

Blue Ridge Community College
Board of Trustees Meeting
July 9, 2008 - 12 Noon
Transylvania Center

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, July 9, 2008, at the Transylvania Center.

The following members were present:

John McCormick, Jr.	Roy Neill
Bill Farrell	Mike Hawkins
Jeff McDaris	Marilyn Bailey
Kohlan Flynn	Ken Butcher
Candler Willis	Chip Gould
David Hall	

The following members were excused:

Betty Gash
Pat Jones
Ronnie Pepper

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Ramona Rogers	Marcia Stoneman
Ann Green	Brenda Conner
Chad Merrill	Gary Heisey

Jason Chappell, Chair-Transylvania County Board of Commissioners
Artie Wilson, Transylvania County Manager
Chris Campbell, College Attorney
Dean Shatley, College Attorney
Chad Roberson, PBC & L Architecture
Lindsey Sabo, PBC & L Architecture
Mark Todd, Transylvania Times

Chairman McCormick called the noon luncheon meeting to order and welcomed all guests.

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.

Minutes Approval

Kohlan Flynn made a motion to approve the May 14, 2008 minutes. It was seconded by Chip Gold and passed unanimously.

Facilities Committee

Chairman McCormick informed Trustees that a copy of the College's Master Facility Plan was included in their folders and introduced Mr. Chad Roberson of PBC&L Architecture firm to present the plan to board members.

Mr. Roberson explained this master plan was developed to discover and propose the needs of the Flat Rock Campus and Transylvania Center with regards to future buildings, renovations and the upgrading of infrastructure and utilities. The master plan documents the future facilities and infrastructure of the campus in five year increments, with the first series to be concluded by the fall of 2009 and the fourth and final series of projects to be started by 2023. Mr. Roberson and President Parkhill discussed the plan in detail and addressed all questions.

Ken Butcher made a motion to approve the Master Facility Plan as presented. It was seconded by Bill Farrell and passed with 9 affirmed votes and 1 opposed vote by Candler Willis.

President Parkhill informed Trustees that the College continues to work with the YMCA on the PEAC project. The next meeting with the YMCA staff is scheduled for July 18th at which time, the group will identify program needs and facility space requirements. On July 29th the group will tour the YMCA facility at Guilford Technical Community College. President Parkhill invited board members to attend the tour.

President Parkhill informed Board Members that the Mill Center for the Arts had approached the College with a request to consider the Flat Rock Campus as a location for a Performing Arts Center. President Parkhill recommended that the Board of Trustees support the concept of exploring the feasibility of locating a cultural and performing arts center for Henderson County on the BRCC campus. This facility would be funded through external funds and would be a self-supporting organization. These investigations would include suggesting suitable locations for the building of the facility on the BRCC property and developing a detailed report on the impact of this building on the long-range facilities plan. This feasibility study would explore the possible locations on the Flat Rock campus; the intended uses of the facility and compatibility with the mission of the College; the benefits and risks of having the facility on the BRCC campus; and the

proper procedures that would need to be followed to be consistent with local and state statutes and regulations. Once the feasibility study has been completed, a recommendation to the Facilities Committee will be submitted for review, discussion and possible recommendation to the full Board for approval. President Parkhill addressed all questions. Bill Farrell made a motion to approve the concept of exploring the feasibility of locating a cultural and performing arts center on the campus as it was outlined by President Parkhill. It was seconded by Marilyn Bailey and passed without dissent.

Nominating Committee

Chip Gould reported on behalf of the Nominating Committee in the absence of Committee Chair, Ronnie Pepper. The Nominating Committee recommended the following slate of officers for 2008-2009:

Chair	John McCormick, Jr.
Vice-Chair	Kohlan Flynn
Secretary	Molly A. Parkhill

Chip Gould asked if there were any nominations from the floor. There being none, Chandler Willis made a motion to close the nominations. The 2008-2009 Slate of Officers was approved as presented with a unanimous vote.

Finance Committee

Finance Committee Chair, Bill Farrell, asked President Parkhill to review the Summary State Budget Analysis, Summary of County Budgets, and Intercollegiate Athletic Budgets as of June 30, 2008, which was included in Trustee folders. President Parkhill reviewed the financial information and addressed all questions.

President's Report

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.

- A joint meeting with the Henderson County Commissioners will be held on July 23rd to review the College's Strategic Plan and tour the new Technology Education and Development Center. Meeting details will be sent out next week.
- An email concerning the 2008 Appropriations Act, House Bill 2436 was previously sent to Board Members. Members were asked to review.
- Each week Trustees receive a copy of the internal communication the "President's Corner." President Parkhill asked Board Members if they would like to continue receiving this communication. All Trustees agreed this was very useful information to receive.
- As we look at budget cuts a number of organizational changes will become effective this month to put us more in line with our Strategic Plan. The State Office of Budget and

Management conducted a review of our organizational structure and made some suggestions. The Management Team discussed the recommended changes and decided to adopt some of them, but not all. The Curriculum and Continuing Education will be combined to form a new “Division for Instruction” which will have eight departments: Allied Health, Applied Technology, Arts and Science, Business and Career Services, Continuing Education, Transylvania Center Programs, Educational Support (Library), and JobLink. The Division for Finance and Operations will now include the Print Shop. The Division for Technology will contain three departments: Information Technologies, Instructional Technologies, and Media Services. A new division, Institutional Advancement, has been created and will include Public Relations, Educational Foundation, and Institutional Effectiveness, Planning and Research. The Division for Student Services will remain unchanged and will include four departments: Counseling, Registrar, Financial Aid, and Recruitment and Student Activities. In the future, all staff job descriptions will be reviewed to ensure they are in line with current duties and responsibilities. No employee will experience a reduction in pay as a result of the reorganization nor will any salary be increased. During the year, the salary plan for all employee classifications will be reviewed and adjusted where necessary. There will, however, be some changes in job titles including changing the titles of the four “deans” to “vice presidents,” which is the preferred job title in most educational institutions.

- The 2008 Critical Success Factors Report, also known as “Performance Measures,” has just been released by the System Office. Beginning this year several changes were effected including: dropping 4 of the 12 measurement criteria altogether, changing the name of “Superior College” to a college of “Exceptional Institutional Performance,” and tightening the standards so that a college must meet or exceed ALL of the remaining 8 standards to achieve an “exceptional performance” rating. This year only 7 of 58 colleges achieved an “Exceptional” designation. Unfortunately, BRCC was not among them. The College missed the measurement for the Curriculum Student Retention, Graduation and Transfer of Curriculum Students. It required that the combination of students in a cohort group (2006-07 tracking period) that returned to BRCC the next year, graduated, or transferred to a 4-year institution would be no less than 65%. Our cohort results were 62%, just missing the minimum. (Note: the seven community colleges that met all 8 of the measures were: Bladen, Coastal Carolina, Sandhills, Southwestern, Wayne, Western Piedmont, and Wilkes)
- President Parkhill gave an update on the following construction projects:
 - **Technology Education & Development Center:** temporary Certificate of Occupancy for the new Technology and Development Building was received on June 17, 2008. The college is now moving in equipment, and will be moving personnel once we receive the final Certificate of Occupancy. The final Certificate of Occupancy is expected to be received the early part of July. A final punch list has been developed. Final payment will not be made until the punch list items have been taken care of, all documents are in and recorded and all inspections completed. The building will be equipped and ready for classes beginning fall term in August.
 - **Applied Technology Building – Transylvania Center:** temporary Certificate of Occupancy for the new Applied Technology Building on our Transylvania Campus was received on June 20, 2008. A final punch list has been developed. Final payment will not be made until the punch list items have been taken care of, all

documents are in and recorded and all inspections completed. Final Certificate of Occupancy is expected to be received the early part of July.

- **Parking Lot:** the new lot constructed to facilitate parking for the new Technology Education and Development Center has been completed. This lot is located east of the ISC Building and north of the Killian Building parking lot and has approximately 120 parking spaces.

Educational Foundation Report

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

2007-2008 major gifts since the last Board of Trustees' meeting:

AAUW Brevard has gifted \$500 to their established scholarship endowment. The organization has also pledged \$4,000 to the endowment and an additional \$2,000 for 2008-2009 scholarship awards.

Col. and Mrs. George F. McGregor have established an allied health scholarship endowment with an initial gift of \$30,000.

Mr. and Mrs. Louis R. Santiago have contributed an additional \$5,000 to their already established scholarship endowment.

Margaret R. Pardee Hospital Auxiliary has pledged \$3,000 for curriculum scholarships and an additional \$2,000 for continuing education scholarships.

Mr. and Mrs. Frank J. Guest have given \$8,000 designated for microscopes and accessories.

An anonymous donor has contributed \$3,300 for 2008-2009 scholarship awards and an additional \$26,700 for a new scholarship endowment.

2007-2008 Year-End Reporting:

From July 1 through June 30 total contributions amounted to \$1,291,096.68, including in-kind gifts of \$165,515.78.

Total support and revenue was \$1,020,647.60 (unrealized loss \$600,491.) Net assets of the Foundation were \$8.2M at June 30, 2008.

2008-2009 major gifts received:

The Foundation is in receipt of a \$250,000 Duke Energy Community College Grant, through the Foundation for the Carolinas, for the College's manufacturing and machining enhancement program.

Dates to keep on your calendar:

BRCC Educational Foundation will host 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.

Scholarship Appreciation Luncheon 2008 will be held in the new TEDC Conference Hall on Wednesday, September 17, at 12 noon.

Student Government Association

Student Government Association President, David Hall reported that the College's Phi Beta Lambda Chapter returned June 25th after competing at a National Conference with third place national winners in the Partnership with Business event.

We are currently seeking Club Advisors for some of the active clubs on campus. Mr. Hall stated that the SGA endorses the Activities Coordinator position which will be funded by the additional activity fee cost. He informed Trustees that any club including the athletic teams must have a presence and involvement in the Student Government Association to receive an funding from the association.

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 distributed to Board Members. Ken Butcher made a motion to approve the list as presented. Kohlan Flynn seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Huskins Bill Agreements

President Parkhill reviewed the details and requested approval of the Henderson and Transylvania Counties Huskins Cooperative Program Agreements. Candler Willis made a motion to approve the Huskins Agreements as presented. It was seconded by Ken Butcher and passed unanimously. A copy of the agreements are attached and made a part of these minutes.

Approval of Computer Replacement Lease Agreement

President Parkhill informed Trustees that in accordance with North Carolina General Statues, community colleges are authorized to enter into lease-purchase contracts for computer purchases.

The College is requesting approval to enter into a computer lease for a 4-year term at 4.09% in the amount of \$251,287.68. This approval would be contingent upon the approval of the State Board of Community Colleges. President Parkhill stated the College has two lease agreements with Gateway Computers and this third lease would be to add an additional 228 computers. Board Members were provided detailed information on the proposed lease agreement. Ken Butcher made a motion to approve the Computer Replacement Lease Agreement as presented. It was seconded by Jeff McDaris and passed unanimously.

Approval of Specific Fees for 2008-2009

Dr. Parkhill informed Board Members that an updated Specific Fees listing was included in their folders. She described in detail the updates and addressed all questions. Kohlan Flynn made a motion to approve the Specific Fees for 2008-2009 as presented. It was seconded by Chip Gould and passed unanimously. A copy of the listing is attached and made a part of these minutes.

Approval of Rental Fees

President Parkhill requested approval for the 2008-2009 Rental/Support Fees. A copy of the fees schedule was sent to Board Members prior to the meeting. Questions arose concerning our rental policy. President Parkhill stated that the College's rental policy is compliant with federal and state law. Ken Butcher made a motion to approve the Rental/Support Fees as presented. It was seconded by Marilyn Bailey and passed without dissent. A copy is attached and made a part of these minutes.

President Parkhill also requested approval for the Rental Fees for the Innovation Network Business Incubator located at the Transylvania Center. These fees were established for the purpose of renting out office space for small business startup incubation. Marilyn Bailey made a motion to approve the Rental Fees for the Innovation Network as presented. It was seconded by Bill Farrell and passed unanimously. A copy of the Innovation Network plan 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. State travel regulations require 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. Ken Butcher made a motion to approve the Blanket Travel Authorization. It was seconded by Marilyn Bailey and passed without dissent.

Approval of Level-Two and Level- Three Instructional Service Agreements

Dr. Parkhill requested approval of the Level-Two Instructional Service Agreements with College of the Albemarle and Wilson Community College and the Level-Three Instructional Service

Agreement with Southwestern 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.

Approval of Policy and Procedure Changes

President Parkhill presented details and requested approval for the following Policy and Procedure Changes. Copies are attached and made a part of these minutes.

- **Policy 2.13 Naming of Buildings and Programs (*New Section*)**
Ken Butcher made a motion to approve the policy as presented. It was seconded by Jeff McDaris and passed unanimously.
- **Policy 3.7 Leave of Employment**
Ken Butcher made a motion to approve the policy changes as presented. It was seconded by Bill Farrell and passed unanimously.
- **Policy 5.8.1 Use and Rental of College Facilities & Policy 5.8.4 Use of Alcohol at Special Events (*New Section*)**
Bill Farrell made a motion to approve the policy changes and new section as presented. It was seconded by Roy Neill and passed unanimously.

Program Review Report from US Department of Education

President Parkhill distributed and reviewed the Program Review Report from the US Department of Education. This was an audit on the College's financial aid program.

Appointment of Executive and Standing Committees

Chairman McCormick made the following committee appointments for the 2008-2009 term.

Chairman McCormick appointed Ronnie Pepper as Chair of the Executive Committee and made a motion to elect Bill Farrell and Roy Neill to the Executive Committee. Jeff McDaris seconded the motion and it passed unanimously.

Executive Committee

Ronnie Pepper (*appointed by Chair*)

Bill Farrell (*elected by Board*)

Roy Neill (*elected by Board*)

Board of Trustees Chair

Board of Trustees Vice-Chair

Curriculum Committee

Jeff McDaris-Chair

Marilyn Bailey

Chip Gould

Board of Trustees Chair

President's Evaluation Committee

Jeff McDaris-Chair

Marilyn Bailey

Pat Jones

Board of Trustees Chair

Nominating Committee

Ronnie Pepper-Chair

Chip Gould

Ken Butcher

Finance Committee

Bill Farrell-Chair

Candler Willis

Pat Jones

Board of Trustees Chair

Capital Needs/Facilities Committee

Kohlan Flynn-Chair

Mike Hawkins

Bill Farrell

Betty Gash

Board of Trustees Chair

Evaluation of Effectiveness Summary

Chairman McCormick informed Trustees that a copy of the “Summary of Evaluation of Effectiveness” was included in their folders. This is a summary of the evaluation forms which were distributed at the May meeting. This evaluation is done annually to allow the Board to look at their effectiveness.

Other Comments

Chairman McCormick stated that Board Members had responded to a survey sent out from the President’s Office concerning the possibility of changing board meeting dates and times. After discussion Chip Gould made a motion to change the board meeting dates to the second Monday of every other month at 5 p.m. to begin with the November meeting. It was seconded by Candler Willis and passed without dissent. President Parkhill stated that this action will require a change to the by-laws which will be presented at the September Board Meeting.

Chris Campbell stated that he and Associate Counsel, Dean Shatley, appreciated the trust of the board and thanked Trustees for the opportunity to represent the board as their counsel.

There being no further business, the meeting was adjourned.

Chairman

Secretary