

Blue Ridge Community College
Board of Trustees Meeting
September 12, 2007 - 12 Noon
Transylvania Center

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, September 12, 2007, at the Transylvania Center.

The following members were present:

John McCormick, Jr.	Roy Neill
Ronnie Pepper	Bill Farrell
Chip Gould	Mike Hawkins
Kohlan Flynn	Ken Butcher
Jeff McDaris	

The following members were excused:

Betty Gash
Patricia Jones
Candler Willis
Marilyn Bailey
George Hoskin, III
Tom Orr

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Ramona Rogers	Marcia Stoneman
Ann Green	Brenda Conner
Lee Anna Haney	Peter Hemans

Artie Wilson, Transylvania County Manager
Jason Chappell, Chairman-Transylvania County Board of Commissioners
Chad Merrill, Transylvania Center Director
Jon Rich, Times-News
Fielding Lucas

Chairman ProTem, John McCormick, Jr. called the noon luncheon meeting to order. He introduced all guests and extended a welcome to all.

Mr. McCormick announced that there was an excellent article of recognition on Ronnie Pepper in the Times-News on Sunday, September 2, 2007. A copy of the article was passed around for Board Members to view.

Dr. Parkhill introduced Chad Merrill, the new Transylvania Center Director. Mr. Merrill extended a welcome to Board Members and introduced the Transylvania Center staff.

Ethics Statement

Chairman ProTem 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

Ken Butcher made a motion to approve the minutes as presented, with the August 23, 2007 Special Call Meeting Executive Session minutes to remain sealed. It was seconded by Ronnie Pepper and passed unanimously.

Finance Committee Report

Mr. McCormick asked David Whitson, Dean for Administrative Services, to report to the Board on the Finance Committee meeting which was held last week.

Mr. Whitson stated that a copy of the Fiscal Year 2007-2008 Institutional Budget and Financial Report was included in their folders. He also distributed a Final Fiscal Year 2006-2007 Expenditure Report, which compared state funds with the Fiscal Year 2007-2008. The proposed 2007-2008 budget resolution was presented for board approval. Mr. Whitson reviewed the proposed budget and addressed all questions. On behalf of the Finance Committee, John McCormick made a motion to approve the budget resolution and it passed unanimously. A copy of the Fiscal Year 2007-2008 Institutional Budget and Financial Report is attached and made a part of these minutes. Mr. Whitson addressed a question concerning the two exceptions noted in the recent Financial Audit Report. He explained these findings were a result of data entry adjustments and software update problems. We are in the process of working out solutions to the problems and will have this corrected before the next financial audit.

Facility Rental Fee

Mr. Whitson informed Trustees that a copy of the College's 2007-2008 Rental/Support Fees schedule was included in their Institutional Budget and Financial Report. He reviewed the fee

schedule and addressed all questions. Mr. McCormick stated the Finance Committee recommended the approval of the 2007-2008 Facilities Rental/Support Fees as presented and it passed without dissent.

Roughgarden Student Loan Fund

David Whitson informed Trustees that a copy of the Roughgarden Student Loan Fund report was in their folders. He explained that this fund was established by Mr. Roughgarden to help students attending Blue Ridge Community College with low interest loans. A copy of the Roughgarden Student Loan Fund report is attached as a part of these minutes. Questions arose concerning the rate of interest on the loan. Dr. Parkhill stated the interest rate was currently 5%.

Facilities Committee Report

In the absence of the Facilities Committee Chair, Tom Orr, Mr. Whitson reported on the Facility Committee meeting which was held last week. He updated Board Members on the two major construction projects: the Applied Technology Building at our Transylvania Center, and the Technology Education & Development Center on the Flat Rock Campus. The committee reviewed current and future capital outlay projects and costs.

Mr. Whitson informed Board Members that the College will hold a bid opening tomorrow at 3 p.m. in the Patton Boardroom for the lake repair project. A pre-bid conference was held last week. He indicated that if the bids come in within budget, the College will be able to begin repairs within a couple of weeks. The repairs will require that College Drive be closed to traffic for approximately three days. The College will inform students, faculty and staff, and the public prior to the road closing.

Nominating Committee Report

Ronnie Pepper, Nominating Committee Chair, informed Trustees the Nominating Committee will continue accepting nominations and recommendations for the vacant positions of Chair and Vice-Chair through September 19th. He asked Board Members who are interested in the positions to please send their names with a brief description of their experience to one of the Nominating Committee Members or Brenda Conner. The Nominating Committee plans to report to the Board at the November meeting.

President's Report

Dr. Parkhill described in detail a Trustee Notebook which was provided to all Board Members. Trustees were encouraged to bring their notebooks to all Board Meetings and keep them updated.

Dr. Parkhill informed Trustees according to North Carolina General Statutes they are required to attend a Trustee Orientation Session within six months of their appointment or re-appointment. This is offered by the North Carolina Association of Community College Trustees. The next opportunity for this orientation is October 25-26, at the NCACCT Leadership Seminar in Raleigh. You should be receiving information on this seminar with the next couple of weeks. Any Trustees wishing to

attend this seminar should contact Brenda Conner. Kohlan Flynn commented this is an excellent orientation with helpful information to new trustees.

Dr. Parkhill stated that new Board Members are also required to attend ethics training. The North Carolina Ethics Commission is working on some distance learning opportunities for this training. We will inform Trustees as soon as we have details on training dates.

Dr. Parkhill highlighted the following items from the board report which was included in Trustee folders:

- Dr. Parkhill reviewed the Curriculum Enrollment Summary 2007 and discussed the decrease in FTE numbers as compared to 2006. The College is looking at offering some mini semester courses in the spring to increase enrollment.
- Kevin Ayesh performed a piano recital in the Thomas Auditorium on August 26th to a full house at this concert. Blue Ridge Community College was recognized at this performance for being named an All Steinway College.
- College representatives met with Rick Davis, Henderson County Sheriff, Eric Hester, Police Chief for the town of Lake Lure, Van Duncan, Buncombe County Sheriff, and Peggy Schaefer, Director of the North Carolina Justice Academy to discuss possible partnership to meet the firearms training needs of Western North Carolina. North Carolina General Assembly recently appropriated \$1.9 million to the Justice Academy for the purchase of land to construct a firing range in Western North Carolina. Construction of an indoor firing range is still being considered.
- The Mountain Area Trauma Regional Advisory Committee (MATRAC) of Mission Hospital donated supplies to the College's Allied Health programs valued at \$200,000. Items included surgical, nursing and IV supplies.
- The Henderson County Business Forum and Manufacturers' Showcase will be held on September 20, 2007, in the Bo Thomas Auditorium from 1:00 – 4:30 p.m. This event is sponsored by Blue Ridge Community College and the Henderson County Partnership for Economic Development. Financial support is also provided by the BRCC Educational Foundation.
- Forty-eight colleges and universities are registered to attend College Night scheduled for September 18th. Eight area high schools are also invited.
- The women's volleyball season has begun. The roster includes 7 players (6 local and one from Louisiana). To date, they have played 4 games, winning 3 of them.
- The fall baseball roster includes 50 players (6 local, 19 in-state, 12 from Michigan, 5 from Canada, 4 from South Carolina, and 1 each from Pennsylvania, Illinois, Missouri, and Florida). The baseball players participated in the United Way Day of Caring, volunteering at Red Cross and Mainstay. Student athletes also represented the College in the Apple Festival parade.
- The Latino College Day has been scheduled for February 8, 2008. This event has been a valuable recruiting tool for Latino student which is reflected in the fall 2007 Curriculum Enrollment Summary (5.09% compared to 4.33% in fall 2006).
- Work is underway to establish an annual African-American College Day.

- In 2005, a new federal law was enacted that requires all schools that receive federal funds to hold an educational program on the United States Constitution every year on Constitution Day, September 17, the anniversary of the signing of our country's founding document. A DVD entitled "Our Constitution: A Conservation" will be aired on Monday, September 17, at 12 noon in the cafeteria in the Killian Building. All faculty, staff, and students are invited to attend while enjoying lunch. The DVD features Justice Sandra Day O'Connor and Justice Stephen Breyer discussing the Constitution with students.
- The NCCCS has changed the Performance Measures used to rate the level of performance by the 58 community colleges. In the past, to receive the Superior Ranking, colleges were required to meet five of the six performance measures. There are now eight Accountability/Performance Funding measures and in order to receive the recognition of Exceptional Institutional Performance, colleges are required to meet all eight measures. Those eight measures are: Progress of Basic Skills Students, Passing Rates on Licensure/Certification Exams for First-Time Test Takers, Performance of College Transfer Students, Passing Rates in Developmental Courses, Success Rate of Developmental Students in Subsequent College-Level Courses, Student Satisfaction of Completers and Non-Completers, Curriculum Student Retention, Transfer and Graduation, and Business and Industry Satisfaction with Services Provided. We will keep the Board updated throughout the year on our progress in these areas.

Dr. Parkhill described the Institutional Effectiveness Planning and Budgeting Process grid that was included in their folders. She informed Board Members this process is very useful in the strategic planning for the future. Trustees will be asked to participate in a board retreat as part of the planning process. Dr. Parkhill stated Brenda Conner would send an email to Board Members with possible dates for the retreat. Trustees are asked to respond with their 1st and 2nd choices.

Dr. Parkhill informed Trustees that the College has requested to be included on the agendas for the Transylvania County Commissioners meeting on October 8th at 7 p.m. and the Henderson County Commissioners meeting on October 17th at 9 a.m., to give an update on the College's capital projects underway, new programs starting, and other activities. Trustees were encouraged to attend these meetings.

Dr. Parkhill informed Board Members that the North Carolina General Assembly has approved \$8 million for facilities planning for the 58 community colleges in North Carolina. These funds will be allocated according to a point system, which is based on two factors related to cost: the size (physical plant) of the college, and the "datedness" or condition of the plan. Blue Ridge Community College should receive approximately \$30,000. Each college will be required to submit a revised Long-Range Facilities Plan by June 2008 to be eligible for these funds.

Educational Foundation Report

Ann Green, Executive Director of the Educational Foundation, reported the Foundation had received a clean opinion audit report for the 2006-2007 year. As a best practice, the Foundation Board established an Audit Committee. The committee members met with the auditors prior to audit

fieldwork being conducted. The Foundation was named both the beneficiary and the trustee of two trusts created by Remy and Helen Ludwig. The survivor of the donors (Helen Ludwig) passed away and the Foundation has made final distributions from each trust to the donor's estate. The Foundation has received remainder payments of more than \$8,300 and \$23,000 on the trusts, respectively. The trusts are designated for technical and vocational scholarships and support of applied technology programs. The following major gifts were received since the last Board of Trustees' meeting:

- A final distribution of \$186,922.16 was received from the Estate of Emil F. Hager with regard to his residuary estate. These monies are restricted for a scholarship endowment.
- The Foundation received its distribution from the Estate of Ruth H. Crane in the amount of \$410,906.60, plus reimbursement of attorney fees in the amount of \$29,386.52. The funds are designated for a scholarship endowment.
- A long-time anonymous donor created a \$25,000 scholarship endowment for the building trades.
- Margaret R. Pardee Hospital Auxiliary gifted \$5,000 for scholarships, with \$3,000 being applied for associate degree nursing students and \$2,000 for scholarship to students in health field studying through Continuing Education.
- Ben Jones pledged \$5,000 for community service scholarships.

The 2007 Scholarship Appreciation Luncheon will be held at 12:00 noon on Wednesday, September 19th in the Sink Commons Area on the Flat Rock campus. 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 kickoff today at 3 p.m. The Faculty and Staff Award Nomination Forms will be available October 1, 2008. Award recipients will be presented at the Faculty and Staff Holiday Event in December.

Student Government Association Report

In the absence of the SGA President, Dr. Parkhill reported that the Student Government Association elections were being held this week. The new slate of officers will be reported to Trustees at the November meeting. The next student event will be the Allied Health Day on October 11th.

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

Information Technologies Audit Report

Dr. Parkhill stated a copy of the State's Information Technologies Audit Report was included in Trustee folders. Dr. Parkhill reviewed the report and stated that the findings noted in the report had been corrected.

Approval of Institutional Effectiveness Plan 2007-2010

Dr. Parkhill informed Board Members that a copy of the College's 2007-2010 Institutional Effectiveness Plan had been provided to them at July meeting to review and send any comments concerning the document. Ken Butcher made a motion to approve the Institutional Effectiveness Plan 2007-2010 as presented. It was seconded by Chip Gould and passed without dissent.

Approval of Policy and Procedure Changes

Dr. Parkhill requested approval for policy and procedure changes to the 0.0.5 Introduction and 1.1 Policy Development sections. She stated that these changes were recommendations from our SACS team and were housekeeping and clarification changes only. Chip Gould made a motion to approve the changes presented. It was seconded by Roy Neill and passed unanimously. A copy of the changes are attached and made a part of these minutes.

Trustee Oath of Office

Mr. McCormick informed Board Members that the following new and re-appointed Trustees had taken their oath of office: Roy Neill, Marilyn Bailey and Jeff McDaris. A copy of the oaths are attached and made a part of these minutes.

Committee Appointments

Mr. McCormick stated due to committee vacancies, the following appointments will be made:

President's Evaluation Committee

Jeff McDaris – will now act as Chair

Marilyn Bailey – will now serve on the committee

Bylaws Review-Ad Hoc Committee

Ken Butcher – will now act as Chair

Roy Neill – will now serve on the committee

State Ethics Commission – Evaluation of Statement of Economic Interest

Mr. McCormick read aloud the Evaluations of Statement of Economic Interest filed by Molly Parkhill. The evaluation stated the State Ethics Commission did not find an actual conflict of interest or the potential for a conflict of interest.

Evaluation of Effectiveness

Dr. Parkhill 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 and completed at the May meeting. This evaluation is done annually to allow the Board to look at their effectiveness. Dr. Parkhill noted that the Board Members will review this at the board retreat.

Approval of Resolution for Joe D. Spearman, Sr.

Dr. Parkhill requested that a motion to approve a resolution to name Joe D. Spearman, Sr., Trustee Emeritus. Mr. Spearman served on the Board of Trustees for 28 years, with sixteen of those years as Chairman of the Board. The bylaws allow the Board to bestow this distinction to a trustee who has held positions of responsibility and demonstrated outstanding service to the College and exceptional leadership while on the Board. Bill Farrell made the motion to approve a resolution to name Joe D. Spearman, Sr., Trustee Emeritus. It was seconded by Ken Butcher and passed without dissent. Dr. Parkhill informed Trustees that the Board will present the resolution to Mr. Spearman at the November 14th board meeting. The College will hold a reception for him on that same day. More information about the reception will be provided as soon as the details are completed.

Other Comments

Dr. Parkhill reminded Trustees of the Special Call meeting scheduled for Monday, September 24th in the President’s Dining Room. Mr. Fred Williams of the North Carolina Community College System office will present the State Board’s findings and recommendations of the three presidential candidates which were submitted. This is part of the routine process that the system office follows for all presidential searches.

Dr. Parkhill thanked Trustees for taking time out of their busy schedules to attend the meeting today at our Transylvania Center. She congratulated Chad Merrill on his new position as Director of the Transylvania Center and informed Board Members that the excellent meal was prepared by the students in the Culinary Arts Program at the Schenck Job Corps.

There being no further business, the meeting was adjourned.

Chairman

Secretary