubs, mulch, seeds for graduation, flats and containers, chemicals, potting soil and soil conditions.
 - Motor Vehicle Repairs/Supplies/Gas/Oil \$37,000 – The college has nine vehicles; maintenance is high due to the age and high mileage. Repairs on trucks and vehicles because of high mileage, inspections, alignments, filters, wipers, batteries, keys, paint for touch up and decals.
 - Equipment Repairs, \$7,500 – This line item will record the cost to repair all equipment assigned to the Grounds Department. Such cost are repair on mowers, tractors, utility vehicles—blades, major repairs, parts, filters, spark plugs, unforeseen repair because equipment is old and has high hours.
 - Other Cost, \$2,500 – Cost to record items such as small tool shears, clippers, loppers, saws, chains for chain saws, new weed eaters, gas cans, hoses and water nozzles
 9. *General Institution:*
 - Other Supplies, \$20,000 – This item is for the other cost that we do not have a budget category.
 - Legal Fees, \$23,731.99 – This would be for any and all legal fees incurred by the college. The college cannot use state funds for this category.
 - College Work Study Matching, \$16,000.00 – The College is required to match Federal Student Financial Aid for those students that qualify for financial assistance. The college cannot use state funds for this purpose.

- Campus Property and Liability Insurance, \$102,485. Insurance coverage includes commercial fire, crime, inland marine, boiler machinery, festivals, general liability, automotive, D&O Liability coverage. Insurance coverage is the obligation of county funds.
- Campus Security, \$110,000 – The College contracts out its security with the Henderson County Sheriffs department to provide campus security. All of this cost is associated with the campus security.

Student Government Association

George Hoskin, Student Government Association President, invited Trustees to attend the SGA Awards Ceremony on April 5 at 7 p.m. in the Thomas Auditorium. The annual spring picnic is scheduled to be held on April 19th. Several of the Automotive Technology students will be competing in the Skills USA competition this year. The College has received many awards in this competition in the past. The BMW Plant is hosting a tour of their plant for BRCC Automotive Technology students on March 19th.

North Carolina Community College System Representative – Fred Williams

President Sink introduced Mr. Fred Williams, Executive Vice-President of the North Carolina Community College System. Mr. Williams will update the Board on the search process for community college presidents. Mr. Williams commended Blue Ridge Community College on the excellent information related to students that is shared with this board. The technology at BRCC is outstanding and your faculty and staff should be commended for their exceptional service to the students and community. Mr. Williams stated it was remarkable that the College has only had two presidents since it's existence. Mr. Williams outlined details concerning the presidential search process and answered all questions. The role of Trustees is to review the College's mission and vision and to prepare a job description that will look at where the College wants to go in the future. Mr. Williams stated in regard to the president's salary it is crucial that the College receive county salary supplements. This is necessary in order to attract a good candidate for the position.

Minutes Approval

Upon a motion by John McCormick and a second by Ronnie Pepper, the minutes from the following meetings were unanimously approved as submitted.

January 24, 2007 Board Meeting
January 24, 2007 Executive Session
February 15, 2007 Special Called Meeting

Executive Committee Appointment

Chairman Spearman appointed Lee Mulligan to serve as Chair of the Executive Committee. Bill Farrell, Tom Orr, and Ronnie Pepper were approved by the Board to serve on the Executive Committee.

Presidential Search Committee

Bill Farrell made a motion to appoint Joe Spearman, Sr. as the Chair of the Presidential Search Committee and to allow him to choose committee members at his discretion. It was seconded by Jeff McDaris and passed unanimously.

Trustee Comments

Chairman Spearman informed Board Members that a Trustee Biographical Questionnaire was included in their folders and requested that it be completed and returned to Brenda Conner.

Tom Orr inquired about the funding for Trustees to attend the NCACCT Conference. President Sink stated that we encourage Board Members to attend these conferences and the College is allowed to use state money for such purposes.

There being no further business, the meeting was adjourned.

Chairman

Secretary