

Blue Ridge Community College
Board of Trustees Meeting
September 10, 2008 - 12 Noon
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, September 10, 2008, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Chip Gould
Mike Hawkins	Kohlman Flynn
Betty Gash	Patricia Jones
Andrew Tate	Bill Farrell
Ken Butcher	Candler Willis
Marilyn Bailey	Roy Neill
David Hall	

The following members were excused:

Jeff McDaris	Ronnie Pepper
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Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Tom Good	Brenda Conner
Chad Merrill	Matt Matteson
Dean Shatley, College Attorney	

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

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 July 9, 2008, regular meeting minutes; it was seconded by Ken Butcher and passed unanimously. Ken Butcher made a motion to approve the July 23, 2008, special called meeting minutes. It was seconded by Chip Gould and passed without dissent.

Executive Committee Report

Chairman McCormick informed Trustees that the Executive Committee met on August 6, 2008. The purpose of the meeting was to approve a Level II Service agreement with Southeastern Community College. Chairman McCormick requested a reaffirmation of the Executive Committee's approval of this service agreement. It was seconded by Marilyn Bailey and passed unanimously.

Facilities Committee Report

Committee Chairman Kohlman Flynn reported that he and Chairman McCormick along with Dr. Parkhill, David Whitson and a select group of Henderson County YMCA board members and staff recently visited the YMCA facilities at the College of the Albemarle and Guilford Technical Community College and presented details of the trip. President Parkhill informed Trustees that the Henderson County YMCA Board will be meeting on September 9th to discuss the option of renovating their existing building or working on a capital campaign for a new facility.

Dr. Flynn also stated the committee had discussed the land transfer with Pardee Hospital. President Parkhill informed Board Members that the State Board of Community Colleges had approved the land transfer with Pardee Hospital. She stated that this was good for the College and also gave Pardee Hospital the access rights they needed to their facility.

The Facilities Committee also reviewed the 2008-09 Capital Improvement Plans for both the Flat Rock Campus and the Transylvania Center and an update on the Technology Education and Development Center and Transylvania Center Applied Technology Building construction projects, which included project costs and the final closeout status.

Finance Committee Report

Committee Chairman, Bill Farrell reported that the Finance Committee met on September 3rd to review and approve the 2008-2009 Institutional Budget, which included both state and county budgets. A copy of the budget was distributed to board members and is attached and made a part of these minutes. After review, Mr. Farrell stated that the Finance Committee recommended that the Board approve the 2008-2009 Institutional Budget as presented. The recommendation passed without dissent.

President's Report

President Parkhill informed Board Members that included in their folders were materials that need to be placed in their Trustee Notebooks. President Parkhill stated that a copy of the President's Report was also included in their folders and encouraged Trustees to read it. The following are some highlights from the President's Report which were shared with Board Members.

The College will be hosting the "Disney Keys to Excellence" event on Thursday, September 25th from 8 a.m. to 4:30 p.m. in the Blue Ridge Conference Hall. An abbreviated session will be held on Friday, September 26th from 8 a.m. to 9:30 a.m. for the faculty and staff. The College will be closed that day until 10 a.m.

President Parkhill informed Trustees that included in their folders was a document concerning House Bill 2542 regarding service by administrators and trustees on the foundation board.

Our baseball coach, Dana Cyrus, is working with some of the player's parents in soliciting funds to build a press box at the ball field. We hope to have the funding to begin construction by spring of next year.

The College has submitted the Quality Enhancement Plan (QEP) and seven focused reports as required by the off-site evaluation team of the Southern Association of Colleges and Schools (SACS) in preparation for the on-site team visit which is scheduled for October 27-29. Dr. Charles Gould, President of Florence-Darlington Technical College, has been appointed as chair of the on-site team and will be conducting a preliminary visit on September 24.

A joint meeting has been scheduled with the Transylvania County Board of Commissioners for Wednesday, October 1 at 3:30 p.m. at the Transylvania Center. This meeting will follow the dedication ceremony of the Applied Technology Building scheduled for 2:00 p.m.

The College continues to work with Henderson County Public Schools to prepare for the Early College program scheduled to begin fall 2009. A \$40,000 planning grant has been award this year to cover the cost of a coach and training expenses. A working committee of College and school representatives has been formed and is meeting weekly. The group anticipates receiving a implementation grant which will provide funds for the first five years of operation.

The Basic Law Enforcement Training (BLET) summer class State Examination was held on August 21. Out of 16 students tested, there were 3 failures, for an 81% pass rate. A graduation ceremony was held, August 22 at 6 p.m. in the Bo Thomas Auditorium.

Kathy Allen, Early Childhood instructor, has reached the finals (top five) in the statewide competition for excellence in instruction.

Seven students, registered in SPA 161, are participating in a community service and community outreach learning experience (which is essential for the Community Spanish Interpreting program).

The North Carolina Real Estate Commission recently notified the College that the school compiled a real estate license examination performance record of 80% or higher. Of 53 schools reporting, Blue Ridge is 1 of only 12 schools to reach this level of performance.

The SGA at the Flat Rock campus will be holding elections in September. The deadline for submitting names for officers is September 10.

Andrea Duke is BRCC's new volleyball coach. Andrea is a 2000 graduate of East Henderson High School and a 2005 graduate of Wofford College with a Bachelor of Arts degree in French and a Philosophy minor. In December 2007, she graduated from the University of Florida with a Master's degree in Business Administration. At Wofford, Andrea was the first collegiate volleyball player to earn an All-Conference award and she broke 13 school records in 3 years. Nine freshmen have been recruited for this year's team. Opening game is tonight.

The baseball players began the semester by putting in a lot of effort in field maintenance and fencing repair. They also painted the dugout. Coach Dana Cyrus has held organizational team meetings and anticipates a good group this year. This year's team consists of 40 players with 23 representing North Carolina high schools.

Enrollment for fall 2008 is 2127, which represents a 9% increase compared to fall 2007.

Educational Foundation Report

Ann Green, Executive Director, reported that the College Educational Foundation is first in ranking among all of Western North Carolina's community college foundations (net assets/total FTE ratio) and third in ranking among all of North Carolina's 58 community college foundations (net assets/total FTE ratio).

The Foundation's 2007-2008 audit was conducted by Painter, Russell, and Associates. CPA Charles Russell presented the audit report to the Board of Directors at their meeting in August expressing an "unqualified opinion" on the financial statements (a clean opinion).

In 2008-2009, the Foundation is supporting the mission of the College with a budget of more than \$1.2 million, including \$250,628 for objectives in the College's Institutional Effectiveness Plan.

The Board of Directors approved the following 2008-2009 standing committees: Executive, Board Development, Finance, Acceptance and Investment, Audit, Fundraising, and Community Engagement. The Board also approved an ad hoc committee to study its bylaws. The Board Development Committee has hosted a Board Orientation for new members. Several members from the Community Engagement Committee will serve as greeters at the College's two building dedications, and the Fundraising Committee is establishing a fundraising plan.

The following are the 2008-2009 major gifts received since the last Board of Trustees' meeting:

- Charles T. Larus, through his estate, remembered the College with an unrestricted gift of \$232,500.
- Margaret R. Pardee Hospital Auxiliary gifted an additional \$5,000 for 2008-2009 scholarships. This brings their 2008-2009 scholarship awards to \$10,000.
- Boyd Pontiac-Cadillac-Buick donated a frame machine valued at \$5,000 for the College's curriculum program in Autobody Repair.
- Dr. and Mrs. James E. Brittain, through a gift of stock, added \$6,608.20 to the James E. and Jo Ann Layne Brittain Scholarship Endowment.

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) will kick off today at 3 p.m.

Student Government Association Report

Due to the absence of SGA President, David Hall, there was no report.

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. Bill Farrell seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Approval of Policy Changes

President Parkhill requested approval for the following policy changes:

- 1) From time to time the College may enter into collaborative agreements with other educational institutions for the purpose of sharing curriculum or continuing education programs. Presently the Board approves all collaborative agreements. President Parkhill requested a change to this policy which would delegate this authority to the President. Bill Farrell made a motion to approve this policy change as presented. It was seconded by Candler Willis and passed unanimously.
- 2) Due to North Carolina Administrative Code changes in regard to Athletic Programs, President Parkhill requested approval to changes to the College's Intercollegiate Athletic Programs Procedure 4.28.1. Chip Gould made a motion to approve the changes as presented. It was seconded by Roy Neill and passed without dissent.

A copy of the policy changes are attached and made a part of these minutes.

Approval of By-Law Change

Chairman McCormick requested approval of the By-Law meeting date and time change, which was sent to board members prior to the meeting. This would change the Board of Trustees meeting date to the 2nd Monday of every other month at 5 p.m. Ken Butcher made a motion to approve the change of meeting date and time as presented. It was seconded by Betty Gash and passed without dissent.

Approval of Special Permit to Use College Facilities

Chairman McCormick informed Board Members that the Chamber of Commerce had requested permission to serve alcohol at their Business after Hours event to be held on October 23. Mr. McCormick stated that the Chamber had met all of the College requirements for this special permit. Ken Butcher made a motion to approve the special permit request by the Chamber. It was seconded by Roy Neill and passed unanimously.

Approval of Sale of Land - Hospice

President Parkhill distributed a chronology of events regarding property transactions and developments involving Pardee Hospital, Four Seasons Hospice & Palliative Care and Blue Ridge Community College. Four Seasons Hospice & Palliative Care has contacted the College concerning their desire to purchase the 2.5 acre parcel of land located on South Allen Road. President Parkhill stated that this parcel of land was declared excess in 2006 and if the Board approves the offer to sale, we would notify the Henderson County Commissioners and the State Board of Community Colleges.

President Parkhill proposed the following resolution for approval:

The Blue Ridge Community College Board of Trustees hereby declares that the 2.5 acre parcel of land located on South Allen Road, owned by the College and leased to Four Seasons Hospice & Palliative Care, and described in a lease agreement executed on September 13, 2004, be offered for sale under the upset bidding process for public property. The Trustees further resolve that the College solicit approval of such sale of land by the Henderson County Board of Commissioners and by the State Board of Community Colleges. The Trustees agree to approve the final sale amount, conditions of sale, property restrictions, and any rights-of-way or easements required.

President Parkhill and College Attorney, Dean Shatley addressed all questions. Roy Neill made a motion to approve the resolution as presented. It was seconded by Kohlan Flynn and passed unanimously.

New and Re-Appointed Trustee Oath of Office

Chairman McCormick informed Trustees that Andrew Tate, as a new Trustee, and he, as a re-appointed Trustee, had taken their Oath of Office at the Henderson County Clerk of Courts office. A copy of the oaths are attached and made a part of these minutes.

Review of Institutional Effectiveness Plan

Chairman McCormick introduced Matt Matteson to present a review of the Institutional Effectiveness Plan (IEP). Mr. Matteson stated that Board Members received a copy of the IEP prior to the meeting. He review the IEP with Trustees and addressed all questions.

Review of Roughgarden Student Loan Fund

President Parkhill informed Trustees that a copy of the Roughgarden Student Loan Fund report was sent to them prior to the meeting. She explained that this fund was established by Mr. Roughgarden to help students attending Blue Ridge Community College with low interest loans. As part of the Endowment requirements a report on this fund is to be presented to the Board of Trustees annually. A copy of the Roughgarden Student Loan Fund report is attached as a part of these minutes.

Appointment of Legislative Liaison

Chairman McCormick appointed Andrew Tate as the Board’s Legislative Liaison. This is in response to a recommendation from the North Carolina Association of Community College Trustees.

Other Comments

Chairman McCormick asked Trustees to complete and mail the ACCT survey, which was included in their folders. He also recommended that all board members take the opportunity to read the College’s History “*Educating our Hometown*”, written by David Holcombe.

Chairman McCormick congratulated Trustee Pat Jones on the excellent article written in the Times News recognizing her teaching career.

There being no further business, the meeting was adjourned.

Chairman

Secretary