

Blue Ridge Community College  
Board of Trustees Meeting  
May 9, 2007 - 12 Noon  
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, May 9, 2007, at the Flat Rock Campus.

The following members were present:

Joe Spearman, Sr.	Lee Mulligan
John McCormick, Jr.	Betty Gash
Ronnie Pepper	Jeff McDaris
Bill Farrell	Patricia Jones
Kohlan Flynn	Ken Butcher
Candler Willis	Chip Gould
Mike Hawkins	

The following members were excused:

Tom Orr  
George Hoskin, III

Others attending:

David Sink, Jr.	David Hutto
Earl Medlin	David Whitson
Molly Parkhill	Marcia Stoneman
Ann Green	Brenda Conner
Terrell West	Lee Anna Haney
Adam Lance	Dianna Maxwell
Scott Parrott, Times-News	Kimberly Gasperson-Justice, Henderson Co. Clerk of Court
Maria Whitson	Fielding Lucas

Chairman Joe Spearman called the noon luncheon meeting to order and welcomed 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.

### **Virginia Tech Tragedy**

President Sink asked those in attendance to take a moment of silence in memory of those who lost their lives in the Virginia Tech tragedy.

### **Student Recognition**

President Sink introduced Adam Lance, the recipient of the North Carolina Community College Academic Award and the Jack Kent Cooke Scholarship. Adam is a graduate of our Nursing Program with a 4.0 average. He is the third Blue Ridge Community College student in the last three consecutive years to receive the Jack Kent Cooke Scholarship. This is a very prestigious scholarship given to community college students which totals \$30,000. President Sink congratulated Adam on his accomplishments and wished him much success in his future endeavors.

### **Staff Recognition**

President Sink introduced Dianna Maxwell, Director of Administrative Services. Dianna will be retiring on June 1<sup>st</sup> with thirty-two years of dedicated service to the College. President Sink recalled to Board Members several instances in which Dianna went above the call of duty to ensure that the administrative office ran efficiently even during difficult times. President Sink complimented Dianna on her diligent and dedicated work during her time at the College. A Resolution of Appreciation for Dianna Maxwell will be presented at the July board meeting.

### **Graduation**

President Sink invited Trustees to attend the College's graduation ceremony to be held this Saturday, May 12, 2007. Trustees who would like to help with handing out the diploma's and be included in the processional will need to line up at 8 a.m. in front of the Spearman Building. There will be additional parking for Board Members in the parking lot located behind the Industrial Skills Building.

### **Oath of Office**

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to the following new Trustees: Ken Butcher, Mike Hawkins, Candler Willis and Chip Gould. Signed copies of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

### **Resolution of Appreciation**

Chairman Spearman asked Lee Mulligan to read aloud a resolution of appreciation to Dr. David W. Sink, Jr., who will be retiring on June 1, 2007. Ms. Mulligan stated President Sink had led the College to important achievements in broadening learning opportunities for the student body, enhancing academic excellence, providing visionary leadership, developing financial and physical resources, strengthening the campus community, and also providing vital service to the broader academic community. Trustees commended President Sink on his excellent service and dedication to the College over the past 20 years. A copy of the resolution of appreciation is attached and made a part of these minutes.

### **Reemployment Contracts**

A listing of Blue Ridge Community College employees who have requested reemployment contracts for 2007-2008 was furnished to Trustees. President Sink recommended approval of the reemployment of all those listed for 12-month contracts beginning July 1, 2007 through June 30, 2008. Lee Mulligan made a motion to approve the reemployment contracts; it was seconded by Ronnie Pepper and passed unanimously. The listing is attached and made a part of these minutes.

### **Authorization for Normal Operating Expenses**

President Sink requested authorization to pay the normal operating expenses of the College in the absence of an approved state budget. Bill Farrell made a motion to grant President Sink this authorization; it was seconded by Lee Mulligan and passed unanimously.

### **State Program Audit Report**

President Sink informed Trustees a copy of the State Program Audit findings was included in their folders for review. The audit was conducted on the maintenance of records and the reporting of student membership hours for spring semester 2005 through spring semester 2006. No audit exceptions or areas of concern were identified. President Sink commended Dr. Earl Medlin, Dean for Instruction, and Dr. Molly Parkhill, Dean for Continuing Education, for their outstanding work. A copy of the State Program Audit Report is attached and made part of these minutes.

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

President Sink 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 given to Trustees for their review and is attached and made part of these minutes.

### **Mountain Area Workforce Development**

President Sink presented a copy of the Mountain Area Workforce Development WIA Program Audit Report to Board Members. 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.

## **Trustee Orientation – Potential Dates**

President Sink presented to Trustees a listing of potential dates for a Trustee Orientation. Board Members were asked to mark their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices and return these to Brenda Conner. Trustees will be contacted as soon as a date has been determined.

## **College Update**

President Sink gave the following College Update:

- Construction has begun on the Transylvania Center Applied Technology Building. The contractor projects that construction will be completed by the end of 2007.
- The graduating class of Associate Degree Nursing will hold its Pinning Ceremony, May 10, 2007, at 6 p.m. in the Sink Building Auditorium. We anticipate having 23 graduates. Kelly Thompson, a Nurse Midwife from Park Ridge Hospital, will be our guest speaker and will issue the challenge to the graduates.
- The Automotive Systems Technology Program received a significant donation from Toyota on April 26. Chris English, the Automotive Systems Tech Instructor, traveled to Central Piedmont Community College's campus in Monroe to pick up a 2000 Toyota Camry, 2 engines, 3 A/C compressors, and 2 alternators. In addition to this equipment, the College received animation software that will be used in engine performance and electrical classes. These donations are the result of our AYES program with the local high schools.
- The College received notice on April 11, that our Early Childhood Program received accreditation by the National Association for the Education of Young Children (NAEYC). The study was led by Kathy Allen, Virginia Fuentes, and Celeste Oprean. Blue Ridge Community College is one of the first twenty programs in the nation to receive this distinction, and the first community college in Western North Carolina to accomplish this accreditation.
- The BRCC SkillsUSA Club took six members to the state competition April 16-18. The competition was conducted in a grueling 8-hour hands-on arena with 40 stations and 75 competitors representing the best of 45 schools across the state of North Carolina. The College had students place in 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> place positions. Shawn Toney, a second year Huskins Bill student, took 1<sup>st</sup> place, which earns him the opportunity to compete at the national competition in Kansas City, June 25-30. Shawn was awarded \$400 in Snap-On tools, \$250 for travel to nationals from NCADA, and \$15,000 worth of scholarships.
- The Phi Beta Lambda Chapter and its advisor, Leanne Ruff, participated in competitive events at the organization's State Leadership Conference in April. Many of the competitive events had up to 18 competitors from both 2-year and 4-year institutions. Blue Ridge had several students place in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place categories. All 1<sup>st</sup> and 2<sup>nd</sup> place winners automatically advance to national competition in Chicago.
- During the 2006 calendar year, 111 students enrolled in emergency management courses leading to initial certification (medical responder, paramedics, CPR, Emergency Medical Technician). Additionally, the College provided in-service training to EMS personnel.
- The Continuing Education Department reported 1530 students received initial certification in fire and rescue courses. Firefighters and rescue workers are required to take 36 hours of Continuing Education Credit per year.

- The College is offering customized training for the following companies: Gaia Herbs (Bioworks); City of Brevard (supervisory development); Kimberly Clark (Lean Manufacturing); Selee (Customer Service); Solid Surface Arts (Forklift). The Continuing Education Department continues to work with Raflatrac, Excelsior, and Elkamet on new and expanding industry projects.
- On Tuesday, May 2<sup>nd</sup>, the College staff met with Elkamet representatives, Germany Chamber of Commerce, and key leaders in Henderson County to discuss possible future partnerships including faculty and student exchanges, virtual classroom exchanges, and a sister cities initiative.
- The Small Business Center and Hendersonville Chamber of Commerce co-sponsored this year's Small Business Week which was held April 23-27.
- Jeff Kowalak and staff conducted another successful Career Day for 800 Henderson County Public School students with 34 careers represented.
- Julie Thompson and her staff delivered WorkKeys Presentations at National and Regional Conferences. To date, the College has issued 234 Career Readiness Certificates. Over 1400 students have participated in the WorkKeys assessment and training.
- The Environmental Health and Safety Institute staff conducted two regional Environmental & Safety Conferences at Wake Technical Community College and Haywood Community College. To date, 50 community colleges have been visited. The remaining eight are scheduled for visits in May and June.
- The College has partnered with the Fletcher Arts and Heritage Association to offer a series on Southern Appalachian Music, which will be presented on alternate Tuesdays beginning May 8th and ending June 22<sup>nd</sup>. Musicians presenting the sessions will be Betty N. Smith, Phil and Gaye Johnson, Wayne Erbsen, and Laura Bppsomger.
- An all day "Healthy Living for Seniors" workshop is being planned with the Council on Aging and other area agencies and will be held on Thursday, August 9<sup>th</sup> in the Patton Building Room 150/151.
- The Student Services area hosted a College Transfer Fair on March 21<sup>st</sup> with approximately 20 colleges in attendance highlighting transfer opportunities for our students.
- Recruitment for the College's honor societies has increased this year. New members for Phi Theta Kappa grew from 22 last year to 29 new members this year. National Technical Honor Society saw an even greater increase of 60 new members as compared to 37 last year.
- The College will hold graduation ceremonies on May 12. We have 237 curriculum students eligible for graduation with the breakdown of 154 Associate Degrees, 31 Diplomas, and 52 Certificates.
- In the past quarter, considerable work has been done on surveying the people we serve at Blue Ridge. We have conducted employee surveys on Administrative Services, technology use, and on Student Services. This information will be used to assist in the planning process for SACS, our Strategic Plan, and our Institutional Effectiveness Plan. We are also developing external surveys that will be used in gathering information for an environmental scan of stakeholders of the College.
- A new 35K natural gas powered generator is being installed to provide emergency power to all BRCC servers. The new generator will provide a higher level of reliability for all critical data systems used by students, faculty, and staff on a daily basis. The generator will automatically turn on when there is a loss of power to the Patton Building.
- The Media Services department is working hard to upgrade the remaining classrooms at the Flat Rock campus and Transylvania Center with new data/video projectors with presentation computers. The faculty regularly uses this equipment to integrate digital multimedia materials into the face-to-face instruction that takes place. All classrooms now have high speed Internet access for instructors and students and up-to-date presentation equipment for faculty.

## **Educational Foundation**

Ann Green, Executive Director of the Educational Foundation, reported the 15<sup>th</sup> Annual Arida Arts Symposium was held on May 4<sup>th</sup>. This year Metal Sculptor Daniel “Dan” Millspaugh was honored. His outdoor sculptures will be on campus for one year. The Foundation also hosted a gala in the Thomas Auditorium Gallery followed by a performance of *Smoke on the Mountain Homecoming* at the Flat Rock Playhouse on May 6<sup>th</sup>. Proceeds benefit the Educational Foundation. The following are major gifts since the last Board of Trustees meeting:

- A gift of \$6951.60 was received from the Estate of Frances C. Campana, a former adjunct faculty member. As she directed, these funds will be used at the Transylvania Center “for part-time instructors, supplies, and equipment.”
- An anonymous foundation which provided start-up funds for the Associate in Fine Arts – Art curriculum and supporting projects has pledged an additional \$108,340.
- An update with regard to the Estate of Ruth H. Crane: The court has approved payment from the Estate in favor of the charities (the Educational Foundation will receive approximately \$500,000 plus interest); however, it is not clear how long the process will take before final payment is received. Recently the Foundation was notified that it will also be reimbursed for legal expenses.

The 2006-2007 Foundation audit will be conducted the week of July 16. The deadline for 2007-2008 Scholarship applications is May 18<sup>th</sup>. May 31<sup>st</sup> will be the deadline for the 2007-2008 funding applications.

## **Administrative Services**

David Whitson, Dean for Administrative Services, informed Trustees that the 2007-08 Institutional Preliminary Budget was included in their folders for review. The Finance Committee met last week and discussed the preliminary budget in detail. Mr. Whitson explained the budget and addressed all questions. Ken Butcher made a motion to approve the 2007-08 Institutional Preliminary Budget as presented. It was seconded by Betty Gash. Mr. Chandler Willis made a motion to amend the first motion to delete the capital outlay portion from the budget. There was no second to the amended motion; therefore, the original motion carried and passed unanimously. A copy of the 2007-08 Institutional Preliminary Budget is attached and made a part of these minutes.

Mr. Whitson informed Trustees the Executive Committee was contacted via email/telephone on April 20, 2007, regarding the College request for contingency funding from the North Carolina Department of Transportation to be used to improve drainage structure along Highway No. SR1920, College Drive, for an amount not to exceed \$70,000. The Committee approved the request. Mr. Whitson asked for reaffirmation from the full Board regarding this approval. Bill Farrell made a motion to reaffirm the Executive Committee’s approval of the request for contingency funding from the North Carolina Department of Transportation. It was seconded by John McCormick and passed without dissent.

Mr. Whitson updated Trustees on the following Athletic Budget:

- Baseball
  - Revenues \$100,632.08
  - Expenditures \$112,742.22
  - Net Available Funds \$ 40,818.78

- Volleyball
  - Revenues \$23,121.91
  - Expenditures \$22,369.70
  - Budget Balance – Under/(Over) \$ 752.21

**Student Government Association**

President Sink reported on behalf of the Student Government Association in the absence of George Hoskin. The SGA hosted the annual Spring Picnic on April 19 for students, faculty and staff. And a high point of every spring semester is the Student Government Awards Ceremony which was held on April 5. During this event we recognize the achievements and participation of our students in student organizations and honor societies. Attendance continues to grow for this event with approximately 238 students and family members in attendance this year as opposed to roughly 180 last year.

**Presidential Search Update**

Chairman Spearman asked Human Resources Director, Maria Whitson, to update the Board on the presidential search. Maria stated that the College had received 32 applications as of the close date of April 30<sup>th</sup>. The low number of applicants is due in part because there are 9 other community colleges in the state conducting presidential searches. To date, 20 applications have been reviewed and rated by the search committee members. The committee plans to meet again by the first of June to choose the top 6 candidates, which will be invited to the campus to meet with the committee. The committee will then narrow this down to the top three who will be presented to the State Board for approval. After the top three have been approved by the State Board, the Blue Ridge Community College Board of Trustees will have the final approval on the candidate for president.

**State Ethics Commission – Evaluation of Statement of Economic Interest**

Chairman Spearman asked Lee Mulligan to read aloud the Evaluations of Statement of Economic Interest filed by Mike Hawkins and Chip Gould. Both evaluations stated the State Ethics Commission did not find an actual conflict of interest, but did find the potential for a conflict of interest.

**Blue Ridge Community College & BRCC Educational Foundation Memorandum of Understanding**

Chairman Spearman requested approval for the Memorandum of Understanding Between Blue Ridge Community College Educational Foundation, Inc. and Blue Ridge Community College, which was included in Trustee folders for their review. The Memorandum of Understanding was presented to the Executive Committee on May 3<sup>rd</sup> for their review and was approved. Educational Foundation Executive Director, Ann Green, answered all questions. Bill Farrell made a motion to approve the Memorandum of Understanding as presented. It was seconded by Betty Gash and passed unanimously. A copy of the signed Memorandum of Understanding is attached and made a part of these minutes.

## **Minutes Approval**

Upon a motion by Lee Mulligan and a second by Betty Gash, the minutes from the March 14, 2007 meeting was unanimously approved as submitted.

## **President's Job Description**

Chairman Spearman requested approval of the President's Job Description, which was included in Board Member's folders for review. Ken Butcher made a motion to approve the President's Job Description as presented. It was seconded by Lee Mulligan and passed unanimously. A copy of the President's Job Description is attached and made a part of these minutes.

## **President's Evaluation Process**

Chairman Spearman requested approval of the President's Evaluation Process, which was included in Board Member's folders for review. Kohlan Flynn made a motion to approve the President's Evaluation Process as presented. It was seconded by Betty Gash and passed without dissent. A copy of the President's Evaluation Process is attached and made a part of these minutes.

## **Committee Appointments**

Chairman Spearman announced the following committee appointments:

- President's Evaluation Committee
  - Lee Mulligan – Chair
  - Jeff McDaris
  - Pat Jones
- Nominating Committee
  - Ronnie Pepper – Chair
  - Bill Farrell
  - Ken Butcher
- Finance Committee
  - John McCormick, Jr. – Chair
  - Bill Farrell
  - Pat Jones
  - Candler Willis
- Capital Needs/Facilities Committee
  - Tom Orr – Chair
  - Chip Gould
  - Mike Hawkins
  - Bill Farrell
  - Kohlan Flynn
  - Betty Gash

**Approval of Interim President**

Chairman Spearman requested approval of Dr. Molly Parkhill to serve as Interim President of the College; with a term to begin on June 1, 2007 and serve only until the new president can be selected, approved by the State Board, and assume duties as the College's third president. Bill Farrell made a motion to approve Dr. Molly Parkhill to serve as Interim President of the College as outlined by Chairman Spearman. It was seconded by Betty Gash and passed without dissent.

There being no further business, the meeting was adjourned.

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Chairman

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Secretary