

Blue Ridge Community College  
Board of Trustees Meeting  
May 14, 2008 - 12 Noon  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, May 14, 2008, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Chip Gould
Jeff McDaris	Kohlan Flynn
Betty Gash	Patricia Jones
Tom Orr	Ronnie Pepper

The following members were excused:

Ken Butcher	Candler Willis
Marilyn Bailey	Roy Neill
Bill Farrell	Mike Hawkins
David Hall	

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Lee Anna Haney	Brenda Conner
Chad Merrill	Matt Matteson
Terry King	Lisa Gundersen
Scott Parrott, Times News	

Chairman McCormick called the noon luncheon meeting to order, welcomed all guest present and thanked Trustees for their participation in the graduation ceremony this past Saturday.

### **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.

### **Student Recognition**

President Parkhill introduced Lisa Gundersen and Terry King, two students who were recognized at the North Carolina Community College System Academic Excellence Award Luncheon on April 16, 2008, in Raleigh. Students are selected for this award based on their academics and student involvement. Two students from each of the 58 community colleges are chosen to receive this award. President Parkhill congratulated Lisa and Terry on their academic achievements and on graduating and receiving their degrees.

### **Minutes Approval**

Kohlman Flynn made a motion to approve the March 12, 2008 regular and executive session minutes, which were sent to Trustees prior to the meeting. It was seconded by Ronnie Pepper and passed unanimously.

### **President's Evaluation Committee**

Committee Chair, Jeff McDaris informed Trustees that in accordance with the North Carolina Administrative Code Section 23NCAC 02C.0209, the Board was sent an evaluation form to rate President Parkhill's performance for the preceding twelve months. The completed evaluation forms were summarized for the President's Evaluation Committee to review. The committee then conducted an initial formal interview with President Parkhill on April 21<sup>st</sup>. All Board Members were invited to attend this interview. The Board determined that President Parkhill's performance was more than satisfactory. A letter will be sent to the Chair of the State Board of Community Colleges and the North Carolina Community College President.

### **Curriculum Committee Report**

Committee Chair, Jeff McDaris stated that the Curriculum Committee met on April 21<sup>st</sup> to discuss the 2007 Curriculum Program Review Summary, which was sent to all Board Members prior to the board meeting. Mr. McDaris reviewed the summary and addressed all questions. The Curriculum Committee recommended the following four programs for termination: Industrial Systems Technology; Mechanical Engineering-Drafting and Design Concentration; Central Sterile Processing; Travel and Tourism Technology. By unanimous vote the recommendation of program terminations presented was approved.

### **Finance Committee Report**

In the absence of Chair Bill Farrell, David Whitson reported on behalf of the committee. The Finance Committee met on May 6th to review the Fiscal Year 2008-09 Institutional Preliminary Budget Request. Mr. Whitson reviewed the budget request with Board Members and addressed all questions. Mr. Whitson stated that the committee recommends the approval of the Fiscal Year

2008-09 Institutional Preliminary Budget Request as presented. By unanimous vote the budget request was approved.

Mr. Whitson updated Board Members on the current Athletic Budget figures. President Parkhill stated that there were a couple of outstanding sponsorship sign payments due. The College recently sold the large outdoor sign which was donated to us from WHKP. This sign was sold through State Surplus for \$1,600, which will be applied to the athletic budget. President Parkhill also stated that the Bookstore of America donated \$60,000 to athletics through the Educational Foundation. President Parkhill distributed a detailed listing of the Revenue Sources for Intercollegiate Athletics from other North Carolina Community Colleges with athletic programs. Dr. Parkhill stated that in the future the board will need to consider using a portion of bookstore and vending revenue to support intercollegiate athletics, which is consistent with other community colleges in our system. She addressed all questions and comments.

Mr. Whitson reviewed the Financial Statement Audit Report for the year ending June 30, 2007. He described the audit findings and the College's responses to those findings as well as corrective measures to be taken.

### **President's Report**

President Parkhill reviewed the following items which were included in Board folders:

- *Community College Crunch: Economic Downturn Drives up Enrollments, Spotlights Funding Challenges* published in the NC Justice Center BTC Brief.
- North Carolina Community College System, Division of Business and Finance 2008-2009 proposed state budget tracking report and chart.
- North Carolina Community College System News Release: *Community Colleges Change Policy on Illegal Immigrants*
- Blue Ridge Community College Calendar of Events and Important Dates for May – November 2008

President Parkhill highlighted specific items of interest from the College Report which was sent to Board Members prior to the meeting. A copy of the board report is attached and made a part of these minutes.

- On Thursday, May 15<sup>th</sup>, President Parkhill will be meeting with Sheriff Rick David, County Manager Steve Wyatt, and the Director of the NC Justice Academy Peggy Schaefer to discuss the possibility of an indoor firing range to be located at the Western Justice Academy.
- The Henderson County Schools in partnership with the College have submitted a planning grant application to the New Schools Project to conduct a feasibility study for the implementation of Early College with an anticipated start-up date of fall 2009.
- A June meeting is being scheduled with the Henderson County Board of Commissioners to allow opportunity for informal discussion with College Trustees and administration. The College's Strategic Plan will be shared with the group and a tour of the Technology

Education & Development Center will be given. Trustees will be contacted as soon as a date have been scheduled for this meeting.

- The completion date for the Technology Education & Development Center is set for June 13, 2008.
- The completion date for the Applied Technology Building at the Transylvania Center is set for June 16, 2008.
- The Basic Law Enforcement Training graduation was held on April 24<sup>th</sup>, with seven students graduating with a 100% pass rate.
- The General Education Diploma and Adult High School graduation was held on May 9<sup>th</sup>, with 48 graduates participating in the ceremony.
- The Curriculum graduation was held on May 10<sup>th</sup>, with 230 students receiving associate degrees, diplomas or certificates this year.
- The Paramedic Graduation Ceremony will be held on Saturday May 31<sup>st</sup> at 5:00 p.m. in the Patton Building, Room 150/151.

President Parkhill asked Lee Anna Haney, Public Information Officer to introduce the College's new logo. Ms. Haney displayed the new logo and informed Trustees that the Marketing Committee has been working on a Marketing Plan for the College. An important part of this effort is the redesign of the College logo. Concepts and preliminary designs were developed by the committee and submitted for review by the faculty, staff and students of the College. We now have a new logo that will be used in all BRCC signs, publications, and website. This move was made in the spirit of putting forth a positive image of the College to the many audiences we serve.

### **Educational Foundation Report**

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

- Major gifts since the last Board of Trustees' Meeting:
  - The Foundation is in receipt of an unrestricted gift of \$61,000 from the Estate of Mary Davis Childs. She died several years ago and one-quarter of Mary's estate passed on to the College upon the death of her husband, Arthur Childs.
  - A contribution of \$60,000 has been received from College Bookstores of America. These funds are designated for athletics.
  - Frank J. Guest has gifted \$12,000 for the Automotive Systems Technology curriculum at the Transylvania Center. A diagnostic system for the program has been purchased.
  - Conestee Falls Student Scholarship Program has given \$9,000, which is designated for 2008-2009 scholarships. The funds for these scholarships are raised at the Association's Annual Pro-Am Golf Tournament.
- Upcoming Events
  - Benzie Community Chorus on a Goodwill Tour as The Voice of Michigan (traveling ensemble of 50 singers) at the Thomas Auditorium on Thursday, June 19 at 7:30 p.m. Adult tickets are \$15.

- Folkmoot International Dance Festival with two performances at the Thomas Auditorium on Wednesday, July 23 at 2 and 7:30 p.m. Adult tickets are \$25.
- The Foundation and Public Information offices are identifying the top stories for 2007-2008 and developing text for the year's Annual Report.
- The Foundation's 2007-2008 Audit is scheduled on campus for the week of July 14. Preliminary audit testing is planned for June 5 and 6. The Foundation's Audit Committee will meet with the Painter, Russell and Associates auditing team on June 30.
- Scholarship Appreciation Luncheon 2008 will be held in the new TEDC Conference Hall on Wednesday, September 17 at 12 noon. Carolina First has pledged to underwrite this year's luncheon.

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

### **Approval of Reemployment Contracts**

Chairman McCormick requested approval of the Reemployment Contracts for July 1, 2008 – June 30, 2009. A listing of employee for reemployment was sent to Trustees prior to the meeting. After discussion, Kohlan Flynn made a motion to approve the reemployment contracts as presented. The motion was seconded by Betty Gash and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

### **Approval of College Attorney**

Chairman McCormick informed Board Members that Chris Stepp had requested to be released as the College's general counsel. Mr. Stepp's law firm is requiring more of his time and he does not feel he is able to adequately represent the College. Chairman McCormick requested approval to retain Attorney, Christopher Z. Campbell of Roberts & Stevens, P.A. firm to represent the College as its general counsel. A letter from Mr. Campbell outlining his proposal for services was sent to Board Members prior to the meeting. After discussions Tom Orr made a motion to approve the Educational Law Group of Roberts and Stephens with Christopher Z. Campbell as the College's general counsel. It was seconded by Ronnie Pepper and passed without dissent.

### **Approval of Educational Leave – Blain Jones**

President Parkhill informed Trustees that she had received a request from the Information Technology Instructor, Blain Jones for extended Educational Leave for the time period from May 20, 2008 through July 31, 2008. This is in accordance with our Procedure 3.7.9, section D.1. Blain is currently working on a Master of Science in Information Security offered by East Carolina University. He needs to complete three courses and a comprehensive examination to complete the degree. Pat Jones made a motion to approve the educational leave for Blain Jones. It was seconded by Chip Gould and passed unanimously.

### **Continuing Education Internal Audit Report**

President Parkhill informed Board Members that the Internal Program Audit for the Continuing Education Department was conducted and showed no exceptions. A copy of the results from the Internal Program Audit was routed for Trustees to review and is attached and made part of these minutes.

### **Mountain Area Workforce Audit Report**

President Parkhill routed for Trustee's review a copy of the Mountain Area Workforce Development WIA Program Audit Report for the year ended June 30, 2007. The audit, which reviews programmatic management and performance of the Workforce Investment Act (WIA) programs contracted to Blue Ridge Community College, produced no exceptions. A copy of the audit report is attached and made a part of these minutes.

### **Strategic Plan**

President Parkhill introduced Matt Matteson to present to Board Members the College's Strategic Plan for 2008 - 2013.

Mr. Matteson distributed a "Strategic Directions" fact sheet to Board Members and reviewed the planning process and Strategic Plan. Mr. Matteson addressed all questions and comments. A copy of the Strategic Directions is attached and made a part of these minutes.

### **Board Evaluation of Effectiveness**

President Parkhill asked Trustees to complete and return the "Evaluation of Effectiveness" form that was sent to them prior to the meeting. This is a self-evaluation of their role as Trustees of the College. A copy of the "Evaluation of Effectiveness" form is attached and made a part of these minutes.

### **Student Government Association Report**

At the absence of the Student Government Association President there was no report.

## **Law Seminar**

Kohlan Flynn gave the following report on the 2008 NCACCT Law Seminar that he attended:

- There were approximately 48 of the 58 community colleges represented, with a total of approximately 225 participants.
- Discussed Ethics Law issues concerning the requirement of reading the ethics statement at all meetings and the conflict of interest regarding board members serving on both Trustee and Foundation Boards.
- Discussed the methodology for choosing community college presidents.
- The NCACCT Annual meeting format will change beginning in 2009. The spring Law Seminar will continue to be in Raleigh; however in 2009 the fall conference will alternate on the Eastern and Western regions of the state.
- Discussions on sustainability of the Early College after grants funds expire.
- Discussions on the evolution of the Open Door Policy and Undocumented Immigrants. In 2007 the NCCCS staff attorney stated that all community colleges must enroll all illegal immigrants who apply but at out-of-state tuition rates. Recently, the NC Attorney General advised the NCCCS to no longer admit individuals classified as illegal or undocumented immigrants into curriculum degree programs. The NCCCS has requested that the NC Attorney General office pursue further federal classification.
- Discussed that all community colleges should have policies in place for the following:
  - Disability Discrimination
  - Employee Agreement in NC Community Colleges, Due Process and the Grievance Procedure
  - Sexual Harassment in the Community College Workplace
- Discussions on the NC Attorney General's recommendations regarding campus security and local college liability.

## **Other Comments**

Tom Orr commended President Parkhill on her graduation speech and requested that a copy of her speech be sent to all board members.

Chairman McCormick reminded Trustees that committee appointment would be made at the July board meeting. Please let Brenda Conner know if you are interested in serving on any particular committees.

There being no further business, the meeting was adjourned.

---

Chairman

---

Secretary