

Blue Ridge Community College
Board of Trustees Meeting
September 13, 2006- 12 Noon
Transylvania Center

The Board of Trustees of Blue Ridge Community College met at 12 noon on Wednesday, September 13, 2006 at the Blue Ridge Community College Transylvania Center.

The following members were present:

Joe Spearman, Sr.
Mary Ann Engel
Jeff McDaris
Mary Mims
Patricia Jones
John Love
Richard Todd
Eddie Watkins
George Hoskin, III

The following members were excused:

John McCormick, Jr.
Tom Orr
Bill Farrell
Billy Higgins, Jr.
Ronnie Pepper
Lee Mulligan

Others attending:

David Sink, Jr.	David Whitson
Earl Medlin	David Hutto
Molly Parkhill	Frank Byrd
Ann Green	Brenda Conner
Terrell West	Matt Matteson
Lee Anna Haney	Dick Baird, Hendersonville Tribune

Chairman, Joe Spearman called the noon luncheon meeting to order and welcomed guests. President Sink welcomed Board Members and introduced all guests.

President Sink extended a special thank you to Martha Vining, the Culinary Arts Instructor, and her students from Schenck for the excellent lunch they prepared for today's meeting.

New Employees

President Sink requested approval of new and part-time permanent employees. A listing of new employees with details on education and work experience was distributed to Board Members. Mary Ann Engel made a motion to approve the list as presented. Eddie Watkins seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

Roughgarden Student Loan Fund

President Sink 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, while 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.

Continuing Education Specific Fees

President Sink requested approval for the Continuing Education Specific Fees. A listing of the fees was distributed to Board Members for review. Molly Parkhill, Dean for Continuing Education described the fees in detail for Trustees and addressed all questions. John Love made a motion to approve the Continuing Education Specific Fees as presented. It was seconded by Pat Jones and passed unanimously. A copy of the list is attached and made a part of these minutes.

Information Technology Policy & Procedures Modifications

President Sink informed Trustees the proposed Information Technology Policy and Procedures Modifications had been sent to them for review. President Sink requested approval for the proposed modifications. Matt Matteson described the modifications to Board Members and addressed all questions. Jeff McDaris made a motion to repeal policy section 2.10 and simultaneously adopt section 8.1 regarding Information Technology policy as presented. It was seconded by John Love and passed without dissent. The Information Technology Policy Modifications information is attached and made a part of these minutes.

College Update

- The College is in the final stages of work toward submitting application for a Criminal Justice program to the North Carolina Community College System. Last Thursday, September 7, our community advisory team met and discussed tasks still remaining, such as a budget analysis, equipment analysis, etc.
- The College's volleyball team has started its third season and games will be played until early November. Home games are played at the Flat Rock Junior High gymnasium.
- The renovation work in the Spearman Building is almost complete. The Plumbing program has been relocated to this building, Electronics has a classroom within the electrical area, the Industrial Systems program has been relocated to a portion of the Machinist lab, and an AFA Sculpture lab has been added. Fourteen students are taking sculpture classes.
- Our enrollment in the Carpentry program for fall semester 2006 was only one student. We helped that student find another alternative of his choice. Continuing Education and others are using the

Carpentry lab for classes. Workforce conditions in the home building industry are such that recruiting students for the Carpentry program's full year of study has proven unsuccessful except in times of workforce downsizing. The program will remain inactive while we are studying alternatives. The Carpentry Instructor, Steen Stovall, resigned his position August 31.

- The College held the annual Fire and Rescue College on August 4-6, with over 300 students participating. Additionally, over 600 firefighters and rescue workers were trained during the summer months with 54 classes being offered.
- The Law Enforcement on-line mandated training continues to be popular with over 273 students enrolled. Additionally, the College has provided customized training for Transylvania Sheriff's Office and the North Carolina State Highway Patrol.
- The College continues to provide training for Excelsior Packaging and Elkamet employees. New customized training projects include Fieldco, MTI, City of Brevard, and IPM Corporation.
- The Vision Henderson County and Vision Brevard/Transylvania Leadership programs are underway for the 2006-2007 class with 27 and 31 students enrolled, respectively.
- The Environmental Health and Safety Institute staff conducted safety training for all Blue Ridge Community College employees on August 15 as part of the Carolina Star OSHA requirements.
- The Arts & Humanities Series will offer a presentation on "The Black Experience in Henderson County" on Thursday, September 14 at 7:30 p.m. in the Patton Auditorium. The presenters will be Kathleen Williams, Waytus Shelton, and Hortense Potts.
- The Office of Student Services reported the final registration total for fall semester at 2,075 curriculum students. This is the exact number we had registered for last fall semester.
- The College's distance learning enrollment in the fall of 2005 was 723. This semester the distance learning enrollment is 1517 students, which is double that of last year.
- The Office for Technology and Development is currently planning for this year's New Direction Conference, which will be held on October 19 and 20. Two nationally known technology leaders will kickoff each day. Dr. Barry Adams, who works closely with Apple Computers as an educational consultant, will discuss ways that 21st Century students learn and use technology. He will challenge the audience with new ideas about how technology influences our lives on a daily basis. Dr. Mark Milliron, our second keynoter, will share with us a dynamic presentation on Catalytic Conversations. Dr. Milliron is a past president of the League for Innovation, a noted author and educator who will set the tone for the second day.
- The College's Planning and Development Department coordinated the application of a \$1.9 million grant to the Department of Labor to establish a new 3-D virtual reality training center at Blue Ridge Community College. This new center would provide the resources to develop and train highly skilled technicians to create very realistic training programs for business, industry, and education. The College has developed a partnership with WIN (World Wide Interactive Networks) and EON Realities, Inc. on this project. These two companies are national leaders in delivering interactive 3-D training for business and industry across the U.S.
- The College is in the process of working to develop a business continuity plan. This plan will provide a roadmap for the College to follow in dealing with natural disasters and emergency situations.
- The College received a complaint in regard to the Fire Training Center located on campus. The complaint mentioned possible fuel leakage into the ground water. We ordered an environmental study to determine if this was correct. The study did find some low level contamination. Fire Marshall, Rocky Hyder, ordered a second study and the Asheville Regional Office of NC DENR also

conducted a study. We discontinued any use of the Fire Training Center until the problem has been cleared up. The report from the study Mr. Hyder ordered did come back with negative results, but we have not received the report from the NC DENR study. We are confident that there are no problems with the ground water; therefore, we have authorized the use of the Fire Training Facility again.

- The College currently has several partnerships located on our campus, such as the Helping Hands Day Care Center and the Literacy Council. The state is in the process of shutting down some of the Employment Security Commission (ESC) offices across North Carolina. The Hendersonville office is targeted for closure. When the new Technology Development building is complete we may want to ask the local ESC to consider a partnership with our Job Link Career Center, which will be housed in this building. Dr. Parkhill has done some research and found out the ESC currently pays over \$3700 monthly for rent, utilities, etc.

Student Government Association

The Student Government Association (SGA) President, George Hoskin, reported the following officers for the 2006-2007 year: Vice-President, Stephanie Tice; Secretary, Shawn Landreth; and Treasurer, Vincent Cornet. At the first SGA meeting, members discussed the new parking regulations and new procedures for posting flyers on campus. The next event scheduled is the Allied Health Day on October 12th from 11 a.m. to 2 p.m. and 4:30 p.m. to 7:30 p.m. The 2006-2007 budget has been drawn up and will be voted on at our next meeting. The SGA Officers and Club Advisors will be meeting soon to discuss club purchases and expectations for club participation on campus. Future meeting times for the Student Government Association will be on the first Thursday of every month at 3 p.m.

Administrative Services

Approval of 2006-2007 Institutional Budget & Financial Report

David Whitson, Dean for Administrative Services, presented the College's Institutional Budget & Financial Report and requested approval of the 2006-2007 Institutional Final Budget for Blue Ridge Community College. John Love made a motion to approve the final budget and financial report. It was seconded by Richard Todd and passed unanimously. The Institutional Budget & Financial report is attached and made a part of these minutes.

Approval of annual Payment of Allowances to the President

Mr. Whitson distributed a listing to the Secretary and Chairman of the Board of the annual payment allowances to the President and information on a Blanket Travel Authorization. Mr. Whitson explained to the Trustees that the purpose of the request is to give assurance that all allowances are accounted for and recorded in the minutes and approval is received for all allowances. He requested approval for the annual payment of allowances to the President with retroactive dates as described. Mr. Whitson addressed all questions. Richard Todd made a motion to approve the annual payment of allowances to the President as presented. It was seconded by Jeff McDaris and passed without dissent. The listing is attached and made a part of these minutes.

Approval of Blanket Travel Authorization

Mr. Whitson requested the Trustees to pre-authorize all travel for the President as described. New state rules governing travel for all state employees mandates this approval. He addressed all questions. Mary Ann Engel made a motion to approve the blanket travel authorization. It was seconded by Pat Jones and passed unanimously. The listing is attached and made a part of these minutes.

Approval of Construction Drawings for Project No. 1536, Applied Technology Building, Transylvania

Mr. Whitson reported to the Board on current construction projects and requested approval for the Construction Drawings for Project No. 1536, Applied Technology Building, Transylvania County as submitted by the architectural firm of O’Cain Design Group PA. Mr. Whitson distributed a “Time Line” for the construction project. Jeff McDaris made a motion to approve the construction drawings as described. It was seconded by Mary Ann Engel and approved unanimously. A time frame of the construction project is attached and made a part of these minutes.

Approval to Grant Right-of-Way to Duke Power Company for Project No. 1425, Technology Education & Development Building

Mr. Whitson requested approval to grant a right-of-way for Duke Power Company to install an underground electrical cable from the Sink Building to Project No. 1425, Technology Education & Development Building. The right-of-way will have a width of 10 feet on each side of the ditches centerline. The ditch will run from the Sink Building across East Campus Drive, then north down East Campus Drive to a transformer box. Mary Ann Engel made a motion to grant the right-of-way to Duke Power Company as described. It was seconded by Richard Todd and passed without dissent.

Other Facility Matters

Mr. Whitson updated Trustees on the repairs to the lake. The College has gathered repair estimates to fix the problem long term and this would cost approximately \$100,000. At this time the budget does not include monies for this repair. We are looking into other sources of funding.

President Sink informed Trustees the College had requested \$1.2 million from Henderson county for repairs and renovations. We did not receive this amount but the County Commissioners did give the College \$100,000 for repairs. Approximately one week later the Commissioners rescinded the \$100,000 award. President Sink recommended that the Board go as a group to the Commissioners to request the \$100,000 be returned to the College to be used to repair the lake. Trustee comments included: the College should get detailed information on cost estimates and needs, should include in the presentation that the lake is functional in the fire fighting needs for the community, should include support from the Fire Fighters Association. Chairman Spearman requested that President Sink setup the presentation and meeting between the Board and Commissioners.

Mr. Whitson informed Board Members Henderson county has asked the College to participate in discussion meetings with county department heads on the College’s future capital needs. We are in the process of producing a detailed capital needs plan which will address needs up to the year 2020.

Educational Foundation

Ann Green, Executive Director of the Educational Foundation, reported Charles Russell, CPA with Painter, Russell, and Associates presented the Foundation's 2005-2006 audit, which produced a clean opinion. The Educational Foundation approved David Whitson, Dean for Administrative Services, as Assistant Treasurer. Dr. Corbin Williams was remembered for his service and contributions to the Foundation. The family of Mary Ann and John P. Shepherd has established an annual memorial scholarship to benefit Blue Ridge Community College students continuing their education at a four-year institution. An anonymous donor has established a \$15,000 scholarship endowment (the donor's third) in memory of James Henry Merrell. Awards will be made with preference to students enrolled at Blue Ridge Community College in Mechanical Engineering Technology or Mechanical Engineering Technology-Drafting and Design Emphasis. James and Jo Ann Brittain have established a \$10,000 scholarship endowment (their third) in memory of Jo Ann's parents Beulah Coulter Layne and Arvel Layne with a stock contribution. Awards will be made with preference given to minority nursing students that have a financial need. The estate of Emil F. Hager will be gifting \$25,000 to be used for scholarships for students in financial need and not necessarily those students with high marks. Pardee Hospital has gifted \$15,000 in support of the Nurse Aid faculty in Continuing Education. The theme for this year's Campus Fund Drive is "Pay It Forward." Art Faculty, Brian Glaze, and HRD Employability Specialist, Barbara Gregory, are this year's co-chairs and will kick-off the campaign today. The 2006 Scholarship Appreciation Luncheon will be held at 12 noon on Wednesday, September 20, in the Sink Commons Area. The Faculty and Staff Award Nomination Forms will be available October 2. The 2007 award recipients will be presented at the Faculty and Staff Holiday Party in December.

Minutes Approval

Upon a motion by Mary Ann Engel and a second by Jeff McDaris, the minutes from the July 12, 2006 Board Meeting were unanimously approved.

Capital Needs PEAC Committee

Mary Ann Engel updated Board Members the PEAC Committee continues in their process of gathering letters of support.

NC Board of Ethics Evaluation of Statement of Economic Interest

Vice Chair Mary Ann Engel read the Statement of Economic Interest to Trustees which reflected no actual or potential for conflict of interest for Chairman Joe D. Spearman, Sr. The statement is attached and made a part of these minutes.

Committee Appointments

Chairman Spearman appointed the following 2006-2007 Committees:

Finance Committee: John McCormick - Chair, Bill Farrell, Pat Jones

Nominating Committee: John Love- Chair, Ronnie Pepper, Richard Todd

Trustee Comments

Chairman Spearman informed Board Members that the SGA President, George Hoskin, has taken his oath of office at the Henderson County Clerk of Court. A copy of the oath of office is attached and made a part of these minutes.

Mary Ann Engel informed the Board the Joint Committee met yesterday to receive a preliminary report from Dr. Joyner. There is no news at this time, but the Committee is scheduled to meet again on October 11 and hopes to have a final report at that time.

Jeff McDaris informed Trustees the state is working on a plan that will help Henderson County high school students in their endeavor to continue their education at a community college. Mr. McDaris extended a special thank you to college employees: Terrell West, Earl Medlin, Frank Byrd, Kirsten Bunch, Chad Merrill, Lisa Garren and Glenda McC Carson, who have been very instrumental in this effort.

There being no further business, the meeting was adjourned.

Chairman

Secretary