

Blue Ridge Community College
Board of Trustees Meeting
July 11, 2007 - 12 Noon
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, July 11, 2007, at the Flat Rock Campus.

The following members were present:

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

The following members were excused:

Jeff McDaris
Mike Hawkins
George Hoskin, III

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Ramona Rogers	Marcia Stoneman
Ann Green	Brenda Conner
Terrell West	Matt Matteson
Mary Mims	David W. Sink, Jr.
Scott Parrott, Times-News	Kimberly Gasperson-Justice, Henderson Co. Clerk of Court
Cliff Stalter	Brandon LaDuc
Donna Allen, CPA, CIA-Assistant State Auditor Supervisor	
Trisha Cody, State Auditor	

Chairman Joe Spearman called the noon luncheon meeting to order and welcomed all guests. Dr. Parkhill introduced guests and extended a welcome to all.

Ethics Statement

Chairman Spearman 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?

Let the minutes reflect no conflicts were reported.

Dr. Parkhill stated since the Henderson County Clerk of Superior Court has not arrived yet, we will hold off on administering the oath of office until she arrives.

President Emeritus Status

Dr. Parkhill requested approval to bestow the title of President Emeritus of Blue Ridge Community College to Dr. David W. Sink, Jr. She explained that Dr. Killian had received this distinction when he retired. Questions arose concerning the meaning and duties that may come with the emeritus status. Lee Mulligan explained that this is an honorary title that is given to honor dedicated service. There are no privileges or duties associated with the emeritus title. Lee Mulligan made a motion to approve the President Emeritus status for Dr. David W. Sink, Jr. It was seconded by John McCormick and passed without dissent. Dr. Parkhill presented a revised Resolution of Appreciation to Dr. Sink. A copy of the revised resolution is attached and made a part of these minutes.

Resolution of Appreciation

Dr. Parkhill requested approval for a Resolution of Appreciation for Mary V. Mims. She stated that Ms. Mims had served on the Board of Trustees for 25 years. Tom Orr made a motion to approve the resolution of appreciation for Mary V. Mims. It was seconded by Kohlan Flynn and passed unanimously. Dr. Parkhill asked Dr. Sink to present the resolution to Ms. Mims. Dr. Sink read aloud the resolution and spoke of Ms. Mims many years of dedication and support to Blue Ridge Community College. Ms. Mims stated it had been an honor to serve on the Board of Trustees. A copy of the resolution is attached and made a part of these minutes.

New Employees

Dr. Parkhill 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. Lee Mulligan made a motion to approve the list as presented. Ronnie Pepper seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Introduction of New Employees

Dr. Parkhill introduced Cliff Stalter, the new Director of Administrative Services. Mr. Stalter has over 30 years of financial management experience and a Master of Accountancy degree from Virginia Commonwealth University. She also introduced Brandon LaDuc, the new Head Baseball Coach. Mr. LaDuc served as head baseball coach at St. Clair County Community College in Port

Huron, Michigan. He has been coaching and giving lessons in all dimensions of the game for over 10 years.

State of North Carolina Financial Statement Audit Report

Dr. Parkhill introduced Donna Allen, CPA, CIA-Assistant State Auditor Supervisor, to present the Financial Statement Audit Report for year ending June 30, 2006. A copy of the Financial Statement Audit Report was included in the Trustee's folders. Ms. Allen informed Board Members the Office of the State Auditor had completed the Financial Statement Audit for Blue Ridge Community College. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit produced two findings, which Ms. Allen described along with the auditor's recommendations for each finding. Mr. Whitson described in more detail the two findings and the controls that the College will be putting into place to address the findings.

Oath of Office

The Honorable Kimberly Gasperson-Justice, Henderson County Clerk of Superior Court, administered the oath of office to the following re-appointed Trustees: Patricia Jones, Ken Butcher, and Tom Orr. Signed copies of the "Oath of Office for Board of Trustees" is attached and made a part of these minutes.

Approval of Educational Leave

Dr. Parkhill requested the Board grant Educational Leave to Gary Rivers as outlined in the College's Policies and Procedures 3.7.9 Educational Leave-D.1 & 2. Gary is working on his master's degree in Community Counseling at Western Carolina University. He anticipates graduating in the spring of 2008. Ronnie Pepper made a motion to approve the educational leave for Gary Rivers. It was seconded by Pat Jones and passed unanimously.

Approval of Level-Two Instructional Service Agreements

Dr. Parkhill requested approval of the Level-Two Instructional Service Agreements with Asheville-Buncombe Technical Community College, Wake Technical Community College and Craven Community College. She described in detail the service agreements. Kohlan Flynn made a motion to approve the service agreements as presented. It was seconded by Chip Gould and passed without dissent.

Institutional Effectiveness Plan 2007-2010

Dr. Parkhill introduced Matt Matteson to present the College's Institutional Effectiveness Plan (IEP) 2007-2010. Mr. Matteson briefly described the document to Trustees. This plan is required by the North Carolina Community College System and the Southern Association of Colleges and Schools (SACS). The IEP is beneficial in helping to outline the College's goals and objectives.

Board Members were asked to review this draft document and send any comments to Mr. Matteson within the next 30 days. At that time the College Planning Council will meet to review changes, priorities and then finalize the document. A final document will be presented to Trustees for approval at the September board meeting.

Approval of Additional Fee Structure 2007-2008

Dr. Parkhill requested approval of the Additional Fee Structure for 2007-2008. A listing was distributed to Board Members for review. Dr. Parkhill described the fees listing and addressed all questions. Ken Butcher made a motion to approve the Specific Fees for 2007-2008. It was seconded by Betty Gash and passed unanimously. A copy of the listing is attached and made a part of these minutes.

Approval of Blanket Travel Authorization

Dr. Parkhill requested approval for the College's Blanket Travel Authorization. Last year the state issued new travel regulations for all employees including the president, to obtain blanket authorization for normal and routine travel in the course of carrying out their official duties. It is required that this blanket travel authorization be approved annually by the Board of Trustees for all college related business. Dr. Parkhill addressed all questions. Tom Orr made a motion to approve the Blanket Travel Authorization. It was seconded by Kohlan Flynn and passed without dissent.

Approval of Policy and Procedure Changes

Dr. Parkhill requested approval for the following Policy and Procedure Changes:

- **Policy 5.8 College Facilities** – This is a new addition, which is a directive from the North Carolina Community College System. This policy change would clarify the use of donated instructional equipment to the College. Dr. Parkhill addressed all questions. Lee Mulligan made a motion to approve Policy 5.8 as presented. It was seconded by Chip Gould and passed unanimously.
- **Policy & Procedure 4.28-4.28.1 Intercollegiate Athletic Program** – Dr. Parkhill updated Trustees on the specific changes to this policy and procedure. Questions arose concerning a typographical error and the need to include the following *wording* to 4.28.1 – Section F-6-f (**Failure to maintain the mandatory minimum grade point average during a semester for which a scholarship is received as outlined in the handbook.**) Ken Butcher made a motion to approve the changes to Policy and Procedure 4.28 – 4.28.1 with the above mentioned correction and addition. It was seconded by Betty Gash and passed unanimously.

College Update

Dr. Parkhill stated in the essence of time she would only hit a few highlights from the college board report. She informed Trustees a copy of the board report was included in their folders and encouraged them to review it.

- The College received announcement from the North Carolina Community College System that, for the seventh year in a row, Blue Ridge Community College has earned a superior rating on how well the College serves its students and local business and industry. Blue Ridge is the only community college in the North Carolina Community College System to obtain this ranking for all seven years. The rating was based on performance measures mandated by the General Assembly to ensure strong public accountability from North Carolina's 58 community colleges. The College was evaluated on the employment rate of its graduates, the performance of its college transfer students after one year at a public university, the percentage of students who indicate they achieved their educational goal, and the passing rate of students enrolled in developmental courses.
- The General Assembly passed the following new tuition rate increases for 2007-08:
 - In-State: Increase from \$39.50 to \$42.00 per credit hour. The maximum charge is still based upon 16 credit hours. Therefore, the maximum tuition charged per full-time student will be \$672 per semester.
 - Out-of-State: Increases from \$219.50 to \$233.30 per credit hour. The maximum charge is still based upon 16 credit hours. Therefore, the maximum tuition charged per full-time student will be \$3,732.80 per semester.
- At the request of a Board Member, FTE history charts for curriculum and occupational extension are attached to the board report.

Educational Foundation

Ann Green, Executive Director of the Educational Foundation, reported the following major gifts since the last Board of Trustees meeting:

- An initial gift of \$5,000 has been received to establish the O'Cain Design Group Scholarship Endowment for the College's building trades.
- A \$6,000 pledge (payable in July) has been received from AAUW for their scholarship endowment (\$4,000) and annual scholarship (\$2,000).
- Margaret R. Pardee Hospital has pledged \$15,000 designated for the Allied Health Faculty Coordinator position.

The Foundation's 2006-2007 year-end reporting numbers are as follows:

- From July 1 through June 30 total support and revenue is \$1,442,993.
- Net assets of the Foundation are \$8m at June 30, 2007.
- Investment returns (gross) for the year are 14.21% and 9.14% for the trailing three years.
- The Foundation's 2006-2007 audit is the week of July 16.

The Foundation signed an agreement of historic significance, which would endow the College's second teaching chair. Blue Ridge Community College Educational Foundation is the only community college in North Carolina with an endowed teaching chair—and, now it has two. The donor made an initial gift of \$25,000 and additional gifts are expected during the donor's lifetime. The chair is expected to be fully funded at the donor's death, with all gifts totaling approximately \$1 million. This year's Campus Fund Drive (an annual opportunity for BRCC employees to make a gift to the Foundation by payroll deduction, pledge, or gift) reached an all-time high of \$24,175.

The previous record was \$23,023. Recognizing the needs and potential of local students, the family of Mary Ann and John P. Shepherd set up the Foundation's first scholarship to benefit Blue Ridge Community College students continuing their education at a four-year institution. The Educational Foundation and Blue Ridge Community College jointly approved a Memorandum of Understanding. By the Foundation's promotion of year-end giving and the Pension Protection Act of 2006, Francis B. Smith created a \$47,800 endowed scholarship in his name and in tribute to his late wife. The Foundation experienced an increase in estate gifts from College employees. A gift of \$6,951.60 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." A "Collateralized Deposits for a Public Insured Money Market Checking Account" was instituted for efficiency, to increase returns on deposits, and, more importantly, to provide insurance for balances in excess of FDIC coverage.

The Foundation's 2007-2008 Budget is as follows:

- Endowments are paying out at our spending rate of 5%.
- "Funding Applications" for the 2007-2008 academic year have been submitted by faculty and staff and reviewed by the deans of the College. A committee made up of Foundation Directors reviewed the College's needs and priorities, compared with the availability of funds to set its 2007-2008 budget. Board ratification is expected this week.
- The College's Financial Aid and Scholarship Committee is currently selecting 2007-2008 scholarship recipients. The Foundation's Scholarship Appreciation Luncheon is scheduled for Wednesday, September 19, at 12 noon on the Sink Commons Area, Flat Rock.

Upcoming special events include:

- Folkmoot on Monday, July 23
- The Embers on Saturday, August 4

Administrative Services

David Whitson, Dean for Administrative Services, passed around a pictorial of the progress to date on the two construction projects – the Technology and Development Building on the Flat Rock Campus and the Applied Technology Building at the Transylvania Center. Mr. Whitson updated Board Members on project details and schedules.

Mr. Whitson informed Trustees the Department of Transportation has approved the funding up to \$70,000 for repairs to the lake. We are in the process of completing the necessary paperwork for the project and will be re-advertising for bids on this project.

At the request of one of the Board Members, Mr. Whitson distributed a copy of a typical month's Facility Use Schedule. The College does have a fee schedule for the use of our facilities and this will be reviewed in the near future with the Finance Committee.

Student Government Association

In the absence of SGA President, George Hoskin, Dr. Parkhill informed Board Members the Student Government Association would be holding elections this fall for the coming year's new slate of officers.

Presidential Search Update

Chairman Spearman asked Lee Mulligan to update the Board on the presidential search. Ms. Mulligan stated the search committee had received approximately 50 applications. Each member of the search committee has reviewed all the applications and scored them on a grid drafted by the committee on important factors and qualifications needed for the president's position. From those scores we have determined the top nine and are in the process of first round interviews with those applicants. After those interviews are complete, the committee will meet and determine the top 3-5 candidates. We will then begin the final interview process, which will include forums with the public and college family. The top three candidates will then be sent to the North Carolina Community College System office for more extensive background checks. Once those candidates are approved by the State Board, then our Board of Trustees will make the final decision on the next president.

State Ethics Commission – Evaluation of Statement of Economic Interest

Chairman Spearman read aloud the Evaluations of Statement of Economic Interest filed by Ken Butcher, Betty Gash, and Kohlan Flynn. All evaluations stated the State Ethics Commission did not find an actual conflict of interest or the potential for a conflict of interest.

Minutes Approval

Upon a motion by Lee Mulligan and a second by Bill Farrell, the minutes from the May 9, 2007 Board meeting, May 31, 2007, Special and Executive meetings were unanimously approved as submitted, with Board approval to not seal the Executive Session minutes.

Nominating Committee Report

Ronnie Pepper informed Board Members that the Nominating Committee met and would like to recommend the following slate of officers for 2007-2008:

Chair	Joe D. Spearman, Sr.
Vice-Chair	Lee Mulligan
Secretary	Molly A. Parkhill

Mr. Pepper asked if there were any nominations from the floor. There being no nominations from the floor, Mr. Pepper made a motion to approve the slate of officers as presented. Kohlan Flynn seconded the motion and it passed unanimously.

Appointment of Executive and Standing Committees

Chairman Spearman asked Ronnie Pepper to speak to Trustees in regard to the Executive Committee. Mr. Pepper stated the Bylaws of the Board states that an Executive Committee shall be established consisting of voting members as follows: The Board Chair, the Board Vice-Chair, one Board member appointed by the Chair, and two Board members elected annually by the Trustees. The President is an ex-officio member of the Executive Committee. The terms of each of the appointed members are for one year, beginning in July. Members were appointed and/or elected to serve on the Executive Committee at the March board meeting due to vacancies left from board member resignations. Therefore, according to the bylaws we need to elect two members at this board meeting. The Nominating Committee would like to recommend the following incumbent members: Bill Farrell and Tom Orr, who were elected at the March meeting. Lee Mulligan made a motion to approve Bill Farrell and Tom Orr to serve on the Executive Committee for the 2007-2008 term. It was seconded by Kohlan Flynn and passed unanimously.

Chairman Spearman made the following committee appointments for the 2007-2008 term:

Executive Committee

Ronnie Pepper (*appointed by Chair*)

Bill Farrell (*elected by Board*)

Tom Orr (*elected by Board*)

Joe Spearman-Board of Trustees Chair

Lee Mulligan-Board of Trustees Vice-Chair

Bylaws Review-Ad Hoc Committee

Lee Mulligan-Chair

Ken Butcher

Chip Gould

Joe Spearman-Board of Trustees Chair

President's Evaluation Committee

Lee Mulligan-Chair

Jeff McDaris

Pat Jones

Joe Spearman-Board of Trustees Chair

Nominating Committee

Ronnie Pepper-Chair

Chip Gould

Ken Butcher

Finance Committee

John McCormick, Jr.-Chair

Bill Farrell

Pat Jones

Candler Willis

Joe Spearman-Board of Trustees Chair

Capital Needs/Facilities Committee

Tom Orr-Chair

Mike Hawkins

Bill Farrell

Kohlan Flynn

Betty Gash

Joe Spearman-Board of Trustees Chair

Report on NCACCT Annual Convention

Kohlan Flynn reported that the Trustee Orientation was very beneficial and informative on Trustee roles and obligations.

Evaluation of Effectiveness

Chairman Spearman informed Trustees an “Evaluation of Effectiveness” form had been previously mailed to them and asked that this be returned to Brenda as soon as possible. He explained that this was 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.

Other Comments

Dr. Parkhill invited Board Members to attend the Campus Information Session which was scheduled for today at 3 p.m. in the Thomas Auditorium. She explained that the College holds these sessions after every board meeting in order to update the college family on items approved by the board and other information needed to communicate to the faculty and staff.

Tom Orr thanked Dr. Parkhill for the excellent tour and lunch that the College provided to Board Members last month. It was a very good opportunity for Trustees to view and learn about the different areas on campus.

There being no further business, the meeting was adjourned.

Chairman

Secretary