

Blue Ridge Community College  
Board of Trustees Meeting  
March 9, 2009 – 5 p.m.  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, March 9, 2009, at the Flat Rock Campus.

The following members were present:

|                     |                |
|---------------------|----------------|
| John McCormick, Jr. | Candler Willis |
| Kohlan Flynn        | Betty Gash     |
| Bill Farrell        | Jeff McDaris   |
| Ronnie Pepper       | Roy Neill      |
| Andrew Tate         | Ken Butcher    |
| Drew Lace           |                |

The following members were excused:

Patricia Jones  
Chip Gould  
Marilyn Bailey

Others attending:

|                 |   |
|-----------------|---|
| Molly Parkhill  | David Hutto                               |
| Earl Medlin     | David Whitson                             |
| Marcia Stoneman | Ann Green                                 |
| Chad Merrill    | Brenda Conner                             |
| Lee Anna Haney  | James Hutcherson                          |
| Lisa Hill       | Susan Reckenwald, Principal-Early College |

Chairman McCormick called the meeting to order and welcomed Board Members and guests.

### **Early College**

President Parkhill introduced Lisa Hill, College Liaison for Early College and Susan Reckenwald, Early College Principal.

Board Members were given a brief description of Susan Reckenwald's work and educational background. A short video on the Early College initiative was presented to Trustees. The Early College blends high school and college in a rigorous yet supportive program. Students attend both high school classes and community college course on the BRCC campus. This is a five-year

program, with students graduating with a high school diploma and two years of transferable college credit or an Associate's Degree and all tuition free.

Ms. Hill described the process used to recruit students for the Early College, which includes school visits and parent meetings. Ms. Reckenwald described the application process and the logistics of transportation and grant funding.

### **Sustainability Initiative**

President Parkhill introduced James Hutcherson, Sustainability Committee Chair. Mr. Hutcherson informed Trustees the Sustainability Committee was formed after faculty and staff identified this as one of the top goals of the College during their Appreciative Inquiry workshop. Sustainability is also a top priority of the North Carolina Community College System Office. A task force has been formed by the System Office of which the President is a member.

Mr. Hutcherson presented a brief update on the College's sustainability initiative and described some of the efforts the College has implemented. The Committee has investigated several grant opportunities involving the Federal Stimulus Package. The College is also developing several educational opportunities for faculty, staff and students and are planning for an Energy Expo, which will be held on the Flat Rock campus in April.

### **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**

Kohlman Flynn made a motion to approve the January 12, 2009, meeting minutes. It was seconded by Andrew Tate and passed unanimously.

### **Executive Committee Report**

John McCormick reported the Executive Committee met on February 12, and recommended the authorization for tentative approval for Capital Improvement Project #1756, Public Safety & Allied Health Building. The Committee also recommends that the Board authorize the Chairman, the Secretary and the Chief Administrative Officer of the College to execute all papers required by the rules and regulations of the State Board of Community Colleges. Questions arose concerning the

funding of the project. President Parkhill addressed all questions. The recommendation passed with 8 voting for the motion and 2 voting against.

### **Facilities Committee Report**

Kohlman Flynn, Facilities Committee Chair reported that at the Executive Committee meeting on February 12, the selection of architectural firms for the initial planning of the Public Safety & Allied Health Building project was discussed. At that meeting, a Selection Committee was formed which consisted of the Facilities Committee, the President and four other college employees.

Dr. Flynn described the selection process and stated the Selection Committee recommended the following three architectural firms to be presented to the State Construction Office:

1. PBC & L, Asheville, NC
2. MBAJ Architecture, Shelby, NC
3. ADW Architects, Charlotte, NC

After discussion the recommendation passed without dissent. Dr. Flynn thanked the members of the expanded Facilities Committee for their diligence and commitment to this process.

President Parkhill stated that the State Construction Office would negotiate a contract with the number one firm.

### **Curriculum Committee Report**

Jeff McDaris, Curriculum Committee Chair, reported that the committee met on February 26 to review additions, changes and deletions to curriculum programs for the 2009-2010 academic year.

Dr. McDaris described in detail the program changes that were presented to the Curriculum Committee and recommended the following motions:

1. Motion to terminate the Health Unit Coordinator Program
2. Motion to approve the following new programs:
  - Film & Video Technology
  - Office Administration-Virtual Office Assistant
  - Accounting
  - Fire Protection Technology
  - Simulation & Game Development

After discussion, both motions were approved unanimously.

Chairman McCormick thanked all Board Members involved on these committees for their hard work and commitment. He also stated that all Board Members are welcome to attend committee meetings.

## **President's Report**

President Parkhill reviewed the College's report to the board. A copy of this report which was distributed to Board Members is attached and made a part of these minutes. Highlights of activities occurring at the college include:

The budget situation is worsening and the amount of assistance available from the federal stimulus package for the current fiscal year is less than the Office of State Budget and Management anticipated. Consequently, OSBM has informed us that the college reversion target has been increased from 5% to 5.5%. The System Office's reversion target has been increased from 6% to 7%.

The System Office is currently reviewing receipt collections, college cash balances, and March cash certification requests. Business offices at the local community colleges are also asked to provide preliminary estimates of fourth quarter cash needs. These estimates will be incorporated into a model used for projecting cash needs and as a predictor of our potential System reversion as of June 30th. We expect that cash for general (non-personnel) expenses will become increasingly limited.

A Calendar of Events is included in board folders. Board Members were ask to review dates and mark their calendars for the following events: Basic Law Enforcement Training Graduation scheduled for April 24<sup>th</sup> at 6 p.m., the General Education Development Graduation on May 8<sup>th</sup> at 7 p.m., and the Curriculum Graduation on May 15<sup>th</sup> at 6 p.m.

The College continues to work with local business and industry to recruit, train, place, and retain qualified dislocated workers and unemployed or underemployed adults into jobs appropriate to their skills, abilities, and workplace demands.

The BRCC Web Committee is leading the migration to a new content management system called OmniUpdate. The College's current website is composed of more than 2800 pages that describe the programs and services of the College. One of the major goals of creating a new site is to create a more "user-friendly" site that is easy to navigate and targeted to the specific audiences the College serves. After considerable research and study, the structure of the new site has been developed and approved. The Committee has conducted surveys of the BRCC faculty, staff and students and made adjustments in the design and organization of the website based on user feedback. The new site is simpler in its presentation to the public and its content streamlined for specific users. President Parkhill stated that the roll-out date for the new web site will be May 1<sup>st</sup>. David Hutto, Vice President for Technology will give a Web Site presentation to the board at the May meeting.

## **Review of Financial Reports**

David Whitson review in detail the Fiscal Year 2008-2009 State/County Budget Status Report, the Projected Budgeted FTE & State Preliminary Budget for Fiscal Year 2009-2010, and the Athletic Budgets as of February 28, 2009. Copies of the documents which were distributed to Board Members are attached and made a part of these minutes. Mr. Whitson stated that he will begin working individually with departments on their budget planning.

## **Educational Foundation Report**

Ann Green, Executive Director, reported that the Educational Foundation's Executive Committee and the Executive Committee of the College's Trustees met in a combined meeting on January 14 for a reexamination of the signed Memorandum of Understanding Between Blue Ridge Community College Educational Foundation, Inc., and Blue Ridge Community College. After a review and discussion, the suggested revisions to the document were accepted by all. The revised Memorandum will be presented for approval by the Trustees at this meeting. The Foundation's Board of Directors approved the document at their January meeting with an effective date of March 10, 2009.

Ann Green announced the appointment of Trustee Andrew T. Tate to the Educational Foundation Board of Directors to fill a term through June 2010. Andrew has also agreed to lend his expertise this year to the Audit and Fundraising Committees.

Major gift since the last Board of Trustees' Meeting included \$15,000 for scholarships from Charles and Eleanora Meloun.

The Educational Foundation's Fundraising Committee developed and approved a Gift Acceptance Policy that will be presented to the Board of Directors at their April 22 Board meeting. The Committee has also started working on the Foundation's Signature Event which will be held on the evening of the College's 40<sup>th</sup> Anniversary Celebration on October 17, 2009. This fundraising event will be a Murder Mystery Dinner Theatre featuring students in the College's Drama program, as well as noted celebrities from the community. Finally, with a focus on planned giving, the Committee developed a list of local financial advisors, CPAs, and attorneys with whom they will be setting up meetings in late spring.

The Educational Foundation's Community Engagement Committee have discussed ways in which they could help make connections between the College's clubs and student organizations and related adult clubs and donors' interests. Several members of the Committee have also volunteered to serve on the College's new Speakers Bureau.

## **Student Government Association Report**

Drew Lace gave the SGA report in the absence of Zach Turpin. The SGA has experienced good participation by students during this year. Several fund raising efforts and student activities have been held to date and others are in the planning stages. Drew mentioned a need for inventory in the Chemistry program lab. He complimented the excellent faculty and facilities at Blue Ridge Community College.

## **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 sent to Board Members prior to the meeting. Ken Butcher 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 Educational Foundation Memorandum of Understanding Changes**

Chairman McCormick informed Board Members that a copy of the proposed changes to the Memorandum of Understanding between Blue Ridge Community College Educational Foundation, Inc., and Blue Ridge Community College had been sent prior to the meeting. After discussion, Bill Farrell made a motion to approve the changes as presented. It was seconded by Betty Gash and passed without dissent. A copy of the memorandum changes is attached and made a part of these minutes.

### **Approval of Policy Change – (5.11 Sustainable Workplace)**

Chairman McCormick requested approval of the change to the 5.11 Sustainable Workplace Policy, which was sent to Board Members prior to the board meeting. President Parkhill stated this is a recommendation by the Sustainability Committee and was also endorsed by the President's Council. After discussion Kohlan Flynn made a motion to approve the policy change as presented. It was seconded by Roy Neill and passed unanimously. A copy of the policy is attached and made a part of these minutes.

### **Review of North Carolina Community College System Office Audit**

Chairman McCormick distributed a copy of the North Carolina Community College System Office Audit Findings for Spring Semester 2007-Spring Semester 2008. There were no audit exceptions or areas of concern identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures reviewed.

### **Review of WIA Audit**

Chairman McCormick distributed a copy of the Mountain Area Workforce Development Board Monitoring Report. In compliance with the Federal Regulations the local area is required to monitor all agencies receiving financial funding under the Workforce Investment Act (WIA) to determine compliance with the provisions of the Act, the regulations and the WIA contract with Blue Ridge Community College. The review conducted on February 24, 2009, for programs contracted through June 30, 2009 showed no exceptions.

**Trustee Comments**

Chairman McCormick reminded Board Members of the following items:

- NCACCT Law Seminar to be held in Raleigh, April 15 – 17, 2009.
- NC State Ethic’s Statement of Interest form is due by April 15<sup>th</sup>.
- A copy of the President’s Evaluation form is included in board folders and is to be completed and returned to Brenda Conner by March 31. The President’s Evaluation Committee will meet on April 9, at 4 p.m. in the Patton Boardroom to review the evaluation forms and interview the President. All Board Members are invited to attend.

Chairman McCormick informed Trustees the College had received a request from Bill O’Cain for an informal hearing concerning the Transylvania Center Applied Technology Building construction project. The hearing will be held at Blue Ridge Community College on March 25<sup>th</sup> with representatives of the State Construction Office.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary