

Blue Ridge Community College
Board of Trustees Meeting
May 11, 2009 – 5 p.m.
Flat Rock Campus

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, May 11, 2009, at the Flat Rock Campus.

The following members were present:

John McCormick, Jr.	Candler Willis
Kohlan Flynn	Betty Gash
Bill Farrell	Jeff McDaris
Ronnie Pepper	Roy Neill
Andrew Tate	Ken Butcher
Patricia Jones	Chip Gould
Marilyn Bailey	Teresa McCall

The following members were excused:

Preston Smith

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Chad Merrill	Brenda Conner
Lee Anna Haney	Peter Hemans
Tom Good	Tara Starnes
Jennifer Heaslip, Times News	Chris Campbell

Chairman McCormick called the meeting to order and 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?

Trustee, Andrew Tate reported a conflict of interest with Agenda item (VII-B, Approval of Special Permit to Use College Facilities.)

Introduction of New Trustee

Chairman McCormick introduced new Trustee, Teresa McCall. Ms. McCall was appointed to the Board by the Transylvania County Board of Commissioners to fill the vacant term of Mike Hawkins, which will expire in June 2009. Ms. McCall was administered her oath of office by the Transylvania County Clerk of Court prior to this meeting. A copy of the executed oath of office is attached and made a part of these minutes.

Preview of New Website

Vice-President, David Hutto gave a brief demonstration of the College's new Web site. An ad hoc committee was established to research and develop the new Web site. President Parkhill thanked the Web Site Committee for their excellent work.

Minutes Approval

Kohlman Flynn made a motion to approve the March 9, 2009, meeting minutes. It was seconded by Bill Farrell and passed unanimously.

President's Evaluation Committee Report

Committee Chair, Jeff McDaris informed Trustees that in accordance with the North Carolina Administrative Code Section 23NCAC 02C.0209, the Board was sent an evaluation form to rate President Parkhill's performance for the preceding twelve months. The completed evaluation forms were summarized for the President's Evaluation Committee to review. The committee then conducted an initial formal interview with President Parkhill on April 9th. All Board Members were invited to attend this interview. The Board determined that President Parkhill's performance was more than satisfactory with an average score of 4.85% out of a possible 5.00%. A letter will be sent to the Chair of the State Board of Community Colleges and the North Carolina Community College President. President Parkhill thanked the board for the opportunity to serve as the President of Blue Ridge Community College.

Finance Committee Report

Bill Farrell, Finance Committee Chair reported that the Finance Committee met on April 30th to review the 2009-2010 Preliminary Institutional Budgets. Mr. Farrell asked President Parkhill to update Board Members on the state of the economy.

President Parkhill presented the following highlights pertaining to the community college budget that was presented and passed by the Senate Appropriations Subcommittee on Education and is now before the full Senate Appropriations.

- Fully funded enrollment growth including additional \$10 million estimated to cover community college system's current year growth, as well as \$3 million in recurring reserve as included in Governor's budget
- No management flexibility or truth-in-budgeting reductions nor tuition increases

- Strong support for our Creating Success priorities including weighted-funding for healthcare programs as contained in Governor's budget, as well as additional funding for technical education, equipment and customized training

There are some areas of additional "challenge" that were not included in the Governor's budget recommendations including elimination of waivers for senior citizens and prisoners, elimination of regional criminal justice and fire coordinator positions, and some additional categorical reductions. The current budget reversions are now at 4% and the College is currently under strict purchasing restrictions. The only purchases that are allowed under these new restrictions are for classroom instruction. Travel and new employment hiring has also been frozen.

The Committee Chair asked David Whitson to present the Institutional Budget request. Mr. Whitson described in detail the 2009-2010 Preliminary Institutional Budgets which was based on the information received from the state earlier this year. A final budget will be presented for approval when the state's final budget is received. Bill Farrell stated that the Finance Committee recommends the approval of the 2009-2010 Preliminary Institutional Budgets as presented. It passed without dissent. A copy of the 2009-2010 Preliminary Institutional Budget is attached and made a part of these minutes.

David Whitson also informed Trustees that the College has not written-off any out-standing debts for several years. Mr. Whitson distributed a listing of the proposed write-offs. It was noted that board action would only write the debt off the College's financial statement. It does not forgive the students debt. The College has flagged records and will continue to seek payment.

Bill Farrell stated that the Finance Committee recommends the approval to authorize the write-off of those student accounts receivable in arrears by more than one year at March 31, 2009 as presented. It passed unanimously.

President's Report

President Parkhill reviewed the College's report to the board. A copy of this report which was distributed to Board Members is attached and made a part of these minutes. Highlights of activities occurring at the college include:

President Parkhill updated Board Members on recent bills introduced by the House and Senate which relate to community colleges.

Three employees have announced their retirement: Roy Bonnett, Information Technology instructor, effective June 1; Phil Rasmussen, Distance Learning and Multimedia specialist, effective July 1; and Roberta Keller, English faculty, effective August 1.

The Blue Ridge Conference Hall continues to be used frequently by staff and outside groups and is fully booked for May. Between September 2008 and March 2009, 76 events were held, and 14 are currently scheduled through mid-June. A one-year agreement is being negotiated with the Hendersonville Community Band for their use of the Conference Hall for rehearsals and concerts. A listing of events scheduled in the Conference Hall from August 2008 to June 2009 is included in board folders.

The JobLink Career Center is experiencing a significant increase in clients with over 4,000 clients served since January 2009. This increase is expected to accelerate as a result of the College receiving \$659,913 in WIA funding and a \$150,000 Jobs Now grant.

Two new College programs were approved at the State Board of Community College's April meeting: Fire Protection Technology and Office Administration-Virtual Office Assistance. The College has three other new programs slated for approval at the Board's May meeting: Accounting, Simulation and Game Development, and Film and Video Production Technology.

Work continues with Henderson County Early College. Approximately 130 applications were received from rising freshmen and sophomores by the April 9 deadline. The selection committee, made up of Henderson County Public School as well as BRCC personnel, began going through the applications on April 29. The goal is to begin the upcoming school year with 40 ninth graders and 40 tenth graders, with notification to students by the end of this current school year.

The Registrar's Office registered 652 students for summer 2009 during priority and early registration held March 16 through April 9. This figure represents a 30% increase over last summer.

New regulations for 2009-2010 Pell Grants will now allow students to be eligible for year round grants if they are enrolled at least half-time fall, spring, and summer terms. The Financial Aid office has seen an increase of about 35% in the number of Pell Grant applications being processed for fall 2009 over last year at this time.

The College has acquired equipment for a new interactive video classroom in Brevard. This will be the second ITV classroom for that location. This facility will allow BRCC faculty to teach almost any course with two-way interactivity at each location. With the tight budget situation next year, this facility will allow the College to leverage its teaching resources and save on travel costs. The new TRC ITV classroom will also be able to be connected to the state interactive video network. It will be ready for action by fall 2009.

Review of Financial Reports

David Whitson distributed and discussed the College's FY 2008-2009 State and County Budget Status Report as of March 31, 2009. A copy of the report is attached and made a part of these minutes.

Educational Foundation Report

Ann Green, Executive Director, reported that the funding for the College's new Web site software was provided by the Educational Foundation. A question arose concerning the possibility of on-line giving with the new Web site. Ms. Green responded that the College is working on this and we hope to be able to offer this in the near future.

Ms. Green informed Trustees of the following major gifts since the last Board of Trustees' Meeting:

- AAUW Brevard provided \$6,900 for 2009-2010 AAUW Brevard Scholarships.

- With an initial gift of \$4,000 in October, combined with *an additional gift of \$6,000 in April*, Barbara Gregory (a College employee and daughter of John Gregory, the first Chairman of the Blue Ridge Community College Board of Trustees) established an endowment to provide scholarships for students pursuing an Early Childhood Associate degree.
- General Motors Corporation made an in-kind gift of 91 essential tools, valued at \$6,368.55, for the Automotive Systems Technology program.
- General Motors Corporation also donated a 2005 Saturn Vue – 4WD, valued at \$5,000.

At the April 22, Educational Foundation Board meeting, the Board of Directors approved a Gift Acceptance Policy developed by the Educational Foundation’s Fundraising Committee, which will provide guidance in the solicitation, acceptance, and utilization of donor gifts. The policy also covers administrative, legal, and accounting procedures associated with such gifts.

The Foundation’s community fundraising campaign (Creating Success: Hope • Opportunity • Jobs) is underway. An “Opportunities for Giving in 2009” brochure has been printed for donors planning to give before fiscal year end June 30 or calendar year end December 31.

The Foundation’s 2008-2009 Audit is scheduled for the week of July 13. Preliminary audit testing is planned for June 3 and 4. The Foundation’s Audit Committee will meet with the Painter, Russell and Associates’ auditing team on June 30.

New Annual Scholarships include:

- National Technical Honor Society established an annual \$500 scholarship for an active NTHS member in good standing, currently enrolled at Blue Ridge Community College.
- A one-time scholarship, the Ken Johnson Memorial Scholarship, sponsored by the Hendersonville High School classes of 1947 and 1948, will award \$500 to a deserving graduate of Hendersonville High.
- Junior Woman's Club of Hendersonville has started a \$500 scholarship to be awarded with preference to a female Henderson County resident, age 18-40, who has returned to school to earn her degree.
- A \$500 scholarship, given by the Henderson County Master Gardener Volunteers, will be awarded with preference to a Blue Ridge Community College student with financial need studying in the Associate of Applied Science Degree program in Horticulture Technology.

Student Government Association Report

Chairman McCormick informed Trustees that the SGA President was unable to attend. President Parkhill introduced the upcoming SGA President, Tara Starnes.

Old Business

Chairman McCormick informed Board Members that a teleconference meeting was held on March 26th, 2009 to hear the issues, relative to the Transylvania Center, Applied Technology Building Construction Project. The disputed claim is over the designer’s (O’Cain Design Group) lack to

properly manage the construction project. The College had withheld the amount of \$16,875 (11.25% of design contract) pending the outcome of the State Construction Office ruling.

The State Construction Office recommends that Blue Ridge Community College issue a deductive design amendment to share the retainage of \$16,875 equally with the O’Cain Design Group. Blue Ridge Community College may pay the O’Cain Design Group the sum of \$8,437.50 after the final report has been approved by the State Construction Office. Mr. McCormick stated that the O’Cain Design Group did concur with this decision.

Kohlman Flynn made a motion to follow the recommendation of the State Construction Office in regard to the Transylvania Center, Applied Technology Building Construction Project as presented. Roy Neill seconded the motion and it passed without dissent.

Approval of New Employees

Chairman McCormick requested approval of the new Student Activities Coordinator, April D. Killough. Information with details on Ms. Killough’s education and work experience was included in board folders. President Parkhill stated that this position was funded by the increase in the student activities fee, which was previously approved by the board. Ken Butcher made a motion to approve the new employee as presented. Chip Gould seconded the motion, and it passed without dissent. A copy of the new employee information listing is attached and made a part of these minutes.

Approval of Reemployment Contracts

Chairman McCormick requested approval of the Reemployment Contracts for July 1, 2009 – June 30, 2010. A listing of employees for reemployment is included in Trustees folders. After discussion, Pat Jones made a motion to approve the reemployment contracts as presented. The motion was seconded by Betty Gash and passed unanimously. A copy of the Reemployment Contracts listing is attached and made a part of these minutes.

Approval of Special Permit to Use College Facilities

Chairman McCormick informed Board Members that the Henderson County Partnership for Economic Development had requested permission to serve alcohol at their 2009 Industrial Appreciation Banquet to be held on September 1, 2009. Mr. McCormick stated that the Henderson County Partnership for Economic Development had met all of the College requirements for this special permit. Bill Farrell made a motion to approve the special permit request. It was seconded by Roy Neill and passed without dissent. Andrew Tate abstained from voting due to a conflict of interest.

Approval of 2010 United States Census Partner Proclamation

President Parkhill informed Trustees that the Official US Census Day is April 1, 2010. She noted that, as an educational institution, we are obligated to help inform the community of the importance of having a complete count. President Parkhill requested approval of the US Census Partner Proclamation, which was sent to Board Members prior to the meeting. As we get closer to the

official census date, we will post information on our Web site. Chip Gould made a motion to approve the 2010 United State Census Partner Proclamation. It was seconded by Ronnie Pepper and passed unanimously. A copy of the proclamation is attached and made a part of these minutes.

Approval of Campus Emergency Response Policy

President Parkhill informed Trustees that the College currently has Emergency Response and Safety Policies but they are located in different areas of the Policies and Procedures Manual. In order to make it easier to find and identify these policies it is the College's recommendation to combine the two policies into a new chapter entitled Campus Emergency Response. A copy of the College's Emergency Response Plan can be provided to Trustees at their request. After discussion, Andrew Tate made a motion to approve the policy change as presented. It was seconded by Bill Farrell and passed without dissent.

Approval of Identity Theft Policy

President Parkhill requested approval of the Identity Theft Prevention Policy. This is a new policy required by the Federal government and is pursuant to the US Fair and Accurate Credit Transaction Act of 2003. After discussion, Bill Farrell made a motion to approve the new policy as presented. It was seconded by Chip Gould and passed unanimously.

Approval of Reduction in Force/Involuntary Leave Policy

President Parkhill informed Trustees that the College currently has a Reduction in Force Policy; however it does not address furloughs. Due to the Governor's Executive Order #11, it has been recommended that we include in our existing policy an Involuntary Leave rule. If adopted this will become part of employee contracts. Chris Campbell, College Attorney described the proposed policy and the changes to the current policy. This will apply for the 2009-2010 fiscal year. After all questions were addressed, Ken Butcher made a motion to adopt the policy as presented. It was seconded by Kohlan Flynn and passed unanimously.

Approval of Policy for Execution of the Governor's Executive Order #11

President Parkhill informed Trustees that in order to address critical revenue shortfall, Governor Perdue signed an Executive Order which will affect all state employees including community colleges, k-12 schools, universities, and other state departments. The order, which calls for a Flexible Furlough Plan, states that [employee] compensation will be reduced by an annualized amount equivalent to 0.5 percent for the remainder of the fiscal year. Each employee will receive 10 hours of flexible time off in exchange. The time off may be taken between June 1, 2009 and December 2009.

President Parkhill requested approval pending State Board action to grant authorization to the President to adopt rules to be applied in designating the times employees will use for the time-off per Executive Order #11.

Ken Butcher made a motion to approve the Policy for the Execution of the Governor's Executive Order #11 as presented. It was seconded by Kohlan Flynn and passed unanimously.

Board Evaluation of Effectiveness

Chairman McCormick asked Trustees to complete and return the “Evaluation of Effectiveness” form that was sent to them prior to the meeting. This is 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.

Trustee Comments

Nominating Committee Chair, Ronnie Pepper reminded Board Members that a nomination form had been emailed to them and was also included in their board folders. The Nominating Committee will meet on June 8th; members were asked to forward completed forms to Brenda Conner by June 1.

Chairman McCormick reminded Trustees that the Ethic’s “Refresher” Training Session was scheduled for Friday, May 29th from 9:30 – 11:00 a.m. in the Sink Building, Distance Learning Room 117. All Board Members are required to attend this session. Please let Brenda Conner know if you will not be able to attend.

President Parkhill informed Board Members that a group photo will be taken at the July meeting. Members were encouraged to attend.

Chairman McCormick asked Board Member to join him in congratulating Jeff McDaris on his appointment as the new Transylvania County Schools Superintendent.

There being no further business, the meeting was adjourned.

Chairman

Secretary